

**Cataloguing Code Comparison for the  
IFLA Meeting of Experts on an International Cataloguing Code  
July 2003**

AACR2: Anglo-American Cataloguing Rules, 2nd ed. 2002 revision. - Ottawa :  
Canadian Library Association ; London : Chartered Institute of Library and Information  
Professionals ; Chicago : American Library Association, 2002.

**AAKP (Czech): Anglo-americká katalogizační pravidla. 1.české vydání. – Praha,  
Národní knihovna ČR, 2000-2002 (updates)**  
[translated to Czech from Anglo-American Cataloguing Rules, 2nd ed. 2002 revision. -  
Ottawa : Canadian Library Association ; London : Chartered Institute of Library and  
Information Professionals ; Chicago : American Library Association, 2002.

**AFNOR: AFNOR cataloguing standards, 1986-1999**  
*[When there is no answer under a question, the answer is yes]*

BAV: BIBLIOTECA APOSTOLICA VATICANA (BAV)  
Commissione per le catalogazioni  
**AACR2 compliant cataloguing code**

KBARSM (Lithuania): Kompiuterinių bibliografinių ir autoritetinių įrašų sudarymo  
metodika = [Methods of Compilation of the Computer Bibliographic and Authority  
Records] / Lietuvos nacionalinė Martyno Mažvydo biblioteka. Bibliografijos ir  
knygotyros centras ; [parengė Liubovė Buckienė, Nijolė Marinskienė, Danutė  
Sipavičiūtė, Regina Varnienė]. – Vilnius : LNB BKC, 1998. – 132 p. – ISBN 9984 415  
36 5

**REMARK:** *The document presented above is not treated as a proper complex  
cataloguing code in Lithuania, but is used by all libraries of the country in their  
cataloguing practice as a substitute for Russian cataloguing rules that were replaced  
with IFLA documents for computerized cataloguing in 1991.*

**KBSDB: Katalogiseringsregler og bibliografisk standard for danske biblioteker. – 2.  
udg. – Ballerup: Dansk BiblioteksCenter, 1998**

KSB (Sweden): Katalogiseringsregler för svenska bibliotek : svensk översättning och  
bearbetning av Anglo-American cataloguing rules, second edition, 1988 revision /  
utgiven av SAB:s kommitté för katalogisering och klassifikation. – 2nd ed. – Lund :  
Bibliotekstjänst, 1990.

Translation of the rules for multi-level description, one major, national adaptation  
in our translation of AACR2 for AACR2, ch. 13, Analysis.

**MSZ: For decisions on headings for the bibliographic entries, national standard  
family MSZ (Magyar Szabvány = Hungarian Standard) 3423 "Choice of headings  
for descriptive catalogues".**

For the form of heading, prescriptions of the national standard family MSZ 3440  
"Heading elements of the bibliographic description".

The data elements and punctuation of the bibliographic description are defined by  
standard family MSZ 3424 and KSZ (Könyvtári Szabályzat = Rules for libraries)

**PPIAK (Croatia): Verona, Eva. Pravilnik i priručnik za izradbu abecednih kataloga. - Zagreb : Hrvatsko bibliotekarsko društvo.**

**1. dio : Odrednice i redalice. - 2. izmijenjeno izd. - 1986.**

**2. dio : Kataložni opis. - 1983.**

*PPIAK Macedonia: (ISBD's and PPIAK): Pravilnik i priručnik za izradu abecednih kataloga by Eva Verona. [The official language is Macedonian, so the rules are adapted for the specifications of the Cyrillic alphabet.]*

**PPIAK (Slovenia): Verona, E.: Pravilnik in priručnik za izradbu abecednih kataloga. – Zagreb : Hrvatsko bibliotekarsko društvo, 1983-1986.**

**RAK: Regeln für die alphabetische Katalogisierung in wissenschaftlichen Bibliotheken : RAK-WB / Die Deutsche Bibliothek.** [Erarb. von der Expertengruppe Formalerschließung im Auftr. des Standardisierungsausschusses. Hrsg. von der Arbeitsstelle für Standardisierung, Die Deutsche Bibliothek. Red. Bearb.: Gudrun Henze]. – 2., überarb. Ausg. – Leipzig ; Frankfurt am Main ; Berlin. – Losebl.-Ausg.

1. Ausg. geb. Ausg. – Bis 1990 erarb. von der Kommission des Dt. Bibliotheksinst. für Alphabetische Katalogisierung. Ab 1991 erarb. von der Expertengruppe RAK des Dt. Bibliotheksinst. – Red. Bearb. bis Erg.-Lfg. 3 (1998): Hans Popst. - Bis Erg.-Lfg. 3 (1998) verl. vom Dt. Bibliotheksinst., Berlin

Grundwerk. – 1993

Erg.-Lfg. 1 (1995)

Erg.-Lfg. 2 (1996)

Erg.-Lfg. 3 (1998)

Erg.-Lfg. 4 (2002)

**RAKK (Bulgaria): Rakovodstvo za azbučni katalozi na knigi. – Sofia : Narodna biblioteka Sv.Sv. Kiril i Metodii, 1989 (Manual for alphabetical catalogues of books. – Sofia : SS Cyril and Methodius National Library)**

**RC (Spain): Reglas de catalogación, ed. nuevamente rev., 1999. – Madrid : Ministerio de Educación y Cultura, Centro de Publicaciones : Boletín Oficial del Estado, 1999**

**RCR: Russian Cataloguing Rules. Part 1. General Positions. – Moscow : Russian Library Association, Interregional Committee of Cataloguing, 2003.-242 p.**

**RICA: Regole italiane di catalogazione per autori – RICA. Rome : ICCU, 1979**

**RT: Regels voor de titelbeschrijving / Federatie van Organisaties op het gebied van het Bibliotheek-, Informatie- en Dokumentatiewezen (FOBID). - Den Haag : Nederlands Bibliotheek- en Lektuur Centrum, 1978-1994. - 12 dl.**

**SL (Finland): Suomalaiset luettelointisäännöt. - Uud. laitos. -**

Helsinki : Kirjastopalvelu  
ISBN 951-692-224-4 (koko teos, nid.)  
Monografioiden kuvailu / Luettelointisääntöryhmä.  
1989. - 112 s. ; 30 cm  
ISBN 951-692-226-0 (nid.)  
Suomalaiset luettelointisäännöt. - Helsinki : Kirjastopalvelu  
ISBN 951-692-224-4 (koko teos, nid.)  
Hakutiedot / [Luettelointisääntöryhmä].  
Uud. laitos. - 1991. - 248 s. ; 30 cm.  
ISBN 951-692-260-0 (nid.)

#### 4. CORPORATE NAMES

4.1. What entities do your rules consider as corporate bodies? (e.g., ships, spacecraft, government or private agencies, institutions, corporations, societies, expeditions, performing groups, named meetings and conferences, festivals, exhibitions, etc.)

AACR2: AACR defines a corporate body as “An organization or group of persons that is identified by a particular name and that acts, or may act as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.”

National libraries have also issued more detailed guidelines listing specific types of entities to be considered as corporate bodies.

AFNOR: AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*]

##### *§1.1 Definition of a corporate body*

For cataloguing and bibliographic purposes, a corporate body is any organization or group of persons or of organizations which is identified by a particular name and which has a permanent or periodical activity. [...] This includes named occasional groups and events.

