
A.2 Geographic Place Authority

A.2.1 ABOUT THE GEOGRAPHIC PLACE AUTHORITY

A.2.1.1 Discussion

The Geographic Place Authority contains information about geographic places important to the cultural works and creators. The places noted in this authority include both physical features and administrative entities.

Physical Features

Physical features include entities that are part of the natural physical condition of the planet, such as continents, rivers, and mountains. Surface features as well as underground and submarine features may be included, as necessary. Former features, such as submerged islands and lost coastlines, may also be included, as necessary.

Places on planet Earth, other planets, and other celestial bodies may be included. Mythological, legendary, and imaginary places (for example, *Atlantis*, *Garden of Eden*, *Wonderland*) should be recorded in the Subject Authority.

Administrative Geographic Entities

Administrative geographic entities include man-made or cultural entities typically defined by political and administrative boundaries, such as empires, nations, states, districts, townships, and cities. Entities set up by ecclesiastical or tribal governing bodies may also be included, as necessary. Both current and historical places, such as deserted settlements and former nations, may be included. Most records in this authority will probably represent nations and the administrative subdivisions and inhabited places belonging to them.

The Geographic Place Authority may contain names for archaeological sites (for example, *trench A66 (Flag Fen, Essex, England)*) and street addresses. This authority may also include what are called *general regions*, that is, recognized, named areas with undefined, controversial, or ambiguous borders. An example is the Middle East, which refers to an area in southwestern Asia and northeastern Africa that has no defined borders and is variously interpreted to mean different sets of nations.

Terminology for generic cultural and political groups is outside the scope of this authority file, and should generally be recorded in the Concept Authority. However, the political state of a cultural or political group, and the territory within its boundaries, are within the geographic authority scope. For example, the *Ottoman Turks* are outside the scope, though the *Ottoman Empire* could be included.

Built works are generally outside of the scope and should be recorded as works or in the Subject Authority, depending on local practice (see A4: Subject Authority).

Geographic Places and Locations of Works

Geographic place terms are used primarily in describing the location of works. In the case of built works (such as the *Arch of Constantine*), monumental sculpture, and certain other works, this may be a city, such as *Rome (Italy)*, or other geographic place controlled by the authority file. For other works, such as a painting, the locations are often administrative repositories, such as museums and other institutions, which should be controlled by corporate name authority records, which in turn would have a location field in which the link to the geographic place would be maintained (see Chapter 5: Location and Geography and A1: Personal and Corporate Name Authority).

When cataloging a work located in a building such as a church, for example, *Santa Croce (Florence, Italy)*, or another building that does not house a museum, building names should generally be recorded in the Subject authority. These records may be linked to the location fields of works as necessary (see A4: Subject Authority and Chapter 5: Location and Geography).¹ Alternatively, buildings may be cataloged as built works in their own Work Records, and linked to other Work Records as necessary.²

Ambiguity and Uncertainty

When creating an authority record, the cataloger should state only what is known about a geographic place. When information is uncertain, it may still be recorded, but with an indication of uncertainty or approximation—such as *ca.* or *probably*—in the Note field. Important information in the Note field should be indexed in controlled fields. Rules should be in place to ensure consistency in recording uncertain data. For example, if it is uncertain whether an ancient town has a modern equivalent, rather than mistakenly linking the ancient name with the modern town in the same record, a separate record should be made for the ancient town until such time that the question is resolved through additional research.

Organization of the Data

The various names that might apply to a place are critical access points and therefore required. The place type, which describes the kind of place represented (*nation, city, or mountain*, for example), is also required.

Ideally, this authority should be in the form of a thesaurus to allow for equivalence, associative, and whole-part relationships (see Part 1: Authority Files and Controlled Vocabulary: Thesaurus). An indication of the broader context of the place is also required (for example, the broader context for *Ethiopia* is *Africa*). Having a hierarchical structure that allows for the place name to be displayed within its broader contexts, either indented in vertical displays or concatenated in horizontal strings, is recommended.

Some fields in this authority may be used for display. Others are intended for retrieval. If the horizontal parent string is constructed by hand (in the absence of a hierarchical structure, from which it could be concatenated), broader context display would be a display field. In the absence of a hierarchical structure, a broader context display field could be constructed by hand (for example, *Dunhuang, Gansu, China*). If date fields are included, they may include fields intended for display and others for indexing and retrieval.

