



LEAF - Linking and Exploring Authority Files

IST-2000-26323

LEAF METADATA TABLES: PERSON NAMES AND CORPORATE BODIES

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DLA; QA Acceptance

European Commission

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1 Introduction

1.1 Scope

This document is the "Metadata Profile for Name Information" prepared for the Project LEAF (Linking and Exploring Authority Files; project number IST-2000-26323). This document was prepared under Work Package 3.2 (Metadata) of the current project.

The purpose of this document is to specify the metadata used by the project partners, concerning both person names and corporate bodies. This document thus presents a common metadata profile for LEAF.

The intended readership of this document are all project participants and the European Commission.

1.2 Document Overview

This document subsequently presents two metadata tables, one for person names and one for corporate bodies. Each table specifies and defines metadata elements and qualifiers indicating at the same time which participant uses any of these and giving explanatory comments where thought appropriate. Each table also contains the "Mandatory Data Elements for Internationally Shared Resource Authority Records", proposed by the IFLA UBCIM Working Group on Minimal Level Authority Records and ISADN (MLAR) of the IFLA Universal Bibliographic Control and International MARC Core Programme (UBCIM).

2 Reference Systems / Catalogues for Metadata Tables

The following data bases / electronic catalogues of LEAF data providers have been used for providing metadata information for the establishment of the LEAF Metadata Tables:

BL	British Library - Manuscripts Online Catalogue, http://molcat.bl.uk .
BN	Biblioteca Nacional – HORIZON, http://webpac.bn.pt . ; Porbase 5, http://porbase.bn.pt .
DLA	Deutsches Literaturarchiv – Kallias. Not available online at the moment.
FDÖP	Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie – Catalogue. Not available online at the moment.
GSA	Goethe- und Schillerarchiv – Briefdatenbank; RetroSig. Not available online at the moment.
IMEC	Institut Mémoire de l'Édition Contemporaine – Catalogue. Not available online at the moment.
NUK	National and University Library, Ljubljana – Metadata of the electronic catalogue in preparation.
ÖNB	Austrian National Library – Nachlaß- und Autographenkatalog, http://nak.onb.ac.at/cgi-bin/allegro/nak/nak.pl .
RA	Riksarkivet – Nationell Arkivdatabas, National Archival Database of Sweden, http://www.nad.ra.se/NAD.html .
SBB	Staatsbibliothek zu Berlin – Kalliope. Not available online at the moment.
SNL-H	Swiss National Library – Helveticat, http://www.vtls.sn.ch/gateway_01/german/vtls.html .
SNL-RHN	Swiss National Library – Repertorium der handschriftlichen Nachlässe, http://www.sn.ch/reperto/alsrep.htm .
UCM	Biblioteca de Universidad Complutense de Madrid – CISNE, http://cisne.sim.ucm.es/ .

3 LEAF Metadata Table: Person Names

Note: internal data, not always identical with OPAC data

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
1.	Main Heading			x	x	x	x	x	x	x	x	x	x	x	x	x	x		SNL-H: mandatory SNL-RHN: organized in 3 fields: 1. surname 2. surname complement 3. first name FDOEP: 1. surname 2. first name
1.1.		Indicator for Source of Main Heading					x												DLA: b Main Heading „Bild-Abt.“, c Main Heading “Cotta-Archiv”, d Main Heading” Dok-Stelle”, h Main Heading “Hss-Abt.”, k Main Heading” Bibliothek”, n Other Main Heading
1.2.		Descriptive Rule Followed	Code for rule followed in establishing the Main Heading	x		x	x				x	[x]	x	x			x		RAK-DDB, RAK-OB, RAK-WB (used by SBB, ÖNB, DLA), RAK-other, PI, VD-16, AACR, LoC-NA, RSWK (used by SBB, ÖNB), PND, (used by SBB, ÖNB), RNA, VD-17, ZDB, SWD, Memo (used by DLA), ISAAR (CPF) (used by RA)
1.3.		Language Code of Main Heading		x															e.g. ISO 639-2
1.4.		Code of Script of Main Heading		x							x								e.g. ISO 15924

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
1.5.		Code of Direction of Script of Main Heading	Left to right or right to left	x							x								
1.6.		Code of Transliteration Scheme Used for Main Heading		x															
1.7.		Type of Name Form	MLAR: Type of Personal Name	x											x				USMARC/MARC21: forename / single surname / family name
1.8.		Encoded Information to Main Heading					x				[x]	[x]							e.g.: Code for pseudonym Code for publisher's pseudonym Code for collective pseudonym Code for fictitious name Code for former name Code for later name Code for real name(s) DLA: partly in listbox name type
1.9.		Annotations		x		x	x		x		[x]	[x]	x	x	x	x	x		SNL-RHN: included in parenthesis in the personal name fields; may lie in profession/function
2.	Main Source for Establishment of Main Heading		Codes for the most frequent sources for the heading				x				[x]		x						
2.1.		Date of Source, standardized											x						
2.2.		Descriptive Rules for Conventions of Source											x						
2.3.		Annotations											x						

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
3.	Code for Type of Person Name											[x]							e.g.: Code for modern name in European language Code for modern name in non-European language Code for biblical name Code for ancient Greek name Code for ancient Roman name Code for other classical name Code for medieval name in European language Code for medieval name in non-European language Code for Byzantine name Code for dynastic name Code for ecclesiastical name
3.1.		Rule Followed in Establishing the Code																	
4.	Name Type						x												
4.1.		Rule Followed in Establishing the Code																	
5.	Alternative Heading				x	x		x		x	x	x		x			x		RA: uses element "Variant Form of Main Heading"
5.1.		Descriptive Rule Followed	Code for rule followed in establishing the Alternative Heading			x						[x]		x			x		RAK-DDB, RAK-OB, RAK-WB (used by SBB, ÖNB, DLA), RAK-other, PI, VD-16, AACR, LoC-NA, RSWK (used by SBB, ÖNB), PND, (used by SBB, ÖNB), RNA, VD-17, ZDB, SWD, Memo (used by DLA) ISAAR (CPF) (used by RA)
5.2.		Language Code																	e.g. ISO 639-2
5.3.		Code of Script																	e.g. ISO 15924
5.4.		Code of Direction of Script																	
5.5.		Code of Transliteration Scheme Used																	

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
5.6.		Type of Name Form	MLAR: Type of Personal Name	x															USMARC/MARC21: forename / single surname / family name
5.7.		Encoded Information										[x]							e.g.: Code for pseudonym Code for publisher's pseudonym Code for collective pseudonym Code for fictitious name Code for former name Code for later name Code for real name(s)
5.8.		Annotations		x		x					[x]	[x]	x	x		x	x		SNL-RHN: included in parenthesis in the personal name fields
6.	Other Name (See-Reference)			x	x	x	x	x	x	x	x	x		x	x	x	x	repeatable	SNL-RHN: they are separate records linked to the reference (name) FDOEP: not repeatable RA: uses element "Variant Form of Main Heading"
6.1.		Descriptive Rule Followed		x															RAK-DDB, RAK-OB, RAK-WB (used by SBB, ÖNB, DLA), RAK-other, PI, VD-16, AACR, LoC-NA, RSWK (used by SBB, ÖNB), PND, (used by SBB, ÖNB), RNA, VD-17, ZDB, SWD, Memo (used by DLA) ISAAR (CPF) (used by RA)
6.2.		Type of Other Name (See-reference)																	e.g. Parallel Name; Other Name (See-Reference) According to local Rules
6.3.		Language Code		x															e.g. ISO 639-2
6.4.		Code of Script		x															e.g. ISO 15924
6.5.		Code of Direction of Script		x															
6.6.		Code of Transliteration Scheme Used		x															