Examples (some of them are not from the standard)

- government agencies, example :  
    Commissariat à l'énergie atomique (France)
- private agencies, examples : Amnesty International  
    Rotary international
- institutions, examples : Hôpital international de l'Université de Paris  
    Musée de la Compagnie des Indes (Port-Louis, Morbihan)
- corporations, examples : Virgin France  
    Produits Sandoz
- societies, example : Amis du Musée de la mine (Saint-Etienne)
- expeditions : example : Expédition Peuples de l'eau (1992 / 1994)
- performing groups, examples : The Beatles (voir ci-dessus §3.F.2.)  
    Duke Ellington orchestra  
    Compagnie Renaud-Barrault [theater troupe]
- named meetings and conferences, example :  
    Congrès européen de démographie (1991 ; Paris)
- festivals, examples : Festival d'Avignon  
    Biennale de Venise
- industrial or commercial exhibitions, example :  
    Vedette Collectivité : Exposition internationale (1992 ; Séville, Espagne)  
    Titre et mention de responsabilité : [Recueil. Documents d'information]  
    [Texte imprimé] / Exposition universelle de Séville.

##### *§1.1.1. Are not considered to be corporate bodies :*

- groups when their designation consist of general terms and having no proper appellation

*Example : Une réunion de professeurs*

- occasional events (examples : occasional conferences) when their designation consists just of a title, eventually followed by general terms denoting it concerns a meeting, its place, or the name of the organizing body [which is subject of a heading] (except when the place of the meeting is an inseparable part of the designation of the event). Cultural or artistic exhibitions.

**Examples**

Title and statement of responsibility : La question de la bourgeoisie dans le monde hispanique au XIXe siècle / Colloque international organisé par l'Institut d'études ibériques et ibéro-américaines de l'Université de Bordeaux III, en février 1970, à Bordeaux.

Form title heading : [Exposition. Séville. 1998]

Title and statement of responsibility : Real monasterio de san Clemente  
[Texte imprimé] : historia, tradición y liturgia / [exposición].

- [ships and spacecrafts are not considered to be corporate bodies but they are not explicitly mentioned in the standard]

*§1.1.2.the cataloguer should not create names for unnamed groups*

*BAV: Every organization or a group of persons that is identified by a particular name and that acts as an entity. E.g. associations, institutions, business firms, enterprises, governments, agencies, religious bodies, churches and conferences; besides we consider ad hoc events and vessels to be corporate bodies.*

**KBARSM (Lithuania): By the Lithuanian cataloguing tradition any organization or group of persons and/or organizations that are identified by a particular name is considered as a corporate body.**

**KBSDB: The list above covers mainly, what our rules consider as corporate bodies. The only extra corporate bodies I can think of is music groups**

**MSZ: ANY ORGANIZATION, GROUP OF PERSONS THAT IS IDENTIFIED BY A NAME, SUCH AS GOVERNMENT OR PRIVATE AGENCIES, INSTITUTIONS, CORPORATIONS, SOCIETIES, PERFORMING GROUPS, MEETINGS AND CONFERENCES, FESTIVALS, EXHIBITIONS (EXCEPT INDIVIDUAL EXHIBITIONS)**

**PPIAK (Croatia): All, except for ships and space crafts.**

**PPIAK Macedonia: Institutions, institutes, corporations, named meetings, conferences, festivals, exhibitions.**

**PPIAK (Slovenia): Ships and spacecraft are not considered as corporate bodies.**

**RAK: Independently from the juridical definition, the RAK-WB consider as corporate bodies:**

- associations of persons, organisations and institutions, corporations and events that build an individually definable entity by their name, e.g. associations, clubs, societies, working groups
- political parties, cooperatives, trade unions, chambers for commercial matters
- academies, universities, schools
- institutes, archives, libraries, museums, theaters
- companies, firms
- banks, stock markets
- churches, fraternities, cloisters

- congresses\* \*\*
- fairs, festival weeks, exhibitions
- jurisdictions, e.g. states, countries, counties, districts, boroughs, and their subordinate bodies, e.g. parliaments, administrations, other authorities and departments, courts, military bodies, diplomatic representations.

\*A congress is treated as a corporate body if its denomination consists of

- a) a corporate body term denominating a congress (which may be extended by formal attributes) *and* a grammatically connected term denominating a theme, a proper name, a place name which is a firm part of the congress denomination, or a group of persons or corporate bodies, the group being no corporate body itself and no part of a corporate body
- b) initials or acronyms

Examples:

Item: Reports of the First Conference of the Ministers for Environment of the European Communities, Bonn 1972

Corporate body: Conference of the Ministers for Environment of the European Communities <1, 1972, Bonn>

Item: Interocean 1970. Bericht über die Tagung vom 10. – 15. Nov. 1970 in Düsseldorf

Corporate body: Interocean <1970, Düsseldorf>

**The RAK-WB do not consider as corporate bodies:**

titles of newspapers and journals and their editorial offices that are used like corporate names;

actions, databases, research projects, campaigns, investment funds, pilot projects, awards shows, projects, programs, focal points, plans and competitions (except sportive competitions);

interpreters or music groups whose name is given with surname and family name of the contributing persons;

archaeological excavations, expeditions, courses of studies, series of lectures

\*\* A congress is not treated as a corporate body if its denomination consists of

- a) only a simple term (which may be extended by formal attributes) denominating a congress term
- b) only a simple term (which may be extended by formal attributes) denominating a congress term and the name of the operating corporate body, even if the name of the corporate body and the congress denomination are written in a continuous order of letters
- c) only a theme without a congress denomination

Examples:

Item: Protokoll des 8. FDGB-Kongresses 1972

No corporate body: FDGB-Kongreß

Item: Institut für Organische Chemie der Johann Wolfgang-Goethe-Universität, Frankfurt am Main. Annual meeting

No corporate body: Annual meeting

Conferences and annual meetings of a corporate body are not given as a subordinate part of a heading. They are treated as publications of the corporate body itself.

**RAKK (Bulgaria): Political parties, NGO's, scientific, technical, business etc. institutions, institutes and companies, government agencies, international organizations and meetings, conferences, expeditions, exhibitions, fairs etc. with individual names which can be used for identification.**

RC (Spain): RC14.1.2 specify what is considered as corporate heading: collective entities, what means, associations, institutions, enterprises, governments and its organs, projects and programmes, churches, assemblies, etc. even of temporary character, that have a particular name under which they are formally known. According to that all examples given in this query would have our consideration as corporate headings, if they have a specific name.

RCR: Legislative bodies, courts, government officials (Head of State, President, etc.), principal services of Armed forces at the national level, embassies, consulates, etc., political parties and social organizations, institutions, corporations, enterprises (financial, industrial, transport, commercial, etc.), scientific organizations and societies, educational institutions, cultural institutions (libraries, museums, theatres, etc.) and societies, military institutions and military units, international organizations (U.N.O, UNESCO, etc.), religious bodies and officials, projects, programs, systems, networks; meetings and conferences, including exhibitions, fairs, festivals, Olympic games, etc.

Also corporate bodies include: jurisdictions; uniform titles of constitutions, laws, treaties, military regulations and instructions, etc., following name of jurisdiction.

**RICA: RICA [par. 23]definition of corporate bodies is the following:**

**“Each organization, institution, firm, corporation or group of persons, also with a temporary scope, with a name with which could be formally identified. Corporate bodies are: associations, institutes, foundations, academies, international organizations, political-territorial authorities and their organs, churches, religious orders, political parties, schools, universities, archives, libraries, museums, industries, commercial enterprises, congresses, conferences, meetings, commissions and committee, exhibitions, scientific expeditions, etc.” . At present RICA is not expressly considering as corporate bodies ships, spacecrafts and family names.**

**RT (Netherlands): The rules define a corporate body as an organisation, or group of persons that is identified as such. That includes all the examples mentioned in 4.1, but not ships and spacecraft.**

**SL (Finland): Mainly: Government agencies, religious bodies, local churches, private agencies, institutions, corporations, societies, expeditions, performing groups, named meetings, conferences, festivals, exhibitions, associations, business firms etc. We do not include e.g. ships or spacecrafts or parks.**

#### 4.A. PRINCIPLES

4.A.1. Do your rules have a goal to collocate the works of a corporate body under the controlled name of the corporate body?

