

Specification for Names

Final 12/21/2010

Na--1: Scope / Purpose

The name record is for identifying entities (persons, families, or corporate bodies) that have a specified relationship to an archival resource (source, creator, topic, rights owner, etc.). The name record is also for managing relationships among names, for instance, non-preferred forms of a name or other related names., such as parents, children, and associates (in the case of personal names) or prior or successor names (in the case of corporate names).

The name record is modeled to be compliant to the ISAAR (CPF) standard, and it is designed to support import and export of MADS and EAC encoded name records.

Na--2: Record / template description

Name records can be created and subsequently linked to one or more context records, or created within a certain context record and then linked automatically to that record upon saving and closing the newly-created name record.

In creating a new name record, the operator will be requested to specify whether the name record is for a person, family, or corporate entity. The operator will then be presented with the corresponding record template for the specified name type.

Data requirements and options are as follows:

A: For all three Name types

- Name Type (REQUIRED)
- Sort Name (REQUIRED, automatically generated following formulae provided in element list below)
- Create Sort Name Automatically (REQUIRED; default = "True")
- Name Source (REQUIRED if Name Rules not used)
- Name Rules (REQUIRED if Name Source not used)
- Name Authority ID
- Dates of existence
- Qualifier

- Description Type
- Description Note (multi-part note)
- Description Citation

B: Person

- Primary name (REQUIRED)
- Direct Order (REQUIRED; default = “False”)
- Name Prefix
- Rest of Name
- Fuller Form
- Title
- Name Suffix
- Number
- Direct order

C: Family

- Family Name (REQUIRED)
- Name Prefix

D: Corporate entity

- Primary Name (REQUIRED)
- Subordinate Name 1
- Subordinate Name 2
- Number

E: System control data

- Record Created Timestamp
- Last Modified Timestamp
- Record Created Staff Name
- Last Modified Staff Name

F: Linked records

- Name records (context record)
- Non-preferred name records (sub-record)
- Name contact records (sub-record)
- Accession records (context record)
- Resource records (context record)
- Digital object records (context record)
- Rights Records (context record)

Na--3: Name Sub-records—name variants and contact information

Each preferred name record may be linked to two types of sub-records.

Name variant sub-record:

One sub-record is for recording one or more variants of the preferred name form (e.g., “see from” references). A name variant sub-record replicates the preferred name record, except it does not include Description Type, Description Note, and Description Citation. Like preferred name forms, name variants are checked to prevent duplication; however, the checking of variants is only within the context of the name record to which the variants are linked.

From the preferred name record template, the operator will have the option to add sub-record(s) for name variants. In selecting that option, the operator will be presented with the name record template matching the type of the preferred name. That is, if the preferred name record is for a corporate entity, then the name variant record template

will be for a corporate entity. The name variant record will also record system control data recorded for other kinds of records in the application.

Any user with permissions to add name variants may add a name variant sub-record to a name record; the user need not be a staff member of the repository that created the name sub-record.

Once completed, a variant name record will be listed in the variant name display window. If there are two or more name variants, the variants will be sequenced alphanumerically according to their name sort values.

The name variant record will include controls for 1) saving the record, 2) saving the record and adding another variant to the same name record, 3) canceling the record or edits to it, and 4) for navigating (first, last, next, previous) among the name variant records for the specific name record. (Navigation should follow the sequence of the name variants as listed in the name variant display.)

Finally, only a user who logged in under the same repository role as the user who created the name variant **and** has authority to edit and delete name records may either edit or delete the name variant record. To edit a name variant record, the operator will select a record in the list of name variant sub-records and click on the option to edit the record. The operator will then modify the record as needed and click on the save option. To delete one or more name variant records, the operator will select one or more entries listed in the name variant record display and click on the option to delete the selected records. The operator will be asked to confirm the request before it is executed. If the operator is not logged in under the repository role that created the name variant sub-record and is not authorized to edit and delete name variant records, the edit and delete options will not be functional.

Name contact information sub-record:

The Name Contact sub-record is for recording contact information for the named entity; it includes address, telephone, and email information. Each preferred name record may have one or more contact information sub-records, since a name entity may have different contact information for different functions (e.g. spouse or heir for personal papers, but administrative assistant for administrative files).

From the preferred name record template, the operator may choose the option to add contact information. When doing so, the operator will be presented with a template including the following fields. Elements for the name contact information are:

- Contact name (Required for name contact sub-record)
- Salutation form

- Address 1
- Address 2
- City
- State/Region
- Country
- Mail code
- Telephone number
- FAX number
- Email address

Once completed and saved, a name contact information record will be listed in the display for name contact information, with the proviso that the name contact sub-record is only displayed to the staff of the repository that created it and that are authorized to view it.

The display for contact information will have default columns for listing Contact name, Telephone Number, and Email address. However, the display will be configurable so that the operator can add or remove columns and change their left-to-right sequence. The display should support primary and secondary sorts for the columns.

