

TO: Joint Steering Committee for Development of RDA
FROM: John Attig, ALA Representative
SUBJECT: Proposed Revision of RDA Instructions for Government and Non-Government Corporate Bodies

Among the “Issues deferred until after the first release of RDA” (6JSC/Sec/1), ALA’s highest priority related to “Separate instructions for government bodies and other corporate bodies” in RDA Chapter 11. Based on the work of a CC:DA Task Force, ALA recommends that RDA contain a single set of instructions for subordinate non-government, government, and religious bodies, to be accomplished by merging of relevant instructions.

Principles Underlying the Establishment of Names of Subordinate Bodies

In order to evaluate the current guidelines and instructions and any suggested revisions, it is necessary to understand the underlying principles for forming names of subordinate bodies.

There are two stated principles in RDA that apply to corporate body names:

- **Differentiation** (RDA 0.4.3.1): “The data describing an entity [...] should differentiate that entity from other entities, and from other identities used by the same entity.”
- **Representation** (RDA 0.4.3.4): “The name or form of name designated as the preferred name for a [...] corporate body should be the name or form of name most commonly found in resources associated with that [...] corporate body, or a well-accepted name or form of name in the language and script preferred by the agency creating the data. [...]”

Further support for the guidelines and instructions regarding subordinate bodies can be found in the IFLA *Statement of International Cataloguing Principles*, particularly the provisions for Choice of Authorized Access Point (6.3.3) and Form of Name for Authorized Access Points (6.3.4). The latter recognized that subordinate bodies constitute an exception to the general provision that “the name should be given in direct order,” although it does not explicitly state that the name of the jurisdiction should appear as the first element of the name.

Examination of the instructions and the examples in RDA 11.2.2.14 and 11.2.2.19 seem to indicate the following functions for recording the names of subordinate bodies:

- **Differentiation:** The name of a body should be distinct.
- **Identification:** The name of a subordinate body should indicate its superior body.
- **Collocation:** The names of subordinate bodies should file under the name of the superior body.

These functions are evident in long-standing conventions for the treatment of subordinate body names, not only in library catalogs but also in other resources such as directories. In the RDA guidelines and instructions, the only *function* that is always served is **Differentiation** — every name must be distinct. The guidelines and instructions may also support one or both of the other functions, and may either follow or violate the *principle* of **Representation**.

The following recommendations are based in part on an application of these principles to the current RDA guidelines and instructions for subordinate corporate bodies.

Recommendations

RECOMMENDATION #1: General Considerations

Generalize RDA 11.2.2.13–11.2.2.15 to cover all types of subordinate bodies, and delete RDA 11.2.2.18–11.2.2.20. This involves the merging of many of the specific types of subordinate and related bodies to be recorded subordinately. The specifics of this will be dealt with in subsequent recommendations.

Discussion and Rationale: The grouping of the instructions for subordinate bodies into separate sections for non-government and government bodies has resulted in considerable redundancy, due to the nearly identical conditions in many of the instructions. There has also been inconsistency between the two groupings, which is noted below. Most of the categories of subordinate constructions support the function of *identification* and/or *collocation*.

RECOMMENDATION #2: Type 1

Incorporate the instructions for Type 1 government bodies (RDA 11.2.2.19) into the instructions for Type 1 general bodies (RDA 11.2.2.14).

Discussion and Rationale: Both instructions are for names “containing a term that by definition implies that the body is part of another.” The name is to be recorded subordinately regardless of whether the name of the subordinate body is unique or identifies the parent body. This supports both *identification* and *collocation*, since the various departments, etc., will all collocate under the name of the parent body, no matter how their names are presented on the resources. There is no significant difference between the two sets of instructions.

RECOMMENDATION #3: Type 2

Incorporate the instructions for Type 2 government bodies (RDA 11.2.2.19) into the instructions for Type 2 general bodies (RDA 11.2.2.14).

Discussion and Rationale: Both instructions are for names “containing a word that normally implies administrative subordination ... provided that the name of the higher body is required for identification of the subordinate body.” Such names are recorded subordinately only when the name of the subordinate body does not indicate the parent body. This supports only *identification*, since the various committees of a body may or may not collocate under the name of the parent body, depending on how their names are presented. For example, *ACS Office of Statistical Services* does not fall into this type, while *American Chemical Society, Office of Communications* does.

There is no significant difference between the two sets of instructions, and we recommend that they be combined.

RECOMMENDATION #4: Type 3

Incorporate the instructions for Type 3 government bodies (RDA 11.2.2.19) into the instructions for Type 3 general bodies (RDA 11.2.2.14).