**AACR2: Yes. See Paris Principle 7.1 and 9 above.**

**AAKP (Czech): Yes**

**AFNOR: Yes**

**BAV: Validation of headings is of the utmost importance in Vatican Library's cataloguing procedures.**

**KBARSM (Lithuania):** In our cataloguing tradition we pursue the goal described in the article 4.A.1 of the Principles.

**KBSDB: Yes**

**MSZ: YES**

**PPIAK (Croatia): Yes.**

**PPIAK Macedonia: Yes.**

**PPIAK (Slovenia): Yes**

**RAK:** Yes. In general, the official name of the corporate body is used as heading.

In general, references with differing forms of names are made.

**RAKK (Bulgaria): Yes**

**RC (Spain):** Yes, they do.

**RCR: Yes**

**RICA: Yes. [RICA par. 49;64].**

**RT (Netherlands): Yes.**

**SL (Finland): Yes. See Paris principle 7 and 9.**

4.A.2. What other underlying principles guide your treatment of corporate body names?

**AAKP (Czech):** Library of Congress Rules Interpretations (embedded in names we take from LC names, Czech interpretations of AACR2, that allow us e.g. to use qualifiers in Czech).

**AFNOR:** AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings §1.2 Form of the heading*]:

Generally, at a given time, each corporate body should be subject of only one author heading which is the uniform heading. All "see" references from the non selected forms to the form selected as uniform heading should be made.

*BAV: One of the impact point in our OPAC is the presence of indirect forms of corporate bodies, imported from the retrospective conversion of the printed catalog. The authority control is a permanent service and we provide the editing of the "pre-Paris Principles forms" of corporate bodies.*

**KBARSM (Lithuania):** No other principles are applied in our treatment of corporate body names.

**KBSDB:** Our rules are departed in general and special. The special part covers mainly the treatment of government, local authorities, conferences, meetings, church, music groups etc. The general rules all the others.

**PPIAK (Croatia):** Use of uniform heading and reference structure.

**RAK:** Some other underlying principles that guide the treatment of corporate body names according to RAK-WB:

The heading for newer international corporate bodies is made under the English form of name, if this one is better known than the German form of name.

If a corporate body has several official names in different languages, the language for the heading is chosen in the following order: German, English, French, Russian, Latin, Spanish, Italian. In case of doubt, the languages used in official publications of a corporate body and the corporate names in these languages are regarded as official.

Standardised forms are used for the headings of Austrian, German and Swiss universities etc. The following forms are used: "Universität", "Technische Hochschule", "Technische

Universität”, “Gesamthochschule”. The place name of the university etc. is given in angle brackets as addition.

Example:

Official name: Justus-Liebig-Universität, Gießen

Heading: Universität <Gießen>

Articles at the beginning of a corporate name are, in general, not given as part of the heading. This is not applicable if

- the omission causes a grammatical change of the following words
- the articles are at the beginning of a corporate name in Arab or Hebrew language
- the article is a firm component of a proper name (personal name, geographic name)

Juridical phrases or terms at the beginning or at the end of a name of a corporate body are not given as part of the heading. This is not applicable if

- the juridical phrases or terms are an inseparable part of the name or
- if without them the character of a corporate body would not be recognisable

In a heading for a corporate body, the components are given with initial upper case letters for every word, except articles, prepositions and conjunctions within the corporate body name.

A corporate body which is attached to a certain place gets its heading, if possible, with the place name as an addition in angle brackets if the place name is not already included in the corporate body name.

Corporate bodies which are attached to a certain place are, e.g.:

- all local organisations like clubs and associations of a place
- all corporate bodies which have a stationary office as an integral part
- all corporate bodies that are subordinate to or belong to one of the above listed types

If a corporate body changes its name, splits or fusions, references are made that link every name to the former and the later name; if this is not possible, to another former and another later name.

*RC (Spain): Paris Principle 9*

*IFLA Form and structure of corporate headings (1980), although there are certain different points.*

*IFLA Names of states: an authority list of language forms for catalogue entries*

*AACR2*

**RCR: Form and structure of a heading should be as simple as possible provided that the heading includes all the information needed to be distinguished from similar headings. Any heading must be controlled by the authority file. The preferred name of corporate body is official name of corporate body**

**RICA: [RICA pars. 23-24] The works can be collocated under the controlled name of a corporate body if it is a work of administrative, normative or documentary kind concerning the corporate body's activities or, in the case of a work of an intellectual kind, if the relation between such entity and the work can be stated with no doubt and if such relation appears formally evident on the title-page.**

**SL (Finland): As a bilingual country, we have to be flexible and offer alternatives concerning the language of international bodies, and also reflect different needs of public and research libraries.**

4.A.3. Are there limits on what sub-bodies are considered for naming?

**AACR2:** No, as long as the sub-body actually has a specific appellation rather than a general description. Rule 21.1B1 instructs: "Consider a corporate body to have a name if, in a script and language using capital letters for proper names, the initial letters of the words referring to it are consistently capitalized and/or if, in a language using articles, the words are always associated with a definite article."

**AAKP (Czech):** No.

**AFNOR:** There is no limit according to the AFNOR rules.

**BAV:** Basically a subheading is considered as a name containing a term that by definition implies that the body is part of another or it's a name containing a word that implies administrative subordination. Furthermore: a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body; a name that does not convey the idea of corporate body; a name of a university, etc. that simply indicates a particular field of study; a name that includes the entire name of the higher or related body.

**KBARSM (Lithuania):** No more than 3 sub-bodies are considered for naming in our cataloguing practice.

**KBSDB:** I'm not quite sure what the meaning of this question is. We have definition for what a sub-body is. It's for instant not a connected corporation, which we consider as a independent corporation

The decision taken, for when a Sub-body is a sub-body, are: 1) do the name contain a subordination or 2) are the names insufficient to identificate standing alone.

I can't find anything in the rules, which considered limits and I don't remembered situation for this in practice.

**MSZ:** WHEN THE NAME OF THE SUB-BODY IS NOT ENOUGH FOR IDENTIFICATION IT CAN NOT STAND FOR A CORPORATE BODY

**PPIAK (Croatia):** Yes.

**PPIAK (Slovenia):** Yes

**RAK:** Executive organs (e.g. executive board, secretariat), organs with authority to decide (e.g. general meetings, plenary meetings) and information organs (e.g. press offices, informations services) which represent a corporate body as a whole respectively which speak in its name are not given as subordinate bodies in a heading; their publications are regarded as publications of the corporate body itself.

This also applies to executive organs and information organs of e.g. regional territorial authorities like boroughs, districts, counties or cities that are not federal states.

**RAKK (Bulgaria):** No

**RC (Spain):** According to Form and Structure of Corporate Headings (FSCH) 15.1, RC 15.2.3Aa establishes that a sub-bodies name enter directly as a heading, without a superior corporate body, when the name is enough for its identification. And if the name of the superior body is included in a sub-body name in a brief form it should not be omitted.

The exceptions established by RC, and therefore entering subordinately, are:

1. Official corporate bodies of administrative, legislative etc. character, which would be subordinated directly under jurisdiction, as it has been said in PP 9.6.1

## 2. Names of sub-bodies would be subheadings only:

- When the name contain a word that normally implies that it is a part or an administrative subordination, according to PP 9.6.1
- When the name is general in nature, and therefore could be used by some other corporate bodies, or is insufficient to identify the subordinate body, as it has been said in PP 9.6.1 and also in FSCH 15.1b
- When the name includes the entire name of the higher or related body, according to AACR2 24.13A type 6
- Besides, RC15.2.3B establishes that even if a corporate heading is not properly a sub-body but has a relation with a body and includes in its name the name of that corporate body, the uniform heading must be the related corporate body plus the other as a subheading.

RCR: No more than 3 levels.

RICA: No. RICA [par. 68] requires that, when the name of a corporate body is not sufficiently distinctive if not preceded by the name of the body from which is hierarchically dependent, the name of the sub-entity be preceded, in the heading, by the name of the corporate body from which it depends (see also 4.B.2 below related to the need of being distinctive).