The name contact information sub-record will also include controls for 1) saving the name contact sub-record, 2) saving the name contact sub-record and adding a new one, 3) canceling the current name contact information sub-record or edits to it, and 4) navigating all the contact information records for a preferred name record (first, last, next, previous; the sequence should follow that of the sequence selected in the display window.) that are viewable by the operator. The name contact information sub-record will also include the system controls collected for many of the records in the application.

Finally, an authorized operator may be able to edit or delete a name contact sub-record. To do so, the operator must be staff assigned to the repository that created the name contact sub-record and be authorized to view and edit name contact sub-records.

(Indeed, a person not meeting those criteria should not be able to see the name contact information sub-records listed in the name record.) To edit a name contact sub-record, the operator will select a record in the list of name contact sub-records and click on the option to edit the sub-record. The operator will then modify the sub-record as needed and click on the save option. To delete one or more name contact sub-records, the operator will select one or more entries listed in the name contact sub-record display

and click on the option to delete the selected records. The operator will be asked to confirm the request before it is executed. Again, if the operator is not a member of the staff that created the name contact sub-record and is not authorized to edit and delete name contact sub-records, then the operator should not be able to view, let alone edit and delete these sub-records.

As already noted, both the name variant sub-record and the name contact sub-record will have the following system control fields:

- Record Created Timestamp
- Last Modified Timestamp
- Record Created Staff Name
- Last Modified Staff Name

This information will be used to track ownership of the each record and control editing and deleting of records.

Na--4: Record uniqueness

All names, preferred and variant, recorded in the database are checked to prevent the duplication of duplicating name forms. Preferred names are checked across the entire set of preferred name records, while name variants are checked against other name variants within the context of a given preferred name record. Thus, it is logically possible for two different and unique preferred name records to have identical name variant sub-records. In either case, the operator will not be able to add a name record that is identical to a name record already in the database of preferred name records or already linked as a name variant to the same preferred name record.

In the case of adding a duplicate single record, the operator will be informed that the record cannot be saved since it already exists in the database.

In the case of a name import, the import log will indicate one or more names were not imported because they already exist in the name file.

Duplication is based on the following fields for each name type:

Corporate entity:

- Primary name
- Subordinate Name 1

- Subordinate Name 2
- Number
- Dates
- Qualifier
- Name authority ID

Family:

- Family name
- Name prefix
- Dates
- Qualifier
- Name authority ID

Person:

- Primary name
- Rest of name
- Name prefix
- Fuller form
- Title
- Name suffix
- Number
- Dates
- Qualifier
- Name authority ID

Na--5: Linking name records and link attributes

A corporate, family, or person entity may have only one preferred name record in the application. However, that one preferred name record may be linked over and over again to other records in the database. For instance, a name may be linked as a creator, source, subject to an accession, resource, and a digital object record, and as a rights owner to a rights record.

Expressing a link attribute is always required when linking a preferred name record to any other record. The link attribute serves to indicate that the name is related to the content of the other record in a specific way, (e.g., a creator for the materials described in a resource record).

Preferred name records are linked via the context record. Every context record will include the options to Add, Edit, and Remove links to specific name records. However, the availability of these functions is dependent on the permissions assigned to the operator.

Choosing to Add a name link will open a name picker. The operator will then select a name from the list of names represented in the database. If the name sought does not exist in the database, the operator will also have the option to create a new name at that point. Next, the operator must indicate the relationship the name has to the record to which it is being linked and may record any other attributes relevant to the link relationship. The values available for expressing the relationship are determined by the type of records being linked, (e.g., the relationship type for a name linked to a rights record is always “rights holder”). Finally, the operator shall have the option to link names singly or in batches, providing a batch of names to be linked have all the same link attributes.

Choosing to Edit a name link will first require the operator to select a given name already linked to the context record. The link editor will then open, and the operator will be able to modify any of the attributes for the selected name. Only one name link can be edited at a time, and only the link attributes can be edited. (To edit the information in a name record, the operator must open a name record within the name module.)

Choosing to Remove a name link will also require the operator to select first one or more of the names already linked to the context record and then clicking on the Remove link option. The operator will then be asked to confirm the action. Once confirmed, the link, and its attributes, between the context record and the name record will be deleted. However, the name record will not be deleted and will be available for linking again to the context record if so desired.

Linking to name records

A preferred name record may be linked to other preferred name records, thereby enabling “see also” references. For instance, the corporate name record for “Office of the President. Carpe Diem University” may be linked to the name record for each person who served in that office. And conversely, the name of each person who served in the office may be linked to the name of the office.

A name relationship attribute is required when linking a name to another name. The permissible values are dependent on the type of name record being linked to:

Linking to corporate entity name

- Associative (e.g. for a person holding the office named in the corporate name record)
- Earlier (for a previous earlier form of the corporate name record)
- Later (for a subsequent form of the corporate name record)
- Subordinate (for a corporate entity “contained” in the corporate name)
- Superior (for a corporate entity “containing” the corporate name)

Linking to family name

- Associative (for a person who is a member of the family)
- Earlier (for a previous version of the family name)
- Later (for a subsequent version of the family name)

Linking to personal name

- Associative (for a corporate name, or other person, to which the person is associated)
- Child (for a person who is a child of the named person)
- Earlier (for an earlier form of the named person)
- Later (for a later form of the named person)
- Parent (for a person who is the parent of the named person)

In addition to indicating the type of relationship for the two linked name records, the operator will also be able to indicate the date or date range for the relationship and, if warranted, add a description for the relationship.