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
6.7.		Type of Name Form	MLAR: Type of Personal Name	x											x				USMARC/MARC21: forename / single surname / family name
6.8.		Encoded Information				x	x					[x]		x			x		e.g.: Code for pseudonym Code for publisher's pseudonym Code for collective pseudonym Code for fictitious name Code for former name Code for later name Code for real name(s)
6.9.		Annotations					x		x			[x]	x	x	x	x			
7.	See-Also-Reference		Any other See-Also-References	x		x	x				x	x		x	x		x	repeatable	RA: uses element "Variant Form of Main Heading" DLA: Alternative to Main Heading as separate linked record"
7.1.		Indicator for Source of See-Also-Reference																	
7.2.		Descriptive Rule Followed		x			x												RAK-DDB, RAK-OB, RAK-WB (used by SBB, ÖNB, DLA), RAK-other, PI, VD-16, AACR, LoC-NA, RSWK (used by SBB, ÖNB), PND, (used by SBB, ÖNB), RNA, VD-17, ZDB, SWD, Memo (used by DLA) ISAAR (CPF) (used by RA)
7.3.		Type of See-Also-Reference					x												e.g. Parallel Name
7.4.		Language Code		x			x												e.g. ISO 639-2
7.5.		Code of Script		x															e.g. ISO 15924
7.6.		Code of Direction of Script	left to right or right to left	x															
7.7.		Code of Transliteration Scheme Used		x															
7.8.		Type of Name Form	MLAR: Type of Personal Name	x											x				USMARC/MARC21: forename / single surname / family name

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
7.9.		Encoded Information				x	x					[x]		x				x	e.g.: Code for pseudonym Code for publisher's pseudonym Code for collective pseudonym Code for fictitious name Code for former name Code for later name Code for real name(s) DLA: more values in the listbox "Name Type of See-also-reference"
7.10.		Local ID					x					x							
7.11.		National Authority ID					x				[x]	x							
7.12.		Other National Authority IDs																repeatable	
7.13.		ID of Cooperation Network					x											repeatable	e.g. ZKA, SWD
7.14.		ISADN																	
7.15.		LEAF ID																	
7.16.		Annotations					x								x				
8.	Variant Forms of the Main Heading		Includes all forms of names that should give "See-References" to the record										x						only used at RA; corresponds to all "See-References" and "See-Also-References" in this table
8.1.		Code for Type of Variant Form	Type of the variant form: - Parallel form of name - Earlier name - Later name - Translation (official) - acronym										x						
8.2.		Dates of the Variant Form, standardized											x						
9.	See-Also-Reference to Other Authority Record		Live links to other records										x						
9.1.		Type of Relation	Subordinated to / superior Predecessor / successor Other association										x						
9.2.		Dates for the Period of the Relation, standardized											x						

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
9.3.		Annotation											x						
10.	Personal Name, Provisional or Local Heading		Used a) when no main heading is available, b) local heading as variant from main heading									x							
10.1.		Annotation																	
11.	Date of Birth, standardized			x	x	x	x	x	x		x	x	x	x	x/No	x	x		SNL-H: provided under specific conditions BL: occasionally SNL-H: year only SNL-RHN: year only BL: year only, 4 figures ÖNB: DD.MM.YYYY
11.1.		Standard Followed in Establishing the Date										x							
11.2.		Calendar																	
11.3.		Code for Certainty of Date										x			x				e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After SNL-H: Boolean "exactness" opposed to "rounded"
11.4.		Annotations																	
12.	Date of Birth, non standardized						x	x	x					x					SNL-H: Available in MARC21 but not used by SNL
12.1.		Annotations																	
13.	Alternative Date of Birth, standardized											[x]							
13.1.		Standard Followed in Establishing the Date																	
13.2.		Calendar																	

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
13.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
13.4.		Annotations																	
14.	Date of Death, standardized			x	x	x	x	x	x		x	x	x	x	x/No	x	x		SNL-H: provided under specific conditions BL: occasionally SNL-H: year only SNL-RHN: year only BL: year only, 4 figures ÖNB: DD.MM.YYYY
14.1.		Standard Followed in Establishing the Date										x							
14.2.		Calendar																	
14.3.		Code for Certainty of Date										x			x				e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After. SNL-H: Boolean "exactness" opposed to "rounded"
14.4.		Annotations																	
15.	Date of Death, non standardized						x	x	x					x					SNL-H: Available in MARC21 but not used by SNL
15.1.		Annotations																	
16.	Alternative Date of Death, standardized											[x]							
16.1.		Standard Followed in Establishing the Date																	
16.2.		Calendar																	
16.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
16.4.		Annotations																	
17.	Date of First Flourishing, standardized				x		x	x	x		x	x		x			x		BL: year or century BL: occasionally FDÖP: year only
17.1.		Standard Followed in Establishing the Date																	
17.2.		Calendar																	
17.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
17.4.		Annotations																	
18.	Date of Last Flourishing, standardized				x		x	x	x		x	x		x			x		BL: year or century BL: occasionally FDÖP: year only
18.1.		Standard Followed in Establishing the Date																	
18.2.		Calendar																	
18.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
18.4.		Annotations																	
19.	Date of First Flourishing, non standardized						x	x								x			SNL-RHN: together with profession/function
19.1.		Annotations																	
20.	Date of Last Flourishing, non standardized						x	x								x			SNL-RHN: together with profession/function
20.1.		Annotations																	
21.	Date of First Publication of Person, non standardized																		

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
21.1.		Annotations																		
22.	Date of First Publication of Person, standardized						x				x									
22.1.		Standard Followed in Establishing the Date																		
22.2.		Calendar																		
22.3.		Code for Certainty of Date																		e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
22.4.		Annotations																		
23.	Additional or Alternative Dates				x			x												BL: occasionally e.g. date of getting title, office, etc.
23.1.		Annotations																		
24.	Time Period Associated with the Person Name, non standardized							x												
25.	Time Period Associated with the Person Name, standardized		Code for Time Period Associated with the Person Name	x								x								SBB: Used for the assignment of a person to a certain period of time SBB: not yet realized GSA: not yet realized, but desirable
25.1.		Standard Followed in Establishing the Time Period																		
25.2.		Calendar																		
25.3.		Code for Certainty of Date																		e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
25.4.		Annotation																		
26.	Place of Birth, standardized				x						x		x							BL: sometimes