RT (Netherlands): *If the name of the sub body clearly implies subordination, the heading is made under the name of the superior body.*

SL (Finland): No, if the name is clearly indicated.

## 4.B. CHOICE

4.B.1. Which name used by a corporate body is the preferred name for your rules?

AACR2: See Paris Principle 7.1 and 9 above.

AAKP (Czech): Foreign corporate bodies: LC names and names taken from national bibliographies. Czech names and foreign names not found in other resources are formed according to AACR2 (with Czech qualifiers).

AFNOR: AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*]

§1.2.2.1. In the uniform heading of a corporate body, the name the most frequently used in the works is preferred to the official name of this corporate body.

Example :

Uniform heading of the corporate body: Institut Gustave Roussy

See reference from the official name :

Institut de recherches scientifiques sur le cancer Gustave Roussy

When variant forms of name are frequently used, or when there is a reason to doubt that the form of name used on the publications is the most widely used form, prefer the form of name found in established reference sources. (for examples see under Paris Principles §9.41)

§1.1.2.2. When among the variant forms there is an initialism or acronym, prefer the full form [...]. Unless the acronym or initialism is more widely used in the works [...]. When there is an initialism or acronym as part of the name of a corporate body, prefer it to the full form and write it without any dots or spaces (the graphic form which appears on the works should not be taken into account) [...]. The same rule should be followed when the initialism appears in a "see" reference.

Examples :

Uniform heading : Agence France-Presse

See reference from : AFP

Uniform heading : UNESCO

See reference from :

United Nations Educational, Scientific and Cultural Organization

**Uniform heading : Comité roumain pour l'ICOMOS**

**not : Comité roumain pour le Conseil international des monuments et des sites (ICOMOS = International council on monuments and sites)**

*BAV: We enter a corporate body under the name by which it's commonly identified but for subordinate and related bodies we enter them as subheadings of the name to which the sub-body belongs. For government bodies and officials we enter them under their own name. Government agencies are entered subordinately. Local variations are given for religious bodies and officials.*

**KBARSM (Lithuania): In our catalogues the uniform heading is the name by which the corporate body is usually identified in original form.**

**KBSDB: The preferred name is the form, which appears in formal ways. This doesn't mean new of earlier name of the corporate body. If the name appears in several language, the preferred name is taken from the official language, which country does the corporate belongs to or is it an international corporation etc.**

**MSZ: THE NAME UNDER WHICH THE CORPORATE BODY NAMES ITSELF AND WHICH APPEARS ON ITS PUBLICATIONS. IN HUNGARY CORPORATE BODIES (LEGAL ENTITIES, AND THOSE THAT HAVE TO PAY TAXES) ARE OFFICIALLY REGISTERED UNDER A NAME**

**THE UNIFORM NAME MAY BE:**

**THE OFFICIAL NAME**

**THE HUNGARIAN NAME (IF A HUNGARIAN BODY HAS NAMES IN DIFFERENT LANGUAGES)**

**THE SHORT FORM, ACRONYM, SYLLABLES OF THE NAME WHEN IT APPEARS ON THE PUBLICATIONS AND THIS NAME IS COMMONLY KNOWN**

**PPIAK (Croatia): The name as it appears in the publication.**

**PPIAK (Slovenia): As a rule, the official name of a corporate body (except when the abbreviated name is more commonly known).**

**RAK: In general, the official name of the corporate body is used as heading.**

**See also 4.A.2.**

**RAKK (Bulgaria): For the uniform heading the name of the corporate body is used always in the most popular form (full or abbreviated). References are made under other forms of the name found in the book.**

**When in different editions of a corporate body its name is given in different forms the official form of the name is used for uniform heading.**

**When for identification of the name of a corporate body an additional information is needed it is given in the uniform heading (place, type of corporate body, a word, phrase or date for characterization).**

*RC (Spain): RC 15.2.1.A says that we must use the name of a corporate body under which the body is the most frequently identified, according to PP, although the special rules for the cases administrative, legislative, etc. of corporate bodies, or sub-bodies or related bodies must be taken into account.*

*If there are different forms of the name of a corporate body, the predominant in the main source of information of the publication must be chosen. If in that source it appears in more than one form, the most prominent one must be chosen, and if there are not any differences the brief one must be chosen.*

*When a corporate body is known under a conventional name, this one should be preferred to the official one.*

RCR: Government authorities, agencies and officials, courts of any level, etc.: name is entered under jurisdiction.

As for other names, if they are not included in the authority file yet, it is recommended to enter them as they are given in the source document, unless there is a strong reason to change it. As a rule, identifiers are added including place, date and/or number of the corporate body.

**RICA: [RICA par. 64 and 64.1] Both, contemporarily, the name and the language under which a corporate body is constantly and prevalently identified in its publications. It could be an acronym, an abbreviated expression or other.**

**RT (Netherlands): See Paris Principle 9.41 and 9.42.**

**SL (Finland): See Paris principles 7 and 9.**

4.B.2. How are sub-bodies treated (are they established under their own name or subordinately under the name of a higher level body in the corporate hierarchy?)

AACR2: Either is possible. See Paris Principle 9.6-9.62 above.

AAKP (Czech): [In] AACR2: Subordinate and related body 24.12

AFNOR: The AFNOR standard NF Z 44-060 [Form and structure of corporate bodies headings] is based on Form and structure of corporate headings of IFLA (core standard dated 1980 and updates dated 1992)

BAV: *We enter a subordinate body or related body under its own name unless it belongs to the previously mentioned types (see 4.A.3)*

**KBARSM (Lithuania): Sub-bodies are established under their own names or subordinately under the name of a higher-level body in the corporate hierarchy in the uniform heading**

**KBSDB: If we considered the sub-body as dependent or it can't stay alone, it will be coded together with the corporate of the higher level, with the corporation of the highest level as first term**

**If the sub-body are independent or can stand alone it will be coded under the name of the sub-body**

**MSZ: THE NAME OF THE SUB-ORDINATE BODY IS USED IF IT IS ENOUGH FOR IDENTIFICATION (E.G., IF IT IS NOT A GENERIC TERM)**

PPIAK (Croatia): Both (PPIAK 151).

**PPIAK (Slovenia): They are usually established subordinately under the name of a higher level body in the corporate hierarchy (except when there is no doubt about their identification).**

RAK: Sub-bodies (subordinate or related bodies) are established under their own name if their name

- is sufficient as a denomination without the name of the higher level body
- is written together with the name of the higher level body in a continuous order of letters
- contains only parts of the name of the higher level body and the parts do not make clear that it is a corporate body

If the name of a sub-body consists solely of a general term like "archive", "library", "observatory" this term is not regarded as sufficient.

Sub-bodies are established as a subheading to the heading of the higher level body if their name



**RT (Netherlands):** See Paris Principle 9.62.

**SL (Finland):** Both cases are possible.

#### 4.C. STRUCTURE

4.C.1. Do you follow the IFLA Form and Structure of Corporate Headings when formulating the structure of a corporate body's name?

**AACR2:** Not specifically, although some AACR rules may reflect the same structure as the IFLA IFLA Form and Structure of Corporate Headings.

**AAKP (Czech):** If they are embedded in AACR2.

**AFNOR:** Yes

**BAV:** No, we don't. We formulate our headings according to AACR2 with local variations in additional elements (see § 4.C.4)

**KBARSM (Lithuania):** We follow the IFLA Form and Structure of Corporate Headings when formulating the structure of a corporate body's name.

**KBSDB:** Yes. If we can't find any guiding in the Danish rules, we always consult the IFLA Form and structure of Corporate Headings

**MSZ:** YES

**PPIAK (Croatia):** Yes.

**PPIAK Macedonia:** We follow the rules of *Pravilnik i Prirucnik za Izradu Abecednih Kataloga (PPIAK)*, where the individual corporate body's name is used for identification.

