Identifying, choosing, and recording preferred and variant names for persons (RDA 9.0-9.2)


Note: this page was created with music cataloging in mind.

Basic instructions on recording names of persons (9.2.1) | Choosing the preferred name (9.2.2.3) | Recording the preferred name (9.2.2.4) | Different forms of the same name (9.2.2.5) | Different names for the same person (9.2.2.6) | Individuals with more than one identity (9.2.2.8) | Recording names containing a surname (9.2.2.9) | Compound Surnames (9.2.2.10) | Surnames with one or more separately written prefixes (9.2.2.11) | Names containing neither a surname nor a title of nobility (9.2.2.18) | Variant names for persons (9.2.3)

(9.0) Identifying persons

The preferred name for the person is used as the basis for the authorized access point. The variant name or names for the person are:

° the name or form of name by which a person is known that differs from the name or form of name chosen as the preferred name for that person

° used as the basis for variant access points. Other identifying attributes of the person may also be included in the access point.

Persons include fictitious entities, such as literary figures, legendary figures, etc.

(9.1) General guidelines on identifying persons

(9.1.1) Sources of information

Take the name or names of the person from any source.

For additional guidance on sources of information for the preferred name for the person, see 9.2.2.2.

Take information on other identifying attributes of the person from any source.

(9.1.2) Using access points to represent persons

An authorized access point is one of the techniques used to represent either a person associated with a resource (18.4.1) or a related person (30.1).

Constructing authorized access points representing persons: 9.19.1

Constructing variant access points representing persons: 9.19.2.

(9.2.1) Basic instructions on recording names of persons

A name of the person is a word, character, or group of words and/or characters by which a person is known. When identifying persons, there are two categories of names:

° preferred name for the person (9.2.2)

° variant name for the person (9.2.3).

(9.2.1.2) Sources of Information

Take the name or names of the person from any source.

For additional guidance on sources of information for the preferred name for the person, see 9.2.2.2.

(9.2.1.3) General guidelines on recording names of persons

Apply the general guidelines on recording names at 8.5 [3]. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

Choose a preferred name for the person: 9.2.2.3 and 9.2.2.5-9.2.2.7.

Select a preferred name for each identity when an individual has more than one: 9.2.2.8

Record a preferred name for the person: 9.2.2.4 and 9.2.2.9-9.2.2.26.

Names and forms of the name not chosen as the preferred name as variant names: 9.2.2.3.

(9.2.2) Preferred name for the person

the name or form of name chosen to identify the person.

It is also the basis for the authorized access point representing that person.
(9.2.2.2) Sources of information

Determine the preferred name for a person from the following sources (in order of preference):

° the preferred sources of information (2.2.2 [4]) in resources associated with the person
° other formal statements appearing in resources associated with the person
° other sources (including reference sources).

When the name of a person appears in more than one language
is found in a script that is not a
preferred script of the agency
creating the data

(9.2.2.3) Choosing the preferred name

Generally choose the name by which the person is commonly known. The name chosen can be the person's real
name, pseudonym, title of nobility, nickname, initials, or other appellation.

When a person is
known by
more than one form
of the same name
by more than one name

(9.2.2.4) Recording the preferred name

Apply the general guidelines on recording names at 8.5 [3]. When those guidelines refer to an appendix, apply the
additional instructions in that appendix, as applicable.

If the name consists of several parts, record as the first element that part of the name under which the person
would normally be listed in authoritative alphabetic lists in the person's language, country of residence, or country
of activity. Record the other part or parts of the name following the first element.

Exception: If a person's preference is known to be different from normal usage, follow that preference when
choosing the part of the name to be recorded as the first element.

(9.2.2.5) Different forms of the same name

If a person is known by more than one form of the same
name, choose the preferred name by applying these
instructions, as applicable: Full
° If the forms of a
nes person's name vary
s in fullness, choose
( as the preferred
9.2. name the form most
2.5. commonly found.
1): ° If no one form
predominates, choose the latest
form as the
preferred name.
» In case of
doubt about which
is the latest form,
choose the fuller or
fullest form.
° Record the other
forms of the name
as variant names
(9.2.3.10).

Lan° If a person's
gua name has appeared
ge in different
( language forms in
9.2. resources
2.5. associated with the
2): person, choose as
the preferred name
the form that
corresponds to the language of most of the resources.

**Alternative:** Choose a well-accepted form of name in a language and script preferred by the agency creating the data.

*LC practice/PCC practice for Alternative:* Do not apply the alternative.
*°* If the name does not appear in resources associated with the person, or in case of doubt, choose the form most commonly found in reference sources of the person's country of residence or activity.