Linking to other records

A preferred name record may be linked to other, non-name records to indicate a context for the materials described in the other record as follows:

- To an accession record as either “creator,” “source,” or “subject”;
- To a resource record as either “creator,” “source,” or “subject”;
- To a resource component record as either “creator” or “subject”;
- To a digital object record as either “creator” or “subject”;
- To a digital object component record as either “creator” or “subject”; and
- To a rights record as “rights holder”.

When linking a preferred name as either a “creator,” “source,” or “subject” of materials described in the context record, the operator will also have the option to amplify the link attribute with a more precise role statement, such as “illustrator” or “photographer,” available from the MARC Code List for Relators (<http://www.loc.gov/marc/relators/relaterm.html>).

When linking a preferred name as a “subject,” the operator will also have the choice to add a “free floating” subdivision, such as “archives” or “interviews”, to amplify the link (see *Free-Floating Subdivisions: An Alphabetical Index*, 22nd ed. Library of Congress, 2010).

Finally, the same preferred name record with identical link attributes may be linked only once to the same context record.

Na--6: Deleting name records

Unlike “Removing” a name link, deleting a preferred name record removes that record from the database and dissolves all links the deleted name record has to other records in the database. It also results in the deletion of all sub-records for variant names and for contact information. Deleting a preferred name record can only be done from within the names module.

To delete a preferred name record, 1) the operator must be a staff member of the repository that created the preferred name record, 2) the preferred name record may not have linked to it any variant name sub-records or name contact information sub-records, and 3) the preferred name record may not be linked to any context records that are not the responsibility of the operator's repository.

To delete a preferred name record, the operator will select one or more names to delete and then click on the Delete record option. The operator will be required to confirm the deletion request. With confirmation, the indicated records will be deleted unless there are linked sub-records and / or context records belonging to another repository.

Na--7: Merging name records

An operator will more likely need to merge name records than delete them. The various processes for importing data into the database can result in variant name records for the same entity. Merging variants is a simple way to reduce the variants to one name form while maintaining all links to sub-records and context records the variant name records have. In other words, merging a name record, particularly one that is already linked to another record, avoids the task of having to link the preferred name record correctly to the context record that was linked to the deleted name variant.

The application will include a function for merging preferred name records. An operator with appropriate permissions will be able to select all the name variant records of a certain entity and then click on the Merge function to merge them into a targeted preferred name record. The application will request confirmation for this action before executing it, as it will not be able to undo the merge once executed. All links present in the source, or merged records, will be carried forward into the targeted record. So too will all name variant sub-records and contact information sub-records that are not duplicates.

All links and link attributes associated with a variant record will be inherited by the final merged record.

Na--8: Business rules

1. Name records are for recording entities (persons, families, or corporate bodies) in the application that have some relationship to the materials being described, (e.g., creator, source, subject, rights owner, or related name "see also" and "see from" references).
2. A preferred name record can be composed of several sections or sub-records:

- a. Details section, one per name record, must be completed in part for any preferred name record
 - b. Description section, one per name record, may be used to provide biographical / historical background for the named entity and to cite sources used for the background.
 - c. A contact sub-record, one or more per name record, for indicating persons to be contacted on behalf of the named entity, (e.g., an administrative assistant for a university president).
 - d. A non-preferred name sub-record, one or more per name record, for indicating variant forms for the preferred name
3. Every unique entity may have a unique preferred name record created for it. A unique preferred name record is one in which the data elements in the name details section are different from those in any other preferred name record in the database. Duplicate name records are not permissible.
 4. Name records can be created in advance, using the create name record option within the name module or by importing name records from an external source such as VIAF (i.e., Virtual International Authority File), and they may be created as part of the process of describing archival materials.
 5. A name record may be linked multiple times to other records in the database:
 - a. To accession records
 - b. To resource records
 - c. To digital object records
 - d. To rights records
 - e. To other name records
 6. Name records may be linked one at a time or in batches, providing the batch have all the same link attributes.
 7. When linking a name record, a link attribute is required to indicate the relationship the name record has to the linked record. Other, optional link attributes may also be recorded.
 8. A name record with the same link attributes may be linked only once to a given context record.

9. The link between a name record and a context record may be deleted without deleting the name record
10. A name record may also be deleted by staff with the appropriate administrative permission, thereby deleting all links it has in the database. Staff may only delete name records created by their repository and only when the name record is linked to sub-records or context records created by their repository. If the record is linked to sub-records or context records created by other repositories, the name record may not be deleted.
11. One or more name records may be merged into another, target name record. The target name record will inherit all links and link attributes present in the merged name records.
12. All records to which a name record is linked will be listed in the name record by linked record type, (e.g., links to accession records, links to resource records, etc.).
13. All records to which a name record is linked will include the name links in the record display, (e.g., a list of linked names in a resource record).
14. Exports for all records to which a name record is linked will include specified data values for the linked name records.