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
26.1.		Standard Followed in Establishing the Place of Birth																		
27.	Place of Birth, non standardized			x			x	x	x			x	x	x		x				SNL-RHN: together with profession/function
28.	Place of Death, standardized				x						x		x							BL: sometimes
28.1.		Standard Followed in Establishing the Place of Death																		
29.	Place of Death, non standardized			x			x	x	x			x	x	x		x				SNL-RHN: together with profession/function
30.	Place of Flourishing, standardized				x								x					repeatable		BL: sometimes
30.1.		Standard Followed in Establishing the Place of Flourishing																		
30.2.		Address										[x]						repeatable		
30.3.		Date, standardized										x						repeatable		
30.4.		Function										x						repeatable		
30.5.		Corporate Body (Affiliation)										x						repeatable		
30.6.		Annotation										x						repeatable		
31.	Place of Flourishing, non standardized						x	x	x			x	x	x		x		repeatable		SNL-RHN: together with profession/function ÖNB: address of place of flourishing provided by Allegro-Hans, but actually not used; date; function; corporate body (affiliation); annotation: all repeatable
31.1.		Address										[x]						repeatable		
31.2.		Address Type																		
31.3.		Date										x						repeatable		
31.4.		Function										x						repeatable		

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
31.5.		Corporate Body (Affiliation)										x						repeatable	
31.6.		Annotation										x						repeatable	
32.	Geographic Area Associated with Person, non standardized																		
33.	Code for Geographic Area Associated with Person, standardized			x															
34.	Place of Tomb											[x]							
34.1.		Graveyard										[x]							
34.2.		Date of Funeral										[x]							
34.3.		Annotation										[x]							
35.	Gender						x	x			x	x		x					GSA: not yet realized but desirable
36.	Profession(s)/ Function(s), standardized										x	x	x	x			x	repeatable	
36.1.		Standard Used for the Description of the Profession(s) /Function(s)											x	x					SBB:RSWK
37.	Profession(s)/ Function(s), non standardized				x		x	x	x		[x]		x	x	x/ No	x	x	repeatable	BL: sometimes SNL-H: provided under specific conditions SNL-RHN: used with broader definition
38.	Academical Title/Degree				x	x	x	x	x		x	x	x		x/ No	x	x		SNL-RHN: together with Profession/Function DLA: together with Title of Nobility BL: sometimes SNL-H: provided under specific conditions

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
39.	Title of Nobility				x	x	x		x						x	x	x		SNL-H: mandatory if applicable SNL-RHN: together with Profession/Function BL: always if applicable DLA: together with Academic Title/Degree
40.	Address (Street, Country, Postcode, Place, Telephone, Fax, E-mail; Address Label)						x												
40.1.		Date of Creation / Alteration of Address Data, standardized																	
41.	Address Note, Confidential			x															
42.	URL of Personal Website						[x]						x						
42.1.		Date of Creation / Alteration of URL Data, standardized																	
42.2.		Annotation																	
43.	Other Identifying Information, non standardized				x			x	x		x		x	x	x/No	x			SNL-RHN: together with Profession/Function BL: sometimes SNL-H: provided under specific conditions
44.	Relationship to Other Person				x	x	x					x			x/No	x			SBB: repeatable SNL-H: provided under specific conditions BL: sometimes SNL-H: indicated only in a few specific cases, such as family relationship with a monarch SNL-RHN: together with Profession/Function DLA: in one textual category with Affiliation
44.1.		Relationship.ID											x						
44.2.		Relationship URL											x						

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
44.3.		Local ID																	
44.4.		National Authority ID																	
44.5.		Other National Authority IDs																	
44.6.		ID of Cooperation Network																	e.g. ZKA, SWD
44.7.		ISADN																	
44.8.		LEAF ID																	
45.	Affiliation to Corporate Body				x	x	x	x			[x]	x	x	x		x	x		BL: sometimes SNL-RHN: together with Profession/Function DLA: in one textual category with Relationship ÖNB: Expressed in field "Place of Flourishing, standardized" and its qualifiers FDOEP: not repeatable
45.1.		Affiliation.ID											x	x					
45.2.		Affiliation.URL											x						
45.3.		Local ID																	
45.4.		National Authority ID																	
45.5.		Other National Authority IDs																	
45.6.		ID of Cooperation Network	e.g. ZKA, SWD																
45.7.		ISADN																	
45.8.		LEAF ID																	
46.	Code of Subject Class		e.g. AR=Architecture etc.									[x]							
46.1.		Rule Followed in Establishing the Code of Subject Class																	
47.	Additional Keywords																	repeatable	
47.1.		Rule Followed in Establishing the Additional Keywords																	
48.	Biography																		
49.	Biographical Note																		
50.	School/Style											[x]							

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
50.1.		Code for Standard/Thesaurus Used																		
51.	Curriculum							x												
52.	Publications		Publications of the person					x				x	x							ONB: repeatable
53.	Literary Bequest							x			[x]									
54.	Literary References																			
55.	Nationality of the Person, non standardized				x			x				x	x							BL: expressions like "German author" BL: sometimes
56.	Nationality of the Person, standardized		Country Code				x				x	x		x						DLA: DIN EN 23166 (German version of 3166)
56.1.		Rule Followed in Establishing the Country Code	e.g. DIN EN ISO 3166-1, UNIMARC																	
56.2.		Annotation																		
57.	Language(s) of the Person, non standardized																			
58.	Language(s) of the Person, standardized						x				x	[x]								
58.1.		Rule Followed in Establishing the Language Code	e.g. DIN 2335 / ISO 639																	
58.2.		Annotation																		
59.	Source Citation			x		x	x	x	x		x	x	x	x			x			SNL-H: Available in MARC21 but not used by SNL
60.	Source Data Not Found			x		x						[x]	x							GSA: not yet realized, desirable SNL-H: Available in MARC21 but not used by SNL
61.	Character Set Present in Record		Principal graphic character set used in the record, e.g. ASCII				[x]				[x]									

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
62.	External Information						x											repeatable	
62.1.		Documentation	Link to HTML-documentation about the person				[x]					x							
62.2.		Electronic Book	Link to Electronic Book				[x]					[x]							
62.3.		Illustration	Link to Illustration/Portrait				[x]					x							
62.4.		Portrait					x	x				x							
62.5.		Music	Link to audio file (music)				[x]					[x]							
62.6.		External Program	Link to external program (e.g. external data base)				[x]					[x]							
62.7.		Spoken Text	Link to audio file (spoken text)				[x]					[x]							
62.8.		Facsimile of Signature					x												
62.9.		Video	Link to video file				[x]					[x]							
62.10.		Multimedia	Link to multimedia application				x					[x]							
62.11.		Institutions Holding Manuscripts					[x]							x					
62.12.		Annotation to External Information					x					[x]							
63.	Entity Category of Record		Category of Heading: e.g. Person Name	x															
64.	Type of Record		e.g. authority record / non-authority record / biographical record etc.	x		x	?			x	x	x	x		x	x			SNL-RHN: In 2 Booleans: 1. authority / non authority 2. person / family or corporate body DLA: status / red. status
65.	Level of Establishment		Special code to show if the record is minimal level or more complete	x		x	?				[x]	[x]	x	x	x				DLA: Red. Status SNL-H: mandatory

