

7-- RESPONSIBILITY BLOCK

Definition and Scope of Block

This block contains names of persons and corporate bodies having some form of responsibility for the resource described (creation, ownership, marketing, etc.). This responsibility is defined broadly to include all persons, corporate bodies or families associated with the resource including publishers, producers, distributors, etc., when an access point is required. It also includes trademarks under which certain types of materials such as sound recordings are published. The following fields are defined:

Personal Names	
700	PERSONAL NAME – PRIMARY RESPONSIBILITY
701	PERSONAL NAME – ALTERNATIVE RESPONSIBILITY
702	PERSONAL NAME – SECONDARY RESPONSIBILITY
703	PERSONAL NAME – PROVENANCE OR OWNERSHIP
Corporate Body and Meeting Names	
710	CORPORATE BODY NAME – PRIMARY RESPONSIBILITY
711	CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY
712	CORPORATE BODY NAME – SECONDARY RESPONSIBILITY
713	CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP
Family Names	
720	FAMILY NAME – PRIMARY RESPONSIBILITY
721	FAMILY NAME – ALTERNATIVE RESPONSIBILITY
722	FAMILY NAME – SECONDARY RESPONSIBILITY
723	FAMILY NAME – PROVENANCE OR OWNERSHIP
Miscellaneous	
716	TRADEMARK
730	NAME – ENTITY RESPONSIBLE
Uniform Headings	
740	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS - PRIMARY RESPONSIBILITY
741	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS - ALTERNATIVE RESPONSIBILITY
742	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS - SECONDARY RESPONSIBILITY

Notes on Field Contents

Responsibility

One person, corporate body or family may be selected as having primary responsibility. In some cataloguing codes this is called the main entry. Any other persons, corporate bodies or families having equal responsibility are considered to have alternative responsibility. If a given cataloguing code does not embody the concept of main entry, all persons, corporate bodies and families having equal responsibility may be coded as if they had alternative responsibility. Persons, corporate bodies or families having tangential responsibility (e.g., editors, producers, distributors, publishers, translators, illustrators, etc.) may be coded as having secondary responsibility. If it is not possible to determine any level of responsibility, all names should be coded as alternative.

Main Entry under Title

In records catalogued according to codes recognising the concept of main entry, when no personal or corporate name has been specified as having primary responsibility for the resource, it can be assumed that main entry is under title. Access points for persons or bodies associated with the resource are given in the alternative or secondary responsibility fields as appropriate. For example, multiple authors, which preclude an author main entry under some cataloguing codes, would each be considered as having alternative responsibility; whereas the editor of a collection (which is entered under title by some

cataloguing codes) would be considered to have secondary responsibility. When the main entry is under title, the main entry will be found in field 500 if present, otherwise in field 200.

History

2002	Field issued/re-issued with corrections/additions.
2005	Field issued/re-issued with corrections/additions.
2012	Corrections and additions.
2016	Corrections and additions.

700 PERSONAL NAME – PRIMARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of the person considered to have primary responsibility for work, in an access point form.

The name of the person in this field provides that the record is created according to cataloguing rules recognising the concept of the main entry.

It may not occur in the same record as field 710 Corporate Body Name - Primary Responsibility, field 720 Family Name - Primary Responsibility or field 740 Uniform Conventional Heading for Legal and Religious Texts - Primary Responsibility, since a record can have only one access point with primary responsibility. If the concept of main entry does not exist in the cataloguing rules or the source format does not distinguish it, this field does not occur: field 701 is used for all personal access points (see Related Fields).

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
700	PERSONAL NAME – PRIMARY RESPONSIBILITY	NR	O
a	Entry Element	NR	MA
b	Part of Name Other than Entry Element	NR	O
c	Additions to Names Other than Dates	NR	O
d	Roman Numerals	NR	O
f	Dates	NR	O
g	Expansion of Initials of Forename	NR	O
k	Attribution Qualifier	R	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of name indicator
	0	Name entered under forename or direct order
	1	Name entered under surname (family name, patronymic, etc.)

Subfields Description

\$a Entry Element

The portion of the name used as the entry element in the heading; that part of the name by which the name is entered in ordered lists. Mandatory when the field is present. Not repeatable.

\$b Part of Name Other than Entry Element

The remainder of the name, used when the entry element is a surname or family name ([EX 1-11, 14](#)). It contains forenames and other given names. The form of name indicator should be set to 1 when this subfield is used. Printing expansions of initials should be entered in \$g. Not repeatable.

\$c Additions to Names Other than Dates

Any additions to names (other than dates) which do not form an integral part of the name itself including titles, epithets or indications of office ([EX 6](#), [7](#), [8](#), [12](#), [15](#), [16](#)). Repeatable for second or subsequent occurrences of such additions ([EX 8](#), [16](#)).

\$d Roman Numerals

Roman numerals associated with names of certain popes, royalty and ecclesiastics ([EX 12](#)). If an epithet (or a further forename) is associated with the numeration, this too should be included ([EX 17](#)). The form of name indicator should be set to 0 when this subfield is used. Not repeatable.

\$f Dates

The dates attached to personal names together with abbreviations or other indications of the nature of the dates. Any indications of the type of date (e.g., flourished, born, died) should be entered in the subfield in full or abbreviated form ([EX 15](#)). All the dates for the person named in the field should be entered in \$f. Not repeatable.

\$g Expansion of Initials of Forename

The full form of forenames when initials are recorded in subfield \$b as the preferred form and when both initials and the full form are required ([EX 2](#)). Not repeatable.

\$k Attribution Qualifier

Attribution information for names when the responsibility is unknown, uncertain, fictitious, or pseudonymous. Qualifiers should be used that follow the name of a known artist for the work. Repeatable.

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four-character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the institutional affiliation of the individual at the time the work was prepared ([EX 18](#)). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. ([EX 3](#)). Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If other systems are used \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

Form

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record. Dates may be entered according to different calendars.

Selection of Subfields

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules, or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

One way of conceiving of the differences between Entry Element (\$a), Part of Name Other than Entry Element (\$b), and Additions to Names Other than Dates (\$c) is by referring to their use. The first element, entry element, is the word under which the entry would be formed in an ordered list. The second element subdivides the list ordered by the first element. The third element, Additions to Names Other than Dates, will either be used as a third filing element, or may in some cases, especially when it precedes the Part of Name Other than Entry Element, be ignored for ordering purposes.

Where family names begin with a particle such as a preposition, it will be placed at the start of subfield \$a. If the name files under the next element after the particle, the particle will usually be placed at the end of the name. It is recommended that these particles be entered in subfield \$b Part of Name Other than Entry Element ([EX 9](#), [10](#), [11](#)).

Titles of address, epithets or qualifiers to names added by the cataloguer should be entered as Additions to Names Other than Dates, subfield \$c.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record; therefore agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfield \$f and \$g, First Statement of Responsibility and Subsequent Statement of Responsibility.	Data in field 200 is recorded as it appears on the resource. The name of the person mentioned in \$f or in some cases \$g to whom is attributed primary responsibility for the resource (if any) will be entered in 700 in a form suitable for an access point.
701 PERSONAL NAME – ALTERNATIVE RESPONSIBILITY	If there are further persons considered to have equal or alternative responsibility to the person named in field 700, field 701 is used to record the required access points for these. This will occur when documents are written “by Glenn L. Jenkins, Adelbert M. Knevel, Frank E. Di Gangi”, or in the provisions of certain cataloguing rules when complementary text and illustrations, for example photographs and accompanying text are the responsibility of different persons. One or other of the persons with equal responsibility will be entered in field 700, the other(s) in 701, without any implication that the ones entered in 701 fields have any less responsibility for the resource than the one entered in 700. Where the cataloguing

	rules do not recognise “main entry” primary personal responsibility, headings are entered in field 701 and field 700 is not used.
702 PERSONAL NAME – SECONDARY RESPONSIBILITY	If there are persons considered to have less responsibility than the person named in field 700 they should be entered in 702 fields.

Examples

EX 1
700 #1\$aBenson,\$bRowland S.
The name in access point form: Benson, Rowland S.
EX 2
700 #1\$aLawrence\$bD.H
700 #1\$aLawrence\$bDavid Herbert
700 #1\$aLawrence\$bD.H.\$gDavid Herbert
The above examples illustrate different 700 fields for the same entity that result from various agencies because of variations in the access point form: Lawrence, D.H. or Lawrence, David Herbert or Lawrence, D.H. (David Herbert).
The variations result from the application of different cataloguing rules for headings. The third example above includes parentheses to distinguish between the preferred form of the forenames and the full form.
EX 3
700 #1\$3014678\$aBridges-Webb,\$bCharles
Charles Bridges-Webb (a hyphenated name) is entered under Bridges-Webb. The authority file number in the system is 014678.
EX 4
700 #1\$aDay Lewis,\$bCecil
C. Day Lewis has a compound surname without a hyphen. The cataloguing code enters the name as: Day Lewis, Cecil.
EX 5
700 #0\$aMao Tse Tung
700 #1\$aMao,\$bTse Tung
Chinese names are in normal usage (outside cataloguing) written with the family name first. This results in differing treatment among cataloguing codes. Mao Tse-Tung (to use one possible rendering of the name into the roman alphabet) may be entered according to some cataloguing codes as: Mao Tse-Tung; according to others as Mao, Tse-Tung. This is because some codes feel that the punctuation, in this case a separating comma “,” represents the division between family name and given names while others feel that a comma denotes inversion from the usual form and omit it here since no inversion has been required.
Note that when the name is entered in direct order, i.e. under the name which comes first, and the whole of the name is entered in the same subfield, the second indicator, Form of Name Indicator, is set to 0. However, if the first element is regarded as a surname by analogy with Western treatment of surnames, then the second indicator is set to 1.
EX 6
700 #1\$aStanhope,\$cLady\$bHester
An author has a title which comes before the given names according to the cataloguing code used. The order of subfields is retained, as always in UNIMARC.
EX 7

700 #1\$aParker,\$bTheodore\$c(Spirit)
The cataloguing code of the source format stipulates that epithets be used under certain circumstances: Parker, Theodore (<i>Spirit</i>).
EX 8
700 #1\$aArundel,\$bPhilip Howard,\$cEarl of,\$cSaint
An individual has two separate titles; they are entered in separate subfields. According to the cataloguing code used, “Arundel” is the entry element.
EX 9
700 #1\$aBergh,\$bGeorge van der
Entry in catalogue: Bergh, George van der. Depending on the prefix, names are sometimes entered under the prefix, at other times not.
EX 10
700 #1\$aLa Fontaine Verwey,\$bHerman de
Entry in catalogue: La Fontaine Verwey, Herman de
EX 11
700 #1\$aDu Perron,\$bE.
Entry in catalogue: Du Perron, E.
EX 12
700 #0\$aVittorio Emmanuele\$dII,\$cre d'Italia
Monarchs are entered under their given names in the majority of cataloguing rules.
EX 13
700 #0\$aPan Painter
700 #0\$aJackie
Pseudonyms sometimes consist of a phrase or other appellation that does not contain a real name and are then usually entered in direct order.
EX 14
700 #1\$aOrwell,\$bGeorge
700 #1\$aOther,\$bA.N.
Pseudonyms having the appearance of a forename, forenames or initials, and a surname are according to most cataloguing codes entered under the pseudo-surname.
EX 15
700 #0\$aJoannes,\$cDiaconus,\$ffl.1226-1240
An example of the name of a medieval person consisting only of a given name. An epithet and date are added.
EX 16
700 #0\$aAlexandra,\$cEmpress,\$cConsort of Nicholas II, Emperor of Russia
Two epithets are separately identified in the source format. This distinction should be carried over into UNIMARC.
EX 17
700 #0\$aJohn\$dII Comnenus,\$cEmperor of the East
EX 18
700 #1\$aBrown\$bB.F.\$pChemistry Dept., Harvard University
An example of an affiliation.