Summary of permissions

Any operator with appropriate permissions may:

- view any name record in the name file
- view any name variant sub-record in the name file
- ONLY view name contact sub-records created by the operator's repository
- NOT view any name contact sub-records created by other repositories

- create a name record
- create a name variant sub-record for a name record created by the operator's repository or another repository
- create a name contact record for a name record created by the operator's repository or another repository

- edit a name record
- edit a name variant sub-record created by the operator's repository
- edit a name contact sub-record created by the operator's repository
- NOT edit a name variant sub-record created by a different repository
- NOT edit a name contact sub-record created by a different repository (such records should not be viewable)

- merge one or more name records into a target name record

- delete a name record created by the operator's repository
- delete a name variant sub-record created by the operator's repository
- delete a name contact sub-record created by the operator's repository
- NOT delete a name record containing either a name variant record or name sub-record created by a different repository

In displaying the name record, the system must provide a list of all repositories who have attached name variant and/or contact information sub records to the name record. IN addition, the display panel should also include a control allowing an operator to transfer authority for the name record to another repository, provided that the operator is logged in under the owning repository role **and** has authority to edit and delete name records.

Na--9: Required task sequence

1. Select function to add a new preferred name record by either selecting the "New Record" option in the names module or the "Create Name" name option on the name picker when linking a name to a context record
2. Indicate if the name is for a person, family, or corporate body
3. Complete the required fields in the name details section of the selected name record type
4. Indicate either the authoritative source of the name (preferably) or the rules by which the name has been constructed (e.g., AACR)

5. Save the name record

Na--10: Optional task sequence

1. Manually modify the sort name in the preferred name record
2. Record biographical / historical information and cite sources
3. Record one or more name variants (non-preferred name forms)
4. Record contact information for one or more contacts
5. Link to other name records, or to accession, resource, digital object, or rights records

Na--11: User intentions / Application response sequence

| User intention (Required fields in <i>italics</i>) | Application response / action |
|---|---|
| <i>Select option to create a new name record from either name module or within context record</i> | |
| | Displays picker for name type record |
| <i>Select to create a name record for a person, family, or corporate body</i> | |
| | Displays the name record template for the name type indicated |
| <i>Record name details required for name type</i> | |
| Record optional name details | |
| Record optional name information: <ul style="list-style-type: none"> • Name description and citations • Contact information | |

| | |
|---------------------------------------|---|
| • Non-preferred name forms | |
| <i>Save the completed name record</i> | |
| | Application will indicate the name record cannot be saved and display the reason, typically, either because the name record is a duplicate or data required for a valid record is lacking |
| | Otherwise, application will indicate record has been saved |

| User intention (Required fields in <i>italics</i>) | Application response / action |
|--|---|
| <i>Select name record to edit from list of name records</i> | |
| | Opens selected name record with all previously recorded data |
| Modify data. | |
| <i>Save the edited name record</i> | |
| | Application will indicate the name record cannot be saved and display the reason, typically, either because the name record is a duplicate or data required for a valid record is lacking |
| | Otherwise, application will indicate record has been saved |

| User intention (Required fields in <i>italics</i>) | Application response / action |
|---|--------------------------------------|
| <i>Select name record(s) to delete from list of name records</i> | |

| | |
|---|--|
| <i>Select option to delete selected record(s)</i> | |
| | <p>If name record is linked to sub-record(s) and / or context record(s) created by the operator's repository, the application responds:</p> <p>"One or more of the selected record(s) are linked to other records for your repository. Are you sure you want to delete 'N' name record(s)?"</p> <p>Yes or No</p> |
| | <p>If name record is linked to sub-record(s) and / or context records(s) created by another repository, the application responds:</p> <p>"You may not delete the record(s):</p> <p>[sort name]</p> <p>[sort name]</p> <p>[etc.]</p> <p>The name records are linked to sub-records and context records for another repository.</p> <p>Please revise your request.</p> |
| | <p>Else name record(s) are not linked to any sub-records or context records, the application responds:</p> <p>"Are you sure you want to delete 'N' name record(s)?"</p> <p>Yes or No</p> |
| <i>Select No option</i> | |
| | Application reverts to state before |

| | |
|--------------------------|--|
| | selecting Delete option |
| <i>Select Yes option</i> | |
| | Application indicates “N” records have been deleted |
| | Application responds within 2 seconds |
| | Application refreshes list of name records, now absent those deleted records |

| User intention (Required fields in <i>italics</i>) | Application response / action |
|--|--|
| <i>Select name record(s) to merge from list of name records</i> | |
| <i>Select option to merge selected record(s)</i> | |
| | Application shows list of selected records and requests operator to select a target record, the record that other records in the set will be merged into |
| <i>Indicate target record for merging into</i> | |
| | Machine responds: “Are you sure you want to merge ‘N’ records? This cannot be undone once executed.” |
| <i>Select No option</i> | |
| | Application reverts to state before selecting Merge option |
| <i>Select Yes option</i> | |
| | Application indicates “N” records have been deleted |
| | Application responds with 2 seconds |

| | |
|--|---|
| | Application refreshes list of name records, now absent those records merged into the target record. |
|--|---|