**PPIAK (Slovenia):** Yes

**RC (Spain):** Yes, we generally follow IFLA FSCH (1980) when formulating the structure of a corporate body's name. There are only some cases in which we separate from them:

- from the general recommendation FSCH 4.2 that says that when among the variant forms there is an initialism or acronym, the full form should be preferred, unless the acronym or initialism is more widely used. RC in 15.2.1A chooses the prominent form first, then the brief one.
- respect to general recommendation FSCH 5b that says an initial article should be omitted unless required for reasons of clarity of grammar. RC 15.2.1A says that the article, if there is one, must be postponed, and in the case it should precede, it should not be taken into account when ordering. With this rule, the RC has wanted to keep the practical tradition, but nowadays practice we leave the article as a part form when it really forms part of the name and if we removed it we would fall into a grammar mistake.
- FSCH 7 about qualifiers prescribe a punctuation to separate elements that are not contemplated or are different in RC: for example, when there are two or more qualifiers of different types FSCH recommends space, semicolon, space, and in RC a point is used.
- We also separate from recommendation FSCH 7.3 that establishes that when a corporate body includes a local place name, which would normally be used as a qualifier, it must be given as a qualifier. On the contrary RC 15.2.1B establishes to keep the form in which it appears, allowing the geographic place form part of the name. In this case, we are closer to P.P. 9.4, and to FSCH 5 that establishes to record the name in the form and order in which they appear in the source of information. That is why we would never use the geographic place as a qualifier, if it is included in

*the name of the corporate body, unless it appears typographically separated or in other sources of information.*

- *We do not follow either the FSCH 7.5 recommendation of recording the qualifiers or any identifying characteristics added to a corporate body in one of the official languages of the territory in which the body is located. It is thus drawn from RC that all the identifying characteristics should be in Spanish and the Spanish name if it exist and is of common use should be used for geographic places. (RC 15.2.1 B)*
- *About the FSCH 13.1 recommendation of adding a geographic location to all territorial authorities below the level of state, federal, unit, etc. RC 15.2.1C establishes that the precise identification should be added to jurisdictional territories of different order that have a similar geographic name. This procedure is in accordance with the FSCH 13.3 recommendation that dealing with identical geographic names, ask for addition of characteristics.*
- *FSCH 13.3 recommendation establishes the addition of further characteristic designations of the type of territorial authority, when there are identical geographic names and identical location characteristics. And there are examples that add different characteristics at the same time, what we never do; we never give two identifiers together.*
- *Although there is nothing in RC against FSCH 21c, we do not apply the recommendation which establishes that when the name of the territorial authority is necessary to identify a corporate body, the corporate body must be treated as an organ.*
- *About the conferences we only separate from FSCH 26 in the punctuation given in the examples to separate the qualifiers. As it has been said before we use points.*
- *In religious bodies FSCH 29.1 prescribes that the name Catholic Church must be recorded in a uniform heading in Latin, but we record it in Spanish.*

*We do not follow the FSCH 34.2 recommendation which establishes that when there are variant forms in different countries of the name of a religious order or society, the official name must be used. Our RC 15.2.4C establishes that the name under which it is most frequently identified, the Spanish name must be used.*

**RCR:** *We try to follow it.*

**RICA:** *Yes, [RICA pars. 69-71] but qualifiers are presented in a different order and with different punctuation (See: IFLA *Final Report on FSCH*).*

**RT (Netherlands):** *Yes, but note that government agencies are treated no differently from other corporate bodies (Cf. 9.44).*

**SL (Finland):** *Not exactly.*

4.C.2. What is the structure of corporate body names in your code?

**AACR2:** *Generally, under name in direct order, followed by additions to the name.*

**AAKP (Czech):** *Entry element (can be jurisdiction), name of subordinate body, qualifiers.*

**AFNOR:** *AFNOR standard NF Z 44-060 [Form and structure of corporate bodies headings]*

*§0.5. [Table of punctuation]*

*A heading may be made up of the following elements :*

*Heading (qualifiers). Sub-heading (qualifiers)*

*§1.2.4.1. In the uniform heading record the name of a corporate body in the form and order that appear in the source of information chosen. [...] When the name of a corporate body appears in grammatical conjunction with other elements, restore the nominative form.*

**Examples :**

**Uniform heading : M. H. de Young Memorial Museum**  
*See reference from : De Young Memorial Museum*

**Uniform heading : Deutscher Verein für Orientforschung**  
**In source of information : Bericht des Deutschen Vereins für Orientforschung**

*BAV: Its proper name without initial articles; the eventual sub-body and qualifiers in parentheses.*

**KBARSM (Lithuania): The structure of corporate body names is formed according to the UNIMARC/Authorities and Guidelines for Authority Records and References (GARR).**

**KBSDB: See 4.B.2 The corporate of the highest level first. The sub-body as second to show the hierarchy**

**MSZ: IT CORRESPONDS TO THE IFLA FORM AND STRUCTURE OF CORPORATE HEADINGS**

**PPIAK (Croatia): The structure follows the structure of the corporate body name as defined by FSCH.**

**PPIAK (Slovenia): Names in direct order, followed by additions to the name.**

**RAK:** Qualifying elements are added in angle brackets <...>.

Distinguishing elements may be added to different levels of a heading, e.g. to a higher level body name and to a subordinate level body name.

When there are different elements that qualify, the elements are separated with a comma blank ( , ): <New York, NY>

When there are several qualifiers at the same level, the levels are separated with a semicolon blank ( ; ): <Frankfurt, Main; Düsseldorf>

To express subordination in a heading, the higher level body name and the subordinate body name are separated with a blank, slash, blank ( / ).

Examples:

Princeton University / Library

Universität <Göttingen> / Mathematisches Seminar <1>

**RAKK (Bulgaria): Name of the corporate body**

**Name of the corporate body. Sub-body**

**RC (Spain): Following the IFLA Final Report of Structures of Corporate Name Headings, 2000, the possible structures of corporate body names in RC are:**

- 1. Simple name, as found, that could also be the distinct name of a sub-body entered directly. RC 15.2.1A**
- 2. Simple name, as found, consisting of two parts, one of them being explanatory.**
- 3. Simple name, as found, with qualifiers such as local place, dates, jurisdictional type, identifying characteristics of type of corporate body, etc. RC 15.2.1B**
- 4. Simple name, as found, but with omission of part of the name such as commercial initials, acronyms, etc.**
- 5. About the structured form of the name, part of the name should not be converted into a qualifier, and the order should not be inverted either.**
- 6. Structured form in a hierarchical corporate body, when a body is entered subordinately to a superior body RC 15.2.3Ab/Ac, RC 15.2.3 and, in religious bodies, RC 15.2.4C.**
- 7. Structured form of the name, with jurisdiction as first part of the name RC 15.2.2D, RC 15.2.2, RC 15.2.3Ab1**
- 8. Structured form of a sub-body name entered subordinately to a superior body, and with qualifiers after the name such as local place, or, in the cases of**

**conferences the number, year and place name, RC 15.2.4B; or the case of heads of states, dates and personal names RC 15.2.2Da.**

**RCR:** Corporate body name can be simple or complex (including more than one component), direct or inverse. If necessary, the heading may include identifying information.

**RICA:** [RICA par. 67-71] Elements forming the name of a corporate body are given, in direct form, in the order in which they normally appear. [RICA par. 67]. Initial articles, initials for forenames, titles etc. are normally omitted, unless they are necessary for identification.

**RT (Netherlands):** Generally, under the name in direct order (without inversions), followed by additions to the name.

**SL (Finland):** Usually the name in direct order. If needed followed by qualifiers or other additions to the name.

4.C.3. What are the guiding principles for the structure of corporate body names in your code?