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
66.	Encoding Level		e.g. complete / incomplete / validated / not validated authority record	x							x				x				
67.	Code for Report to Authority File / Central Archive of Autographs		code indicates if the record will be reported / has been reported / will not be reported to the relevant authority file(s)									x						repeatable	
68.	Record Status		Indication of current status of data record (new / modified / intended to be deleted/ split / replaced etc)	x		x	x				x		x	x	[x]		x		SNL-H: Available in MARC21 but not used by SNL DLA: repeatable
69.	Record Update in Progress			x															
70.	Modified Record (record with special characters omitted)			x															
71.	Mark/Sign of Individualization		PND: Individualized / not individualized MLAR: Differentiated / not differentiated	x			x												
72.	Access to Data		Statement on data security / restrictions and copyright				x					x		x					DLA: possessor of rights ÖNB: repeatable
73.	Copyright		Holder(s) of copyright of the person's work				x					[x]						repeatable	
73.1.		Date of End of Protection, Standardized					x												DLA: Year
73.2.		Encoded Information					x												DLA: U = Owner of Copyright; W = Contact Person
73.3.		Annotations					x												
74.	Language of the Record, non standardized		Language used in cataloguing										x						
75.	Language of the Record, standardized		Code for the language used in Cataloguing	x		x					x	[x]					x		ÖNB: repeatable

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
75.1.		Rule Followed in Establishing the Language Code of the Record	e.g. DIN 2335 / ISO 639									x							
76.	Script of Cataloguing / Catalogue			x							x								
77.	Record Identifier		Unique Identifier of the record	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
78.	National Authority Record ID		e.g. ID of PND, GKD				x	x				x	x	x	[x]				SNL-H: as soon as there will be a national authority file
78.1.		Code of National Authority File	e.g. PND, GKD																
78.2.		Encoded Information																	
79.	Other National Authority IDs		e.g. ID of SWD, ZKA				[x]					x		x				repeatable	
79.1.		Code of National Authority File	e.g. SWD, ZKA																
79.2.		Encoded Information					[x]												DLA: Number of Delivery / National Number / Number of Superordinate Corporate Body
80.	ID Nr of Cooperation Network						x												DLA: SWB number
81.		Code of Cooperation Network	e.g. OBV, HEBIS																
81.1.		Encoded Information																	
82.	ISADN		International Standard Authority Number (to be mandatory when such a number is developed)	x															
82.1.		Encoded Information																	
83.	LEAF ID																		
83.1.		Encoded Information																	
84.	Agency/Agent Making the Record Available		Code for the agency or agent making the record available	x															
85.	Source Agency/Agent of the Record		Code for the source agency or agent of the record	x		x	x	x		x	x	x	x	x	x		x		SNL-H: mandatory if applicable
85.1.		ID Nr of Source Library/Agent					x												

	Element	Qualifier	Definition	MLAR ¹	BL	BN	DLA	FDOEP	GSA	IMEC	NUK	ÖNB-NAK ²	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
86.	Transcribing Agency/Agent		Code for the agency or agent transcribing the record	x											x				
87.	Modifying Agency/Agent		Code for the agency or agent modifying the record	x															
88.	Export to Agent/External Database						x											repeatable	
89.	State of Export to Agent/External Database						x											repeatable	
90.	Agents of the Modifications of the Record						x	x	x		x	x	x	x	x				SNL-H: in coded form (operator number); repeatable; mandatory if applicable
91.	Date of Creation of the Record		Date and time record first entered the local file	x	x	x	x	x	x		x	x	x	x	x	x	x		
92.	Version Identifier		Date and time of latest transaction to modify the record in the "home" file	x	x	x	x	x	x		x	x	x	x	x	x	x		
93.	General Notes		Any type of information about the data record not to be allocated to any other element / qualifier	x		x	x	x	x		x	x	x	x	x		x		SNL-H: optional ÖNB: repeatable
93.1.		Code for Type of Note		x															
94.	Internal General Notes		not visible in any OPAC, hidden to public access	x			x				x	x		x					
94.1.		Code for Type of Note																	
95.	Notes for the Central Archive of Autographs		Text									[x]							

Table 1: LEAF Metadata Table: Person Names

¹ *Mandatory Data Elements for Internationally Shared Resource Authority Records*, proposed by the IFLA UBCIM Working Group on Minimal Level Authority Records and ISADN (MLAR) of the IFLA Universal Bibliographic Control and International MARC Core Programme (UBCIM), <http://www.ifla.org/VI/3/p1996-2/mlar.htm>.

² **ÖNB notes:** [x] = provided by Allegro-HANS but presently not used in "Nachlass- und Autographenkatalog".

4 LEAF Metadata Table: Corporate Bodies

Note: internal data, not always identical with OPAC data

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
1.	Main Heading			x	x	x	x	x	x	x	x	x	x	x	x	x	x		
1.1.		Indicator for Source of Main Heading					x												DLA: b Main Heading „Bild-Abt.“, c Main Heading “Cotta-Archiv”, d Main Heading” Dok-Stelle”, h Main Heading “Hss-Abt.”, k Main Heading” Bibliothek”, n Other Main Heading
1.2.		Descriptive Rule Followed	Code for rule followed in establishing the Main Heading	x		x	x			[x]		[x]		x			x		RAK-DDB, RAK-OB, RAK-WB (used by SBB, ÖNB, DLA), RAK-other, PI, VD-16, AACR, LoC-NA, RSWK (used by SBB, ÖNB), PND, (used by SBB, ÖNB), RNA, VD-17, ZDB, SWD, Memo (used by DLA), ISAAR (CPF) (used by RA)
1.3.		Language Code of Main Heading		x			[x]												e.g. ISO 639-2
1.4.		Code of Script of Main Heading		x															e.g. ISO 15924
1.5.		Code of Direction of Script of Main Heading	left to right or right to left	x															
1.6.		Code of Transliteration Scheme Used for Main Heading		x															
1.7.		Encoded Information to Main Heading																	

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
1.8.		Annotations				x	[x]					[x]		x			x		
2.	Main Source for Establishment of Main Heading		Codes for the most frequent sources for the heading				x				x		x						
2.1.		Date of Source, standardized											x						
2.2.		Descriptive Rules for Conventions of Source											x						
2.3.		Annotations											x						
3.	Acronym of Main Heading						[X]	x				x			[x]		x		DLA: not as a separate field, but as "Acronym" under "Other Names, See-References" SNL-H: undistinguished from other types of see-references
3.1.		Descriptive Rule Followed																	
3.2.		Annotations																	
4.	Alternative Heading							x		x		[x]						repeatable	FDOP: not repeatable RA: uses element "Variant Form of Main Heading"
4.1.		Descriptive Rule Followed	Code for rule followed in establishing the Alternative Heading									[x]							
4.2.		Language Code																	e.g. ISO 639-2
4.3.		Code of Script																	e.g. ISO 15924
4.4.		Code of Direction of Script	left to right or right to left																
4.5.		Code of Transliteration Scheme Used																	
4.6.		Annotations																	
5.	Acronym of Alternative Heading																	repeatable	
5.1.		Descriptive Rule Followed																	
5.2.		Annotations																	