**Exception:** *Established form in a language preferred by the agency creating the data.:
°* If the first element of a person's preferred name consists of a given name and/or a word or phrase associated with the person (9.2.2.18), determine the well-established form or forms of the name in reference sources.
°* If there is a well-established form of the name in a language preferred by the agency creating the data, choose that form of name as the preferred name.
°* In case of doubt, choose the
form in the person’s native or adopted language or the Latin form.

° Record the other forms of the name as variant names (9.2.3.10)

Names

If the name mesis found:
in a script non that differs from a preferred script of the agency:

Choose:
only in a transliterated form in resources associated with the person:
in more than the form that occurs most frequently

Alternative:
If there is a well-established form of name in reference sources in a language preferred by the agency creating the data:

choose that form of name as the preferred name.
reference sources in a language preferred by the agency creating the data.

**LC practice/PCC practice for Alternative:**
See the LCC-PCC PS for Chinese, Japanese, Korean, Cyrillic.
Record the other forms of the transliterated name as variant names (9.2.3.10).

**Spelling:**
- If variant spellings of a person's name are found, choose the form of name found in the first resource received.
- These variations are not the result of different transliterations.

Record the other spellings of the name as variant names (9.2.3.10).

(9.2.6) **Different names for the same person**
- If a person is known by more than one name, choose the name by which the person is clearly most commonly known.
- If a person has changed his or her name, see 9.2.2.7.
- If a person has more than one identity, see 9.2.2.8.
- Otherwise, choose the preferred name according to the following order of preference:
  - the name that appears most frequently in resources associated with the person
  - the name that appears most frequently in reference sources
  - the latest name.

Record the other names by which the person is known as variant names (9.2.3.10).

(9.2.7) **Change of name**
- If a person has changed his or her name, choose the latest name or form of name as the preferred name.
- **Exception:** If there is reason to believe that an earlier name will persist as the name by which the person is better known, choose that name as the preferred name.

(9.2.8) **Individuals with more than one identity**
- When an individual has more than one identity, choose the name associated with each identity as the preferred name for that identity.
  - Record the relationships between these separate identities applying the instructions in chapter 30.
- Consider an individual to have more than one identity when the individual:
  - uses one or more pseudonyms* (including joint pseudonyms)
  - uses his or her real name as well as one or more pseudonyms.
- Record as a variant name a name that was not chosen as the preferred name for an identity (9.2.3.10).

* RDA definition of pseudonym: A name used by a person (either alone or in collaboration with others) that is not the person’s real name.
Exception:
° If an individual uses only one pseudonym and does not use his or her real name as a creator or contributor, choose the pseudonym as the preferred name.
» Record the individual's real name as a variant name 9.2.3.10.

[9.2.2.9] Recording names containing a surname

Apply the general guidelines on recording names at 8.5 [3].
Record the surname as the first element:

If a name consists of:
- a surname preceded by other parts of the name, such as given names
- a surname followed by other parts of the name

only a surname

Omit terms of honour and terms of address from any name that includes a surname unless:
° the name consists only of a surname (9.2.2.9.3)
or
° the name is of a married person identified only by a partner's name and a term of address 9.2.2.9.4

Additional instructions:

(9.2.2.9.1) Surname represented by an initial
If a surname is represented by an initial and one or more other parts of the name are given in full

(9.2.2.9.2) Part of the name treated as a surname
If the name does not contain a surname and the name contains a part that identifies the individual and functions as a surname

(9.2.2.9.3) Persons known by a surname only
If the name by which a person is known consists of a surname only and the surname is associated with a word or phrase, either in resources that are associated with the person or in reference sources

(9.2.2.9.4) Married person identified only by a partner's name
If a married person is identified only by a partner's name

(9.2.2.9.5) Words, etc., indicating relationship following surnames
Portuguese surnames
Surnames in languages other than Portuguese

Examples: Recorded name: Authorized access point:
Doyle Bramhall II, Bramhall, Doyle, 1968-
Loudon, Wainwright III, Wainwright, 1946-
Grachan Moncur, Moncur, III, Grachan, 1937-
### Compound Surnames

Treat a surname as a compound surname when it
° consists of two or more proper names, sometimes connected by a hyphen, or conjunction, and/or preposition
° has the appearance of compound surnames

Take regular or occasional initializing of a part preceding a surname as an indication that the part is not used as part of the surname.

Record as variant names forms of the name using other parts of the compound surname as the first element (9.2.3.10).