Coordinates should be recorded in appropriate sets (such as latitude and longitude), but the sets need not be repeatable. The note need not be repeatable. All other elements should be repeatable. The hierarchical structure should allow poly-hierarchical relationships (a place may have two broader contexts, for example). One of the names should be flagged as preferred. A brief discussion of the elements or fields recommended for this authority file is included in this section. For further discussion of this authority file and additional fields, see the *Categories for the Description of Works of Art: Place/Location Identification* authority. For a fuller set of editorial rules for geographic names, see the *Getty Thesaurus of Geographic Names Editorial Guidelines*.³ For further discussion of the relationships between this authority and the Work Record, see Chapter 5: Location and Geography.

Recommended Elements

A list of the elements discussed in this chapter appears below. Required elements are noted. Display may be a free-text field or concatenated from controlled fields.

- Names (preferred, alternates, and variants) (required)
- Broader Context (required)
- Place Type (required)
- Coordinates
- Note
- Related Places
- Relationship Type
- Dates
- Sources (required)

About the Examples

The examples throughout this section are for illustration only. Local practice may vary. The examples tend to show the fullest possible use of display and indexing fields, which may not be necessary for all institutions.

A.2.1.2 Terminology

A.2.1.2.1 Names

Published sources of geographic information include the following:

Getty Vocabulary Program. *Getty Thesaurus of Geographic Names* (TGN). Los Angeles: J. Paul Getty Trust, 1988-. http://www.getty.edu/research/conducting_research/vocabularies/tgn/.

National Geospatial Intelligence Agency (NGA), formerly United States National Imagery and Mapping Agency (NIMA). (Advised by the US Board on Geographic Names USBGN). *GEOnet Names Server* (GNS). <http://earth-info.nga.mil/gns/html/> [foreign names].

United States Geological Survey (USGS). *Geographic Names Information System* (GNIS) [online database]. Washington: U.S. Geological Survey, 1998-. <http://geonames.usgs.gov> (January 7, 2004).

Library of Congress Authorities. *Library of Congress Subject Headings*. Washington, DC: Library of Congress, 2005. <http://authorities.loc.gov/>.

Times Atlas of the World. 10th comprehensive ed. New York: Times Books, 1999.

New International Atlas. 25th anniversary ed. Reprinted, Chicago: Rand McNally, 1994.

Princeton Encyclopedia of Classical Sites. 2nd ed. Princeton, NJ: Princeton University Press, 1979.

Cohen, Saul B., ed. *Columbia Gazetteer of the World*. New York: Columbia University Press, 1998.

Merriam-Webster's Geographical Dictionary. 3rd ed. Springfield, MA: Merriam-Webster, 1997.

Additional encyclopedias and dictionaries of geographic information may be used as sources for geographic names.

A.2.1.2.2 Place Types

Place types may be controlled by the place type values in the *Getty Thesaurus of Geographic Names* or, for many terms, by using the *Getty Art & Architecture Thesaurus* (AAT).

Getty Vocabulary Program. *Getty Thesaurus of Geographic Names* (TGN). Los Angeles: J. Paul Getty Trust, 1988-. http://www.getty.edu/research/conducting_research/vocabularies/tgn/.

Getty Vocabulary Program. *Art & Architecture Thesaurus*. Los Angeles: J. Paul Getty Trust, 1988-. http://www.getty.edu/research/conducting_research/vocabularies/aat/. (Especially the Settlements and Landscapes hierarchy).

National Geospatial Intelligence Agency (NGA), formerly United States National Imagery and Mapping Agency (NIMA). (Advised by the U.S. Board on Geographic Names USBGN). *GEOnet Names Server* (GNS). <http://earth-info.nga.mil/gns/html/> [foreign names].

A.2.1.2.3 Coordinates

Coordinate information must be formatted consistently to allow retrieval. Local rules should be in place. The format is described in the ISO standard. The other sources named provide the coordinate values.

The ISO standards for geographic information are still in the process of being written. In the meantime, many of the issues the ISO committees are discussing are addressed in Wolfgang Kresse and Kian Fadaie's *ISO Standards for Geographic Information* (Berlin: Springer, 2004).

Getty Vocabulary Program. *Getty Thesaurus of Geographic Names* (TGN). Los Angeles: J. Paul Getty Trust, 1988-. http://www.getty.edu/research/conducting_research/vocabularies/tgn/.