Discussion and Rationale: Both instructions are for a name “that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision.” Recording such names subordinately supports *identification*.

RECOMMENDATION #5: Type 4

Incorporate the instructions for Type 4 government bodies (RDA 11.2.2.19) into the instructions for Type 4 general bodies (RDA 11.2.2.14). Omit the provision of RDA 11.2.2.19 that the name of the subordinate body not contain the name of the government.

Discussion and Rationale: Both instructions are for a name “that does not convey the idea of a corporate body,” but the instruction for government bodies also requires that the name of the subordinate body “does not contain the name of the government.” Recording such names subordinately supports *identification*. We do not believe that the additional provision for government bodies results in any significant change in meaning or application.

RECOMMENDATION #6: Type 5 for non-government bodies

No change recommended.

Discussion and Rationale: The instruction is to record the name of a university faculty, etc., subordinately *if* it “simply indicates a particular field of study.” With this limitation, recording such names subordinately supports *identification*, but only partially supports *collocation*, since the various schools, etc., will not necessarily collocate under the name of the parent institution, and some schools with distinct names (such as those named in honor of persons) may not give any indication of their parent bodies. No change is recommended.

RECOMMENDATION #7: Type 5 for government bodies

Move the instructions for Type 5 government bodies from RDA 11.2.2.19 to RDA 11.2.2.14, as new Type 6.

Discussion and Rationale: Recording names of ministries and similar executive agencies subordinately supports *collocation* under the name of the government. We recommend moving this to RDA 11.2.2.14 (as new Type 6), without further revision.

RECOMMENDATION #8: Type 6 for non-government bodies

Eliminate RDA 11.2.2.14 Type 6.

Discussion and Rationale: This instruction deals with “a name that includes the entire name of the higher or related body.” This category does not support *differentiation*, *identification*, or *collocation*. Whether or not a name falls into Type 6 is often determined by how the name is presented on particular resources, how closely the preferred name of the parent body matches the form included in the name of the subordinate body, and/or how the cataloger

interprets the layout and typography of the source of information. This instruction has long perplexed catalogers. The resulting access points can be wildly inconsistent, even for bodies subordinate to the same parent body. We can find no reasonable justification for retaining this instruction, and recommend that it be deleted.

We note that one result of this is that the names of many bodies will no longer be recorded subordinately. This may be particularly noteworthy in the case of meetings of a body. *Annual Meeting of the International Whaling Commission* would be recorded directly; only 11.2.2.4 type 3 would justify recording the name of the meeting subordinately and only if the name did not include the name of the body.

RECOMMENDATION #9: Types 6–11 for government bodies

Move the instructions for Types 6–11 government bodies from RDA 11.2.2.19 to RDA 11.2.2.14, as new Types 7–13 (omitting Type 9). Add an instruction for constitutional conventions as Type 9, based on the first paragraph of old 11.2.2.23.

Discussion and Rationale: The remaining types for government bodies all refer to later special instructions (RDA 11.2.2.21–11.2.2.27), and all appear to support *collocation*. We recommend moving them to RDA 11.2.2.14 (as new Types 7–12), without further revision.

RECOMMENDATION #10: Government officials

Retain (as RDA 11.2.2.18), but revise the instructions so that the restriction applies to all levels of government in post-medieval times.

Discussion and Rationale: These instructions apply “only to officials of countries and other states, governors of occupied territories, and officials of international intergovernmental organizations that have existed in post-medieval times.” The wording of this restriction seems to mean that the instructions do not apply to levels below the country, state, or occupied territory. If this is the case, there is no place in the instructions for officials at these lower levels. For example, a mayor is a head of government and is used as an example in RDA 11.2.2.19, Type 2 — where there is a reference “see also 11.2.2.21.” This suggests that the assumption that 11.2.2.21 does not apply to local officials is mistaken, at least in some situations. We believe that the current RDA 11.2.2.21 should apply to all government officials and that the restrictive text should be removed.

RECOMMENDATION #11: Legislative subcommittees

Revise the instructions so that subcommittees and subordinate units are recorded subordinately to the parent committee, regardless of countries.

Discussion and Rationale: Under the current RDA 11.2.2.22.2–11.2.2.22.3, legislative subcommittees are treated differently for the United States than for other countries. The reason for including the name of the parent committee for United States subcommittees makes sense, because the same (or very similar) subcommittee names may be used by more than one committee. It seems reasonable to assume that this situation might also occur in other countries. This provision supports both *identification* and *collocation*.