#### Additional instructions: Record as the first element:

- **Established usage**: the part of the compound surname by which the person prefers to be listed, if known
  ° the part of the name under which the person is listed in reference sources in the person's language or country of residence or activity

- **Established usage not determined**: the usage for the person's country of residence as specified in *Names of Persons: National Usages for Entry in Catalogues* when:
  » the preference of the person is unknown
  » established usage cannot be determined in reference sources in the person's language or country of residence or activity
  ° the first part of the compound surname as the first element when:
    » the usage for the country of residence or activity of the person is not covered in *Names of Persons: National Usages for Entry in Catalogues*

### Surnames with one or more separately written prefixes

Apply the guidelines at 9.2.9 and the additional instructions below.

Record as a variant name a form using another part as the first element (9.2.3.10). The first element of the variant name can be another part of the prefix or the part of the name following the prefix.

#### Additional instructions: Record as the first element:

- **Articles and prepositions**: an article or preposition, or a combination of the two
  ° the part most commonly used as the first element.
    » Determine common usage by consulting alphabetically arranged lists in the person's language or country of residence or activity.
    » See appendix F.11, summarized here: Recording surnames that include an article and/or preposition [5] (RDA F.11)
  ° the part of the name used as the first element in references sources in the person's language or country of residence or activity, even when it is in a non-standard form in those reference sources.

- **Other prefixes**: not an article or a preposition, or a combination of the two
  ° the prefix
  ° Record as a variant name a form using the part of the name following the prefix as the first element (9.2.3.10).

- **Prefixes hyphenated or**
combined with surnames: not an article or a preposition, or a combination of the two

Names containing neither a surname nor a title of nobility
If a person is identified by a name that does not include a surname and this person is not identified by a title of nobility

If a person is commonly associated with a place of origin or residence, an occupation, or other characteristics (in resources associated with the person or in reference sources), include these words or phrases as an integral part of the name, preceding such words or phrases by a comma. Treat a roman numeral associated with a given name as an integral part of the name (e.g., in the case of some popes, royalty, and ecclesiastics).

Record as variant names, as appropriate:
° forms using the associated words or phrases as the first element (9.2.3.10)
° other language forms of the name (9.2.3.9)
° other names by which the person is known (9.2.3.10)

See RDA for:
9.2.2.19 Names including a patronymic
9.2.2.20 Names of royal persons
9.2.2.21 Names consisting of initials, or separate letters, or numerals
9.2.2.23 Names consisting of a phrase
9.2.2.24 Phrase consisting of a given name(s) preceded by a term of address, etc.
9.2.2.25 Phrase containing the name of another person
9.2.2.26 Names consisting of a characterizing word or phrase

Variant names for persons
The variant name or names for the person are:
° the name or form of name by which a person is known that differs from the name or form of name chosen as the preferred name for that person
° used as the basis for variant access points. Other identifying attributes of the person may also be included in the access point.

Sources of information
Take variant names from resources associated with the person and/or from reference sources.

General guidelines on recording variant names for persons
Record variant names for a person by applying the general guidelines on recording names at 8.5 [6]. Record a variant name when it is different from the name recorded as the preferred name.

Record as a variant name:
° a name or form of name used by a person
or
° a name or form of name found in reference sources
or
° a form of name resulting from a different transliteration of the name.

Also apply instructions about recording variant names at 9.2.2.5 [7]-9.2.2.26, as applicable.

Real name
If the preferred name or names for an individual are pseudonyms and the individual does not use his or her real

Record:
the individual's real name as a variant name for each pseudonym
Name as a creator or contributor and the individual's real name is known

### (9.2.3.5) Secular name
- If the preferred name for a person of religious vocation is the person's name in religion, the person's secular name as a variant name.

### (9.2.3.6) Name in religion
- If the preferred name for a person of religious vocation is the person's secular name, the person's name in religion as a variant name.

### (9.2.3.7) Earlier name of person
- If the preferred name for a person is a name used after a change of name, the person's earlier name or names as variant names.

### (9.2.3.8) Later name of person
- If the preferred name for a person is a name used before a change of name, the person's later name or names as variant names.

### (9.2.3.9) Alternative linguistic form of name
- If the name recorded as the preferred name for a person has one or more alternative linguistic forms:
  - different language
  - different script
  - different spelling
  - different transliteration

### (9.2.3.10) Other variant name
- Record other variant names and variant forms of the name not covered by the instructions above if considered important for identification or access:
  - family, dynastic, etc., name of ruler
  - name or family name as saint
  - phrase used to name a person
  - difference in fullness of name
  - full form consists of initials
  - different part of a compound surname
  - part of surname following a prefix
  - prefix to surname
  - first given name of person without surname
  - epithet or byname
  - last part of name
  - inverted form of initials
  - direct form of a phrase or appellation or inverted form of an appellation
  - honorary titles and terms of address
  - first word in title forming part of a phrase