National Geospatial Intelligence Agency (NGA), formerly United States National Imagery and Mapping Agency (NIMA). (Advised by the U.S. Board on Geographic Names USBGN). *GEOnet Names Server* (GNS). <http://earth-info.nga.mil/gns/html/> [foreign names].

United States Geological Survey (USGS). *Geographic Names Information System* (GNIS). Washington: U.S. Geological Survey, 1998-. <http://geonames.usgs.gov> (accessed January 7, 2004).

A.2.1.2.4 Dates

Date information must be formatted consistently to allow retrieval. Local formatting rules should be in place; suggested formats are available in the ISO standard and *W3C XML Schema Part 2*.

ISO 8601:2004 Numeric representation of Dates and Time. *Data elements and interchange formats. Information interchange. Representation of dates and times*. Geneva, Switzerland: International Organization for Standardization, 2004.

XML Schema Part 2: Datatypes, 2001. <http://www.w3.org/TR/xmlschema-2/>.

A.2.1.2.5 Other Elements

Related places may be controlled by linking to other records in this authority file.

A.2.2 EDITORIAL RULES

A.2.2.1 Rules for Place Names

A.2.2.1.1 *Brief Rules for Place Names*

Record one or more proper names, appellations, nicknames, or other identifying phrases for the place. It is required to record at least one name—the preferred name, that is, the one used most often in standard sources.

Capitalization and Abbreviations

Capitalize proper names.

Examples

Name: Siena

Name: Beijing

Name: Flanders

Name: Nile River

Name: Northern Sporades Islands

Generally, if the preferred name includes an article or preposition (such as *los*, *il*, *la*, *l'*, *de*, *des*, *della*), use lowercase. If an article or preposition is the first element in the name, however, spell it with an initial capital letter. Consult standard reference sources for guidance on the capitalization of articles and prepositions for each name (see Terminology above).

Examples

[for an Olmec site, *de los* is in lowercase]

Name: Laguna de los Cerros

[for a city, *los* is capitalized]

Name: Los Angeles

Avoid abbreviations for the preferred name. Include common abbreviations in alternate names to provide additional access points (for example, *Mt. Etna*, *St. Louis*, *USA*).

Language of the Names

For the preferred name, use the name in the language of the catalog record, if applicable. For example, in English use *Venice*, rather than the Italian *Venezia*. This will apply to the names of nations, certain internationally known cities, and major physical features. Other than these, place names generally do not have an English equivalent. In such cases, prefer the local (vernacular) name as found in authoritative English-language sources. Do not translate place names into English unless an English-language equivalent is found in a standard source.

A.2.2.1.2 *Additional Recommendations for Names*

A.2.2.1.2.1 PREFERRED NAME

For each place, label one name or appellation as preferred. Choose the name used most often in standard authoritative sources in the language of the catalog record (for example, in the United States, the English *Morocco* should typically be the name preferred over the transliterated Arabic *Al-Magreb*).

Examples

Name: Greece (preferred)

Name: Italy (preferred)

Name: Mongolia (preferred)

Name: Mexico City (preferred)

For each geographic place record, label one name as preferred. To select a preferred name, consult the recommended sources for terminology. For names that are not found in standard sources, consult maps and other published sources. If sources disagree, go down the list of preferred sources and use the name in the first-listed source. In the rare case when a name cannot be found in a published source, construct a preferred name based on *Anglo-American Cataloguing Rules: 23* (Geographic Names) or the *Chicago Manual of Style* (Place Names).

A.2.2.1.2.2 ADDITIONAL NAMES

Include alternate and variant names that appear in published sources and represent significant differences in form or spelling. Include names in multiple languages, variants that differ in diacritics and punctuation, name inversions, transliterations, variant transliterations, and historical names. Include common abbreviations and nicknames, if appropriate.

Examples

Names: Lisbon (preferred) • Lisboa • Lisbonne • Felicitas Julia (historical)

Names: Tokyo (preferred) • Tōkyō • Tokio • Edo • Yeddo

Names: Philadelphia (preferred) • City of Brotherly Love

A.2.2.1.2.3 NATURAL AND INVERTED ORDER

In most cases, record preferred names for administrative places, such as cities and nations, in natural order (for example, *Los Angeles*, not *Angeles*, *Los*). Rare exceptions may be found in standard sources (for example, *Hague*, *The*). Record the preferred names for physical features and certain other types of places in inverted order (for example, *McLaughlin*, *Mount*, for indexing and alphabetical lists), but include the natural order form of the name as an alternate name (for example, *Mount McLaughlin*, for displays). Use the indexes of standard sources to determine when names should be inverted.