EX 19
700#1\$aCallas,\$bMaria\$4721\$4vso
In addition to \$4721 (singer), one can code specifically for the voice range (\$4vso = soprano).
EX 20
700 #1\$aBrendel,\$bAlfred\$4545\$4kpf
In addition to \$4545 (musician), one can code specifically for the instrument played by the musician (\$4kpf = piano).
EX 21
700 #1\$aPainter\$bUriah Hunt\$f1837-1900\$4600
The record describes photographic print by Uriah Hunt Painter. Creator role is specified in \$4.
EX 22
700 #1\$aWalter\$bThomas Ustick\$f1804-1887\$4570
The record describes architectural drawing for a clock (“Indian and the Pioneer”), U.S. House of Representatives, Washington, D.C. created by Thomas Ustick Walter. Creator role is specified in \$4.
EX 23
700 #0\$aBartolomeo\$cFra\$f1472-1517\$kFollower of
Record describes drawing by unknown author, attributed as follower of Fra Bartolomeo (1472-1517). Attribution qualifier is specified in \$k.
EX 24
700 #1\$aBach\$bCarl Philipp Emanuel\$f 1714-1788\$4230
702 #1\$aBach\$bJohann Sebastian\$f1685-1750\$4385
The record describes Carl Philipp Emanuel Bach’s triosonata for flute, violin and continuo H 569, formerly attributed to Johann Sebastian Bach, BWV 1036

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
2005	Field issued/re-issued with corrections/additions.
2012	New subfield \$o, for ISNI for name.
2016	Control subfield \$2 is added in relation to \$4 Relator Codes.
2024	Text edit.

701 PERSONAL NAME – ALTERNATIVE RESPONSIBILITY

Field Definition and Scope

This field contains the name of a person considered to have alternative responsibility for work, in access point form.

If the record is created according to cataloguing rules which do not recognise the concept of main entry or the source format does not separately identify the main entry, all personal names to be used as access points will be entered in Field 701.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
701	PERSONAL NAME – ALTERNATIVE RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Part of Name Other than Entry Element	NR	O
c	Additions to Names Other than Dates	NR	O
d	Roman Numerals	NR	O
f	Dates	NR	O
g	Expansion of Initials of Forename	NR	O
k	Attribution Qualifier	R	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of name indicator
	0	Name entered under forename or direct order
	1	Name entered under surname (family name, patronymic, etc.)

Subfields Description

\$a Entry Element

The portion of the name used as the entry element in the heading; that part of the name by which the name is entered in ordered lists. Mandatory when the field is present. Not repeatable.

\$b Part of Name Other than Entry Element

The remainder of the name, used when the entry element is a surname or family name (see [EX 1-11](#), [14](#) in the field 700). It contains forenames and other given names. The form of name indicator should be set to 1 when this subfield is used. Printing expansions of initials should be entered in \$g. Not repeatable.

\$c Additions to Names Other than Dates

Any additions to names (other than dates) which do not form an integral part of the name itself including titles, epithets or indications of office (see [EX 6](#), [7](#), [8](#), [12](#), [15](#), [16](#) in the field 700). Repeatable for second or subsequent occurrences of such additions (see [EX 8](#), [16](#) in the field 700).

\$d Roman Numerals

Roman numerals associated with names of certain popes, royalty and ecclesiastics (see [EX 12](#) in the field 700). If an epithet (or a further forename) is associated with the numeration, this too should be included (see [EX 17](#) in field 700). The form of name indicator should be set to 0 when this subfield is used. Not repeatable.

\$f Dates

The dates attached to personal names together with abbreviations or other indications of the nature of the dates. Any indications of the type of date (e.g., flourished, born, died) should be entered in the subfield in full or abbreviated form (see [EX 15](#) in the field 700). All the dates for the person named in the field should be entered in \$f. Not repeatable.

\$g Expansion of Initials of Forename

The full form of forenames when initials are recorded in subfield \$b as the preferred form and when both initials and the full form are required (see [EX 2](#) in the field 700). Not repeatable.

\$k Attribution Qualifier

Attribution information for names when the responsibility is unknown, uncertain, fictitious, or pseudonymous. Qualifiers should be used that follow the name of a known artist for the work. Repeatable.

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four-character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the institutional affiliation of the individual at the time the work was prepared (see [EX 18](#) in the field 700). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 3](#) in the field 700). Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If other systems are used \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

Form

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record. Dates may be entered according to different calendars.

Selection of Subfields

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules, or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

One way of conceiving of the differences between Entry Element (\$a), Part of Name Other than Entry Element (\$b), and Additions to Names Other than Dates (\$c) is by referring to their use. The first element, entry element, is the word under which the entry would be formed in an ordered list. The second element subdivides the list ordered by the first element. The third element, Additions to Names Other than Dates, will either be used as a third filing element, or may in some cases, especially when it precedes the Part of Name Other than Entry Element, be ignored for ordering purposes.

Where family names begin with a particle such as a preposition, it will be placed at the start of subfield \$a. If the name files under the next element after the particle, the particle will usually be placed at the end of the name. It is recommended that these particles be entered in subfield \$b Part of Name Other than Entry Element (see examples in field 700).

Titles of address, epithets or qualifiers to names added by the cataloguer should be entered as Additions to Names Other than Dates, subfield \$c.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record; therefore agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfield \$f, First Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. When there are two or three names in the first statement of responsibility, subsequent names after the first will often be names of persons with alternative responsibility and will be entered in field 701 in access point form.
700 PERSONAL NAME – PRIMARY RESPONSIBILITY	When field 701 is used strictly for names of persons having alternative responsibility, field 700 (or rarely 710) must be present. If field 701 is used because the cataloguing rules do not recognise the concept of main entry, then field 700 will not be present.
702 PERSONAL NAME – SECONDARY RESPONSIBILITY	When there are persons considered to have less responsibility than the persons named in fields 700 and 701, they should be entered in field 702.

Examples

EX 1
700 #1\$aNewton,\$bClive R.
701 #1\$aParker,\$bR.S

The above is an example including an instance of a person with alternative responsibility. The statement of responsibility on the title page is “by Clive R. Newton and Robert S. Parker”. The established form for Robert S. Parker is Parker, R.S.

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
2005	Field issued/re-issued with corrections/additions.
2024	Text edit.

702 PERSONAL NAME – SECONDARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of a person considered to have secondary responsibility for a work, in access point form.

In the majority of cataloguing codes, the existence of a person with secondary responsibility does not necessarily imply the existence of a person with primary responsibility in the record. Therefore field 702 can be present without a field 700, 710 or 720.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
702	PERSONAL NAME – SECONDARY RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Part of Name Other than Entry Element	NR	O
c	Additions to Names Other than Dates	NR	O
d	Roman Numerals	NR	O
f	Dates	NR	O
g	Expansion of Initials of Forename	NR	O
k	Attribution Qualifier	R	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
r	Part or Role Played	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O
5	Institution to which the Field Applies	NR	O
6	Interfield Linking Data	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of name indicator
	0	Name entered under forename or direct order
	1	Name entered under surname (family name, patronymic, etc.)

Subfields Description

\$a Entry Element

The portion of the name used as the entry element in the heading; that part of the name by which the name is entered in ordered lists. Mandatory when the field is present. Not repeatable.

\$b Part of Name Other than Entry Element

The remainder of the name, used when the entry element is a surname or family name (see [EX 1-11](#), [14](#) in the field 700). It contains forenames and other given names. The form of name indicator should be set to 1 when this subfield is used. Printing expansions of initials should be entered in \$g. Not repeatable.

\$c Additions to Names Other than Dates

Any additions to names (other than dates) which do not form an integral part of the name itself including titles, epithets or indications of office (see [EX 6](#), [7](#), [8](#), [12](#), [15](#), [16](#) in the field 700). Repeatable for second or subsequent occurrences of such additions (see [EX 8](#), [16](#) in the field 700).

\$d Roman Numerals

Roman numerals associated with names of certain popes, royalty and ecclesiastics (see [EX 12](#) in the field 700). If an epithet (or a further forename) is associated with the numeration, this too should be included (see [EX 17](#) in field 700). The form of name indicator should be set to 0 when this subfield is used. Not repeatable.

\$f Dates

The dates attached to personal names together with abbreviations or other indications of the nature of the dates. Any indications of the type of date (e.g., flourished, born, died) should be entered in the subfield in full or abbreviated form (see [EX 15](#) in the field 700). All the dates for the person named in the field should be entered in \$f. Not repeatable.

\$g Expansion of Initials of Forename

The full form of forenames when initials are recorded in subfield \$b as the preferred form and when both initials and the full form are required (see [EX 2](#) in the field 700). Not repeatable.

\$k Attribution Qualifier

Attribution information for names when the responsibility is unknown, uncertain, fictitious, or pseudonymous. Qualifiers should be used that follow the name of a known artist for the work. Repeatable.

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four-character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the institutional affiliation of the individual at the time the work was prepared (see [EX 18](#) in the field 700). Not repeatable.

\$r Part or Role Played

The name of a role interpreted, played or sung by the person designed by the access point. This subfield is especially used in records for audiovisual material (motion pictures, sound or video recordings of theatre plays or operas or other vocal works). It is used when \$4 is present and contains values such as “275” (Dancer), “721” (Singer), etc. ([EX 6](#)). Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 3](#) in the field 700). Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If other systems are used \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable. ([EX 2-5](#)).

\$6 Interfield Linking Data

This subfield contains information allowing the field to be linked for processing purposes to other fields in the record. (See section 3.13. Interfield Linking Data, 3 Format structure).

It is envisaged that these will normally be one of the fields 620 ([EX 5](#)) or 621.

Notes on Field Contents

The field is used, where applicable, for printers and publishers.

For former owners and other connected with the production or history of particular volumes use field 703 Personal Name – Provenance or Ownership.

Subfield \$5, code of the Institution to Which Field Applies is used only when the physical characteristics are peculiar to an individual copy. It is generally used for older monographic publications (antiquarian).

Form

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record. Dates may be entered according to different calendars.

Selection of Subfields

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules, or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

One way of conceiving of the differences between Entry Element (\$a), Part of Name Other than Entry Element (\$b), and Additions to Names Other than Dates (\$c) is by referring to their use. The first element, entry element, is the word under which the entry would be formed in an ordered list. The second element subdivides the list ordered by the first element. The third element, Additions to Names Other than Dates, will either be used as a third filing element, or may in some cases, especially when it precedes the Part of Name Other than Entry Element, be ignored for ordering purposes.

Where family names begin with a particle such as a preposition, it will be placed at the start of subfield \$a. If the name files under the next element after the particle, the particle will usually be placed at the end of the name. It is recommended that these particles be entered in subfield \$b Part of Name Other than Entry Element (see examples in field 700).

Titles of address, epithets or qualifiers to names added by the cataloguer should be entered as Additions to Names Other than Dates, subfield \$c.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available,

but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record; therefore agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility and Subsequent Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. The name of the person mentioned in \$f or in \$g to whom is attributed secondary responsibility for the resource (if any) will be entered in Field 702 in access point form.
700 PERSONAL NAME – PRIMARY RESPONSIBILITY	The name of the first person mentioned in the title page with primary responsibility should be entered in field 700. Names of persons with secondary responsibility are entered in 702.
701 PERSONAL NAME – ALTERNATIVE RESPONSIBILITY	Alternative means a second or further instance of primary responsibility. However, if the record is catalogued according to rules which do not recognise the concept of main entry or the source format does not make the distinction, all personal names should be entered in field 701.