Na--12: Name data elements

| Preferred Names | | | | |
|------------------------|---|---|---|-----------------|
| Element | Definition | Type | Default Values | Required |
| nameType | All name records are one of three types: Family, Corporate Body, or Person. The details on the name record template are defined according to the name type. | Non-config pull down | Family Corporate Body Person | Yes |
| sortName | <p>A version of the name concatenating all the parts of the name provided in a given name record. Used for display purposes in the application and for some exports, (e.g., EAD).</p> <p>Concatenation formulae</p> <p>Family name:</p> <p>“familyName” + “, familyNamePrefix” + “, familyNameDates” + “(“ + nameQualifier” + “)”</p> | Automatically generated but can be overridden and manually edited | Adheres to name sort rules for three name types | Yes |

| | | | | |
|--|--|--|--|--|
| | <p>Person name, direct order:</p> <p>“personNameRestOfName” + “ personNamePrimary” + “, personNamePrefix” + “, personNameSuffix” + “, personNameTitle” + “, personNameNumber” + “(personNameFullerForm)” + “, personNameDates” + “(“ + nameQualifier” + “)”</p> <p>Person name, inverted order:</p> <p>“personNamePrimary” + “, personNameRestOfName” + “, personNamePrefix” + “, personNameSuffix” + “, personNameTitle” + “, personNameNumber” + “(personNameFullerForm)” + “, personNameDates” + “(“ + +nameQualifier” + “)”</p> <p>Corporate Name:</p> | | | |
|--|--|--|--|--|

| | | | | |
|---------------------|--|--------------------|--|-----|
| | <p>“corporatePrimaryName.” + “corporateNameSubordinate.” + “corporateNameSubordinate.” + “(corporateNameNumber)” + “(corporateNameDates)” + “(“(nameQualifier)” + “)””</p> <p>If corporateNameNumber and corporateNameDates are both present, they should occupy the same set of parenthesis, i.e.</p> <p>“ (corporateNameNumber : corporateNameDates)”If corporateNameNumber and corporateNameDates are both present, they should occupy the same set of parenthesis, i.e.</p> <p>“ (corporateNameNumber : corporateNameDates)”</p> | | | |
| sortNameAuto | An option to over-ride and then edit the sortName | Boolean | True | Yes |
| | | | | |
| nameDescriptionType | A categorical description of what kind of name description is provided | Config lookup list | <ul style="list-style-type: none"> Administrative history | No |

| | | | | |
|-------------------------|---|------------|-------------|----------|
| | | | • Biography | |
| | | | | |
| nameDescriptionNote | A multi-part note or text providing biographical information about a person or family or administrative agency about an organization. See specification below for this one note. | Multi-part | | No |
| | | | | |
| nameDescriptionCitation | A list of sources cited in the nameDescriptionNote. | String | | No |
| | | | | |
| nameQualifier | A term or phrase for distinguishing two name forms identical in all other respects but identifying two different entities. The term may be a date, a place, or any other suitable descriptor. | String | | No |
| | | | | |
| nameAuthorityID | The unique identifier for the record within the source from | String | | No, with |

| | | | | |
|------------|---|---------------|--|---|
| | which it was acquired, (i.e., a MADS record identifier or EAC record identifier). | | | qualification. If nameAuthorityID is used, then there must be a value for nameSource |
| | | | | |
| nameSource | <p>Identification of the authoritative source from which the name record was acquired.</p> <p>Data value is comprised of natural language name and coded name:</p> <p>“Union List of Artist Names (ulan)”</p> | Config lookup | <p>Local sources (local)</p> <p>NACO Authority File (naf)</p> <p>NAD / ARK II Name Authority Database (nad)</p> <p>Union List of Artist Names (ulan)</p> | Yes, if nameRules is not used |
| | | | | |
| nameRules | <p>Identification of the rules by which the name was formulated.</p> <p>Data value is comprised of natural language name and coded name:</p> | Config Lookup | <p>Anglo-American Cataloging Rules (aacr)</p> <p>Describing Archives: A Content Standard</p> | Yes, if nameSource is not used |

| | | | | |
|-----------------------|--|---------|-------------------------------|-----|
| | “Describing Archives: A Content Standard (dacs)” | | (dacs) Local rules (local) | |
| | | | | |
| personNamePrimary | The last name, surname, or primary name of a person. | String | | Yes |
| | | | | |
| personNameDirectOrder | An indication if name syntax should be <ul style="list-style-type: none"> • personNamePrimary, personNameRestOfName Or <ul style="list-style-type: none"> • personNameRestOfName personNamePrimary | Boolean | False | Yes |
| | | | | |
| personNameRestOfName | The first name, or forename, and any additional names such as middle name | String | | No |
| | | | | |
| personNamePrefix | Any term associated with a name that in normative use | String | | No |