For the natural order form of the name, record the full name in natural word order (for example, *United States of America*).

For the inverted order form of the name, record the trunk or core of the name first, comma, and the word or words describing its place type (which will be in the language of the name).

Examples

[for a lake]

Names: La-Croix, Lake (preferred, inverted) • Lake La-Croix (display name)

[for a creek, *arroyo* means small river or creek]

Names: Abuelos, Arroyo de los (preferred, inverted) • Arroyo de los Abuelos (display name)

A.2.2.1.2.4 VARIOUS KINDS OF NAMES

Include names as outlined below.

Fullness of the Name

Include significant differences in the fullness of the name, particularly when they help to distinguish between two places that could be confused (for example, with the two nations called *Congo*). Given that the purpose of the preferred name is to identify the place in displays, the preferred name will not necessarily be the fullest official name, but may instead be a shorter and commonly used name (as found in authoritative sources).

Examples

[for the former Zaire]

Names: Congo (preferred) • Democratic Republic of the Congo • Zaire (historical)

[for the former Congo Brazzaville]

Names: Congo Republic (preferred) • Republic of the Congo • Congo • Congo Brazzaville (historical)

Abbreviations

Include commonly used abbreviations and initials as variant names. Include ISO codes, U.S. postal codes, or other commonly used standard codes. In general, avoid abbreviations in the preferred name, unless the official, commonly used name contains initials or abbreviations.

Examples

Names: Saint Vincent (preferred) • St. Vincent

Names: United Kingdom (preferred) • UK • GBR (ISO 3-letter code)

Names: California (preferred) • CA (U.S. Postal code)

Names in Different Languages

If the place is known by variant names in different languages, include them as variant names.

Examples

Names: Strasbourg (preferred) • Strassburg • Estrasburgo

Names: Egypt (preferred) • Miṣr • Jumhuriyah Miṣr al-'Arabiyah • Arab Republic of Egypt
• Égypte • Agypten

A.2.2.2 Rules for Other Elements

A.2.2.2.1 Rules for Place Type

Record one or more words or phrases that characterize significant aspects of the place, including its role, function, political anatomy, size, or physical characteristics.

Examples

Place Type: nation

Place Type: province

Place Type: inhabited place

Place Type: archaeological site

Place Type: valley

Specificity

Use the most specific place type applicable (that is, *archaeological site* rather than *site*), if known.

Capitalization and Abbreviation

Use lowercase for place types unless the term includes a proper name of a period, culture, or the like.

Example

[for Cissbury Ring, West Sussex, England]

Place Types: deserted settlement • Iron Age center

A.2.2.2.2 Rules for Hierarchical Placement

Record the hierarchical (whole-part) relationships between a place and another place, such as between cities and the nations to which they belong by placing the record in a hierarchy.

Example

Africa (continent)

..... Benin (nation)

..... Atakora (province)

..... Bassila (inhabited place)

Levels of Parents

Be consistent in how many levels of subdivisions will be used within each nation. For all nations, include one level of subdivision, if possible. For large nations with large subdivisions, include both first-level and second-level subdivisions, if possible (for example, include both the first-level subdivision states and the second-level counties in the United States, such as *Corinth, Knox County, Tennessee, United States*).

If the authority file includes extraterrestrial places, include the level of planet.

Example

Mars (planet)
..... Planum Australe (plain)

Multiple Parents

If possible, use a polyhierarchy to link a place to multiple parents, as necessary. Examples include linking a disputed territory to multiple nations or a city to both its current and historical parents. In the example, the inhabited places linked to the historical parent Etruria would also be linked to the appropriate administrative region in modern Italy (some are in Tuscany, others in other regions).