RECOMMENDATION #12: Religious bodies

Remove the general instructions for subordinate religious bodies (current RDA 11.2.2.30); add types to RDA 11.2.2.14 referencing the types of religious bodies covered in the current RDA 11.2.2.28–11.2.2.31. Retain these specific instructions, renumbered as 11.2.2.25–11.2.2.29. Add a provision at the beginning of RDA 11.2.2.15 that the instructions apply unless other instructions are given later.

Discussion and Rationale: The structure of Chapter 11 would be more coherent if all three groups of corporate bodies (general, government, and religious) were treated within a single structure. Two specific matters illustrate the lack of coherence in the current text:

1. The guidelines and instructions for government bodies closely parallel those for general bodies in regard to direct or indirect subdivision (see current RDA 11.2.2.15 and 11.2.2.20). There is no parallel instruction for religious bodies.
2. The instructions for direct or indirect subdivision of general bodies (RDA 11.2.2.15) apply to all bodies falling under the types listed in RDA 11.2.2.14. The instructions for direct or indirect subdivision of government bodies (RDA 11.2.2.20) do *not* apply to all bodies falling under the types listed in RDA 11.2.2.19; there are some exceptions, or additional instructions, within the more detailed instructions in the current RDA 11.2.2.21–11.2.2.27, and the types in 11.2.2.19 refer to these.

The instructions would have more clarity, and exhibit more coherence, if (a) the specific instructions for religious bodies were paralleled by “type” provisions in the revised RDA 11.2.2.14; and (b) the existence of the variant or additional instructions for both government and religious bodies were acknowledged in the general instructions regarding direct or indirect subdivision, by adding the phrase “Except as instructed under ...”

RECOMMENDATION #13: Provinces, dioceses, synods, etc.

Move the instructions for Catholic dioceses, etc. (current RDA 11.2.2.30.2) to RDA 11.2.2.30.1 as an exception.

Discussion and Rationale: Separate instructions are given for Provinces, dioceses, synods, etc. (current RDA 11.2.2.30.1) and for “Catholic dioceses, etc.” (current RDA 11.2.2.30.2) in spite of the fact that the former is a general instruction and the latter is an exception for a subset of dioceses. It would make sense to move this exception to the general instruction and label it as an exception.

Issues Which May Warrant Further Consideration

ALA gave initial consideration to several issues that were not pursued. These may warrant further study and possible revisions.

Political parties (current RDA 11.2.2.17): ALA considered generalizing this instruction to extend treatment to political parties in other countries. However, it became apparent that there is a disconnect between the instructions and the examples, with the instructions

speaking about state and local units and the examples illustrating subordinate units of state and local units. Furthermore, the reasoning behind the difference between treatment of U.S. and non-U.S. political parties is not apparent.

Courts (current RDA 11.2.2.24): It is not clear what principle underlies the instructions for removing the name of a specific place, and replacing it with a conventionalized form, e.g. the name *Cour d'appel de Grenoble* is formed as *France. Cour d'appel (Grenoble)* instead of *France. Cour d'appel de Grenoble*.

Religious officials (current RDA 11.2.2.29.2): It may be preferable to harmonize the treatment of bishops, rabbis, mullahs, patriarchs, etc. (11.2.2.29.1) with popes (11.2.2.29.2). The major difference is that the former are recorded in the language of the body, while the latter are recorded in the language preferred by the agency creating the data. It is not clear that this distinction is justified.

Notes on Examples

This proposal identifies a number of examples that need to be modified based on the proposed revisions to the instructions, as well as a number that are no longer relevant (which should be removed) or are currently incorrect (for which we propose revisions). In other cases, the effect of merged instructions on the examples has not been specified. The assumption is that all the examples from each of the merged instructions continue to be relevant to the new instruction, but no recommendation has been made regarding which examples to retain. As noted below, we recommend that this question be referred to the RDA Examples Group and have provided a listing of all the relevant examples in an Addendum. This addendum also indicates any deletions or revisions to current examples that are called for by the revised instructions.

Editorial Conventions

This is a particularly extensive and complicated proposal. The document presented to CC:DA contained both marked-up (incomplete) and clean copies, and was over 60 pages long. In order to reduce the size of the document for consideration by the JSC, the proposed revisions below consist of:

1. A single, hybrid version that presents the revised text, but with mark-up to indicate how particular instructions have been changed.
2. Annotations (right-justified and highlighted in red) indicating how the revised (“new”) text was created out of the current (“old”) text, including merged, deleted, and re-numbered instructions.
3. Examples that are unchanged or that are the result of the merger of instructions have not been included. Instead, these are given in an Addendum, which we suggest be referred to the Examples Group for selection and editing.
4. Examples that have been changed as a result of revisions to the instructions are included below in order to illustrate the nature of the revisions; these are also included in the Addendum.