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
6.	Other Name (See-Reference)			x	x	x	x	x	x		x	x		x	x	x	x	repeatable	SNL-RHN: they are separate records linked to the reference (name) FDOP: not repeatable RA: uses element "Variant Form of Main Heading"
6.1.		Descriptive Rule Followed																	
6.2.		Type of Other Name (See-Reference)																	e.g. Parallel Name; Other Name (See-Reference) According to Local Rules
6.3.		Language Code		x															e.g. ISO 639-2
6.4.		Code of Script		x															e.g. ISO 15924
6.5.		Code of Direction of Script	left to right or right to left	x															
6.6.		Code of Transliteration Scheme Used		x															
6.7.		Annotations										[x]							
7.	Acronym of Other Name (See-Reference)						[x]					x		x	[x]		x	repeatable	DLA: not as a separate field, but under "Other Names, See-References" SNL-H: undistinguished from other types of see-references
7.1.		Descriptive Rule Followed					[x]			x	x								DLA: not as a separate field, but under "Other Names, See-References"
7.2.		Type of Other Name (See-Reference)																	e.g. Parallel Name; Other Name (See-Reference) According to Local Rules
7.3.		Annotations										[x]							
8.	See-Also-Reference: Former Name				x		x				x	x			[x]			repeatable	SNL-H: undistinguished from other types of see-also-references RA: uses element "Variant Form of Main Heading"
8.1.		Indicator for Source of See-Also-Reference																	
8.2.		Descriptive Rule Followed					x					[x]							DLA: ISN of the linked record
8.3.		Language Code	e.g. ISO 639-2				x												

Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
8.4.		Code of Script																	
8.5.		Code of Direction of Script																	
8.6.		Code of Transliteration Scheme Used																	
8.7.		Local ID				x					[x]								DLA: not as a separate field, but under "Other Names, See-References"
8.8.		National Authority ID				x					[x]								DLA: GKD number
8.9.		Other National Authority IDs				[x]											repeatable		
8.10.		ID of Cooperation Network				x											repeatable		e.g. ZKA, SWD
8.11.		ISADN																	
8.12.		LEAF ID																	
8.13.		Acronym				x					[x]						repeatable		DLA: not as a separate field, but under "Other Names, See-References"
8.14.		Place				[x]								[x]					SNL-H and DLA: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
8.15.		Date, standardized				x					[x]			[x]					SNL-H: only for temporary corporate bodies / congresses
8.16.		Annotations																	
9.	See-Also-Reference: Temporary Name			x		x				[x]	x			[x]			repeatable		SNL-H: undistinguished from other types of see-also-references RA: uses element "Variant Form of Main Heading"

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
9.1.		Indicator for Source of See-Also-Reference																		
9.2.		Descriptive Rule Followed					x					[x]								DLA: ISN of the linked record
9.3.		Language Code	e.g. ISO 639-2				[x]													
9.4.		Code of Script	e.g. ISO 15924																	
9.5.		Code of Direction of Script	left to right or right to left																	
9.6.		Code of Transliteration Scheme Used																		
9.7.		Local ID					x					[x]								DLA: ISN of the linked record
9.8.		National Authority ID					x					[x]								DLA: GKD number
9.9.		Other National Authority IDs					[x]											repeatable		
9.10.		ID of Cooperation Network																repeatable		e.g. ZKA, SWD
9.11.		ISADN																		
9.12.		LEAF ID																		
9.13.		Acronym					x					[x]						repeatable		DLA: not as a separate field, but under "Other Names, See-References"
9.14.		Place					[x]								[x]					SNL-H and DLA: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
9.15.		Date, standardized					x					[x]			[x]					SNL-H: only for temporary corporate bodies / congresses
9.16.		Annotation										[x]								

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
10.	Acronyms of Corporate Body (See-Also-References: Temporary Name)	Acronym					[x]					x						repeatable	DLA: not as a separate field, but under "Other Names, See-References"
11.	See-Also-Reference: Later Name				x		x					x			[x]			repeatable	SNL-H: undistinguished from other types of see-also-references RA: uses element "Variant Form of Main Heading"
11.1.		Indicator for Source of See-Also-Reference																	
11.2.		Descriptive Rule Followed																	
11.3.		Language Code					[x]												e.g. ISO 639-2
11.4.		Code of Script																	e.g. ISO 15924
11.5.		Code of Direction of Script	left to right or right to left																
11.6.		Code of Transliteration Scheme Used																	
11.7.		Local ID					x					[x]							DLA: ISN of the linked record
11.8.		National Authority ID					x					[x]							DLA: GKD number
11.9.		Other National Authority IDs					[x]											repeatable	
11.10.		ID of Cooperation Network																repeatable	e.g. ZKA, SWD
11.11.		ISADN																	
11.12.		LEAF ID																	
11.13.		Acronym					x					[x]						repeatable	DLA: not as a separate field, but under "Other Names, See-References"

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
11.14.		Place					[x]								[x]				SNL-H and DLA: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
11.15.		Date, standardized					x					[x]			[x]				SNL-H: only for temporary corporate bodies / congresses
11.16.		Annotations																	
12.	See-Also-Reference: Former and Later Name						x					x			[x]			repeatable	SNL-H: undistinguished from other types of see-also-references RA: uses element "Variant Form of Main Heading"
12.1.		Indicator for Source of See-Also-Reference																	
12.2.		Descriptive Rule Followed																	
12.3.		Language Code					[x]												e.g. ISO 639-2
12.4.		Code of Script																	e.g. ISO 15924
12.5.		Code of Direction of Script	left to right or right to left																
12.6.		Code of Transliteration Scheme Used																	
12.7.		Local ID					x					[x]							DLA: ISN of the linked record
12.8.		National Authority ID					x					[x]							DLA: GKD number
12.9.		Other National Authority IDs					[x]											repeatable	
12.10.		ID of Cooperation Network					x											repeatable	e.g. ZKA, SWD
12.11.		ISADN																	

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
12.12.		LEAF ID																	
12.13.		Acronym					[x]					[x]						repeatable	DLA: not as a separate field, but under "Other Names, See-References"
12.14.		Place													[x]				SNL-H: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
12.15.		Date, standardized					x					[x]			[x]				SNL-H: only for temporary corporate bodies / congresses
12.16.		Annotations																	
13.	See-Also-Reference		Any other See-Also-References			x	x				x	x			x		x	repeatable	RA: uses element "Variant Form of Main Heading"
13.1.		Indicator for Source of See-Also-Reference																	
13.2.		Descriptive Rule followed					x												
13.3.		Type of See-also-Reference					[x]												e.g. Parallel Name
13.4.		Language Code					[x]												e.g. ISO 639-2
13.5.		Code of Script																	e.g. ISO 15924
13.6.		Code of Direction of Script	left to right or right to left																
13.7.		Code of Transliteration Scheme Used																	
13.8.		Local ID					x					[x]							
13.9.		National Authority ID					[x]					[x]							
13.10.		Other National Authority IDs					[x]											repeatable	