Examples

EX 1
702 #1\$aIrvin\$bThomas Francis\$4440
The name of a person with secondary responsibility including a relator code that he is an illustrator.
EX 2
702 #1\$aCunningham\$bArthur\$4110\$5Uk: X.200/175
Binder of a British Library copy, pressmark X.200/175.
EX 3
702 #1\$aŠkrlec\$bNikola\$4390\$5CiZaNSB: L III H13
702 #1\$aKušević\$bJosip\$4390\$5CiZaNSB: L III H13
Book with book-plate by Nikola Škrlec (a former owner) is part of the Kušević's Library now stored in the National and University Library, Zagreb.
EX 4
317 ##\$aRukopisni ex libris: 'Velimir Gaj 1873'. Iz knjižnice Ljudevita Gaja\$5CiZaNSB IIC-8° -75
702 #1\$aGaj\$bVelimir\$4390\$5CiZaNSB: IIC-8° -75
702 #1\$aGaj\$bLjudevit\$4390\$5CiZaNSB: IIC-8° -75
Velimir Gaj inherited his father's, Ljudevit Gaj's, Library which he later sold to the present owner, National and University Library, Zagreb. The Library is known after his father's name.
A further example of the use of this field appears as EX 5 of the 317 field.
EX 5
702 #1\$6b01\$aByde\$bEdward\$fd. 1712\$4390\$5UK-WIAbNL: WingU124
702 #1\$6b02\$aDimsdale\$bThomas\$cBaron\$f1712-1800\$4390\$4320\$5UK-WIAbNL: WingU124
702 #1\$6b02\$aZachary\$bJohn\$4390\$5UK-WIAbNL: WingU124
702 #1\$6b03\$aClark\$bGeorge Thomas\$f1809-1898\$4390\$5UK-WIAbNL: WingU124
Place and date of provenance:

621 ##\$6b01\$aGreat Britain\$bEngland\$cHertfordshire\$dWare\$eWare Park\$5UK-WlAbNL: WingU124
621 ##\$6b02\$aGreat Britain\$f17731227
621 ##\$6b03\$aGreat Britain\$bWales\$cGlamorgan\$dPont-y-clun\$eTal-y-garn\$5UK-WlAbNL: WingU124
Fields for secondary responsibility and associated provenance fields for copy of <i>Nicolai Vptoni De studio militari, libri quatuor. ... Londini, 1654</i> , in National Library of Wales. Closely related data in the 621 and 702 fields are linked by \$6 subfields. Subfield \$5 links all the item specific fields. See 316 EX 15 and 317 EX 10 .
EX 6
200 1#\$a≠NSB≠L'≠NSE≠enfant et les sortilèges\$fMaurice Ravel, comp.\$gFlore Wend (l'enfant), Marie Lise de Montmolin (la mère, la tasse chinoise, la libellule), MS\$gGeneviève Touraine (la bergère, la chatte, la chauve-souris), S... [et al.]\$gOrchestre de la Suisse romande\$gErnest Ansermet, dir.
300 \$autres interprètes : Adrienne Migliette (le feu, le rossignol), Suzette Danco (la princesse, l'écureuil), Gisèle Bobillier (la chouette, un pâtre), A ; Hugues Cuenod (le petit vieillard, la rainette), T ; Pierre Mollet (l'horloge comtoise, le chat) BAR ; Lucien Lovano (le fauteuil; un arbre), B
700 #1\$313898840\$aRavel\$bMaurice\$f1875-1937\$4230
702 #1\$314238560\$aWend\$bFlore\$f1909-....\$4721\$4vms\$rl'enfant
702 #1\$313932816\$aMontmolin\$bMarie-Lise de\$4721\$4vms\$rla mère\$rla tasse chinoise\$rla libellule
702 #1\$314010343\$aTouraine\$bGeneviève\$f1903-1981\$4721\$4vms\$rla bergère\$rla chatte\$rla chauve-souris
702 #1\$313890812\$aAnsermet\$bErnest\$f1883-1969\$4590
The choice was made to create an access only to three of the interpretations of the work. The other singers are only mentioned in a note (including the roles they sing). Nearly all singers have more than one role in the opera.
EX 7
702 #1\$aWalter\$bThomas Ustick\$f1804-1887\$4070
702 #1\$aCrawford\$bThomas\$f1813 or 1814-1857\$4705
702 #1\$aMeigs\$bMontgomery C.\$gMontgomery Cunningham\$f1816-1892\$jengineer\$4570
Record describes photograph of maquette showing Indian mother and child, detail of "Progress of Civilization" at east pediment of the Senate wing, U.S. Capitol. The figures of "Progress and Civilization" were designed by American sculptor Thomas Crawford; architect Thomas Ustick Walter designed the extension and dome of the U.S. Capitol; Montgomery C. Meigs was supervising engineer for the Capitol extension project. Appropriate creator roles are specified in subfields \$4.
EX 8
700 #1\$aFalconet\$bÉtienne-Maurice\$f1716-1791\$4705
702 #1\$8head of Peter I\$aCollot\$bMarie-Anne\$f1748-1821\$4705
702 #1\$8serpent\$aGordeyev\$bFyodor\$\$f1744-1810\$4705
Record describes the monument "Bronze Horseman" created by Étienne-Maurice Falconet whereas the head of Peter I was made by Marie-Anne Collot; Fyodor Gordeyev sculpted the serpent beneath the horse's hooves; Appropriate creator roles are specified in subfields \$4, creator extent – in subfields \$8.
EX 9
702 #1\$6z01623\$aHannah\$bDaryl\$4005
702 #1\$6z02623\$aReed\$bPamela\$4005
702 #1\$6z03623\$aRemar\$bJames\$4005
Characters
323 ##\$aCast: Daryl Hannah (Ayla), Pamela Reed (Iza), James Remar (Creb)
623 ##\$6z01702\$aAyla
623 ##\$6z02702\$aIza

623 ##\$6z03702\$aCreb

Main characters and cast in Michael Chapman's film <i>The clan of the cave bear</i> .

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
1996	New paragraphs/subfield/examples.
2005	Field issued/re-issued with corrections/additions.
2008	Added subfield \$5. Field may be linked to indicate to which specific copy a specific instance of a field relates.
2012	Corrections and additions.
2024	Text edit.

703 PERSONAL NAME – PROVENANCE OR OWNERSHIP

Field Definition and Scope

This field contains the name of a person regarding any type of provenance and/or ownership (previous ownership or custodianship, author of signature, informal dedication, annotations, etc.), that apply uniquely to the item, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
703	PERSONAL NAME – PROVENANCE OR OWNERSHIP	R	O
a	Entry Element	NR	MA
b	Part of Name Other than Entry Element	NR	O
c	Additions to Names Other than Dates	NR	O
d	Roman Numerals	NR	O
f	Dates	NR	O
g	Expansion of Initials of Forename	NR	O
k	Attribution Qualifier	R	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O
5	Institution to which the Field Applies	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of name indicator
	0	Name entered under forename or direct order
	1	Name entered under surname (family name, patronymic, etc.)

Subfields Description

\$a Entry Element

The portion of the name used as the entry element in the heading; that part of the name by which the name is entered in ordered lists. Mandatory when the field is present. Not repeatable.

\$b Part of Name Other than Entry Element

The remainder of the name, used when the entry element is a surname or family name (see [EX 1-11](#), [14](#) in the field 700). It contains forenames and other given names. The form of name indicator should be set to 1 when this subfield is used. Printing expansions of initials should be entered in \$g. Not repeatable.

\$c Additions to Names Other than Dates

Any additions to names (other than dates) which do not form an integral part of the name itself including titles, epithets or indications of office (see [EX 6](#), [7](#), [8](#), [12](#), [15](#), [16](#) in the field 700). Repeatable for second or subsequent occurrences of such additions (see [EX 8](#), [16](#) in the field 700).

\$d Roman Numerals

Roman numerals associated with names of certain popes, royalty and ecclesiastics (see [EX 12](#) in the field 700). If an epithet (or a further forename) is associated with the numeration, this too should be included

(see [EX 17](#) in field 700). The form of name indicator should be set to 0 when this subfield is used. Not repeatable.

\$f Dates

The dates attached to personal names together with abbreviations or other indications of the nature of the dates. Any indications of the type of date (e.g., flourished, born, died) should be entered in the subfield in full or abbreviated form (see [EX 15](#) in the field 700). All the dates for the person named in the field should be entered in \$f. Not repeatable.

\$g Expansion of Initials of Forename

The full form of forenames when initials are recorded in subfield \$b as the preferred form and when both initials and the full form are required (see [EX 2](#) in the field 700). Not repeatable.

\$k Attribution Qualifier

Attribution information for names when the responsibility is unknown, uncertain, fictitious, or pseudonymous. Qualifiers should be used that follow the name of a known artist for the work. Repeatable.

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four-character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the institutional affiliation of the individual at the time the work was prepared (see [EX 18](#) in the field 700). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 3](#) in the field 700). Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If other systems are used \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

Notes on Field Contents

This field is primarily intended for use in holdings records. However, if the agency which create the record does not use the UNIMARC Holdings Format, and the attributes of the resource are created at bibliographic record level, this field is used, where applicable, for entities (personal names) that have any kind of provenance and / or ownership regarding a specific item.

Subfield \$5, code of the Institution to Which Field Applies, is used only when the provenance or ownership apply to a specific item.

Form

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record. Dates may be entered according to different calendars.

Selection of Subfields

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules, or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

One way of conceiving of the differences between Entry Element (\$a), Part of Name Other than Entry Element (\$b), and Additions to Names Other than Dates (\$c) is by referring to their use. The first element, entry element, is the word under which the entry would be formed in an ordered list. The second element subdivides the list ordered by the first element. The third element, Additions to Names Other than Dates, will either be used as a third filing element, or may in some cases, especially when it precedes the Part of Name Other than Entry Element, be ignored for ordering purposes.

Where family names begin with a particle such as a preposition, it will be placed at the start of subfield \$a. If the name files under the next element after the particle, the particle will usually be placed at the end of the name. It is recommended that these particles be entered in subfield \$b Part of Name Other than Entry Element (see examples in field 700).

Titles of address, epithets or qualifiers to names added by the cataloguer should be entered as Additions to Names Other than Dates, subfield \$c.

Related Fields

713 CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP

723 FAMILY NAME – PROVENANCE OR OWNERSHIP

Examples

EX 1

317 ##\$aPert. na f. [2]: “T. NORTON”\$5PTBN: CAM. 2 P.

317 ##\$aNota manuscrita na folha de guarda: “Pertencia a livraria de D. Francisco Manuel de Mello”; na p. de tit.: “Manoel Lopes Teixr.”; na última f.: “D. Jer.mo Correa da Costa”\$5PTBN: CAM. 4 P.
--

703 #1\$aNorton,\$bTomás,\$f1800?-1860\$4390\$5PTBN: CAM. 2 P.
--

703 #1\$aManuel,\$bFrancisco de Melo,\$f1773-1851\$4390\$5PTBN: CAM. 4 P.

703 #1\$aTeixeira,\$bManuel Lopes\$4390\$5PTBN: CAM. 4 P.

703 #1\$aCosta,\$bJerónimo Correia da\$4390\$5PTBN: CAM. 4 P.

EX 2

317 ##\$aPert. na f. [2]: “LIVRARIA DE D. FRANC. MANUEL” (carimbo)\$5PTBN: CAM. 1 P.
--

703 #1\$aManuel,\$bFrancisco de Melo,\$f1773-1851\$4390\$5PTBN: CAM. 1 P.
EX 3
703 #1\$aRato,\$bBrito,\$f1899-1982\$4320

History

2012	New field.
2024	Text edit.

710 CORPORATE BODY NAME – PRIMARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of the corporate body considered to have primary responsibility for work, in an access point form.

The name of the corporate body in this field provides that the record is created according to cataloguing rules recognising the concept of main entry.

It may not occur in the same record as field 700 Personal Name – Primary Responsibility, field 720 Family Name - Primary Responsibility or field 740 Uniform Conventional Heading for Legal and Religious Texts - Primary Responsibility, since a record can have only one access point with primary responsibility. If the concept of main entry does not exist in the cataloguing rules, or the source format does not distinguish it, this field does not occur: field 711 is used for all corporate body name access point (see Related Fields).

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
710	CORPORATE BODY NAME – PRIMARY RESPONSIBILITY	NR	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
d	Number of Meeting and/or Number of Part of Meeting	NR	O
e	Location of Meeting	NR	O
f	Date of Meeting	NR	O
g	Inverted Element	NR	O
h	Part of Name Other than Entry Element and Inverted Element	NR	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1		Specifies the Kind of Name of a Body
	0	Corporate name
	1	Meeting name
2		Form of Name Indicator
	0	Name in inverted form
	1	Name entered under place or jurisdiction
	2	Name entered under name in direct order

Indicators Description

Indicator 1: Specifies the Kind of Name of a Body

The first indicator specifies whether the corporate body is a meeting or not. Meetings include conferences, symposia, etc. If the name of the meeting is a subdivision of the name of a corporate body, the name is

regarded as that of a corporate body ([EX 13](#)). If the source format does not distinguish meeting names from other corporate names, the indicator position should contain the fill character.

Indicator 2: Form of Name Indicator

The second indicator denotes the form of the corporate name.