Proposed Revisions

RECORDING NAMES OF SUBORDINATE AND RELATED BODIES

11.2.2.13 General Guidelines on Recording Names of Subordinate and Related Bodies

Record the name of a subordinate body or a related body applying the basic instructions given under [11.2.2.4](#), unless its name belongs to one or more of the types listed under [11.2.2.14](#).

[No change to instructions]

EXAMPLES [omitted]

[Examples from old 11.2.2.13 merged with those from old 11.2.2.18; see 6JSC/ALA/18/Addendum]

[Exceptions: 2 paragraphs deleted]

Record as a variant name the name of the body in the form of a subdivision of the authorized access point representing the higher body (see [11.2.3.7](#)).

[No change to instructions]

11.2.2.14 Subordinate and Related Bodies Recorded Subordinately

Apply the instructions below to all subordinate or related bodies ~~except subordinate government bodies (see [11.2.2.18](#)) and subordinate religious bodies (see [11.2.2.30](#)).~~

[Revised as indicated]

Record the name of a subordinate or related body as a subdivision of the authorized access point representing the body to which it is subordinate or related if its name belongs to one or more of the types listed below. Make it a direct or indirect subdivision applying the instructions given under [11.2.2.15](#). Omit from the subdivision the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a name that does not make sense.

[Footnote 4 deleted]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 merged with those from old 11.2.2.19; see 6JSC/ALA/18/Addendum]

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

[No change; incorporates old 11.2.2.19 type 1]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 type 1
merged with those from old 11.2.2.19 type 1;
see 6JSC/ALA/18/Addendum]

TYPE 2. A name containing a term that normally implies administrative subordination (e.g., *Committee*, *Commission*), provided that the name of the higher body is required for the identification of the subordinate body.

[No change; incorporates old 11.2.2.19 type 1]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 type 2
merged with those from old 11.2.2.10 type 2;
see 6JSC/ALA/18/Addendum]

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

[No change; incorporates old 11.2.2.19, type 3]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 type 3, with omissions;
merged with old 11.2.2.19 type 3
see 6JSC/ALA/18/Addendum]

In case of doubt, record the name of the body directly.

EXAMPLE

Human Resources Center

Name: Human Resources Center

~~Research and Training Institute~~

Research & Advisory Services

Name: Research & Advisory Services

[Examples from old 11.2.2.14 type 3, revised as indicated;
merged with old 11.2.2.19 type 3; see 6JSC/ALA/18/Addendum]

TYPE 4. A name that does not convey the idea of a corporate body and does not contain the name of the higher body.

[old 11.2.2.14 type 4, revised as indicated;
incorporates old 11.2.2.19, type 4]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 type 4;
merged with old 11.2.2.19 type 4
see 6JSC/ALA/18/Addendum]

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

[old 11.2.2.14 type 5]

EXAMPLES [omitted]

[Examples from old 11.2.2.14 type 5;
see 6JSC/ALA/18/Addendum]

[old 11.2.2.14 type 6 deleted,
examples distributed to other instructions;
see 6JSC/ALA/18/Addendum]

TYPE 6. A government agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question.

[old 11.2.2.19 type 5, renumbered 11.2.2.14 type 6]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 5;
see 6JSC/ALA/18/Addendum]

TYPE 7. A government official (see also [11.2.2.18](#)).

[old 11.2.2.19 type 9, renumbered 11.2.2.14 type 7]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 9;
see 6JSC/ALA/18/Addendum]

TYPE 8. A legislative body (see also [11.2.2.19](#)).

[old 11.2.2.19 type 6, renumbered 11.2.2.14 type 8]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 6;
see 6JSC/ALA/18/Addendum]

TYPE 9. A constitutional convention (see also [11.2.2.20](#)).

[new; based on part of old 11.2.2.23]

EXAMPLES [omitted]

[Examples from old 11.2.2.23, first paragraph;
see 6JSC/ALA/18/Addendum]

TYPE 10. A court (see also [11.2.2.21](#)).

[old 11.2.2.19 type 7, renumbered 11.2.2.14 type 10]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 7;
see 6JSC/ALA/18/Addendum]

TYPE 11. A principal service of the armed forces of a government (see also [11.2.2.22](#)).

[old 11.2.2.19 type 8, renumbered 11.2.2.14 type 11]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 8;
see 6JSC/ALA/18/Addendum]

TYPE 12. An embassy, consulate, etc. (see also [11.2.2.23](#)).

[old 11.2.2.19 type 10, renumbered 11.2.2.14 type 12]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 10;
see 6JSC/ALA/18/Addendum]

TYPE 13. A delegation to an international or intergovernmental body (see also [11.2.2.24](#)).