Examples

[for the ancient confederation of Etruria]

Europe (continent)
.... Italian Peninsula (peninsula)
..... Etruria (former group of nations, states, cities)
..... Arezzo (inhabited place)
..... Bologna (inhabited place)
..... Cerveteri (inhabited place)
..... Chianciano Terme (inhabited place)
..... Chiusi (inhabited place)
..... Cortona (inhabited place)
..... Fiesole (inhabited place)
..... [and so on]

[for the modern region of Tuscany; Arezzo, Chiusi, and others appear in both views of the hierarchy]

Europe (continent)
... Italy (nation)
..... Tuscany (region)
..... Arezzo (inhabited place)
..... Chiusi (inhabited place)
..... Cortona (inhabited place)
..... Fiesole (inhabited place)
..... Florence (inhabited place)
..... Lucca (inhabited place)
..... Pisa (inhabited place)
..... San Gimignano (inhabited place)
..... Siena (inhabited place)
..... Volterra (inhabited place)

A.2.2.2.3 Rules for Sources

Include citations for the vocabulary resource or other published or unpublished work that was the source of names, note, or other information in the Authority Record. Using a Source Authority is recommended (see in *Categories for the Description of Works of Art: Related Textual References*). Whether or not a Source Authority is used, record citations consistently, using the rules in the *Chicago Manual of Style*.

A.2.2.2.4 Additional Elements

A.2.2.2.4.1 INCLUDE ADDITIONAL ELEMENTS AS NECESSARY

Additional elements may be included if necessary. For more information regarding elements in an Authority Record for geographic places, consult the place/location identification authority in *Categories for the Description of Works of Art* and the *Getty Thesaurus of Geographic Names Editorial Guidelines*, *MARC21 Concise Format for Authority Data*, and *MADS: Metadata Authority Description Schema*.⁴

A.2.2.2.4.2 RECORD TYPE

CCO recommends using a Record Type element, though it is an administrative rather than a descriptive metadata element and therefore outside of the scope of this manual. Record Type should be used to distinguish records for physical features and administrative entities. See the discussion in *Categories for the Description of Works of Art: Place/Location Authority*.

A.2.2.2.4.3 COORDINATES

Record a set of numbers to define points on the earth's surface that correspond to the physical location of the place. Use an authoritative source for coordinates. Latitude is the angular distance north or south of the equator, measured along a meridian. Longitude is the angular distance east or west of the Prime Meridian at Greenwich, England.

In atlases and many other sources, latitude and longitude are expressed as degrees, minutes, and seconds with a directional indicator (east, west, north, or south). In some sources, latitude and longitude may be expressed as decimal degrees (used by GIS and other systems). For decimal degrees, the minutes of latitude and longitude are converted to decimal fractions of degrees; coordinates south of the equator and west of the prime meridian are expressed as negative numbers. In the examples below, both degrees-minutes-seconds and decimal degrees are displayed for each point.⁵

The minimum requirement for geographic coordinates would be a representation of a single point for each place, corresponding to a point in or near the center of the inhabited place, political entity, or physical feature. For linear features such as rivers, record the point representing the source of the feature.

Example

[for the Great Zimbabwe ruins]

Coordinates:

Lat: 20 16 00 S degrees minutes seconds

Long: 030 54 00 E degrees minutes seconds

(**Lat:** -20.2667 decimal degrees)

(**Long:** 30.9000 decimal degrees)

In addition to the coordinates representing the center, a set of four bounding coordinates may be used to roughly encompass the area of a geographic feature or administrative entity.

Example

[for the Great Lakes Region]

Coordinates:

Lat: 45 00 00 N degrees minutes seconds

Long: 085 00 00 W degrees minutes seconds

(**Lat:** 45.0000 decimal degrees)

(**Long:** -85.0000 decimal degrees)

Bounding Coordinates:

South Bounding Lat: 43 09 25 N degrees minutes seconds

North Bounding Lat: 48 48 46 N degrees minutes seconds

East Bounding Long: 082 29 53 W degrees minutes seconds

West Bounding Long: 092 01 17 W degrees minutes seconds

(**South Bounding Lat:** 43.1560 decimal degrees)

(**North Bounding Lat:** 48.8120 decimal degrees)

(**East Bounding Long:** -82.4910 decimal degrees)

(**West Bounding Long:** -92.0160 decimal degrees)

A.2.2.2.4.4 RELATED PLACES

Link to records for related places as necessary, similar to a *see also* reference. These relationships are called associative relationships. See Part 1: Authority Files and Controlled Vocabularies.