Value 0: Name in inverted form

An inverted form may be used when the first word of a corporate name or meeting begins with an initial or forename relating to a personal name ([EX 9](#), [10](#), [14](#)).

Value 1: Name entered under place or jurisdiction

Used for corporate names relating to governments or other agencies of jurisdiction that are entered under the name of the place ([EX 3](#), [5](#), [6](#), [7](#), [17](#)). According to certain cataloguing codes other kinds of institutions associated with a place are also entered under that place, e.g. universities, learned societies, art galleries ([EX 15](#)).

Value 2: Name entered under name in direct order

Used for all other kinds of corporate names.

Subfields Description

\$a Entry Element

The portion of the name used as the entry element in the **access point**; that part of the name by which the name is entered in ordered lists, i.e. the part of the name up to the first filing boundary. This subfield is must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in a hierarchy when the name includes a hierarchy; or the name of the corporate body when it is entered under place ([EX 2-6](#), [13](#), [15](#)).

This subfield excludes any additions to the name added by the cataloguer to distinguish it from other institutions of the same name (see \$c, \$g, \$h). Repeatable if there is more than one lower level in the hierarchy ([EX 3](#), [4](#), [5](#)).

\$c Addition to Name or Qualifier

Any addition to the name of the corporate body added by the cataloguer, other than number, place and date of conference. Repeatable. ([EX 6-9,11,16](#)).

\$d Number of Meeting and/or Number of Part of Meeting

The number of a meeting when the meeting belongs to a numbered series. Not repeatable. ([EX 12-14](#)).

\$e Location of Meeting

The place where a meeting was held when it is required as part of the **access point**. Not repeatable. ([EX 11-14](#)).

\$f Date of Meeting

The date of a meeting when it is required as part of the **access point**. Not repeatable. ([EX 11-14](#)).

\$g Inverted Element

Any part of the name of the corporate body which is removed from the beginning of the name in order to enter the body under a word which is more likely to be sought. Not repeatable. ([EX 9](#), [10](#), [14](#)).

\$h Part of Name Other than Entry Element and Inverted Element

In a **access point** with inverted element, the part of the name following the inversion. Not repeatable ([EX 2](#), [10](#), [14](#)).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the address of the corporate body ([EX 17](#)). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. ([EX 12](#)). Not repeatable.

\$4 Relator Code

Used to designate the relationship between the corporate body named in the field and the resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents**Form**

The form of the name which appears in this field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Corporate names are problematic since many corporate bodies do not have a precise name which remains constant. Furthermore individual cataloguing rules formalise the names in different ways and therefore use different kinds of data elements.

Inverted Data

One type of name which often presents difficulties is a corporate name formed from a personal name, e.g., W. H. Smith & Sons Ltd, J. F. Kennedy Center, Winston Churchill Memorial Centre. Some cataloguing codes stipulate that these should be entered in direct order in subfield \$a; other rules require that the names be treated as a personal name and inverted hence coded in subfields \$g and \$h. UNIMARC accommodates both possibilities ([EX 9](#), [10](#), [14](#)).

Entry under Place

Names of governments at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take

a short name of the place, e.g., France, Australia, rather than the formal name (Republic of France, Commonwealth of Australia) ([EX 7](#)). Subordinate governmental bodies are often prefixed with the name of the government ([EX 5, 6](#)). Cataloguing rules vary as to whether bodies under government control but without legislative or executive power, such as national museums, are entered under the name of the government or under their own names. If entered under their own name, e.g., Civic Museum, they may need a qualification to distinguish between other organisations of the same name in other places. Some cataloguing rules have a further category of organisation entered under name of place: bodies like universities, learned societies etc. which are specifically attached to a place and tend to have the place name as part of their name; these may be formalised in such a way as to bring the name of the place to the fore ([EX 15](#)). The remainder of the name will be stripped of connecting prepositions; thus it is not strictly an inversion.

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place added in order to distinguish the body from others of the same name, e.g., Liberal Party (Australia). It may be a statement of type of body to distinguish it from a different type of body with the same name, e.g. Gibraltar (Diocese) to distinguish it from the colony, and New York (State) to distinguish it from the city. A third kind of addition consists of a term added to a name to convey that it is a corporate body, e.g., Eagles (Rugby club), Ecologica (Firm), HVJ (Radio station) ([EX 16](#)). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above.

Formalised Additions to Names of Meetings

There are no universally accepted standards for the data elements “Number”, “Location” and “Date of meeting”. Numbers may be in Arabic or roman numerals, place names may be entered according to the language of the record, or the language on the original ([EX 11-14](#)). The date may be entered in any form, although for an exchange record, if month and day are required in the **access point**, the date in international standard format (e.g., “19831101”, for 1 November 1983) is recommended as it can easily be converted into any language if desired.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility and Subsequent Statement of Responsibility	Data in Field 200 is recorded as it appears on the resource. The name of the corporate body mentioned in \$f or, rarely, in \$g, to which is attributed primary responsibility for the resource, if any, will be entered in field 710 in access point form.
711 CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY	A corporate body may have alternative responsibility to either a person, body or family named in fields 700, 710 or 720. In this case field 711 is used since there may be no more than one occurrence altogether in a record of fields 700 and 720.
712 CORPORATE BODY NAME – SECONDARY RESPONSIBILITY	A corporate name may have secondary responsibility, in which case it will be entered in field 712.

Examples

EX 1
710 02\$aLight Railway Transport League
Unnamed members of an organisation called The Light Railway Transport League wrote a book entitled <i>Johannesburg tramways</i> , and, according to the cataloguing rules, the organisation has primary responsibility for the work. The cataloguing code used generally stipulates the removal of initial articles from all corporate body access points.
EX 2
710 02\$aBell and Howell.\$bMicro Photo Division
A division within the organisation Bell and Howell is entitled Micro Photo Division.
EX 3
710 01\$aUnited States.\$bFarm Credit Administration.\$bPublic Affairs Division.
The division responsible for the document is a subordinate body of a subordinate body.
EX 4
710 02\$aAslib.\$bComputer Applications Group.\$bAcquisition, Cataloguing and Circulation Working Party
A working party of a group which is responsible to an organisation requires three levels.
EX 5
710 01\$aNew South Wales.\$bDepartment of Education.\$bDivision of Research and Planning
A government body preceded by the name of the state (province) in the form specified in the cataloguing code.
EX 6
710 01\$aEssex\$c(County).\$bAdvisory Unit for Computer Education
A local government body has a qualification indicating the level of government of the body.
EX 7
710 01\$aGermany.\$c(Democratic Republic)
Certain cataloguing codes prescribe qualifiers for names of countries where ambiguity might arise.
EX 8
710 02\$aNational Conference of Catholic Bishops\$c(United States)
A qualifier consisting of place name may be entered in order to distinguish between organisations of the same name in different countries.
EX 9
710 02\$aHugh Wilson and Lewis Womersley\$c(Firm)
710 00\$aWilson\$g(Hugh)\$hand Lewis Womersley\$c(Firm)
The above give examples of both direct order and indirect order for corporate names. Certain cataloguing codes invert the names of corporate bodies which begin with the name of a person. The part of the name which is placed after the “surname” element is entered in \$g and the rest of the name of the body which followed the “surname” in direct order is entered in \$h.
EX 10
710 02\$aE.A. Gibson Shipbrokers
710 00\$aGibson\$g(E.A.)\$hShipbrokers
Another example of both direct and indirect order.
EX 11
710 12\$aNASECODE II\$c(Conference)\$f(1981 :\$eTrinity College, Dublin)

Names of conferences are entered as **access points** in a formalised form. On the title page: “proceedings of the NASECODE II conference held at Trinity College Dublin from 17th to 19th June 1981”. Conference is added as a **qualifier** to explain the term NASECODE II. The subfields are entered in the order required by the cataloguing rules. First indicator is set to 1.

EX 12

710 12\$3CRNO4586\$aWorld Airports Conference,\$d5th,\$eLondon,\$f1976

When the conference has a number which is not part of the name (compare [EX 11](#) above), it may be included as part of the formalised **access point**. An Authority Record Identifier or Standard Number is present.

EX 13

710 02\$aReading University Agricultural Club\$bAnnual Conference\$d(11th :\$f1977 :\$eUniversity of Reading)

If a conference is closely associated with a corporate body, many cataloguing codes stipulate that it be entered as a subordinate body to that corporate body, and therefore indicator position 1 is 0.

EX 14

710 10\$aRichards\$g(A.N.)\$hSymposium\$d(17th :\$f1975 :\$eKing of Prussia, Pa.)

710 12\$aA.N. Richards Symposium\$d(17th :\$f1975 :\$eKing of Prussia, Pa.)

Where the name of a conference begins with a personal name it may be formulated in the same way as in [EX 9](#) and [10](#). The above shows two ways of entering a conference that begins with a personal name. The name may be inverted or not, according to the cataloguing rules followed.

EX 15

710 01\$aCalifornia.\$bUniversity

A university entered under its place.

EX 16

710 02\$aMaria Teresa\$c(Ship)

The name of a ship with a qualification in order to convey that it is a corporate body.

EX 17

710 01\$aUnited States.\$bNational Technical Information Service.\$p5202 Port Royal Road, Springfield, VA 22161

The cataloguing code requires an address of a corporate body which is entered in \$p.

EX 18

710 02\$aEnglish Chamber Orchestra\$4545\$4och

In addition to \$4545 (musician), one can code specifically for the type of orchestra (\$4och = chamber orchestra).

EX 19

710 02\$a“A.B. Mullett& Co.”\$4070

Record describes drawing of alterations to bakery building. Creator role of the corporate body responsible for the architectural project is specified in \$4.

EX 20

710 02\$aArt Metal Construction Co.\$4410

Working drawings showing plans, details, and isometric projections. Creator role of the corporate body responsible for the design project is specified in \$4.

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
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2005	Field issued/re-issued with corrections/additions.
2012	New subfield \$o, for ISNI for name.
2024	Text edit.

711 CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY

Field Definition and Scope

This field contains the name of a corporate body considered to have alternative responsibility for work in access point form.

If the record is created according to cataloguing rules which do not recognise the concept of main entry or the source format does not separately identify the main entry, all corporate names to be used as access points will be contained in field 711.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
711	CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
d	Number of Meeting and/or Number of Part of Meeting	NR	O
e	Location of Meeting	NR	O
f	Date of Meeting	NR	O
g	Inverted Element	NR	O
h	Part of Name Other than Entry Element and Inverted Element	NR	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1		Specifies the Kind of Name of a Body
	0	Corporate name
	1	Meeting name
2		Form of Name Indicator
	0	Name in inverted form
	1	Name entered under place or jurisdiction
	2	Name entered under name in direct order

Indicators Description

Indicator 1: Specifies the Kind of Name of a Body

The first indicator specifies whether the corporate body is a meeting or not. Meetings include conferences, symposia, etc. If the name of the meeting is a subdivision of the name of a corporate body, the name is regarded as that of a corporate body (see [EX 13](#) in the field 710). If the source format does not distinguish meeting names from other corporate names, the indicator position should contain the fill character.

Indicator 2: Form of Name Indicator

The second indicator denotes the form of the corporate name.

Value 0: Name in inverted form

An inverted form may be used when the first word of a corporate name or meeting begins with an initial or forename relating to a personal name (see [EX 9](#), [10](#), [14](#) in the field 710).

Value 1: Name entered under place or jurisdiction

Used for corporate names relating to governments or other agencies of jurisdiction that are entered under the name of the place (see [EX 3](#), [5](#), [6](#), [7](#), [17](#) in the field 710). According to certain cataloguing codes other kinds of institutions associated with a place are also entered under that place, e.g. universities, learned societies, art galleries (see [EX 15](#) in the field 710).

Value 2: Name entered under name in direct order

Used for all other kinds of corporate names.

Subfields Description**\$a Entry Element**

The portion of the name used as the entry element in the **access point**; that part of the name by which the name is entered in ordered lists, i.e. the part of the name up to the first filing boundary. This subfield is must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in a hierarchy when the name includes a hierarchy; or the name of the corporate body when it is entered under place (see [EX 2-6](#), [13](#), [15](#) in the field 710).