[old 11.2.2.19 type 11, renumbered 11.2.2.14 type 13]

EXAMPLES [omitted]

[Examples from old 11.2.2.19 type 11;
see 6JSC/ALA/18/Addendum]

TYPE 14. A council, etc., of a single religious body (see also [11.2.2.25](#)).

[new; based on part of old 11.2.2.28]

EXAMPLES [omitted]

[Examples from old 11.2.2.28, first paragraph,
with one addition; see 6JSC/ALA/18/Addendum]

TYPE 15. A religious official (see also [11.2.2.26](#)).

[new; based on part of old 11.2.2.29.1]

EXAMPLES [omitted]

[Examples from old 11.2.2.29.1, first paragraph;
see 6JSC/ALA/18/Addendum]

TYPE 16. A religious province, diocese, synod, etc. (see also [11.2.2.27](#)).

[new; based on part of old 11.2.2.30.1]

EXAMPLES [omitted]

[Examples from old 11.2.2.30.1, first paragraph;
see 6JSC/ALA/18/Addendum]

TYPE 17. A central administrative organ of the Catholic Church (see also [11.2.2.28](#)).

[new; based on part of old 11.2.2.30.3]

EXAMPLES [omitted]

[Examples from old 11.2.2.30.3, first paragraph;
see 6JSC/ALA/18/Addendum]

TYPE 18. A papal diplomatic mission, etc. (see also [11.2.2.29](#)).

[new; based on part of old 11.2.2.31]

EXAMPLES [omitted]

[Examples from old 11.2.2.31, first paragraph;
see 6JSC/ALA/18/Addendum]

11.2.2.15 Direct or Indirect Subdivision

Unless instructed otherwise under [11.2.2.16–11.2.2.29](#), record Record the name of a body belonging to one or more of the types listed under [11.2.2.14](#) as a subdivision of the authorized access point representing the lowest organizational unit in the hierarchy that is recorded directly under its own name. Omit intervening units in the hierarchy, unless the name of the subordinate or related body has been, or is likely to be, used by another body recorded as a subdivision of the authorized access point representing the same higher or related body. In that case, interpose the name of the lowest unit in the hierarchy that will distinguish between the bodies.

[Revised as indicated; incorporates old 11.2.2.20]

EXAMPLES [omitted]

[Examples from old 11.2.2.15
merged with those from old 11.2.2.20;
see 6JSC/ALA/18/Addendum]

For instructions on recording variant forms of a name recorded as a direct or indirect subdivision of a higher body, see [11.2.3.7](#).

[No change to instructions]

11.2.2.16 Joint Committees, Commissions, Etc.

Record the name of a body made up of representatives of two or more other bodies applying the general instructions given under [11.2.2.4](#).

EXAMPLES [omitted; no changes]

Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

EXAMPLES [omitted; no changes]

If the parent bodies are recorded as subdivisions of a common higher body, record the name of the joint unit as a subordinate body applying the instructions given under [11.2.2.13](#).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.17 Conventionalized Names for State and Local Units of United States Political Parties

Record the name of a state or local unit of a political party in the United States as a subdivision of the authorized access point representing the party. Omit from the name of the unit any indication of the name of the party or the state or locality.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.18 Government Officials

[old 11.2.2.21, renumbered 11.2.2.18]

Apply the instructions given under [11.2.2.18.1–11.2.2.18.5](#) only to officials of ~~countries and other states, governors of dependent or occupied territories, political jurisdictions~~ and ~~officials of~~ international intergovernmental organizations that have existed in post-medieval times.

[old 11.2.2.21; revised as indicated]

11.2.2.18.1 Heads of State, Heads of Government, Etc.

Record the title of a sovereign, president, other head of state, governor, head of government, or chief executive acting in an official capacity (see [6.31.1](#)) as a subdivision of the authorized access point representing the jurisdiction. Record the title in the language preferred by the agency creating the data (unless there is no equivalent term in that language).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the official being identified is a specific incumbent of the office, add, in parentheses, the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the

preferred name for that person. Separate the years of the reign or incumbency from the name of the person using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If there are two or more nonconsecutive periods of incumbency, create separate access points.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the relationships between the office and the person applying the instructions in chapters [30](#) and [32](#).

[No change to instructions]

11.2.2.18.2 Ruling Executive Bodies

Record the name of a ruling executive body (e.g., a military junta) (see [6.31.1](#)) as a subdivision of the authorized access point representing the jurisdiction. Record the title in the official language of the jurisdiction.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If there is more than one official language in the jurisdiction, apply the instructions given under [11.2.2.5.2](#).