| | | | | |
|----------------------|--|--------|--|-----|
| | would precede the entire name, (e.g., Mrs.) | | | |
| | | | | |
| personNameFullerForm | The fuller form of first and middle names, when abbreviated. | String | | No |
| | | | | |
| personNameTitle | A title that is part of the name, (e.g., Duke) | String | | |
| | | | | |
| personNameSuffix | A term following a name that qualifies the name but is not a title, (e.g. fils). | String | | No |
| | | | | |
| personNameNumber | A number, sometimes with a term, that qualifies the name | String | | No |
| | | | | |
| personNameDates | Vital dates for the named entity | String | | No |
| | | | | |
| familyName | The last name, or surname, for a family, typically supplemented | String | | Yes |

| | | | | |
|---------------------------|--|--------|--|-----|
| | with the term "family". | | | |
| | | | | |
| familyNamePrefix | A term associated with the family name and preceding it. | String | | No |
| | | | | |
| familyNameDates | Vital dates for the family | String | | No |
| | | | | |
| corporateNamePrimary | The primary name by which a corporate body or conference is known | String | | Yes |
| | | | | |
| corporateNameSubordinate1 | A hierarchical unit with the corporate body named in the corporateNamePrimary field | String | | No |
| | | | | |
| corporateNameSubordinate2 | A hierarchical unit within the corporate body named in the corporateNamePrimary field and lower than the unit named in the corporateNameSubordinate1 field | String | | No |

| | | | | |
|---------------------------------|--|-----------|--|-----|
| | | | | |
| corporateNameNumber | The number of a part, section, or meeting | String | | No |
| | | | | |
| corporateNameDates | “Vital” dates for the named corporate entity | String | | No |
| | | | | |
| nameRecordCreatedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameRecordLastModifiedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameRecordCreatedStaff | | String | | Yes |
| | | | | |
| nameRecordLastModifiedStaff | | String | | Yes |

| nameDescriptionNote (multi-part note) | | | | | |
|---------------------------------------|---------|---|---------|---------------|----------|
| Option | Element | Definition | Type | Default Value | Required |
| Multi-part note | | <p>Checkbox for indicating if note is to be multi-part or not. Application default is to set the note as not being multi-part.</p> <p>If the note is not multi-part, it will accommodate string data.</p> <p>If the note is set for multi-part, it will allow the operator to select the different data types for each part of the note. The data types supported for a multi-part nameDescription note are:</p> <ul style="list-style-type: none"> • Abstract • Chronology • List • Outline • Text <p>With the exception of the abstract part, each part may occur as often as warranted, and the sequence for the parts will be determined by the operator. As for the</p> | Boolean | False | Yes |

| | | | | | |
|------------|--|--|--------|--|--|
| | | abstract part, it may occur only once (but need not occur at all) and will always be first in the sequence of parts. | | | |
| Abstract | | A brief synopsis of the history or biography of an entity, which is more fully described in other parts of the nameDescriptionNote. | String | | Not required. However, may occur only once in a multi-part nameDescriptionNote and once occur at the top of a multi-part nameDescriptionNote |
| Chronology | | A structured list of significant events during the existence of the person, family, or corporate body described in the name record. The list consists of chronology items, each item consisting of a date and an event. | | | Not required. However, when used, the chronology must contain at least one chronology item. Also, there is no limit to the number of chronology items. The date and event are required for each chronology item. |

| | | | | | |
|--|---------------------------------|---|--------|---|---|
| | | | | | Each multi-part nameDescriptionNote may contain 0 or more Chronology parts. |
| | date | | String | | |
| | dateRange fromDate toDate | A element for expressing a range of dates. | String | | The dateRange requires both the fromDate and toDate elements. The fromDate value may not come after the toDate value. |
| | standardDate | A normalized date for each date expression. | Date | . | Each date expression (date, fromDate, toDate) is to be accompanied by a standardized date form (What standard should be invoked for these dates? The EAC schema does not provide easy guidance here.) |
| | event | | String | | |
| | | | | | |

| | | | | | |
|---------|------|--|--------|--|---|
| List | | A generic list that can be used for multiple descriptive purposes. | | | <p>Not required.</p> <p>However, when used, each list must contain at least one item element. There is no limit on the total number of items permissible for each list.</p> <p>0 or more lists may occur in each name</p> |
| | item | | String | | |
| | | | | | |
| Outline | | For expressing descriptive material in an outline format. | | | <p>Not required.</p> <p>However, when used, each outline must contain at least one item element. There is no limit on the number of items for each outline.</p> <p>0 or more outlines may occur in each</p> |

| | | | | | |
|------|-------|--|--------|--|--|
| | | | | | nameDescriptionNote. |
| | level | | String | | |
| | | | | | |
| Text | | | String | | <p>Not required.</p> <p>However when used, each text element must contain some string data.</p> <p>0-more text elements may occur within each nameDescriptionNote.</p> |