This subfield excludes any additions to the name added by the cataloguer to distinguish it from other institutions of the same name (see \$c, \$g, \$h). Repeatable if there is more than one lower level in the hierarchy (see [EX 3](#), [4](#), [5](#) in the field 710).

\$c Addition to Name or Qualifier

Any addition to the name of the corporate body added by the cataloguer, other than number, place and date of conference. Repeatable. (See [EX 6-9, 11, 16](#) in the field 710).

\$d Number of Meeting and/or Number of Part of Meeting

The number of a meeting when the meeting belongs to a numbered series. Not repeatable. (See [EX 12-14](#) in the field 710).

\$e Location of Meeting

The place where a meeting was held when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$f Date of Meeting

The date of a meeting when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$g Inverted Element

Any part of the name of the corporate body which is removed from the beginning of the name in order to enter the body under a word which is more likely to be sought. Not repeatable. (See [EX 9](#), [10](#), [14](#) in the field 710).

\$h Part of Name Other than Entry Element and Inverted Element

In a **access point** with inverted element, the part of the name following the inversion. Not repeatable (see [EX 9](#), [10](#), [14](#) in the field 710).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the address of the corporate body (see [EX 17](#) in the field 710). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 12](#) in the field 710). Not repeatable.

\$4 Relator Code

Used to designate the relationship between the corporate body named in the field and the resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

Form

The form of the name which appears in this field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Corporate names are problematic since many corporate bodies do not have a precise name which remains constant. Furthermore individual cataloguing rules formalise the names in different ways and therefore use different kinds of data elements.

Inverted Data

One type of name which often presents difficulties is a corporate name formed from a personal name, e.g., W. H. Smith & Sons Ltd, J. F. Kennedy Center, Winston Churchill Memorial Centre. Some cataloguing codes stipulate that these should be entered in direct order in subfield \$a; other rules require that the names be treated as a personal name and inverted hence coded in subfields \$g and \$h. UNIMARC accommodates both possibilities (see [EX 9](#), [10](#), [14](#) in the field 710).

Entry under Place

Names of governments at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., France, Australia, rather than the formal name (Republic of France, Commonwealth of Australia) (see [EX 7](#) in the field 710). Subordinate governmental bodies are often prefixed with the name of the government (see [EX 5](#), [6](#) in the field 710). Cataloguing rules vary as to

whether bodies under government control but without legislative or executive power, such as national museums, are entered under the name of the government or under their own names. If entered under their own name, e.g., Civic Museum, they may need a qualification to distinguish between other organisations of the same name in other places. Some cataloguing rules have a further category of organisation entered under name of place: bodies like universities, learned societies etc. which are specifically attached to a place and tend to have the place name as part of their name; these may be formalised in such a way as to bring the name of the place to the fore (see [EX 15](#) in the field 710). The remainder of the name will be stripped of connecting prepositions; thus it is not strictly an inversion.

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place added in order to distinguish the body from others of the same name, e.g., Liberal Party (Australia). It may be a statement of type of body to distinguish it from a different type of body with the same name, e.g. Gibraltar (Diocese) to distinguish it from the colony, and New York (State) to distinguish it from the city. A third kind of addition consists of a term added to a name to convey that it is a corporate body, e.g., Eagles (Rugby club), Ecologica (Firm), HVJ (Radio station) (see [EX 16](#) in the field 710). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above.

Formalised Additions to Names of Meetings

There are no universally accepted standards for the data elements “Number”, “Location” and “Date of meeting”. Numbers may be in Arabic or roman numerals, place names may be entered according to the language of the record, or the language on the original (see [EX 11-14](#) in the field 710). The date may be entered in any form, although for an exchange record, if month and day are required in the **access point**, the date in international standard format (e.g., “19831101”, for 1 November 1983) is recommended as it can easily be converted into any language if desired.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfield \$f, First Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. If there are two or three names in the first statement of responsibility, subsequent names after the first will often be names with alternative responsibility and, if the name of a corporate body, will be entered in field 711 in access point form.
710 CORPORATE BODY NAME – PRIMARY RESPONSIBILITY	If field 711 is used strictly for names of corporate bodies of alternative responsibility, field 710 (or 700) must be present. If field 711 is used because the cataloguing rules do not recognise the concept of main entry or the source format does not distinguish it, then field 710 will not be present.
712 CORPORATE BODY NAME – SECONDARY RESPONSIBILITY	If there are corporate bodies considered to have less responsibility than the corporate bodies named in fields 710 and 711, they should be entered in field 712.

Examples

EX 1
710 01\$aPennsylvania.\$bState University.\$bDept. of Agricultural Economics and Rural Sociology
711 01\$aPennsylvania.\$bAgricultural Experiment Station, University Park
The corporate bodies have joint responsibility for a continuing resource. The name appearing second is coded as alternative.

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
2005	Field issued/re-issued with corrections/additions.
2024	Text edit.

712 CORPORATE BODY NAME – SECONDARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of a corporate body considered to have secondary responsibility for a work, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
712	CORPORATE BODY NAME – SECONDARY RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
d	Number of Meeting and/or Number of Part of Meeting	NR	O
e	Location of Meeting	NR	O
f	Date of Meeting	NR	O
g	Inverted Element	NR	O
h	Part of Name Other than Entry Element and Inverted Element	NR	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
r	Part or Role Played	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
5	Institution to which the Field Applies	NR	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1		Specifies the Kind of Name of a Body
	0	Corporate name
	1	Meeting name
2		Form of Name indicator
	0	Name in inverted form
	1	Name entered under place or jurisdiction
	2	Name entered under name in direct order

Indicators Description

Indicator 1: Specifies the Kind of Name of a Body

The first indicator specifies whether the corporate body is a meeting or not. Meetings include conferences, symposia, etc. If the name of the meeting is a subdivision of the name of a corporate body, the name is regarded as that of a corporate body (see [EX 13](#) in the field 710). If the source format does not distinguish meeting names from other corporate names, the indicator position should contain the fill character.

Indicator 2: Form of Name Indicator

The second indicator denotes the form of the corporate name.

Value 0: Name in inverted form

An inverted form may be used when the first word of a corporate name or meeting begins with an initial or forename relating to a personal name (see [EX 9](#), [10](#), [14](#) in the field 710).

Value 1: Name entered under place or jurisdiction

Used for corporate names relating to governments or other agencies of jurisdiction that are entered under the name of the place (see [EX 3](#), [5](#), [6](#), [7](#), [17](#) in the field 710). According to certain cataloguing codes other kinds of institutions associated with a place are also entered under that place, e.g. universities, learned societies, art galleries (see [EX 15](#) in the field 710).

Value 2: Name entered under name in direct order

Used for all other kinds of corporate names.

Subfields Description**\$a Entry Element**

The portion of the name used as the entry element in the **access point**; that part of the name by which the name is entered in ordered lists, i.e. the part of the name up to the first filing boundary. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in a hierarchy when the name includes a hierarchy; or the name of the corporate body when it is entered under place (see [EX 2-6](#), [13](#), [15](#) in the field 710).

This subfield excludes any additions to the name added by the cataloguer to distinguish it from other institutions of the same name (see \$c, \$g, \$h). Repeatable if there is more than one lower level in the hierarchy (see [EX 3](#), [4](#), [5](#) in the field 710).

\$c Addition to Name or Qualifier

Any addition to the name of the corporate body added by the cataloguer, other than number, place and date of conference. Repeatable. (See [EX 6-9, 11, 16](#) in the field 710).

\$d Number of Meeting and/or Number of Part of Meeting

The number of a meeting when the meeting belongs to a numbered series. Not repeatable. (See [EX 12-14](#) in the field 710).

\$e Location of Meeting

The place where a meeting was held when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$f Date of Meeting

The date of a meeting when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$g Inverted Element

Any part of the name of the corporate body which is removed from the beginning of the name in order to enter the body under a word which is more likely to be sought. Not repeatable. (See [EX 9](#), [10](#), [14](#) in the field 710).

\$h Part of Name Other than Entry Element and Inverted Element

In a **access point** with inverted element, the part of the name following the inversion. Not repeatable (see [EX 9](#), [10](#), [14](#) in the field 710).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the address of the corporate body (see [EX 17](#) in the field 710). Not repeatable.

\$r Part or Role Played

The name of a role interpreted, played or sung by the corporate body designed by the access point. This subfield is especially used in records for audiovisual material (motion pictures, sound or video recordings of theatre plays or operas or other vocal works). It is used when \$4 is present and contains values such as “275” (Dancer), “721” (Singer), etc. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 12](#) in the field 710). Not repeatable.

\$4 Relator Code

Used to designate the relationship between the corporate body named in the field and the resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

The field is used, where applicable for printers, publishers.

For the name of a corporate body regarding any type of provenance and/or ownership, use field 713.

Subfield \$5, Institution to which Field Applies is used only when the added entries are peculiar to a specific item. It is generally used for older monographic publications (antiquarian).

Form

The form of the name which appears in this field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These

notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Corporate names are problematic since many corporate bodies do not have a precise name which remains constant. Furthermore individual cataloguing rules formalise the names in different ways and therefore use different kinds of data elements.

Inverted Data

One type of name which often presents difficulties is a corporate name formed from a personal name, e.g., W. H. Smith & Sons Ltd, J. F. Kennedy Center, Winston Churchill Memorial Centre. Some cataloguing codes stipulate that these should be entered in direct order in subfield \$a; other rules require that the names be treated as a personal name and inverted hence coded in subfields \$g and \$h. UNIMARC accommodates both possibilities (see [EX 9](#), [10](#), [14](#) in the field 710).

Entry under Place

Names of governments at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., France, Australia, rather than the formal name (Republic of France, Commonwealth of Australia) (see [EX 7](#) in the field 710).. Subordinate governmental bodies are often prefixed with the name of the government (see [EX 5](#), [6](#) in the field 710). Cataloguing rules vary as to whether bodies under government control but without legislative or executive power, such as national museums, are entered under the name of the government or under their own names. If entered under their own name, e.g., Civic Museum, they may need a qualification to distinguish between other organisations of the same name in other places. Some cataloguing rules have a further category of organisation entered under name of place: bodies like universities, learned societies etc. which are specifically attached to a place and tend to have the place name as part of their name; these may be formalised in such a way as to bring the name of the place to the fore (see [EX 15](#) in the field 710). The remainder of the name will be stripped of connecting prepositions; thus it is not strictly an inversion.

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place added in order to distinguish the body from others of the same name, e.g., Liberal Party (Australia). It may be a statement of type of body to distinguish it from a different type of body with the same name, e.g. Gibraltar (Diocese) to distinguish it from the colony, and New York (State) to distinguish it from the city. A third kind of addition consists of a term added to a name to convey that it is a corporate body, e.g., Eagles (Rugby club), Ecologica (Firm), HVJ (Radio station) (see [EX 16](#) in the field 710). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above.

Formalised Additions to Names of Meetings

There are no universally accepted standards for the data elements “Number”, “Location” and “Date of meeting”. Numbers may be in Arabic or roman numerals, place names may be entered according to the language of the record, or the language on the original (see [EX 11-14](#) in the field 710). The date may be entered in any form, although for an exchange record, if month and day are required in the [access point](#), the date in international standard format (e.g., “19831101”, for 1 November 1983) is recommended as it can easily be converted into any language if desired.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility, and Subsequent Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. The name of the corporate body mentioned in \$f or in \$g to which is attributed secondary responsibility for the resource (if any) will be entered in field 712 in access point form.
710 CORPORATE BODY NAME – PRIMARY RESPONSIBILITY	The name of the first corporate body mentioned in the title page with primary responsibility should be entered in field 710. Names of corporate bodies with secondary responsibility are entered in 712. In the majority of cataloguing rules, it is possible for a body to have secondary responsibility without any body with primary responsibility being present in the record. Therefore field 712 can be present without a field 700, 710, or 720.
711 CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY	Alternative means a second or further instance of primary responsibility. However, if the record is catalogued according to rules which do not recognise the concept of main entry or the source format does not separately identify it, all corporate names should be entered in field 711.
713 CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP	The name of the corporate body of previous ownership or custodianship, author of signature, informal dedication, annotations, etc.