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
13.11.		ID of Cooperation Network					[x]											repeatable	e.g. ZKA, SWD
13.12.		ISADN																	
13.13.		LEAF ID																	
13.14.		Acronym										[x]						repeatable	
13.15.		Place					[x]								[x]				SNL-Hand DLA: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
13.16.		Date, standardized										[x]			[x]				SNL-H: only for temporary corporate bodies / congresses
13.17.		Annotations																	
14.	Variant Forms of the Main Heading		Includes all forms of names that should give "See-References" to the record								x		x						only used at RA; corresponds to all "See-References" and "See-Also-References" in this table
14.1.		Code for Type of Variant Form	Type of the variant form: - Parallel form of name - Earlier name - Later name - Translation (official) - acronym										x						
14.2.		Dates of the Variant Form, standardized											x						
15.	See-Also-Reference to Other Authority Record		Live links to other records								x		x						
15.1.		Type of Relation	Subordinated to / superior Predecessor / successor Other association										x						

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
15.2.		Dates for the Period of the Relation											x						
15.3.		Annotation											x						
16.	Name, Provisional or Local Heading		Used a) when no main heading is available, b) local heading as variant from main heading				[x]				[x]	x							DLA: no separate field, under "Other Names, See-References"
17.	Translation of Name of Corporate Body						[x]					x		[x]					DLA: no separate field, under "Other Names, See-References" SNL-H: undistinguished from other types of see-references
17.1.		Code of Language of Translation																	
17.2.		Annotation																	
18.	Dates of Corporate Body, non standardized																		
18.1.		Annotations																	
19.	Dates of Corporate Body, standardized					x	x	x			x	x	x	x	[x]			x	RA: YYYY-MM-DD – YYYY-MM-DD DLA: divided into 3 fields: 1. First date of (legal) validity of corporate body 2. Last date of (legal) validity 3. First and last date non standardized (text) SNL-H: only for temporary corporate bodies / congresses
19.1.		Standard Followed in Establishing the Date										x							
19.2.		Calendar																	
19.3.		Code for Certainty of Date										x			x				e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After SNL-H: Boolean "exactness" opposed to "rounded"

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
19.4.		Annotations					x													
20.	Chronological Table, non standardized		Date + Free text				x					[x]						repeatable DLA: not repeatable		
21.	Date of First Publication of Corporate Body, non standardized																			
21.1.		Annotations																		
22.	Date of First Publication of Corporate Body, standardized																			
22.1.		Standard Followed in Establishing the Date																		
22.2.		Calendar																		
22.3.		Code for Certainty of Date																		e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
22.4.		Annotations																		
23.	Additional or Alternative Dates																			
23.1.		Annotations																		
24.	Time Period Associated with the Corporate Body, non standardized																			
25.	Time Period Associated with the Corporate Body, standardized		Code for Time Period Associated with the Corporate Body	x																
25.1.		Standard Followed in Establishing the Time Period of the Corporate Body																		
25.2.		Calendar																		

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
25.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
25.4.		Annotations																	
26.	First Known Date of Existence, non standardized		First date of existence known to the cataloguer				x												
27.	First Known Date of Existence, standardized						x												RA: DD.MM.YYYY
27.1.		Standard Followed in Establishing the First Known Date of Existence																	
27.2.		Calendar																	
27.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
27.4.		Annotations					x												
28.	Last Known Date of Existence, non standardized		Last date of existence known to the cataloguer				x												
29.	Last Known Date of Existence, standardized						x												RA: DD.MM.YYYY
29.1.		Rule Followed in Establishing the Last Known Date of Existence																	
29.2.		Calendar																	
29.3.		Code for Certainty of Date																	e.g. Approximate Date, Date Not Sure, Date Sure, Date Before, Date After
29.4.		Annotations					x												
30.	Geographic Area Associated with the Corporate Body, non standardized																		

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
31.	Code for Geographic Area Associated with the Corporate Body, standardized			x															
31.1.		Rule Followed in Establishing the Geographic Area Code of the Corporate Body																	
32.	Place				x		[x]	x	x		x	x	x	x	[x]			repeatable	DLA: not as single fields; place is in RAK part of the main heading SNL-H: in parentheses at the end of the name field; in a separate sub field only for temporary corporate bodies - congresses; not given for political/territorial corporate bodies or when the place is included in the name
32.1.		Association of Place	Term for how the place is associated with the corporate body: e.g. - business location - jurisdiction										x						
32.2.		Dates of Association, standardized	Dates for the period of the association										x						
32.3.		Annotation to Place											x						
33.	Former Place of the Corporate Body							[x]				x							
34.	Later Place of the Corporate Body							[x]				x							
35.	Temporary Place of the Corporate Body							[x]				x							
36.	Address (Street, Country, Postcode, Place, Telephone, Fax, E-mail; Address Label)			x			x							x					

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments		
36.1.		Date of Creation / Alteration of Address Data, standardized																			
37.	Address Note, Confidential			x																	
38.	URL of Website of Corporate Body						[x]													DLA: planned	
38.1.		Date of Creation / Alteration of URL Data, standardized																			
38.2.		Annotation					[x]														
39.	Other Identifying Information, non standardized							x						x				x		SBB: code of institutions which keep holdings	
40.	Superordinate Corporate Body						x													DLA: linked; name, GKD and ISN number are given	
41.	Working Relations with Persons or Corporate Bodies (Affiliations)						x							x							
42.	Relationship to Other Corporate Body				x	x	x					x			x/No	x					
42.1.		Relationship.ID												x							
42.2.		Relationship URL												x							
42.3.		Local ID																			
42.4.		National Authority ID																			
42.5.		Other National Authority IDs																			
42.6.		ID of Cooperation Network																		e.g. ZKA, SWD	
42.7.		ISADN																			
42.8.		LEAF ID																			
43.	Sector		- national - communal (regional or local) - intergovernmental - private	x										x							MLAR: Type of Agency
44.	Level of Organization		- central - regional - local	x										x							MLAR: Type of Agency

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
45.	Type According to MAB		e.g. firm, church, musical society (only German terms)				x							x					DLA: sometimes
46.	Code of Subject Class		e.g. AR=Architecture etc.									[x]							
46.1.		Rule Followed in Establishing the Code of Subject Class																	
47.	Additional Keywords						x											repeatable	DLA: Additional keywords for the standardization of old-fashioned or unusual parts of the name
47.1.		Rule Followed in Establishing the Additional Keywords																	
48.	Subject Terms for Functions and Activities		Links to a thesaurus										x						RA: Entered by linking to a thesaurus, whose terms are either established by the National Archival Database project or the Royal Library Subject Headings (links to LoC subject headings are planned)
48.1.		Thesaurus Code	Code identifying the chosen thesaurus										x						
48.2.		Thesaurus Record Identifier											x						
48.3.		Thesaurus Term											x						
48.4.		Classification Number											x						
48.5.		Explanatory Term	Free, local term associated with the thesaurus term										x						
49.	Reference to Documents Establishing the Corporate Body												x						
49.1.		Reference Code of Doc.											x						
49.2.		Type of Document	e.g. Royal edict, articles of association, statutes										x						
49.3.		Date, standardized											x						
49.4.		Title / Note											x						
50.	Administrative History / Biography			x									x		x				RA: xml-fragment identical with the <bioghist> in EAD