**AACR2:** Name as found on publications in direct order and See Paris Principle 7.1 and 9 above.

**AAKP (Czech):** [In] AACR2: Headings for corporate bodies. 24.1. General rule

**AFNOR:** The AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*] is based on *Form and structure of corporate headings* of IFLA (core standard dated 1980 and updates dated 1992)

These principles are :

- identification of the corporate body
- in an univocal way
- with a precise hierarchy level.

**BAV:** We formulate our headings according to the below-mentioned AACR2 local variations (§ 4.C.4).

**KBARSM (Lithuania):** For the structure of corporate body names we refer to the Guidelines for Authority Records and References (GARR).

**KBSDB:** See earlier description

**MSZ:** IT CORRESPONDS TO THE IFLA FORM AND STRUTURE OF CORPORATE HEADINGS

**PPIAK (Croatia):** Uniform headings for the same name and reference see and see also (the change of name) structure.

**PPIAK (Slovenia):** Uniform headings, reference see and see also structure.

**RAK:** In general, the official name of the corporate body is used as heading.

A hyphen is added if words have to be connected by a hyphen according to the orthography rules of the language used. Abbreviations, numbers, symbols are, in general, given in the heading according to the official name.

The heading for some corporate bodies is made under the short form of their official name: Komsomol, NATO, Unesco, UNICEF.

The heading for Austrian, German and Swiss universities etc. is made under a standardised form (“Universität”, “Technische Hochschule”, “Technische Universität”, “Gesamthochschule”) with the place added in angle brackets as a distinguishing element.

Example:

Official form: Justus-Liebig-Universität, Gießen

Heading: Universität <Gießen>

Some parts of the name are omitted for the heading, e.g. articles at the beginning unless the omission causes grammatical changes or juridical terms at the end unless they are an integral part or the character of a corporate body is not recognisable without them.

Example:

Official form: Verein Deutscher Bibliothekare e.V.

Heading: Verein Deutscher Bibliothekare

Places at the end of the name are omitted if they convey the place that a corporate body is attached to; they are added in angle brackets as an additional and distinguishing element.

Example:

Official form: University of Birmingham

Heading: University <Birmingham>

Sub-bodies: see 4.B.2

**RAKK (Bulgaria): The names of corporate bodies are used as uniform headings:**

- a) When the work is directly related with the official or organizational activities of a corporate body – normative materials, official documents, materials determining the internal organization and the activity of a corporate body, interior regulations etc.
- b) When the name of the corporate body is part of the title and it is distinctly clear that it is responsible for the content
- c) When the work is a collection of materials of a temporary corporate body (congress, conference, symposium etc.) and the name of this body is given in the book.

**RC (Spain): Based on the sources commented in question 4A2, our corporate headings try to facilitate the user's search, that is why it is admitted, where it is possible, that when there is a different language name for a corporate body or geographic place, we prefer to give the names of local use, if they have been used by the own corporate body, even if they are not the official ones.**

**RCR:** Structure of the heading is determined by the type of the corporate body. Again, the structure of the heading should be the most convenient for users and should allow them to distinguish among similar headings.

**RICA:** See what said in 4.C.2 and 4.B.1 above.

**RT (Netherlands):** *The name as found in the publications, subject to the remarks on Paris Principle 9.4.*

**SL (Finland):** Usually the names are in direct order. There are also rules s for subordinated bodies and related bodies. See Paris principles 7 and 9.

4.C.4. What elements are used to distinguish one name from another that is similar?

**AACR2:** Name of place or institutions where a body is located, dates, general designation of the type of body.

**AAKP (Czech):** Qualifiers (place, date, explaining word, number of conference...)

**AFNOR:** AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*]

**§1.3.3. Geographic qualifiers**

**§1.3.3.1.** a geographic name is added to the uniform heading as a qualifier when it is useful, notably to distinguish homonyms.

**Example :**

Goethe Institut (Beyrouth)  
Goethe Institut (Bordeaux)

When two namesake corporate bodies are located in two homonymous places, the name of the town is recorded as qualifier followed by an addition which solves the homonymy

§1.3.3.4. [...] When namesake corporate bodies are located in the same country, record the town as qualifier.

Example :

Office de tourisme-Syndicat d'initiative (Maubeuge, Nord)  
Office de tourisme-Syndicat d'initiative (Narbonne, Aude)

#### §1.3.4. Other qualifiers

When none geographic qualifiers adequately distinguishes namesake corporate bodies, add an appropriate word, phrase or date. Dates may be expressed either by an expression or by date(s) formulated according to NF EN 28601 standard.

examples :

Bibliothèque municipale. (Paris, 11<sup>e</sup> arr., 98 avenue de la République)  
Bibliothèque municipale. (Paris, 11<sup>e</sup> arr., 38 rue Trousseau)...

Conseil général de la Résistance (1943/1944)  
Conseil général de la Résistance (1962/1963)

*BAV: We use qualifiers when two or more bodies have similar names. We usually add a geographic qualifier (name of country, state, etc.). When we add a city or town, the name of the country doesn't follow (that is a difference with AACR2).*

**KBARSM (Lithuania): Similar corporate body names are distinguished with the help of geographic names, dates, type of body or other characterizing words or phrases.**

**KBSDB: Explaining elements as: project, publisher, firms, society. Also local names, cities etc.**

**MSZ: GEOGRAPHIC NAMES (NAME OF CITY, RESIDENCE, COUNTY TOWN, COUNTRY, STATE, PROVINCE ETC.)**

**YEAR OF FOUNDING, YEARS OF EXISTENCE**

**IN CASE OF MEETINGS (CONFERENCES ETC.) YEAR AND PLACE**

**PPIAK (Croatia): Place (jurisdiction), date (i.e., for conferences and political/territorial entities).**

**PPIAK (Slovenia): Place, dates, type of body.**

**RAK: The following elements are used as additions to corporate bodies' names:**

- place name (added to a corporate body that is attached to a certain place if the place name is not included in the name)
- region (added to a corporate body that is not attached to a certain place if the addition is necessary to distinguish identical names or appropriate to characterise the corporate body)
- if the above mentioned elements are not suitable, other elements are used, e.g. the name of a higher level body, numbering, dates of foundation
- parts of the name that are not parts of the heading to distinguish jurisdictions
- river, mountain, place name – without preposition and article – to distinguish place names

If a corporate body is attached to two places, both are given. If a corporate body is attached to more places, only the prominently named or the first one is given.

The RAK-WB include several appendices, including e.g. an appendix with the form in which federal states of the USA have to be added to cities of the USA.

Examples of headings:

Loyola University <Chicago, Ill.>  
Universität <Erlangen; Nürnberg>  
Volkswagenwerk <Wolfsburg>  
Labour Party <Great Britain>  
Labour Party <New Zealand>  
School of Education <New York, NY, Fordham University>  
School of Education <New York, NY, New York University>  
British Academy <London, 1712 gegründet>  
Institut für Experimentalphysik <Hamburg, 1> (official name: Erstes Institut ...)

Frankfurt <Main>  
Frankfurt <Oder>  
New York <NY>  
Hannover „City“ is not added to place names  
Hannover <Landkreis>  
Hannover <Regierungsbezirk>

**RAKK (Bulgaria):** Place (normally city), type of corporate body (e.g. editing house), word, phrase or date for characterization (e.g. Expedition, 1958)

**RC (Spain):** RC 15.2.1B establishes the addition of geographic name of local range, province, state, etc. that suit to corporate body better. Otherwise we should add a word identifying the corporate type, or the dates of foundation and cessation or the related corporate body.

**RCR:** Jurisdiction, number, year, place

**RICA:** Qualifiers [RICA pars. 69-71], possibly in Italian.

**RT (Netherlands):** Geographical qualifications, dates, or other distinguishing elements.

**SL (Finland):** Qualifiers in Finnish like general designation of the type of corporate body, name of the place where a body is located, dates, the number, year and place of the conference, etc.

4.C.5. When do you add these distinguishing elements?