Relationship Type

Record the type of relationship between two places. Examples include *ally of*, *predecessor of*, *successor of*, *related to*, *distinguished from*.

Related Place Name

Record (or link to) the name of the related place. It should be a link to the Authority Record for the related place.

Examples

[for the South Sea Islands, which are often confused with Oceania]

Related Place:

Relationship Type: distinguished from

Related Place: Oceania

[for Orvieto and its Guelf allies]

Related Place:

Relationship Type: ally of

Related Place: Bologna (Emilia-Romagna, Italy)

A.2.2.2.4.5 NOTE

Record a free-text descriptive note to explain pertinent information about the place, such as a brief history, why it is important to art history, or how it is distinct from another nearby place with the same or a similar name.

Example

[Luxor (Upper Egypt region, Egypt)]

Note: With the village of Karnak, Luxor is located on the site of ancient Thebes (capital of the New Kingdom). It is noted for having ruins of many temples and burial grounds. When Thebes declined, Luxor remained the more heavily populated part of the ancient city and grew into a modern market town.

A.2.2.2.4.6 DATES

Record dates for various elements throughout the record, such as dates when a place was inhabited, when a particular name was used, or when a relationship between two places was extant.

A.2.3 PRESENTATION OF THE DATA

A.2.3.1 Display and Indexing

A.2.3.1.1 *Free-Text vs. Controlled Fields*

For a discussion of when and why separate free-text and controlled fields are recommended, see Part 1: Database Design and Relationships: Display and Indexing.

A.2.3.1.1.1 INDEXING AUTHORITY INFORMATION

A repeatable field should be used for names. Place types should be a repeatable controlled field. Sets of coordinates need not be repeatable. Dates should be controlled and consistently formatted. To control terminology for sources, use controlled lists or a separate authority file for sources. Linking to multiple related places and polyhierarchical relationships should be possible (for further discussion, see Part 1: Authority Files and Controlled Vocabularies: Thesaurus).

A.2.3.1.1.2 CONCATENATING AUTHORITY INFORMATION

If this element does not have a hierarchical structure, catalogers may need to enter both the most specific and a more general term. Where appropriate for the sake of clarity, it should be possible to display the place name with its broader contexts in horizontal strings, in the Location element of the Work Record, for example. This is ideally done by concatenating data from the controlled fields and linked broader contexts. If this is not possible, a free-text broader context display field may be used instead. The example below illustrates both the hierarchical

relationships and a free-text broader context display in the same record. Hierarchical displays are recommended, where pertinent, and should use indentation to indicate broader-narrower contexts.

Example

Names:

Mexico City (preferred)
Ciudad de México
Mexiko, Ciudad de
Tenochtitlán (historical)

Broader Context display: Distrito Federal, Mexico

Hierarchical Position:

North and Central America (continent)
..... Mexico (nation)
..... Distrito Federal (national district)
..... Mexico City (inhabited place)

Place Type: inhabited place

Coordinates:

Lat: 19 24 00 N degrees minutes
Long: 099 09 00 W degrees minutes
(**Lat:** 19.4000 decimal degrees)
(**Long:** -99.1500 decimal degrees)

Source: *Getty Thesaurus of Geographic Names* (1988-).

A.2.3.1.2 For Display in the Work or Image Record

Names in the Geographic Place Authority will need to be appropriately displayed in the Work or Image Record (as illustrated in Chapter 5: Location and Geography).

How to Create a Label for Display

To create a label to identify the place in a display in the Work or Image Record, combine the preferred name with enough parents (broader contexts) to identify the place unambiguously. Ideally, broader contexts for display will be constructed automatically through hierarchical relationships. If this is not possible, a free-text broader context display string may be constructed by hand. In the example below, both the broader context display (constructed by hand) and the hierarchical relationships are indicated.⁶

Example

[for the town of Balmaceda (Aisén, Chile)]

Broader Context display: Aisén, Chile

Hierarchical Relationships:

South America (continent)
..... Chile (nation)
..... Aisén (region)
..... Balmaceda (inhabited place)

Syntax

Display the natural order form of the preferred name with sufficient broader contexts to identify it unambiguously. Place type may be added to clarify the type of place in the Work or Image Record. In the examples below, for the sake of clarity, the broader contexts are placed in parentheses. However, using no parentheses or another method of punctuation is also acceptable, provided it is applied consistently.