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
51.	Publications		Publications of corporate body				[x]					x						repeatable	DLA: included in "Literary References"
52.	Literary References						x												DLA: both about and from the corporate body
53.	Nationality of Corporate Body, non standardized							x	x			x						x	
54.	Nationality of Corporate Body, standardized		Country/Countries of the corporate body: Country Code				x				x	x	x	x					RA: besides ISO country codes and names also Swedish place names, developed by RA DLA: DIN EN 23166 (German version of 3166)
54.1.		Rule Followed in Establishing the Country Code	e.g. UNIMARC, DIN EN ISO 3166-1	x								[x]							
54.2.		Annotation		x															
55.	Language(s) of the Corporate Body, non standardized		Language of the Corporate Body							x								repeatable	
56.	Language Code(s) of the Corporate Body, standardized		Code for the language used in the Corporate Body	x							x							repeatable	
56.1.		Rule Followed in Establishing the Language Code of the Corporate Body	e.g. ISO 639 /DIN 2335, UNIMARC																
56.2.		Annotation																	
57.	Source Citation		Citation for a work/works consulted for the creation/enhancement of the data record	x		x	x	x			x	x							
58.	Source Data Not Found		Citation for a work/works consulted for the creation/enhancement of the data record without having found relevant information.	x		x						[x]							
59.	Character Set Present in Record		Principal graphic character set used in the record, e.g. ASCII	x															

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
60.	External Information						[x]						x						DLA : desirable (planned)
60.1.		Documentation	Link to HTML- documentation about corporate body				[x]					x							
60.2.		Electronic Book	Link to Electronic Book				[x]					[x]							
60.3.		Facsimile of Logo of Corporate Body					[x]												
60.4.		Illustration	Link to Illustration/Portrait				[x]					x							
60.5.		Music	Link to audio file (music)				[x]					[x]							
60.6.		External Program	Link to external program (e.g. external data base)				[x]					[x]							
60.7.		Spoken Text	Link to audio file (spoken text)				[x]					[x]							
60.8.		Video	Link to video file				[x]					[x]							
60.9.		Multimedia	Link to multimedia application				x					[x]							
60.10.		Institutions holding manuscripts					[x]												
60.11.		Annotation to External Information					[x]					[x]							
61.	Entity Category of Record		Category of Heading: e.g. Corporate Body	x								x							
62.	Type of Record		e.g. authority record/ non- authority biographical record/ etc.	x		x	no?				x	x			x	x			MLAR: authority/explanatory reference/general reference SNL-RHN: In 2 Booleans: 1. authority / non authority 2. person / family or corporate body
63.	Level of Establishment		Special code to show if the record is minimal level or more complete	x			x					[x]		x	x		x		SBB: included in "General Notes" USMARC: fully established / memorandum / provisional / preliminary / not applicable SNL-H: mandatory

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
64.	Encoding Level		e.g. complete / incomplete / validated / not validated authority record	x		x					[x]				x				
65.	Code for Report to Authority File / Central Archive of Autographs		code indicates if the record will be reported / has been reported / will not be reported to the relevant authority file(s)				x?					x						repeatable	
66.	Record Status		Indication of current status of data record (new/ modified/ intended to be deleted/split/replaced etc.)	x		x	x				x		x	x	[x]		x		SNL-H: Available in MARC21 but not used by SNL DLA: repeatable
67.	Record Update in Progress			x															USMARC: record can be used / record is being updated
68.	Modified Record (record with special characters omitted)			x															USMARC: not modified / shortened / missing characters
69.	Mark/Sign of Individualization		Individualized / not individualized				x												
70.	Access to data		Statement on data security/restrictions and copyright				[x]					x						repeatable	
71.	Copyright		Holder(s) of copyright of the work of the corporate body				x					[x]						repeatable	
71.1.		Date of End of Protection, Standardized					x												DLA: Year
71.2.		Encoded Information					x												DLA: U = Owner of Copyright ; W = Other Corporate body
71.3.		Annotations					x												
72.	Language of the Record, non standardized		Language used in cataloguing																RA: proposed addition
73.	Language of the Record, standardized		Code for the language used in Cataloguing	x		x					x								

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments	
73.1.		Rule followed in establishing the language code of the record	e.g. ISO 639 /DIN 2335, UNIMARC																	
74.	Script of Cataloguing / Catalogue			x							x									
75.	Record Identifier		Unique Identifier of data record	x	x	x	x	x		x	x	x	x	x	x	x	x			
76.	National Authority Record ID		e.g. ID of PND, GKD				x	x				x		x		[x]				DLA: GKD number SNLH-RHN: URL, currently unused
76.1.		Code of National Authority File	e.g. PND, GKD																	
76.2.		Encoded Information																		
77.	Other National Authority IDs		e.g. ID of SWD, ZKA				x					x						repeatable		
77.1.		Code of National Authority File	e.g. SWD, ZKA																	
77.2.		Encoded Information																		
78.	ID Nr of Cooperation Network						x							x						DLA: SWB number
78.1.		Code of Cooperation Network	e.g. ÖBV, HEBIS																	
78.2.		Encoded Information					[x]													DLA: Number of Delivery / National Number / Number of Superordinate Corporate Body
79.	ISADN		International Standard Authority Data Number (to be mandatory when such a number is developed)	x																
79.1.		Encoded Information																		
80.	LEAF ID																			
80.1.		Encoded Information																		
81.	Agency/Agent Making the Record Available		Code for the agency or agent making the record available	x		x														
82.	Source Agency/Agent of the Record		Code for source agency or agent of the data record	x			x				x	x		x	x		x			SNL-H: mandatory if applicable
82.1.		ID Nr of Source Agency/Agent					x													

	Element	Qualifier	Definition	MLAR ¹	BL ²	BN	DLA	FDOEP	GSA ³	IMEC	NUK	ONB-NAK ⁴	RA	SBB	SNL-H	SNL-RHN	UCM	Properties	Comments
83.	Transcribing Agency/Agent		Code for the agency or agent transcribing the record	x											x				
84.	Modifying Agency/Agent		Code for the agency or agent modifying the record	x			[x]												
85.	Export to Agent/External Database						x											repeatable	
86.	State of Export to Agent/External Database						x											repeatable	
87.	Agents of the Modifications of the Record						x			x	x	x	x	x	x				SNL-H: in coded form (operator number) SNL-H: repeatable; mandatory if applicable
88.	Date of Creation of the Record		Date and time record first entered the local file.	x	x	x	x	x		x	x	x	x	x	x	x	x		
89.	Version Identifier		Date and time of latest transaction to modify the record in the "home" file.	x	x	x	x	x		x	[x]	x	x	x	x	x	x		
90.	General Notes		Any type of information about the data record not to be allocated to any other element/ qualifier	x		x	x	x	x	x	x	x		x	x		x	repeatable	
90.1.		Code for Type of Note		x															
91.	Internal General Notes		not visible in any OPAC, hidden to public access	x			x				x			x					
91.1.		Code for Type of Note																	
92.	Notes for the Central Archive of Autographs		Text									[x]							