**AACR2:** As needed, when two or more bodies have the same or similar name or to assist in the understanding of the nature or purpose of the body.

**AAKP (Czech):** In case of Czech corporate bodies we add name of place as qualifier not only when prescribed by AACR2.

**AFNOR:** When they are needed for having an univocal and precise identification.

See §4.C.3. and §4.C.4

**BAV:** During the authority control, when we have two or more similar names.

**KBARS (Lithuania):** These distinguishing elements are added when it is necessary to distinguish between homonymous names.

**KBSDB:** Cities and local geographical names of government and authority bodies are used very much or one can distinguish between them, because the names are very much the same and can only to be separated with those. General is mandatory to use the elements, when the names of corporate bodies are the same, but in local catalogue we aren't using the elements project, publisher, society very much, because it isn't necessary.

Our users don't use this very much. The national cataloguing have in view to use these elements as mandatory

### **MSZ: WHEN IT IS NEEDED FOR IDENTIFICATION**

**PPIAK (Croatia):** As required by the type of heading (i.e., conferences) or to distinguish between different headings (i.e., territorial entity).

**PPIAK (Slovenia):** When two or more bodies have the same or very similar name.

**RAK:** The RAK-WB stipulate to add so-called "Ordnungshilfen" (additions for filing) to some kinds of corporate bodies, e.g. for those attached to a certain place and for artificial forms like the headings for universities.

Identical names of different corporate bodies are distinguished by so-called "Ordnungshilfen" (additions for filing).

If a heading differs from another heading only insofar as one heading has such distinguishing elements and the other one does not, this one is left without distinguishing elements.

If a heading differs from a reference only insofar as the reference includes such distinguishing elements, the heading is left without distinguishing elements.

If a heading is identical to a reference, only the reference gets distinguishing elements.

Identical references, in general, get distinguishing elements.

**RAKK (Bulgaria):** Only when the full forms of corporate body's names are identical

**RC (Spain):** We do not add these qualifiers unless homonym occurs or may occur.

**RCR:** Every time if they are not element of the name proper and it is necessary to distinguish the name among other similar names.

**RICA: [RICA par. 70]** Qualifiers are used in the following cases:

- a) when the name of the corporate body includes the name of a place which is possible to give as a qualifier;
- b) in presence of homonymous names or when the corporate body is located in more than one place;
- c) if the name of the entity it is not sufficiently clear to identify it as a corporate body;
- d) if the name of the company is formed only by the personal name of an individual (the owner or the promoter).

Qualifiers are added also in case of Congresses, Expositions etc.

**RT (Netherlands):** If necessary for distinction, or for unique identification.

**SL (Finland):** When needed for identifying purposes or for differentiating the identical names. The national bibliography is doing this for all libraries and for the future needs.

4.C.6. What elements are used to identify corporate bodies in headings?

**AACR2:** See 4.C.4 above

**AAKP (Czech):** All mentioned above. And newly authority record number is a part of heading in bibliographic record.

**AFNOR:** AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*]

◆ Additions for identification

§1.3. Qualifiers

§1.3.1. Qualifiers are added to corporate name in order to supply additional information as an aid in identification.

Qualifiers include order number, geographic names, type of body, dates or other characterizing words or phrases. [...]

The punctuation is the one prescribed in *Form and structure of corporate headings* / IFLA.

Example : Università degli studi (Florence, Italie)

### §1.3.3. Geographic qualifiers

§1.1.3.3. Locations are not required for :

- international, intergovernmental or multinational corporate bodies
- corporate bodies the headquarters of which may change or the activity of which is not limited to the geographic area suggested by the headquarters.
- corporate bodies the name of which includes a geographic element adequate for their identification.

Examples :

Organisation mondiale de la santé

Produits Sandoz

Aéroport international Nice-Côte d'Azur

◆ To distinguish namesake corporate bodies, see above §4.C.4.

*BAV: The nature of the name in itself as previously defined, and qualifiers.*

**KBARSM (Lithuania):** In headings corporate bodies are identified according to additional data characterizing the body, e. g., geographic names, dates, type of body or other characterizing words or phrases.

**KBSDB:** See 4.C.5

**PPIAK (Croatia):** (1) name and subordinate name, place (jurisdiction); (2) conferences etc.: name, number, date, place.

**PPIAK (Slovenia):** See 4.C.4 above; conferences etc.: number, date, place.

**RAK:** The RAK-WB do not prescribe elements to identify corporate bodies in headings.

**RAKK (Bulgaria):** Name of city, type of corporate body (e.g. editing house)q word, phrase or date which characterizes the corporate body (e.g. expedition.1988)

**RC (Spain):** Corporate name

*Jurisdiction if it is an administrative, legislative, judicial or military body*

*Name of subordinated body*

*Numbering, date, place name in temporary corporate bodies*

*Official name, with dates and personal names, for head of states, or high government officials, popes and other high ecclesiastical officials*

*And on some occasions, not systematically, the identifying elements used to distinguish corporate bodies mentioned in 4C4*

**RCR:** Besides what is said in 4.C.4, we can add words identifying type of a corporate body (e.g. company, ship), geographical name of lower level (e.g. city, etc.), month of a conference.

**RICA:** [RICA par. 69] A geographical name, a date (for the birth/foundation and/or end of the corporate body), an indication on the scope/nature of the corporate body (e.g.: *Company*), a number. Qualifiers are following the corporate body name, enclosed between angle brackets < >, and separated one from the other by prescribed punctuation.

**RT (Netherlands):** The elements mentioned in 4.C.4.

**SL (Finland):** See above : local names, dates, qualifiers reflecting the type of corporate body, numbers, places and years of the conference

4.C.7. What elements do you include in authority records to identify the corporate body?

**AACR2:** Additions included in the heading for the body are also included in the authority record. Authority records also may include such information as references, catalogers' notes, sources where identifying information or variant names were found.

**AAKP (Czech):** Note, information about source of heading.

**AFNOR:** Are included :

- nationality

- languages used in the works
- domain of activity (managed with a standardized list)
- type of responsibility : artistic or commercial
- notes : on the scope of the heading, on general information, on nationality, on address (postal or URL), on the constitution of the corporate body, on the sources.
- les formes rejetées et associées

<p>Soeurs de l'instruction chrétienne de Saint-Gildas-des-Bois</p> <p>Nation : France Langue : français Activité : religions</p> <p>Responsabilité : Auteur Naissance : 1807-05-05 Dates d'activité :</p> <p>Ne pas confondre cette congrégation avec les Dames de l'instruction chrétienne, de Flône-lez-Amay (Belgique)</p> <p>Congrégation de droit diocésain, fondée à Beignon (Morbihan) par Gabriel Deshayes et Michèle Guillaume</p> <p>Adresse : Maison généralice : 44530 Saint-Gildas-des-Bois. Tél. 40.01.42.18</p> <p>Forme(s) rejetée(s) : &lt; Soeurs de Saint-Gildas &lt; Soeurs de l'instruction chrétienne de Saint-Gildas-des-Bois (Loire-Inférieure) &lt; Soeurs de l'instruction chrétienne de Saint-Gildas-des-Bois (Loire-Atlantique)</p> <p>Sources : Dire Jésus-Christ avec l'accent du pays, 1985. - Annuaire cathol. 1985-1986, p. 533. - Religieuses en France. - Gabriel Deshayes, 1991. - Diz. degli ist. di perfezione. V, 1978, col. 156-157</p>
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*BAV: Qualifiers, See and see also references, complex names references, general note and source of information.*

**KBARSM (Lithuania):** Geographic names, dates, type of body or other characterizing words or phrases are used in authority record to identify the corporate body.