Examples

EX 1
712 02\$aIEA Coal Research
On title page: Coal research projects, United Kingdom, London, IEA Coal Research. IEA Coal Research is given as publisher, but clearly has a greater degree of responsibility for the resource than a publisher usually has.
EX 2
712 02\$aNacionalna i sveučilišna biblioteka\$bKnjigoveznica\$5CiZaNSB: R IV-4° -5b
This copy of J. W. Valvasor's <i>Crain</i> , 1689 was rebound in the Binding Department of the National and University Library (Nacionalna i sveučilišna biblioteka), Zagreb, on 23 May 1991.
EX 3
702 #1\$aBinder\$bJoseph\$f1898-1972\$4040
710 02\$aAtelier Binder G.m.b.H.\$4040
712 02\$aWaldheim-Eberle A.G.\$4510
Record describes travel poster created by Atelier Binder (probably designed by Joseph Binder). Lithograph in colour was printed by Waldheim-Eberle A.G.

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
1996	New paragraphs/subfield/examples.
2005	Field issued/re-issued with corrections/additions.
2008	Field may be linked to indicate to which specific copy a specific instance of a field relates. Added subfield \$5.

2012	Corrections and additions.
2024	Text edit.

713 CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP

Field Definition and Scope

This field contains the name of a corporate body regarding any type of provenance and/or ownership (previous ownership or custodianship, author of signature, informal dedication, annotations, etc.), that apply uniquely to the item, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
713	CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP	NR	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
d	Number of Meeting and/or Number of Part of Meeting	NR	O
e	Location of Meeting	NR	O
f	Date of Meeting	NR	O
g	Inverted Element	NR	O
h	Part of Name Other than Entry Element and Inverted Element	NR	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
5	Institution to which the Field Applies	NR	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1		Specifies the Kind of Name of a Body
	0	Corporate name
	1	Meeting name
2		Form of Name Indicator
	0	Name in inverted form
	1	Name entered under place or jurisdiction
	2	Name entered under name in direct order

Indicators Description

Indicator 1: Specifies the Kind of Name of a Body

The first indicator specifies whether the corporate body is a meeting or not. Meetings include conferences, symposia, etc. If the name of the meeting is a subdivision of the name of a corporate body, the name is regarded as that of a corporate body (see [EX 13](#) in the field 710). If the source format does not distinguish meeting names from other corporate names, the indicator position should contain the fill character.

Indicator 2: Form of Name Indicator

The second indicator denotes the form of the corporate name.

Value 0: Name in inverted form

An inverted form may be used when the first word of a corporate name or meeting begins with an initial or forename relating to a personal name (see [EX 9](#), [10](#), [14](#) in the field 710).

Value 1: Name entered under place or jurisdiction

Used for corporate names relating to governments or other agencies of jurisdiction that are entered under the name of the place (see [EX 3](#), [5](#), [6](#), [7](#), [17](#) in the field 710). According to certain cataloguing codes other kinds of institutions associated with a place are also entered under that place, e.g. universities, learned societies, art galleries (see [EX 15](#) in the field 710).

Value 2: Name entered under name in direct order

Used for all other kinds of corporate names.

Subfields Description**\$a Entry Element**

The portion of the name used as the entry element in the **access point**; that part of the name by which the name is entered in ordered lists, i.e. the part of the name up to the first filing boundary. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in a hierarchy when the name includes a hierarchy; or the name of the corporate body when it is entered under place (see [EX 2-6](#), [13](#), [15](#) in the field 710).

This subfield excludes any additions to the name added by the cataloguer to distinguish it from other institutions of the same name (see \$c, \$g, \$h). Repeatable if there is more than one lower level in the hierarchy (see [EX 3](#), [4](#), [5](#) in the field 710).

\$c Addition to Name or Qualifier

Any addition to the name of the corporate body added by the cataloguer, other than number, place and date of conference. Repeatable. (See [EX 6-9, 11, 16](#) in the field 710).

\$d Number of Meeting and/or Number of Part of Meeting

The number of a meeting when the meeting belongs to a numbered series. Not repeatable. (See [EX 12-14](#) in the field 710).

\$e Location of Meeting

The place where a meeting was held when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$f Date of Meeting

The date of a meeting when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$g Inverted Element

Any part of the name of the corporate body which is removed from the beginning of the name in order to enter the body under a word which is more likely to be sought. Not repeatable. (See [EX 9](#), [10](#), [14](#) in the field 710).

\$h Part of Name Other than Entry Element and Inverted Element

In a **access point** with inverted element, the part of the name following the inversion. Not repeatable (see [EX 9](#), [10](#), [14](#) in the field 710).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the address of the corporate body (see [EX 17](#) in the field 710). Not repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 12](#) in the field 710). Not repeatable.

\$4 Relator Code

Used to designate the relationship between the corporate body named in the field and the resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

This field is primarily intended for use in holdings records. However, if the agency which create the record do not use the UNIMARC Holdings Format, and the attributes of the resource are created at bibliographic record level, this field is used, where applicable, for entities (corporate body names) that have any kind of provenance and/or ownership regarding a specific item.

Subfield \$5, code of the Institution to Which Field Applies is used only when the provenance or ownership apply to a specific item.

Form

The form of the name which appears in this field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Corporate names are problematic since many corporate bodies do not have a precise name which remains constant. Furthermore individual cataloguing rules formalise the names in different ways and therefore use different kinds of data elements.

Inverted Data

One type of name which often presents difficulties is a corporate name formed from a personal name, e.g., W. H. Smith & Sons Ltd, J. F. Kennedy Center, Winston Churchill Memorial Centre. Some cataloguing codes stipulate that these should be entered in direct order in subfield \$a; other rules require that the names be treated as a personal name and inverted hence coded in subfields \$g and \$h.

UNIMARC accommodates both possibilities (see [EX 9](#), [10](#), [14](#) in the field 710).

Entry under Place

Names of governments at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., France, Australia, rather than the formal name (Republic of France, Commonwealth of Australia) (see [EX 7](#) in the field 710).. Subordinate governmental bodies are often prefixed with the name of the government (see [EX 5](#), [6](#) in the field 710). Cataloguing rules vary as to whether bodies under government control but without legislative or executive power, such as national museums, are entered under the name of the government or under their own names. If entered under their own name, e.g., Civic Museum, they may need a qualification to distinguish between other organisations of the same name in other places. Some cataloguing rules have a further category of organisation entered under name of place: bodies like universities, learned societies etc. which are specifically attached to a place and tend to have the place name as part of their name; these may be formalised in such a way as to bring the name of the place to the fore (see [EX 15](#) in the field 710). The remainder of the name will be stripped of connecting prepositions; thus it is not strictly an inversion.

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place added in order to distinguish the body from others of the same name, e.g., Liberal Party (Australia). It may be a statement of type of body to distinguish it from a different type of body with the same name, e.g. Gibraltar (Diocese) to distinguish it from the colony, and New York (State) to distinguish it from the city. A third kind of addition consists of a term added to a name to convey that it is a corporate body, e.g., Eagles (Rugby club), Ecologica (Firm), HVJ (Radio station) (see [EX 16](#) in the field 710). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above.

Formalised Additions to Names of Meetings

There are no universally accepted standards for the data elements “Number”, “Location” and “Date of meeting”. Numbers may be in Arabic or roman numerals, place names may be entered according to the language of the record, or the language on the original (see [EX 11-14](#) in the field 710). The date may be entered in any form, although for an exchange record, if month and day are required in the **access point**, the date in international standard format (e.g., “19831101”, for 1 November 1983) is recommended as it can easily be converted into any language if desired.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

This field is primarily intended for use in holdings records. However, if the agency which create the record do not use the UNIMARC Holdings Format, and the attributes of the resource are created at bibliographic record level, this field is used, where applicable, for entities (corporate body names) that have any kind of provenance and / or ownership regarding a specific item.

Subfield \$5, code of the Institution to Which Field Applies is used only when the provenance or ownership apply to a specific item.

Related Fields

703 PERSONAL NAME – PROVENANCE OR OWNERSHIP
723 FAMILY NAME – PROVENANCE OR OWNERSHIP

Examples

EX 1
713 02\$aOrdem de Cister.\$bMosteiro de Santa Maria\$c(Alcobça)\$4390

History

2012	New field.
2024	Text edit.

716 TRADEMARK

Field Definition and Scope

This field contains the name of a trademark involved in the production of a work, in a form suitable for an access point.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
716	TRADEMARK	R	O
a	Data Element	NR	O
f	Dates	NR	O
c	Qualification	R	O
3	Authority Record Identifier or Standard Number	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a Data Element

The trademark name access point form. Not repeatable.

\$f Dates

The dates between which a particular trademark is in use, when they are required as part of the **access point**, for example, as qualifiers. Not repeatable.

\$c Qualification

Any addition to the name of the trademark added by the cataloguer, other than dates. Repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

Note on Field Contents

Form of Name

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

Relator Code

The relator code \$4 is not necessary, the tag 716 being sufficient to express the relation of trademark.

Definition

A trademark or “mark” is a distinctive word, phrase, logo, design, or any other device that can be represented graphically, used by a business or company to identify its products or services and distinguish them from the products and services made, sold or provided by others. Some examples are: *Levi's* (trademark of Levi Strauss & Co.); *Pentium* (trademark of Intel Corporation), *Decca* (trademark of Decca Record Company).

Under the common term trademark other specific categories of marks such as service marks, trade dress, collective marks, etc., can be found.

The trade name of a business can function as a mark as well. For instance Sony Music Entertainment Inc. uses its trade name Sony Music as a trademark on its line of sound recordings.

As far as sound recordings are concerned, the trademark, commonly known as the “label”, together with the label number uniquely identifies each commercial recording. (see field 071 Publisher’s Number (Sound Recordings and Music)).

Related Fields

071 PUBLISHER’S NUMBER (SOUND RECORDINGS AND MUSIC), subfield \$b, Source (agency which assigned the number)
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Examples

EX 1
071 00\$a3984292582\$bErato
310 ##\$aErato 3984292582 (album)
716 ##\$3<AR_ID>\$aErato
EX 2
071 00\$aCOL6653152\$cboîte\$bColumbia\$dCB 608
716 ##\$3<AR_ID>\$aColumbia\$f1889\$cÉtats-Unis

History

2002	New field.
2012	Corrections.
2024	Text edit.

720 FAMILY NAME – PRIMARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of a family considered to have primary responsibility for work, in access point form.

The name of the family in this field provides that the record is created according to cataloguing rules recognising the concept of the main entry.

It may not occur in the same record as 700 Personal Name – Primary Responsibility, field 710 Corporate Body Name - Primary Responsibility or field 740 Uniform Conventional Heading for Legal and Religious Texts - Primary Responsibility, since a record can have only one access point with primary responsibility. If the concept of main entry does not exist in the cataloguing rules, or the source format does not make the distinction, this field does not occur: field 721 is used for all family name access point (see Related Fields).

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
720	FAMILY NAME – PRIMARY RESPONSIBILITY	NR	O
a	Entry Element	NR	MA
c	Type of Family	NR	O
d	Places Associated with the Family	R	O
f	Dates	NR	O
o	International Standard Identifier for the Name	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a Entry Element

The family name in access point form. This subfield is must be present if the field is present. Not repeatable.

\$c Type of Family

A categorization or generic descriptor for the type of family. Includes categorizations such as clan, dynasty, family unit, patriarchy, matriarchy, etc. Not repeatable.

\$d Places Associated with the Family

Information pertaining to places where the family resides or resided or had some connection. Repeatable.

\$f Dates

The dates of a family when they are required as part of the access point. Not repeatable. ([EX 3](#)).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field. The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic item to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

Form of Name

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

Subfield \$a includes the name of the family. Qualifying data are recorded in \$c, \$d and \$f.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. If the source format uses additional subfields it is recommended that punctuation be printed out by an algorithm generated from the definition of the additional subfields. Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records.

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility, and Subsequent Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. The name of the family mentioned in \$f, or rarely in \$g, to whom is attributed primary responsibility for the resource (if any) will be entered in 720 in access point form.
721 FAMILY NAME – ALTERNATIVE RESPONSIBILITY	A family may have alternative responsibility in similar circumstances to a corporate body. The field should be used in all cases if a source record does not distinguish between primary and secondary responsibility for families.
722 FAMILY NAME – SECONDARY RESPONSIBILITY	A family may be regarded as having secondary responsibility, in the same way as a corporate body (see Field 712).