[No change to instructions]

If necessary for identification, add, in parentheses, the inclusive years of the ruling executive body.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.18.3 Heads of International Intergovernmental Bodies

Record the title of a head of an international intergovernmental organization acting in an official capacity as a subdivision of the authorized access point representing the organization. Record the title of the official in the language of the preferred name for the organization.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the official being identified is a specific incumbent of the office, add, in parentheses, the inclusive years of the incumbency and the name of the person in a brief form and in the language of the preferred name for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the relationships between the office and the person applying the instructions in chapters [30](#) and [32](#).

[No change to instructions]

11.2.2.18.4 Governors of Dependent or Occupied Territories

Record the title of a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see [11.7.1.5](#)) acting in an official capacity as a subdivision of the authorized access point representing the colony, territory, etc. Record the title of the governor in the language of the governing power.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If there is more than one official language in the jurisdiction of the governing power, apply the instructions given under [11.2.2.5.2](#).

[No change to instructions]

If the official being identified is a specific incumbent of the office, add, in parentheses, the inclusive years of the incumbency and the name of the person in a brief form and in the language of the preferred name for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

[No change to instructions]

11.2.2.18.5 Other Officials

For any official not covered under [11.2.2.18.1](#)–[11.2.2.18.4](#), use the preferred name for the ministry or agency that the official represents.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

For an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, record

the title of the official as a subdivision of the authorized access point representing the jurisdiction.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.19 Legislative Bodies

[old 11.2.2.22, renumbered 11.2.2.19]

Record the names of legislative bodies as instructed under [11.2.2.19.1-11.2.2.19.3](#) as applicable.

[old 11.2.2.22 renumbered as 11.2.2.19]

11.2.2.19.1 Legislatures

Record the name of a legislature as a subdivision of the authorized access point representing the jurisdiction for which it legislates.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If a legislature has more than one chamber, create a separate access point for each, recording the name of the chamber as a subdivision of the authorized access point representing the legislature.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record as a variant name the name of the chamber in the form of a direct subdivision of the authorized access point representing the jurisdiction (see [11.2.3.7](#)).

[No change to instructions]

11.2.2.19.2 Legislative Committees, Subcommittees, and Subordinate Units

Record the name of a legislative committee, subcommittee, or other subordinate unit as a subdivision of the authorized access point representing the legislature ~~or of a particular chamber, as appropriate~~ body to which it is subordinate.

[old 11.2.2.22.2; revised as indicated]

EXAMPLE

Australia. Parliament. Joint Committee on Foreign Affairs and Defence.
Sub-committee on Industrial Support for Defence Needs and Allied
Matters

~~not~~ Australia. Parliament. ~~Joint Committee on Foreign Affairs and
Defence. Sub-committee on Industrial Support for Defence Needs and
Allied Matters~~

United States. Congress. Senate. Committee on Foreign Relations.
Subcommittee on African Affairs

not United States. Congress. Senate. Subcommittee on African Affairs

[one example changed, one example added (from old 11.2.2.22.3):
other examples unchanged]

[Exception: paragraph deleted]

[old 11.2.2.22.3 deleted]

11.2.2.19.3 Successive Legislatures

If successive legislatures are numbered consecutively, add, in parentheses, the ordinal numeral and the inclusive years for the particular legislature or one of its chambers. Separate the ordinal number from the inclusive years using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If, in such a case, numbered sessions are involved, add the session and its number and the inclusive years of the session to the number of the legislature. Separate the ordinal number from the session number using a comma, and separate the session number from its inclusive years using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.20 Constitutional Conventions

[old 11.2.2.23, renumbered 11.2.2.20]

Record the name of a constitutional convention as a subdivision of the authorized access point representing the government that convened it. Add the inclusive years in which it was held, in parentheses.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If there is variation in the forms of name of constitutional conventions convened by a jurisdiction using English as an official language, record *Constitutional Convention* as the subdivision for each of the conventions.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If English is not an official language of the jurisdiction, apply the instructions given under [11.2.2.5.2](#).

[No change to instructions]

11.2.2.21 Courts

[old 11.2.2.24, renumbered 11.2.2.21]

Record the names of courts as instructed under [11.2.2.21.1](#) (civil and criminal courts) or [11.2.2.21.2](#) (ad hoc military courts) as applicable.

