



ARCHIVAL NAME AUTHORITY POLICY

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1.0 POLICY STATEMENT

The NSARM Archival Name Authority shall be used to provide authority control for access to archival descriptions.

2.0 POLICY OBJECTIVE

The objective of this policy is to provide a framework for the creation, maintenance and use of archival name authority records.

3.0 APPLICATION

This policy applies to Manager, Archival Holdings Management, and all archivists in the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 The NSARM Archival Name Authority Database shall be the source for all access points used in archival description.
- 4.2 Archival name authority records shall be created according to *Rules for Archival Description (RAD)*, Part II (Headings and References).
- 4.3 All archival name authority records shall be authorized by the Manager, Archival Holdings Management, before use.

5.0 POLICY GUIDELINES

- 5.1 This policy does not repeat any rule given in *RAD*, Part II (Headings and References).
- 5.2 Where *RAD* Part II does not provide sufficient guidance, the *Anglo-American Cataloguing Rules Second Edition 1988 Revision [AACR2R]* Part II (Headings...and References) may be consulted.

6.0 ACCOUNTABILITY

- 6.1 **Archivists** are responsible for choosing access points, for verifying the form of the name chosen as an access point and for preparing and submitting archival name authority

records for authorization.

- 6.2 The **Manager, Archival Holdings Management**, is responsible for authorizing archival name authority records.
- 6.3 The **GENCAT database administrator** is responsible for maintaining the NSARM Archival Name Authority Database.

7.0 REFERENCES

NSARM Archival Description Policy

Rules for Archival Description (Ottawa: Bureau of Canadian Archivists, 1991)

International Council of Archives. Ad Hoc Commission on Descriptive Standards. *ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families: Final ICA Approved Version* (Ottawa: ICA, 1996)

Black, Elizabeth. *Authority Control: a Manual for Archivists*. (Ottawa: Bureau of Canadian Archivists, 1991)

8.0 APPENDIX (Glossary)

Access point. A name, term, etc. by which a descriptive record may be searched and identified.

Authority control. The control of standardized terms, including names (personal, corporate or geographic) used as access points.

Authority record. An authority entry combined with other information elements that describe the entity named in the entry and which may point to other authority entries.

Cross-reference. An entry directing attention to one or more headings.

Heading. *See Access point.*