Examples

EX 1
720 ##\$aCecil\$cfamily

EX 2
720 ##\$aBuchanan\$cclan
EX 3
720 ##\$aShah\$cdynasty\$f1768-

History

2005	Field issued/re-issued with corrections/additions.
2012	Corrections and additions.
2024	Text edit.

721 FAMILY NAME – ALTERNATIVE RESPONSIBILITY

Field Definition and Scope

This field contains the name of a family considered to have alternative responsibility for work, in access point form.

If the record is created according to cataloguing rules which do not recognise the concept of the main entry, or the source format does not separately identify main entry all family names in a form suitable for an access point will be contained in field 721.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
721	FAMILY NAME – ALTERNATIVE RESPONSIBILITY	R	O
a	Entry Element	NR	MA
c	Type of Family	NR	O
d	Places Associated with the Family	R	O
f	Dates	NR	O
o	International Standard Identifier for the Name	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a Entry Element

The family name in access point form. This subfield is must be present if the field is present. Not repeatable.

\$c Type of Family

A categorization or generic descriptor for the type of family. Includes categorizations such as clan, dynasty, family unit, patriarchy, matriarchy, etc. Not repeatable.

\$d Places Associated with the Family

Information pertaining to places where the family resides or resided or had some connection. Repeatable.

\$f Dates

The dates of a family when they are required as part of the access point. Not repeatable. (See [EX 3](#) in the field 720).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field. The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic item to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

The form of the data in the examples under field 720 applies equally here.

Form of Name

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

Subfield \$a includes the name of the family. Qualifying data are recorded in \$c, \$d and \$f.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. If the source format uses additional subfields it is recommended that punctuation be printed out by an algorithm generated from the definition of the additional subfields. Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records.

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfield \$f, First Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. If there are two or three names in the first statement of responsibility, subsequent names after the first will often be names with alternative responsibility.
720 FAMILY NAME – PRIMARY RESPONSIBILITY	If field 721 is used for names of families of alternative responsibility, field 720 (or rarely 710 or 700) must be present. If field 721 is used because the cataloguing rules do not recognise the concept of main entry, or the source format does not distinguish it, then field 720 will not be present.
722 FAMILY NAME – SECONDARY RESPONSIBILITY	If there are families considered to have less responsibility than persons or entities in fields 700, 701, 710, 711, 720, 721, they should be entered in field 722.

History

2005	Field issued/re-issued with corrections/additions.
2024	Text edit.

722 FAMILY NAME – SECONDARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of a family considered to have secondary responsibility for a work, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
722	FAMILY NAME – SECONDARY RESPONSIBILITY	R	O
a	Entry Element	NR	MA
c	Type of Family	NR	O
d	Places Associated with the Family	R	O
f	Dates	NR	O
o	International Standard Identifier for the Name	R	O
r	Part or Role Played	R	O
2	Source		O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
5	Institution to which the Field Applies	NR	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a Entry Element

The family name in access point form. This subfield is must be present if the field is present. Not repeatable.

\$c Type of Family

A categorization or generic descriptor for the type of family. Includes categorizations such as clan, dynasty, family unit, patriarchy, matriarchy, etc. Not repeatable.

\$d Places Associated with the Family

Information pertaining to places where the family resides or resided or had some connection. Repeatable.

\$f Dates

The dates of a family when they are required as part of the access point. Not repeatable. (See [EX 3](#) in the field 720).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field. The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$r Part or Role Played

The name of a role interpreted, played or sung by the corporate body designed by the access point. This subfield is especially used in records for audiovisual material (motion pictures, sound or video recordings

of theatre plays or operas or other vocal works). It is used when \$4 is present and contains values such as “275” (Dancer), “721” (Singer), etc. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic item to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

Subfield \$5, Institution to which the Field Applies, is used only when the added entry/ies are applied to a specific item. It is generally used for older monographic publications (antiquarian).

The form of the data in the examples under field 720 applies equally here.

Form of Name

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

Subfield \$a includes the name of the family. Qualifying data are recorded in \$c, \$d and \$f.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. If the source format uses additional subfields it is recommended that punctuation be printed out by an algorithm generated from the definition of the additional subfields. Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records.

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility, and Subsequent Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. The name of the family mentioned in \$f or in \$g to whom is attributed secondary responsibility for the resource (if any) will be entered in field 722 in access point form.
720 FAMILY NAME – PRIMARY RESPONSIBILITY	The name of the first family mentioned in the title page with primary responsibility should be entered in field 720. Names of families with secondary responsibility are entered in 722.
721 FAMILY NAME – ALTERNATIVE RESPONSIBILITY	Alternative means a second or further instance of primary responsibility. However, if the record is catalogued according to rules which do not recognise the concept of main entry, or the source format does not separately identify it, all family names should be entered in field 721.

Examples

The form of the data in the examples under field 720 applies equally here.

History

2000	Field issued/re-issued with corrections/additions.
2005	Field issued/re-issued with corrections/additions.
2008	Added subfield \$5. Field may be linked to indicate to which specific copy a specific instance of a field relates.
2012	Corrections and additions.
2024	Text edit.

723 FAMILY NAME – PROVENANCE OR OWNERSHIP

Field Definition and Scope

This field contains the name of a family regarding any type of provenance and / or ownership (previous ownership or custodianship), that apply uniquely to the item, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
723	FAMILY NAME – PROVENANCE OR OWNERSHIP	R	O
a	Entry Element	NR	MA
c	Type of Family	NR	O
d	Places Associated with the Family	R	O
f	Dates	NR	O
o	International Standard Identifier for the Name	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
5	Institution to which the Field Applies	NR	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

Subfields Description

\$a Entry Element

The family name in access point form. This subfield is must be present if the field is present. Not repeatable.

\$c Type of Family

A categorization or generic descriptor for the type of family. Includes categorizations such as clan, dynasty, family unit, patriarchy, matriarchy, etc. Not repeatable.

\$d Places Associated with the Family

Information pertaining to places where the family resides or resided or had some connection. Repeatable.

\$f Dates

The dates of a family when they are required as part of the access point. Not repeatable. (See [EX 3](#) in the field 720).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field. The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

\$4 Relator Code

A code used to designate the relationship between the person named in the field and the bibliographic item to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

This field is primarily intended for use in holdings records. However, if the agency which create the record do not use the *UNIMARC Holdings Format*, and the attributes of the resource are created at bibliographic record level, this field is used, where applicable, for entities (family names) that have any kind of provenance and / or ownership regarding a specific item.

Subfield \$5, code of the Institution to Which Field Applies is used only when the provenance or ownership apply to a specific item.

Form of Name

The form of name which appears in the field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

Subfield \$a includes the name of the family. Qualifying data are recorded in \$c, \$d and \$f.

Punctuation

There are no standards for punctuation in this field. However, it is recommended that punctuation be retained where it is available in the source format. If the source format uses additional subfields it is recommended that punctuation be printed out by an algorithm generated from the definition of the additional subfields. Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records.

Related Fields

703 PERSONAL NAME – PROVENANCE OR OWNERSHIP
713 CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP

Examples

EX 1

723 ##\$aAndrade Corvo,\$cFamília\$4390

History

2012	New field.
2024	Text edit.

730 NAME – ENTITY RESPONSIBLE

Field Definition and Scope

This field contains in unstructured form the name of an entity considered to have responsibility for a work.

The name does not follow cataloguing rules. This field should be used only when other 7-- fields are unsuitable.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
730	NAME – ENTITY RESPONSIBLE	R	O
a	Entry Element	NR	O
4	Relator Code	R	O

Indicators

Indicator	Value	Description
1		Form of Name Indicator
	0	Type of name cannot be determined
	1	Personal name
	2	Not a personal name
2	#	blank (not defined)

Indicators Description

Indicator 1: Form of Name Indicator

This indicator specifies whether the type of name has been determined or not.

Subfields Description

\$a Entry Element

The name used as the entry element in the access point. Not repeatable.

\$4 Relator Code

The code used to designate the relationship between the entity named in the field and the bibliographic resource to which the record refers. The list of codes is to be found in [Appendix B](#). Repeatable.

Examples

EX 1
730 0#\$aDerek Weselak\$4070
Dublin Core: <META NAME="DC.Creator"CONTENT="Derek Weselak">
The record was converted from a Dublin Core entry which makes no distinction between personal authors and others. “Creator” has the sense of primary responsibility for the resource so the relator code for “author” is added.
EX 2
730 2#\$aInformation Systems, British Library\$4070
Dublin Core: <META NAME="DC.Creator.Organization" CONTENT="Information Systems, British Library">
EX 3
730 1#\$aWeselak, Derek

Dublin Core: <META NAME="DC.Creator.Personal" CONTENT="Weselak, Derek"> CONTENT takes the form “term comma term” and the NAME is “Creator.Personal”. The name could with some confidence be assigned to a more specific 7-- field by the use of computer algorithms.

EX 4

730 0#\$aDerek Weselak

Dublin Core: <META NAME="DC.Contributor" CONTENT="Derek Weselak"> The record was converted from a Dublin Core entry which makes no distinction between personal authors and others. “Contributor” has the sense of any responsibility for the resource other than primary responsibility, e.g. illustrator, sponsor, so no relator code can be added.
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History

2000	New field.
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740 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – PRIMARY RESPONSIBILITY

Field Definition and Scope

This field contains the uniform conventional headings for legal and religious texts of a prescriptive nature and for treaties and other agreements between two or more parties, issued under a given jurisdiction, usually a country, or a church, in access point form.

Conventional headings for legal and religious texts are usually formed by the name of the jurisdiction of church and a uniform conventional title. The headings for treaties are usually formed by the name of the jurisdiction of the first party, followed by a uniform conventional title and the name of the jurisdiction of the other party. They can also be formed just by a conventional title, commonly recognized.

Uniform conventional headings provide that the record is created according to cataloguing rules recognising the concept of main entry and the use of uniform conventional headings for such kinds of legal and religious texts.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
740	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – PRIMARY RESPONSIBILITY	NR	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
e	Name of the Other Party	NR	O
f	Date of Legal Issue or Version, or Date of Signing	R	O
i	Name of Section or Part	R	O
l	Form Subheading	R	O
n	Miscellaneous Information	R	O
t	Uniform Title	NR	O
3	Authority Record Identifier or Standard Number	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of Name Indicator
	1	Name entered under country or other geographical name
	2	Name entered under other form, e.g. a church or a simply a conventional name

Indicators Description

Indicator 2: Form of Name Indicator

The second indicator denotes the form of conventional heading.

Value 1: Name entered under country or other geographical name

Used for jurisdictional geographical names.

Subfields Description

\$a Entry Element

The entry element of the name of jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in the hierarchy of the jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued, when the name includes a hierarchy. Repeatable if there is more than one lower level in the hierarchy ([EX 4](#)).

\$c Addition to Name or Qualifier

Any addition to the name of the jurisdiction under which the laws and other legislation or the treaty or other agreement are issued, added by the cataloguer to distinguish from homonym jurisdictions. Repeatable. ([EX 5](#)).

\$e Name of the Other Party

The name of jurisdiction of other party(ies) under which the treaty or other agreement between two or more parts is issued. If necessary, subfield \$b for a lower level in the hierarchy of the jurisdiction, and/or \$c to distinguish from homonym jurisdictions, could be used ([EX 9](#), [10](#)). Not repeatable.

\$f Date of Legal Issue or Version, or Date of Signing

The date of legal issue or version when is added to the uniform conventional heading ([EX 2](#), [3](#)). The year, earlier year or earliest year of signing of the treaty, convention or protocols when added to the uniform conventional heading ([EX 9](#), [10](#)). Repeatable.

\$i Name of Section or Part

The name of a part when the resource to which the uniform conventional heading is being applied is only a part of the text named in the heading ([EX 2](#)). Repeatable for a subdivided part ([EX 7](#)).

\$l Form Subheading

Standard phrase added to a headline to further specify the uniform conventional heading. Repeatable.

\$n Miscellaneous Information

Any information not provided for in any other subfield. Repeatable.