Table 2: LEAF Metadata Table: Corporate Bodies

[Table 1: LEAF Metadata Table: Person Names](#)..... 24

[Table 2: LEAF Metadata Table: Corporate Bodies](#)..... 44

¹ *Mandatory Data Elements for Internationally Shared Resource Authority Records*, proposed by the **IFLA UBCIM Working Group on Minimal Level** IFLA Universal Bibliographic Control and International MARC Core Programme (UBCIM), <http://www.ifla.org/Vl/3/p1996-2/mlar.htm>.

² **BL notes:** The BL indexes relatively few Corporate Bodies. It now uses its own in-house rules but it has not always been consistent in the past. The form of name selected for the main heading is generally that in use during the period covered by the archive which is being catalogued. See an later or temporary names at the discretion of the cataloguer.

The Place (Element 100) is only sometimes mentioned. In the case of national bodies, BL does not usually include England or Great Britain. A number Royal Opera House, Abbey of St Peter (Westminster Abbey) are indexed under the heading London, even though it does not appear in their formal The data elements are often part of a single string and not easily separable.

³ **GSA notes:** at present there is no separate data file for corporate bodies, but they are kept within the records of documents they are mentioned in being used within the letter database at the moment.

⁴ **ÖNB notes:** [x] = provided by Allegro-HANS but presently not used in "Nachlass- und Autographenkatalog".

Definitions, Acronyms and Abbreviations

The following list provides the definitions and abbreviations used within this document.

- AACR** Anglo-American Cataloguing Rules, <http://www.nlc-bnc.ca/jsc/>
- ASCII** American Standard Code for Information Interchange
- DIN EN** Deutsche Industrie Norm/Europäische Norm, <http://www.din.de/>
- EAD** Encoded Archival Description, <http://www.loc.gov/ead/>
- GKD** Gemeinsame Körperschaftsdatei
- HEBIS** Hessisches BibliotheksInformationsSystem, <http://www.hebis.de/index.html>
- HTML** Hypertext Markup Language, <http://www.w3.org/MarkUp/>
- ID** Identification number
- IFLA** International Federation of Library Associations and Institutions
- IFLA UBCIM** International Federation of Library Associations and Institutions /Universal Bibliographic Control and International MARC Programme, <http://www.ifla.org/VI/3/ubcim.htm>
- ISAAR (CPF)** International Standard Archival Authority Record for Corporate Bodies, Persons and Families, <http://www.ica.org/>
- ISADN** International Standard Authority Data Number, <http://www.ifla.org/VI/3/p1996-2/mlar.htm>
- ISN** International Standard Number
- ISO** International Organization for Standardization, <http://www.iso.org/>
- IST** Information Society Technologies, <http://www.cordis.lu/ist/home.html>
- LEAF** Linking and Exploring Authority Files, <http://www.leaf-eu.org>
- LoC-NA** Library of Congress Name Authorities, http://lcweb.loc.gov/cds/name_aut.html
- MAB** Maschinelles Austauschformat für Bibliotheken, <http://www.ddb.de/professionell/mab.htm>
- MARC** Machine Readable Cataloguing, <http://www.loc.gov/marc/>
- MLAR** Minimal Level Authority Records, <http://www.ifla.org/VI/3/p1996-2/mlar.htm>
- ÖBV** Österreichischer Bibliothekenverbund, <http://www.bibvb.ac.at/>
- ÖNB-NAK** Österreichische Nationalbibliothek – Nachlaß- und Autographenkatalog, <http://nak.onb.ac.at/cgi-bin/allegro/nak/nak.pl>
- OPAC** Online Public Access Catalogue
- PI** Preußische Instruktionen
- PND** Personennamendatei, <http://www.ddb.de/professionell/pnd.htm>
- RAK** Regeln für die alphabetische Katalogisierung
- RAK-DDB** Regeln für die alphabetische Katalogisierung, Anwendung Der Deutschen Bibliothek
- RAK-ÖB** Regeln für die alphabetische Katalogisierung in öffentlichen Bibliotheken
- RAK-WB** Regeln für die alphabetische Katalogisierung in wissenschaftlichen Bibliotheken
- RNA** Regeln zur Erschließung von Nachlässen und Autographen, <http://zka.sbb.spk-berlin.de/rna/>
- RSWK** Regeln für die Schlagwortkatalogisierung

- SNL-H** Swiss National Library – Helveticat, http://www.vtls.snl.ch/gateway_01/german/vtls.html
- SNL-RHN** Swiss National Library - Repertorium der handschriftlichen Nachlässe, <http://www.snl.ch/reperto/alsrep.htm>
- SWB** Südwestdeutscher Bibliotheksverbund, <http://www.bsz-bw.de/>
- SWD** Schlagwortnormdatei, <http://www.ddb.de/professionell/gkd.htm>
- UNIMARC** Universal Machine Readable Cataloguing, <http://www.ifla.org/VI/3/p1996-1/sec-uni.htm>
- URL** Uniform Resource Locator, <http://www.w3.org/Addressing/>
- USMARC** United States Machine Readable Cataloguing, <http://www.loc.gov/marc/>
- VD-16** Das Verzeichnis der im deutschen Sprachraum erschienenen Drucke des 16. Jahrhunderts, <http://www.bsb-muenchen.de/katalog/vd16.htm>
- VD-17** Das Verzeichnis der im deutschen Sprachraum erschienenen Drucke des 17. Jahrhunderts, <http://www.vd17.de/>
- WP** Work Package
- XML** Extensible Markup Language, <http://www.w3.org/XML/>
- ZKA** Zentralkartei der Autographen, <http://www.sbb.spk-berlin.de/deutsch/abteilungen/handschriftenabteilung/aufgaben.html#autographen>

Partner**Acronyms:**

- BL** British Library
- BN** Biblioteca Nacional
- CNS** Crossnet Systems Ltd.
- DLA** Deutsches Literaturarchiv
- FDÖP** Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie
- GSA** Goethe- und Schiller-Archiv
- IMEC** Institut Mémoire de l'Édition Contemporaine
- JRS** Joanneum Research
- NUK** National and University Library, Ljubljana, Slovenia
- ÖNB** Österreichische Nationalbibliothek
- RA** Rijksarkivet
- SBB** Staatsbibliothek zu Berlin
- SNL** Swiss National Library
- UCM** Biblioteca de Universidad Complutense de Madrid
- UoB** University of Bergen