| Non-Preferred Names (See references) | | | | |
|--------------------------------------|---|----------------------|------------------------------------|---|
| Element | Definition | Type | Default Values | Required |
| nameType | All name records are one of three types: Family, Corporate Body, or Person. The details on the name record template are defined according to the name type. | Non-config pull down | Family Corporate Body Person | Yes, NameType is assumed to be same as that of the established name |

| | | | | |
|----------|---|---|---|--|
| | | | | records. Thus, all non-preferred names linked to a preferred name that has the type "person" will also have the type "person." |
| | | | | |
| sortName | <p>A version of the name concatenating all the parts of the name provided in a given name record. Used for display purposes in the application and for some exports, (e.g., EAD).</p> <p>Concatenation formulae</p> <p>Family name:</p> <p>"familyName" + ", familyNamePrefix" + ", familyNameDates" + "(" + nameQualifier" + ")"</p> | Automatically generated but can be overridden and manually edited | Adheres to name sort rules for three name types | Yes |

| | | | | |
|--|---|--|--|--|
| | <p>Person name, direct order:</p> <p>“personNameRestOfName” + “ personNamePrimary” + “, personNamePrefix” + “, personNameSuffix” + “, personNameTitle” + “, personNameNumber” + “(personNameFullerForm)” + “, personNameDates” + “(“ + nameQualifier” + “)”</p> <p>Person name, inverted order:</p> <p>“personNamePrimary” + “, personNameRestOfName” + “, personNamePrefix” + “, personNameSuffix” + “, personNameTitle” + “, personNameNumber” + “(personNameFullerForm)” + “, personNameDates” + “(“ +nameQualifier” + “)”</p> <p>Corporate Name:</p> <p>“corporatePrimaryName.” + “</p> | | | |
|--|---|--|--|--|

| | | | | |
|-------------------|--|---------|------|-----|
| | <p>corporateNameSubordinate.” + “ corporateNameSubordinate.” + “ (corporateNameNumber)” + “ (corporateNameDates)” + “(“ +(nameQualifier)” + “)”</p> <p>If corporateNameNumber and corporateNameDates are both present, they should occupy the same set of parenthesis, i.e.</p> <p>“ (corporateNameNumber : corporateNameDates)”</p> | | | |
| sortNameAuto | An option to over-ride and then edit the sortName. | Boolean | True | Yes |
| | | | | |
| nameQualifier | A term or phrase for distinguishing two name forms identical in all other respects but identifying two different entities. The qualifier may be a date, a place, or any other suitable descriptor. | String | | No |
| | | | | |
| personNamePrimary | The last name, surname, or primary name of a person | String | | Yes |

| | | | | |
|-----------------------|--|---------|-------|-----|
| | | | | |
| personNameDirectOrder | <p>An indication if name syntax should be</p> <ul style="list-style-type: none"> • personNamePrimary, personNameRestOfName <p>Or</p> <ul style="list-style-type: none"> • personNameRestOfName personNamePrimary | Boolean | False | Yes |
| | | | | |
| personNameRestOfName | The first name, or forename, and any additional names such as middle name | String | | No |
| | | | | |
| personNamePrefix | Any term associated with a name that in normative use would precede the entire name, (e.g., Mrs) | String | | No |
| | | | | |
| personNameFullerForm | The fuller form of first and middle names, when abbreviated. | String | | No |
| | | | | |

| | | | | |
|------------------|---|--------|--|-----|
| personNameTitle | A title that is part of the name, e.g., Duke | | | |
| | | | | |
| personNameSuffix | A term following a name that qualifies the name but is not a title, (e.g. fils). | String | | No |
| | | | | |
| personNameNumber | A number, sometimes with a term, that qualifies the name | String | | No |
| | | | | |
| personNameDates | Vital dates for the named entity | String | | No |
| | | | | |
| familyName | The last name, or surname, for a family, typically supplemented with the term "family". | String | | Yes |
| | | | | |
| familyNamePrefix | A term associated with the family name and preceding it. | String | | No |
| | | | | |
| familyNameDates | Vital dates for the family | String | | No |

| | | | | |
|---------------------------|--|--------|--|-----|
| | | | | |
| corporateNamePrimary | The primary name by which a corporate body or conference is known | String | | Yes |
| | | | | |
| corporateNameSubordinate1 | A hierarchical unit with the corporate body named in the corporateNamePrimary field | String | | No |
| | | | | |
| corporateNameSubordinate2 | A hierarchical unit within the corporate body named in the corporateNamePrimary field and lower than the unit named in the corporateNameSubordinate1 field | String | | No |
| | | | | |
| corporateNameNumber | The number of a part, section, or meeting | String | | No |
| | | | | |
| corporateNameDates | “Vital” dates for the named corporate entity | String | | No |
| | | | | |

| | | | | |
|------------------------------------|--|-----------|--|-----|
| nameVarRecordCreatedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameVarRecordLastModifiedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameVarRecordCreatedStaff | | String | | Yes |
| | | | | |
| nameVarRecordLastModifiedStaff | | String | | Yes |