\$t Uniform Title

Uniform title for the text being catalogued. The term(s) of the uniform title may include specifications by date or version of given types. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

Notes on Field Contents

Form

The form of the heading which appears in this field is determined by the appropriate cataloguing rules and/or authority entries used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always inter-file correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Entry Under Place

Names of jurisdictions at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take

a short name of the place, e.g., Portugal, Australia, rather than the formal name (Portuguese Republic, Commonwealth of Australia) ([EX 1](#), [2](#), [3](#)).

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place name added in order to distinguish the jurisdiction from others of the same name, e.g., Washington (state). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above ([EX 5](#)).

Formalised Additions to Uniform Titles

There may be needed to further specify a uniform title by date of legal issue or version of a given type, in order to provide more specific aggregation of resources catalogued when they are numerous. The criteria for this, as well as the type of further specification depends on the cataloguing rules and practice of the cataloguing agency.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

741 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – ALTERNATIVE RESPONSIBILITY	A uniform conventional heading may have alternative responsibility to either a person or body named in fields 700 or 710 or to another heading named in field 740. In this case field 741 is used since there may be no more than one occurrence altogether in a record of fields 700 and 710.
742 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – SECONDARY RESPONSIBILITY	A uniform conventional heading could be considered secondary responsibility, in which case it will be entered in field 742.

Examples

EX 1
740 #1\$aPortugal\$tLeis, decretos, etc.
EX 2
200 1#\$aCódigo de processo penal\$eaprovado pelo decreto-lei nº 78-87 de 17 de Fevereiro
740 #1\$aPortugal\$tLeis, decretos, etc.\$iCódigo de processo penal,\$f1987
EX 3
200 10\$aConstituição portuguesa de 1976
740 #1\$aPortugal\$tConstituição,\$f1976
EX 4
740 #1\$aCanadá.\$bOntário.\$tLeis, decretos, etc.
EX 5

740 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – PRIMARY RESPONSIBILITY

740 #1\$aEstados Unidos.\$bWashington\$c(estado).\$tLeis, decretos, etc.
EX 6
200 1#\$aMissale cisterciense ad usum Sacrae Congregationis Divi Bernardi, in Lusitaniae e Algarbiorum Regnis
740 #2\$aIgreja Católica\$tLiturgia e ritual
EX 7
200 1#\$aMissale Romanum
740 #2\$aCatholic Church\$tLiturgy\$iMissale\$iKyriale
EX 8
740 #1\$aPortugal.\$tTratados, etc.
A collection of treaties between Portugal and others parties.
EX 9
200 1#\$aTratado de amizade, navegação, e commercio renovado entre Portugal e a Rússia, e assignado em Petersbourgo aos 16-27 de Dezembro de 1798
740 #1\$aPortugal.\$tTratados, etc.\$eRússia,\$f1798
741 #1\$aRússia.\$tTratados, etc.\$ePortugal,\$f1798
EX 10
740 #1\$aPortugal\$tTratados, etc.\$eEspanha\$f1810
741 #1\$aEspanha\$tTratados, etc.\$ePortugal\$f1810
A treaty between Portugal and Spain.
EX 11
200 1#\$aConcordatum inter Aulam Romanan, et Olisiponensem, quo nova regula statutus nominandorum beneficiorum in regnis Portugalliae, et Algarbiorum constitutorum..., Olisipone die XX, Mensis Julii... anni MDCCLXXVIII
740 #2\$aIgreja Católica\$tTratados, etc.\$ePortugal\$f1778
741 #1\$aPortugal\$tTratados, etc.\$eIgreja Católica\$f1778
A treaty between the Catholic Church and Portugal.

History

2008	New field.
2024	Text edit.

741 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – ALTERNATIVE RESPONSIBILITY

Field Definition and Scope

This field contains the uniform conventional headings for legal and religious texts of a prescriptive nature and for treaties between two or more parties, considered to have alternative responsibility for work, in access point form.

If the record is created according to cataloguing rules which do not recognise the concept of main entry or the source format does not separately identify the main entry, all conventional headings to be used as access points will be contained in field 741.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
741	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – ALTERNATIVE RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
e	Name of the Other Party	NR	O
f	Date of Legal Issue or Version, or Date of Signing	R	O
i	Name of Section or Part	R	O
l	Form Subheading	R	O
n	Miscellaneous Information	R	O
t	Uniform Title	NR	O
3	Authority Record Identifier or Standard Number	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of Name Indicator
	1	Name entered under country or other geographical name
	2	Name entered under other form, e.g. a church or a simply a conventional name

Indicators Description

Indicator 2: Form of Name Indicator

The second indicator denotes the form of conventional heading.

Value 1: Name entered under country or other geographical name

Used for jurisdictional geographical names.

Subfields Description

\$a Entry Element

The entry element of the name of jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in the hierarchy of the jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued, when the name includes a hierarchy. Repeatable if there is more than one lower level in the hierarchy (see [EX 4](#) in the field 740).

\$c Addition to Name or Qualifier

Any addition to the name of the jurisdiction under which the laws and other legislation or the treaty or other agreement are issued, added by the cataloguer to distinguish from homonym jurisdictions. Repeatable. (see [EX 5](#) in the field 740).

\$e Name of the Other Party

The name of jurisdiction of other party(ies) under which the treaty or other agreement between two or more parts is issued. If necessary, subfield \$b for a lower level in the hierarchy of the jurisdiction, and/or \$c to distinguish from homonym jurisdictions, could be used (see [EX 9](#), [10](#) in the field 740). Not repeatable.

\$f Date of Legal Issue or Version, or Date of Signing

The date of legal issue or version when is added to the uniform conventional heading (see [EX 2](#), [3](#) in the field 740). The year, earlier year or earliest year of signing of the treaty, convention or protocols when added to the uniform conventional heading (see [EX 9](#), [10](#) in the field 740). Repeatable.

\$i Name of Section or Part

The name of a part when the resource to which the uniform conventional heading is being applied is only a part of the text named in the heading (see [EX 2](#) in the field 740). Repeatable for a subdivided part (see [EX 7](#) in the field 740).

\$l Form Subheading

Standard phrase added to a headline to further specify the uniform conventional heading. Repeatable.

\$n Miscellaneous Information

Any information not provided for in any other subfield. Repeatable.

\$t Uniform Title

Uniform title for the text being catalogued. The term(s) of the uniform title may include specifications by date or version of given types. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

Notes on Field Contents

The form of the data in the examples under field 740 applies equally here.

Form

The form of the heading which appears in this field is determined by the appropriate cataloguing rules and/or authority entries used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always inter-file correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Entry Under Place

Names of jurisdictions at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., Portugal, Australia, rather than the formal name (Portuguese Republic, Commonwealth of Australia) (see [EX 1](#), [2](#), [3](#) in the field 740).

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place name added in order to distinguish the jurisdiction from others of the same name, e.g., Washington (state). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above (see [EX 5](#) in the field 740).

Formalised Additions to Uniform Titles

There may be needed to further specify a uniform title by date of legal issue or version of a given type, in order to provide more specific aggregation of resources catalogued when they are numerous. The criteria for this, as well as the type of further specification depends on the cataloguing rules and practice of the cataloguing agency.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

740 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – PRIMARY RESPONSIBILITY	If the the 741 is used strictly for uniform conventional heading of alternative responsibility, field 740, 700 or 710 must be present. If the field 741 is used because the cataloguing rules do not recognise the concept of main entry or the source format does not distinguish it, then field 740 will not be present.
742 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – SECONDARY RESPONSIBILITY	A uniform conventional heading could be considered secondary responsibility, in which case it will be entered in field 742.

History

2008	New field.
2024	Text edit.

742 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – SECONDARY RESPONSIBILITY

Field Definition and Scope

This field contains the uniform conventional headings for legal and religious texts of a prescriptive nature and for treaties between two or more parties, considered to have secondary responsibility for a work in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
742	UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – SECONDARY RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
e	Name of the Other Party	NR	O
f	Date of Legal Issue or Version, or Date of Signing	R	O
i	Name of Section or Part	R	O
l	Form Subheading	R	O
n	Miscellaneous Information	R	O
t	Uniform Title	NR	O
3	Authority Record Identifier or Standard Number	NR	O

Indicators

Indicator	Value	Description
1	#	blank (not defined)
2		Form of Name Indicator
	1	Name entered under country or other geographical name
	2	Name entered under other form, e.g. a church or a simply a conventional name

Indicators Description

Indicator 2: Form of Name Indicator

The second indicator denotes the form of conventional heading.

Value 1: Name entered under country or other geographical name

Used for jurisdictional geographical names.

Subfields Description

\$a Entry Element

The entry element of the name of jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in the hierarchy of the jurisdiction under which the laws and other legislation, or the treaty or other agreement, are issued, when the name includes a hierarchy. Repeatable if there is more than one lower level in the hierarchy (see [EX 4](#) in the field 740).

\$c Addition to Name or Qualifier

Any addition to the name of the jurisdiction under which the laws and other legislation or the treaty or other agreement are issued, added by the cataloguer to distinguish from homonym jurisdictions. Repeatable. (see [EX 5](#) in the field 740).

\$e Name of the Other Party

The name of jurisdiction of other party(ies) under which the treaty or other agreement between two or more parts is issued. If necessary, subfield \$b for a lower level in the hierarchy of the jurisdiction, and/or \$c to distinguish from homonym jurisdictions, could be used (see [EX 9](#), [10](#) in the field 740). Not repeatable.

\$f Date of Legal Issue or Version, or Date of Signing

The date of legal issue or version when is added to the uniform conventional heading (see [EX 2](#), [3](#) in the field 740). The year, earlier year or earliest year of signing of the treaty, convention or protocols when added to the uniform conventional heading (see [EX 9](#), [10](#) in the field 740). Repeatable.

\$i Name of Section or Part

The name of a part when the resource to which the uniform conventional heading is being applied is only a part of the text named in the heading (see [EX 2](#) in the field 740). Repeatable for a subdivided part (see [EX 7](#) in the field 740).

\$l Form Subheading

Standard phrase added to a headline to further specify the uniform conventional heading. Repeatable.

\$n Miscellaneous Information

Any information not provided for in any other subfield. Repeatable.

\$t Uniform Title

Uniform title for the text being catalogued. The term(s) of the uniform title may include specifications by date or version of given types. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. Not repeatable.

Notes on Field Contents

The form of the data in the examples under field 740 applies equally here.

Form

The form of the heading which appears in this field is determined by the appropriate cataloguing rules and/or authority entries used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always inter-file correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Entry Under Place

Names of jurisdictions at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., Portugal, Australia, rather than the formal name (Portuguese Republic, Commonwealth of Australia) (see [EX 1](#), [2](#), [3](#) in the field 740).

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place name added in order to distinguish the jurisdiction from others of the same name, e.g., Washington (state). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above (see [EX 5](#) in the field 740).

Formalised Additions to Uniform Titles

There may be needed to further specify a uniform title by date of legal issue or version of a given type, in order to provide more specific aggregation of resources catalogued when they are numerous. The criteria for this, as well as the type of further specification depends on the cataloguing rules and practice of the cataloguing agency.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

740 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – PRIMARY RESPONSIBILITY	In the majority of cataloguing rules that recognise the concept of the uniform conventional heading for certain legal and religious texts the field 740 must be present. However It is possible for a work to have sencodary responsibility for a uniform conventional heading without a fiel 740 present.
741 UNIFORM CONVENTIONAL HEADING FOR LEGAL AND RELIGIOUS TEXTS – ALTERNATIVE RESPONSIBILITY	A uniform conventional heading may have alternative responsibility to either a person or body named in fields 700 or 710 or to another heading named in field 740. If the record is catalogued according to rules which do not recognise the concept of main entry or the source format does not separately identify it, the uniform conventional heading should be entered in field 741.

Examples

EX 1
200 1#\$aDocumentação e legislação comercial\$fOrlando Augusto Dias Bravo
327 1#\$aContém supl. com o tit.: Código comercial, sociedades e empresas comerciais, código do registo comercial
700 1#\$aBravo,\$bOrlando Augusto Dias
742 #1\$aPortugal.\$tLeis, decretos, etc.
The work is a collection of commercial law compiled by a personnal author, but including the legal texts themselves.

History

2008	New field.
2024	Text edit.