[No change to instructions]

11.2.2.21.1 Civil and Criminal Courts

Record the name of a civil or criminal court as a subdivision of the authorized access point representing the jurisdiction whose authority it exercises.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serves. If the name of the place or the area served is required to distinguish a court from others of the same name, add it, in parentheses, in a conventionalized form.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.21.2 Ad Hoc Military Courts

Record the name of an ad hoc military court (e.g., court-martial, court of inquiry) as a subdivision of the authorized access point representing the particular military service (see [11.2.2.22](#)). Add, in parentheses, the surname of the defendant and the year of the trial. Separate the surname of the defendant from the year of the trial using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.22 Armed Forces

[old 11.2.2.25, renumbered 11.2.2.22]

Record the names of armed forces as instructed under [11.2.2.22.1](#) (armed forces at the national level) or [11.2.2.22.2](#) (armed forces below the national level) as applicable.

[No change to instructions]

11.2.2.22.1 Armed Forces at the National Level

Record the name of a principal service of the armed forces of a national government as a subdivision of the authorized access point representing the government. Omit the name (or abbreviation of the

name) of the government in noun form unless the omission would result in objectionable distortion.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the name of a component branch, command district, or military unit, large or small, as a direct subdivision of the authorized access point representing the principal service of which it is a part.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or arabic numerals) and place the numbering after the name, preceded by a comma.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the name of such a component branch, etc., begins with the name, or an indication of the name, of the principal service, record it as a direct subdivision of the authorized access point representing the government.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the name of such a component branch, etc., contains, but does not begin with, the name or an indication of the name of the principal service, record it as a direct subdivision of the authorized access point representing the service and omit the name or indication of the name unless objectionable distortion would result.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.22.2 Armed Forces below the National Level

Record the name of an armed force of a government below the national level as a subdivision of the authorized access point representing the government, followed by the name of the force.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the name of a component branch of an armed force of a government below the national level as a subdivision of the authorized

access point representing the force applying the instructions given under [11.2.2.22.1](#).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the name of a component branch, etc., of a force below the national level that has been absorbed into the national military forces as a component branch of the national force (see [11.2.2.22.1](#)).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.23 Embassies, Consulates, Etc.

[old 11.2.2.26, renumbered 11.2.2.23]

Record the name of an embassy, consulate, legation, or other continuing office representing one country in another as a subdivision of the authorized access point representing the country represented. Record the name in the language of the country represented (see [11.2.2.5.2](#)). Omit from the subdivision the name of the country represented.

[No change to instructions]

For an embassy or legation, add the name of the country to which it is accredited, in parentheses.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

For a consulate or other local office, add the name of the city in which it is located before the name of the country to which it is accredited. Separate the name of the city from the name of the country using a comma.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.24 Delegations to International and Intergovernmental Bodies

[old 11.2.2.27, renumbered 11.2.2.24]

Record the name of a delegation, commission, etc., representing a country in an international or intergovernmental body, conference, undertaking, etc., as a subdivision of the authorized access point representing the country represented. Record the subdivision in the language (see [11.2.2.5.2](#)) of the country represented. Omit from the subdivision the name or abbreviation of the name of the government in noun form unless such an omission would result in objectionable distortion. If the name of the delegation, etc., is uncertain, record Delegation [Mission, etc.] (or equivalent terms in the language of the

country represented). If considered necessary to distinguish the delegation, etc., from others of the same name, add, in parentheses, the name of the international or intergovernmental body, conference, undertaking, etc., to which the delegation, etc., is accredited, in the form and language of the preferred name for that body.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If it is uncertain that a delegation represents the government of a country, record it under its own name.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.25 Councils, Etc., of a Single Religious Body

[old 11.2.2.28, renumbered 11.2.2.25]

Record the name of a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body as a subdivision of the authorized access point representing the religious body.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the name of a council, etc., of a religious body is given in more than one language, use the language form presented first in the first resource received. Record other language forms of the name as variant names (see [11.2.3.6](#)).

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If a council, etc., is subordinate to a particular district of the religious body, record it as a subdivision of the authorized access point representing that district (see [11.2.2.27](#)). If the name appears in more than one language, record the name in the official language of the district.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If there is more than one official language in the jurisdiction, apply the instructions given under [11.2.2.5.2](#).

[No change to instructions]

11.2.2.26 Religious Officials

[old 11.2.2.29, renumbered 11.2.2.26]

Record the names of religious officials as instructed under [11.2.2.26.1](#) (bishops, rabbis, mullahs, patriarchs, etc.) or [11.2.2.26.2](#) (popes) as applicable.

[no change to instructions]

11.2.2.26.1 Bishops, Rabbis, Mullahs, Patriarchs, Etc.

Record the title of a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity (see [6.31.1](#)) as a subdivision of the authorized access point representing the religious jurisdiction; see [11.2.2.27](#) (provinces, dioceses, synods, etc.) or [11.2.2.30.2](#) (Catholic dioceses, etc.).

