



MAIN ENTRY AUTHORITY WORK FORM

Processed by (initials): _____ Date: _____ Official Name Number (Archives only): _____

Official Main Entry: _____

Step 1: Search national authority file for records

Is there an LCNAF authority record for this name? (circle one) **YES** **NO**

If yes, enter this as the Main Entry. Print out a copy of the LCNAF record and attach to this form.

If no, continue to Step 2.

If yes AND there is more than one LCNAF authority record for this name, i.e. an earlier authorized form and a later authorized form, chose the form of the name that represents the time period during which the bulk of the material was created.

For example, there are two authorized names for the School of Public Health:

Harvard School of Public Health (use for material prior to 2014)

Harvard T.H. Chan School of Public Health (use for material 2014 and later)

If you cannot determine whether the bulk of material was created under the earlier or later form of the name, use the later form of the name.

Step 2: Check for existing records in HOLLIS

Is there an authorized form of the name used in HOLLIS? (circle one) **YES** **NO**

If yes, enter this as the Main Entry. Print out one HOLLIS record for this name, and attach to this form.

If no, continue to Step 3 (next page).



Step 3: Record the name as it appears on resources

Create an authorized main entry by forming the name of the creator *as they are commonly known*. Sources for determining the most common form of the name are listed below *in order of preference*; place a check next to the source used to establish the main entry.

- 1. Material at hand (i.e., the collection or series itself).
- 2. Items published or issued by the person or corporate body.
- 3. Reference sources.
- 4. Other sources, please specify:

Additional rules for forming names:

For persons:

- Include birth and/or death dates if known (RDA 9.3).
- If the name includes two initials, leave a space after each following the period (RDA 8.5.6.1)
- If abbreviations are part of the name by which they are most commonly known, include those abbreviations AND spell them out parenthetically (RDA 9.6).
- Do NOT include a period at the end of the heading (add a period only for the bib record)

Example: Eliot, T. S. (Thomas Stearns), 1888-1965

For corporate bodies:

- If the name includes two initials, DO NOT include a space after the first period (RDA 8.5.6.1).
- Subordinate units should be listed as subdivisions (separated with periods) following the name of their parent organization. If an authorized form of the parent body exists in LCNAF, use that form for the parent body (and follow the instructions for earlier/later forms of names in Step 1). (RDA 11.2.2.14)
- Do NOT include a period at the end of the heading (add a period only for the bib record)

Example: Harvard T.H. Chan School of Public Health. Office of the Dean

Once determined according to the rules above, enter the established name as the Main Entry at the top of this form.

Step 4: Update pre-existing records as needed

When establishing the new main entry authority record in HOLLIS, be sure to change any incorrectly entered records to reflect the newly authorized heading.