Examples

[displays with preferred name and parents]

Machupicchu (Cuzco department, Peru)

Luxor (Upper Egypt region, Egypt)

Durham (England, United Kingdom)

Basai Darapur (Delhi, India)

Fan Si Pan (Vietnam)

[displays with preferred name, parents, and place type]

Machupicchu (Cuzco department, Peru) (deserted settlement)

Luxor (Upper Egypt region, Egypt) (inhabited place)

Durham (England, United Kingdom) (county)

Basai Darapur (Delhi, India) (neighborhood)

Fan Si Pan (Vietnam) (peak)

Hierarchical Displays

Hierarchical displays should use indentation to indicate broader-narrower contexts. It should be possible to display the place name with its broader contexts and place type in horizontal strings, as discussed.

A.2.3.2 Examples

Examples of Authority Records are included below. For additional examples, see the end of Part 1, the end of each chapter in Part 2, and the CCO Web site. In the examples, *controlled* refers to values controlled by an authority file, controlled list, or other rules (for example, rules for recording dates). *Link* refers to a relationship between two Authority Records. All links are controlled fields. In all examples in this manual, both within and at the end of each chapter, data values for repeatable fields are separated by bullet characters.

Figure 50

Authority Record for a City (Administrative Place)

Required and recommended elements are marked with an asterisk.

Geographic Place Authority Record

■ ***Names:**

- Alexandria (preferred, English)
- Al-Iskandariyah (preferred, vernacular)
- Alexandrie (variant)
- Alejandría (variant)
- Alessandria (variant)
- Alexandria Aegypti (variant)
- Rhakotis (variant, historical)

■ **Broader Context display:** Urban region, Egypt

■ ***Hierarchical position** *[link]*:

- Africa (continent)
- Egypt (nation)
- Urban (region)
- Alexandria (inhabited place)

■ ***Place Type** *[controlled]*:

- inhabited place
- city
- regional capital
- port

■ **Coordinates** *[controlled]*:

- Lat:** 31 12 00 N degrees minutes
- Long:** 029 54 00 E degrees minutes
- (**Lat:** 31.2000 decimal degrees)
- (**Long:** 29.9000 decimal degrees)

■ **Note:** The city is located on a narrow strip of land between the Mediterranean Sea and Lake Mariut; it is now partially submerged. Alexandria was built by the Greek architect Dinocrates for Alexander the Great, and was the renowned capital of the Ptolemies when they ruled Egypt. It was noted for its library and a great lighthouse on the island of Pharos. It was captured by Caesar in 48 BCE, taken by Arabs in 640 and by Turks in 1517. The city was famed for being the site of convergence of Greek, Arab and Jewish ideas. Occupied by the French 1798-1801, by the British in 1892; evacuated by the British in 1946.

■ ***Sources** *[link to Source Records]*:

- Getty Thesaurus of Geographic Names* (1988-).
- Princeton Encyclopedia* (1979); **Page:** 36.
- NIMA, GEOnet Names Server (2000-) (accessed April 18, 2003).

Figure 51

Authority Record for a Physical Feature

Required and recommended elements are marked with an asterisk.

Geographic Place Authority Record

- ***Names:**
 - Ötztaler Alps (preferred)
 - Ötztal Alps (variant)
 - Oetztaler Alps (variant)
 - Venoste, Alpi (variant)
 - Ötztaler Alpen (variant)
- **Broader Context display:** Alps • Europe
- ***Hierarchical position [link]:**
 - Europe (continent)
 - Alps (mountain system)
 - Ötztaler Alps (mountain range)
- ***Place Type [controlled]:** mountain range
- **Coordinates [controlled]:**
 - Lat:** 46 45 00 N degrees minutes
 - Long:** 010 55 00 E degrees minutes
 - (**Lat:** 46.7500 decimal degrees)
 - (**Long:** 10.9167 decimal degrees)
- **Note:** Located in the eastern Alps on the border of South Tirol, Austria, and Trentino-Alto Adige, Italy.
- ***Sources [link to Source Records]:**
 - Getty Thesaurus of Geographic Names* (1988-).
 - Webster's Geographical Dictionary* (1988); **Page:** 906.
 - NIMA, GEOnet Names Server (2000-) (accessed April 18, 2003).

Figure 52

Authority Record for a Historical Region (Administrative Place)
Required and recommended elements are marked with an asterisk.