**KBSDB:** The corporate body in other language

Abbreviation

New or earlier names

*Full names if the headings is initials or initials if the headings is the full name*

Unofficial names, if it's considered necessary

**MSZ: Examples:**

*Uniform names of corporate bodies*

*Official names:*

*Petőfi Irodalmi Társaság (in English: Petőfi Literary Association)*

*Magyar Nők Országos Tanácsa (in English: National Council of Hungarian Women)*

*Euratom Reference: European Atomic Energy Community → Euratom*

*SABENA Reference: Société anonyme belge d'exploitation de la navigation aérienne → SABENA*

*Rai (Roma) Reference: Radiotelevisione italiana (Roma) → Rai (Roma)*

*When the body has more than one official name in several languages:*

**Színdinamikai Konferencia (1976) (Budapest)**

**References: Conference on Colour Dynamics (1976) (Budapest) →**

**Színdinamikai ...**

**Conférence su la dynamique des couleurs (1976) (Budapest) →**

**Színdinamikai ...**

**Konferenz Farbdynamik (1976) (Budapest) → Színdinamikai ...**

**Schweizerische Landesbibliothek (Bern)**

**References: Bibliothèque nationale suisse (Bern) → Schweizerische ...**

**Biblioteca nazionale svizzera (Bern) → Schweizerische ...**

**When the corporate body has a popular (common) name:**

**Musée du Louvre (Paris) Reference: Louvre (Paris) → Musée du Louvre (Paris)**

**Teatro alla Scala (Milano) Reference: Scala (Milano) → Teatro alla Scala (Milano)**

**Societas Jesu References: Jézus Társaság → Societas Jesu**

**Jezsuita rend → Societas Jesu, Jezsuiták → Societas Jesu**

**Obligatory additional elements:**

**When the name of the body is the name of a person, or a geographic place**

**Rhin et Rhone (testület) (testület in English: corporate body)**

**Kon-Tiki (Oslo) (múzeum) (múzeum in English: museum)**

**When the name consists a numerical data of a letter sign:**

**Institut für Experimentalphysik (1.) (Hamburg)**

**Institut für Experimentalphysik (2) (Hamburg)**

**Name of the residence, seat, headquarter:**

**Országos Széchényi Könyvtár (Budapest)**

**Bibliothèque royale Albert Ier (Bruxelles)**

**Akademie der Wissenschaften (Wien)**

**BUT:**

**Theater an der Wien**

**University of Oxford**

**There is no need for such additional data in the case of bodies of public administration, and the Church:**

**Chiesa Apostolica in Italia**

**Magyarországi Református Egyház (in English: Hungarian Reformed Church)**

**Name of the country, county or other place:**

**Magyarország. Országgyűlés (in English: Hungary. Parliament)**

**Magyarország. Igazságügyi Minisztérium (in English: Hungary. Ministry of Justice)**

**Tolna (megye). Bíróság (in English: Tolna (county). Court)**

**Budapest. Tanács (in English: Budapest. City Council)**

**Subordinate bodies**

**When the names are in genitive relation:**

**Official name: Magyar Tudományos Akadémia Irodalomtudományi Intézete**

**Uniform name: Magyar Tudományos Akadémia (Budapest). Irodalomtudományi Intézet**

**Official name: Lehrstuhl B für Mechanik der Technischen Universität, Hannover**

**Uniform name: Technische Universität (Hannover). Lehrstuhl für Mechanik (B.)**

**Official name: 26<sup>th</sup> Session of the European Association for Animal Production**

**Uniform name: European Association for Animal Production. Session (26.) (1975) (Warszawa)**

**When the name changes, the later name is a new heading and there are cross-references between them.**

**PPIAK (Croatia): Additions to name are the same elements in authority and bibliographic records.**

**PPIAK (Slovenia): All the elements stated above are also included in the authority record. Authority records may also include other information – references, cataloguers' notes, variant names, sources where variant names were found, etc.**

**RAK:** There are separate authority files e.g. for personal names and corporate bodies' names.

The authority file for corporate bodies' names "Gemeinsame Körperschaftsdatei (GKD)" may include a code denoting the type of a corporate body, e.g. "congress", "firm", "jurisdiction", "ecclesiastical corporate body", "musical corporate body", "United Nations corporate body".

**RAKK (Bulgaria): We don't make authority records for corporate bodies**

**RC (Spain): We mention all the elements that have been used in the heading, as well as the elements that have not been used because they were not necessary, but are useful to identify or clarify and help to the cataloguing staff. In this way we record the local place or jurisdiction, dates of foundation and cessation, activity, administrative hierarchy, related corporate bodies, history of evolution such as changes in name, absorption, scissions, variant and related forms.**

**RCR:** - see reference (variant form of the heading),

- see also references,

- notes: historical, reference, cataloguer's, etc.

- source of the heading.

**RICA:** All those required in GARR, if available, (see 4.C.6 above).

**RT (Netherlands): Additions included in the headings are also included in the authority record, which may also include further information that is not directly needed to distinguish the heading.**

**SL (Finland): The authority record consists of fixed length information including coded information, and of the variable-length fields including data information. So, these codes may indicate e.g. the source of the record, language or script or translation scheme used. There is information about the level of description etc. Besides the uniform heading the variant forms of the name are given as references. We give earlier and later names and try to tell the history and date of the changes of the name in the notes. In addition there are different kind of notes concerning the identity and activities of the corporate body. The source/sources of the of the authorized and variant forms of the name are also added to the authority record.**

#### 4.D. AUTHORITY CONTROL

4.D.1. Do your rules call for the creation and maintenance of an authority file for controlling the forms of corporate bodies' names used as headings and references in your catalogs and national bibliographies.

AACR2: Not specifically except mention in rule 26.1Ab) “there is a record of every reference under the name heading or uniform title to which it refers in order to make possible the correction or deletion of the reference.” The JSC currently is exploring the addition of a section of the rules devoted to authority control.

AAKP (Czech): Yes.

AFNOR: Yes. AFNOR standard NF Z 44-060 [*Form and structure of corporate bodies headings*] § *Modifications (section of the title page of the standard)*

[...] The present standard takes into account the improvements coming from ten years of use and the new context coming from automated catalogues and authority files [...]

But the content of an authority record is not defined in the AFNOR standards which are limited to the definition of the required see and see also references.

In practice, the INTERMARC/Authorities is used as a standard in the BN-OPALE Plus catalogue and the UNIMARC/Authorities is used as a standard in the SUDOC.

BAV: *We have a central service for the authority control and we establish our authority records according to NACO recommendations.*

KBARSM (Lithuania): Our cataloguing practice corresponds to the article 4.D.1 of the Principles.

KBSDB: Yes

**MSZ: THERE ARE NO AUTHORITY FILES IN THE DATABASE OF THE NATIONAL LIBRARY, WE USE ONLY THE INDEX FILES FOR CHOOSING OR CREATING THE CORRECT FORM**

**WE USE UNIFORM NAMES AND MAKE REFERENCES FOR ALL FORMS OF THE NAME THAT DIFFER FROM THE UNIFORM NAME DATA ELEMENTS FOR AN ENTRY WRITTEN IN A NON-LATIN ALPHABET ARE TRANSLITERATED ACCORDING TO ISO STANDARDS AND DRAFTS**

PPIAK (Croatia): Yes.

RAK: The rules do not call for the creation and maintenance of an authority file. Authority files are widely in use – e.g. for corporate bodies' names the “Gemeinsame Körperschaftsdatei (GKD)”.

The RAK-WB suggest “name entries”, especially for corporate bodies. A “name entry” under the heading lists variations of the name and former and later names.

RAKK (Bulgaria): No.

RC (Spain): The rules do not call for the creation or maintenance of an authority file with records as establishes by GARR and MLAR. RC deals with the form and structure of authorized headings and references.

RCR: Yes

RICA: See above 3.F

RT (Netherlands): *Just as for names of personal authors, there is no specific mention of this. It may be said to follow from the basic rule that prescribes to always enter an author under the same heading.*

SL (Finland): **Not exactly, even if we use the rules when forming the uniform headings and references.**