| Name Contact Information | | | | |
|---------------------------------|---|--------------|-------------------------------------|-----------------|
| Element | Definition | Type | Default Values | Required |
| nameContactName | Name of the person serving as contact for the entity in the main record | String | | Yes |
| | | | | |
| nameContactSalutation | Saluation for the contact person | Config. list | Madame Mr. Mrs. Ms. Sir | No |
| | | | | |
| nameContactAddress1 | Address for the contact person | String | | No |
| | | | | |
| nameContactAddress2 | Additional address for the contact person | String | | No |
| | | | | |

| | | | | |
|----------------------|---|--------|--|----|
| nameContactCity | City in which the contact person is located | String | | No |
| | | | | |
| nameContactRegion | State or Region in which the City is located | String | | No |
| | | | | |
| nameContactMailCode | Mail or zip code for the contact person's address | String | | No |
| | | | | |
| nameContactCountry | Country in which the contact person is located | String | | No |
| | | | | |
| nameContactTelephone | Telephone number for the contact person | String | | No |
| | | | | |
| nameContactFAX | FAX number for the contact person | String | | No |
| | | | | |
| nameContactEmail | Email address for the contact person | String | | No |

| | | | | |
|--|--|-----------|--|-----|
| | | | | |
| nameContactRecordCreatedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameContactRecordLastModifiedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameContactRecordCreatedStaff | | String | | Yes |
| | | | | |
| nameContactRecordLastModifiedStaff | | String | | Yes |

| Name Record Link Attributes | | | | |
|-----------------------------|---|-------------------|---|--|
| | | | | |
| nameFunction | Indicates relationship of name to materials described | Non-config lookup | Creator Rights Holder Source Subject | Yes. When linking a name to an accession, resource, or digital object record (or their components), the function of Rights Holder should not be a choice When linking Name record to Rights Record, the function of "Rights Holder" will be the default with no other choices. |

| | | | | |
|-----------------------------|--|-------------------|--|---|
| | | | | |
| | | | | |
| nameFunctionRole | <p>A more specific role that the name entity has in respect to the materials being described</p> <p>The role value consists of two parts: role term and role code; “adapter (adp)”</p> | Non-config lookup | | No |
| | | | | |
| nameFunctionFormSubdivision | A descriptor describing generic form of materials being described and used as a subdivider to the name heading, (e.g. “Bond, Sydney—Archival Resources”). | Con-fig lookup | | No |
| | | | | |
| namePersonRelationship | A descriptor for linking one preferred name to other preferred names | Non-config lookup | <p>Associative</p> <p>Child</p> <p>Earlier</p> | Yes, when linking a person record another name record |

| | | | | |
|-----------------------------|--|-------------------|--|--|
| | | | Later Parent | |
| | | | | |
| nameFamilyRelationship | A descriptor for linking one preferred name to other preferred names | Non-config lookup | Associative Earlier Later | Yes, when linking a family record to another preferred name record |
| | | | | |
| nameCorporateRelationship | A descriptor for linking one preferred name to other preferred names | Non-config lookup | Associative Earlier Later Subordinate Superior | Yes, when linking a corporate name record to another preferred name record |
| | | | | |
| nameRelationshipDescription | A generic note for amplifying the name relationship. | String | | No |

| | | | | |
|---------------------------------|--|-----------|--|-----|
| | | | | |
| nameRelationshipDates | For indicating the date or date range of a relationship between two linked names | | | No |
| | | | | |
| nameRecordCreatedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameRecordLastModifiedTimestamp | | Timestamp | | Yes |
| | | | | |
| nameRecordCreatedStaff | | String | | Yes |
| | | | | |
| nameRecordLastModifiedStaff | | String | | Yes |

Na--13: Imports

Name records will be created from the import of data records (e.g., accession records, MARCXML records, EAD instances, etc.) when those data records contain name headings.

It will also be possible to import names in both MADS and EAC xml format. Mappings for this import will be provided after the application data model is implemented.

In both cases, it will be possible to import non-valid name records, that is, a name record lacking one of the elements, for instance name source, required by the application for a valid record. Invalid records will be marked for the operator so that they are easier to identify and clean up by appropriate staff after the import process is concluded. Invalid records will not prevent exporting data (but the quality of the export might be lesser.)

Na--14: Exports

Name records linked to resource records and digital object records will be exportable as part of the various exports for those records, (e.g., as part of an EAD document or METS document).

It will also be possible to export name records, singly or in batch, as either MADS or EAC xml-formatted records. The mappings for these exports will be defined after the application data model is implemented.

Na--15: Reports

As with other modules, the contents of these reports are determined by using the search and sort features in the user interface to select a set of records for a report. For names, the reports that will be supported include:

1. A list of selected name records, sortable by name type, name form, source, and rules
2. A list of selected names, sortable by name form and showing associated contact information
3. A list of selected name records, sortable by name type and name form and showing values of other preferred and non-preferred name records to which the name record is linked

4. A list of selected name records, sortable by name type and name form and showing, via identifiers and titles, accessions, resources, and digital object records to which a name record is linked.
5. A list of selected name records, sortable by name form and showing, via identifier and titles, accessions, resources, and digital object records to which the entity named in the name record is a rights owner.