Geographic Place Authority Record

- ***Names:**
 - Burgundy (preferred, English)
 - Bourgogne (preferred, vernacular)
 - Burgund (variant)
 - Bourgogne, duché de (variant)
 - Burgundy, duchy of (variant)
 - Duchy of Burgundy (variant)
- **Broader Context display:** Europe
- ***Hierarchical position** [*link*]:
 - Europe (continent)
 - France (nation)
 - Burgundy (historical region)
- ***Place Type** [*controlled*]:
 - historical region
 - kingdom
 - duchy
- **Coordinates** [*controlled*]:
 - Lat:** 47 00 00 N degrees minutes
 - Long:** 004 30 00 E degrees minutes
 - (**Lat:** 47.0000 decimal degrees)
 - (**Long:** 4.5000 decimal degrees)
- **Note:** Historic region that included a kingdom founded by Germanic people in the 5th century CE. It was conquered by the Merovingians and incorporated into the Frankish Empire in the 6th century. It was divided in the 9th century, and united as the Kingdom of Burgundy or Arles in 933. The area flourished culturally during the 14th and 15th centuries.
- ***Sources** [*link to Source Records*]:
 - Getty Thesaurus of Geographic Names* (1988-).
 - Cambridge World Gazetteer* (1990); **Page:** 211.
 - Webster's Geographical Dictionary* (1988); **Page:** 191.

Notes

1. Given that built works may be both subjects and locations of works, it is more efficient to store the information in only one authority rather than in both the Subject and Geographic Place Authorities. The built work may in addition be stored as a work in its own right in a Work Record, which will typically have a full set of fields to record the architect, date of construction, materials, dimensions, and other information that cannot typically be captured in a subject Authority Record. For institutions whose emphasis is on cataloging architectural drawings, a separate Architectural Subject Authority may be created, which would contain the same fields as a Work Record for built works. See the full description of this authority in the *Guide to the Description of Architectural Drawings*.
2. In the library community, there have recently been discussions regarding whether to treat building names as corporate body names or as subject headings. Currently, in some records, a heading such as *Empire State Building* is given in the USMARC 110 field, which is for corporate bodies. But at the same time the Library of Congress lists *Empire State Building* in its subject authority file, not its name authority file.
3. The *Getty Thesaurus of Geographic Names Editorial Guidelines* can be found at http://www.getty.edu/research/conducting_research/vocabularies/editorial_guidelines.html.
4. The *Getty Thesaurus of Geographic Names Editorial Guidelines* can be found at http://www.getty.edu/research/conducting_research/vocabularies/editorial_guidelines.html; *MARC21 Concise Format for Authority Data*, at <http://www.loc.gov/marc/authority/ecadhome.html>; *MADS: Metadata Authority Description Schema*, at <http://www.loc.gov/standards/mads/mads-outline.html>.
5. To allow retrieval on the coordinates, the data should be fielded following ISO standards and using a published authority such as the *Getty Thesaurus of Geographic Names*; the examples below show a display of the data (an alternate display could use standard symbols rather than spelling out degrees, minutes, and seconds).
6. The broader contexts in the Work Record may be displayed through the link to the Geographic Place Authority by using the broader context display field in the authority (see the discussion in Chapter 5: Location and Geography). Alternatively, the broader contexts may be concatenated by algorithm from the hierarchical parents for the place in the authority. If the broader contexts are thus added by algorithm rather than constructed by hand, develop a formula to consistently include the English name (if any) for the first-level administrative level and nation to display as parents with the city name. For example, *Lazio, Italy* displayed with *Rome* would be noted as *Rome (Lazio, Italy)*. Suitable algorithms may also be developed for broader context display for physical features, regions, and other types of geographic entities. The only advantage of including a broader context display (constructed by hand) in addition to the hierarchy is that you may thus create parent strings that are custom designed and relevant to particular situations. For example, you may not want to display *Lazio* with *Rome*, because it is not needed to identify the famous city, *Rome, Italy*. In general, however, you will require the region level for less well-known places in Italy (for example, *San Gimignano, Tuscany, Italy*) and to disambiguate homographs. If you are creating the broader contexts by algorithm, you will have to use a consistent formula that allows the most obscure place to be identified, thus using some levels of broader context that are unnecessary for the most well-known places.