[revised as indicated]

EXAMPLES [omitted; no changes]

[No change to examples]

If the official being identified is a specific incumbent of the office, add, in parentheses, the inclusive years of incumbency and the name of the person in a brief form and in the language of the preferred name for that person. Separate the years of the incumbency from the name of the person using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the relationships between the office and the person applying the instructions in chapters [30](#) and [32](#).

[No change to instructions]

11.2.2.26.2 Popes

Record the title of a pope acting in an official capacity (see [6.31.1](#)) as a subdivision of the authorized access point representing the Catholic Church. Record the title of the office in the language preferred by the agency creating the data.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the official being identified is a specific incumbent of the office, add, in parentheses, the inclusive years of the reign, and the pontifical name recorded in the form prescribed under [9.2.2.18](#). Separate the years of the incumbency from the pontifical name using a space, colon, space.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the relationships between the office and the person applying the instructions in chapters [30](#) and [32](#).

[No change to instructions]

~~11.2.2.30 Subordinate Religious Bodies~~

[caption and two paragraphs deleted]

11.2.2.27 Provinces, Dioceses, Synods, Etc.

[old 11.2.2.30.1, renumbered as 11.2.2.27]

Record the name of a province, diocese, synod, or other subordinate unit of a religious body having jurisdiction over a geographic area as a subdivision of the authorized access point representing the religious body.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

~~11.2.2.30.2 Catholic Dioceses, Etc.~~

[caption deleted]

Exceptions

[old 11.2.2.30.2, treated as exceptions to new 11.2.2.27]

Record the name of a Catholic patriarchate, diocese, province, etc., as a subdivision of the authorized access point representing the Catholic Church. Record the name in the language preferred by the agency creating the data.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Do not apply this instruction to an ecclesiastical principality (often called *Bistum*) of the Holy Roman Empire bearing the same name as a Catholic diocese and ruled by the same bishop.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.28 Central Administrative Organs of the Catholic Church (Roman Curia)

[old 11.2.2.30.3, renumbered as 11.2.2.28]

Record the name of a congregation, tribunal, or other central administrative organ (i.e., one that is part of the Roman Curia) of the Catholic Church as a subdivision of the authorized access point representing the Catholic Church. Record the Latin form of the name of the congregation, etc. Omit any form of the word *sacer* when it is the first word of the name.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

11.2.2.29 Papal Diplomatic Missions

[old 11.2.2.31, renumbered as 11.2.2.29]

Record the name of a diplomatic mission from the pope to a secular power as a subdivision of the authorized access point representing the Catholic Church. Record the name in the form *Apostolic Nunciature* or *Apostolic Internunciature*, as appropriate. Add the name of the government to which the mission is accredited, in parentheses.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the name of a nondiplomatic apostolic delegation as a subdivision of the authorized access point representing the Catholic Church. Record the name in the form *Apostolic Delegation*. Add the name of the country, region, or other location in which the delegation functions, in parentheses.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Record the name of an emissary of the pope acting in an official capacity (other than a nuncio, internuncio, or apostolic delegate) as a subdivision of the authorized access point representing the Catholic Church. Record the title of the emissary (in the language preferred by the agency creating the data if there is an equivalent term in that language; otherwise in Latin). Add the name of the country, region, or other location in which the emissary functions, in parentheses.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

If the country, region, or other location in which the emissary functions cannot be ascertained, add the name of the emissary in brief form.

EXAMPLES [omitted; no changes]

[No change to instructions or examples]

Changes in Other Instructions

ALA checked other instructions that reference these instructions, looking for cases in which the instruction numbers in the references would need to be revised.

The following revisions are proposed:

1. 11.2.2.4, third–fifth paragraphs:

For instructions on recording the names of subordinate and related bodies, see [11.2.2.13](#)–~~11.2.2.17~~²⁹.

~~For instructions on recording the names of government bodies, see [11.2.2.18](#)–[11.2.2.17](#).~~

~~For instructions on recording the names of religious bodies, see [11.2.2.18](#)–[11.2.2.31](#).~~

2. 11.2.2.5.4, Conventional names, Exception for Conferences, congresses, meetings, etc., second paragraph:

~~If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), apply the instructions given under [11.2.2.14](#) type 6.~~

3. 6.31.1.2–6.31.1.4:

A more difficult case involves 6.31.1.2–6.31.1.4. These instructions contain references to the instructions on preferred names of corporate bodies. However, the references are talking about *authorized access points*, even though the instructions referenced are those for *preferred names*. We believe that all of the references to chapter 11 instructions in 6.31.1.2–6.31.1.4 should be to 11.13, the instructions for constructing authorized access points representing corporate bodies.