

712 CORPORATE BODY NAME – SECONDARY RESPONSIBILITY

Field Definition and Scope

This field contains the name of a corporate body considered to have secondary responsibility for a work, in access point form.

Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
712	CORPORATE BODY NAME – SECONDARY RESPONSIBILITY	R	O
a	Entry Element	NR	MA
b	Subdivision	R	O
c	Addition to Name or Qualifier	R	O
d	Number of Meeting and/or Number of Part of Meeting	NR	O
e	Location of Meeting	NR	O
f	Date of Meeting	NR	O
g	Inverted Element	NR	O
h	Part of Name Other than Entry Element and Inverted Element	NR	O
o	International Standard Identifier for the Name	R	O
p	Affiliation/Address	NR	O
r	Part or Role Played	R	O
2	Source	NR	O
3	Authority Record Identifier or Standard Number	NR	O
4	Relator Code	R	O
5	Institution to which the Field Applies	NR	O
8	Materials Specified	R	O

Indicators

Indicator	Value	Description
1		Specifies the Kind of Name of a Body
	0	Corporate name
	1	Meeting name
2		Form of Name indicator
	0	Name in inverted form
	1	Name entered under place or jurisdiction
	2	Name entered under name in direct order

Indicators Description

Indicator 1: Specifies the Kind of Name of a Body

The first indicator specifies whether the corporate body is a meeting or not. Meetings include conferences, symposia, etc. If the name of the meeting is a subdivision of the name of a corporate body, the name is regarded as that of a corporate body (see [EX 13](#) in the field 710). If the source format does not distinguish meeting names from other corporate names, the indicator position should contain the fill character.

Indicator 2: Form of Name Indicator

The second indicator denotes the form of the corporate name.

Value 0: Name in inverted form

An inverted form may be used when the first word of a corporate name or meeting begins with an initial or forename relating to a personal name (see [EX 9](#), [10](#), [14](#) in the field 710).

Value 1: Name entered under place or jurisdiction

Used for corporate names relating to governments or other agencies of jurisdiction that are entered under the name of the place (see [EX 3](#), [5](#), [6](#), [7](#), [17](#) in the field 710). According to certain cataloguing codes other kinds of institutions associated with a place are also entered under that place, e.g. universities, learned societies, art galleries (see [EX 15](#) in the field 710).

Value 2: Name entered under name in direct order

Used for all other kinds of corporate names.

Subfields Description**\$a Entry Element**

The portion of the name used as the entry element in the **access point**; that part of the name by which the name is entered in ordered lists, i.e. the part of the name up to the first filing boundary. This subfield must be present if the field is present. Not repeatable.

\$b Subdivision

The name of a lower level in a hierarchy when the name includes a hierarchy; or the name of the corporate body when it is entered under place (see [EX 2-6](#), [13](#), [15](#) in the field 710).

This subfield excludes any additions to the name added by the cataloguer to distinguish it from other institutions of the same name (see \$c, \$g, \$h). Repeatable if there is more than one lower level in the hierarchy (see [EX 3](#), [4](#), [5](#) in the field 710).

\$c Addition to Name or Qualifier

Any addition to the name of the corporate body added by the cataloguer, other than number, place and date of conference. Repeatable. (See [EX 6-9, 11, 16](#) in the field 710).

\$d Number of Meeting and/or Number of Part of Meeting

The number of a meeting when the meeting belongs to a numbered series. Not repeatable. (See [EX 12-14](#) in the field 710).

\$e Location of Meeting

The place where a meeting was held when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$f Date of Meeting

The date of a meeting when it is required as part of the **access point**. Not repeatable. (See [EX 11-14](#) in the field 710).

\$g Inverted Element

Any part of the name of the corporate body which is removed from the beginning of the name in order to enter the body under a word which is more likely to be sought. Not repeatable. (See [EX 9](#), [10](#), [14](#) in the field 710).

\$h Part of Name Other than Entry Element and Inverted Element

In a **access point** with inverted element, the part of the name following the inversion. Not repeatable (see [EX 9](#), [10](#), [14](#) in the field 710).

\$o International Standard Identifier for the Name

The ISNI or another international identifier assigned to the name recorded in the field.

The first four character positions contain an alphabetic code specifying the nature of the identifier; in the case of an ISNI, this code corresponds to the letters preceding the number. Repeatable.

\$p Affiliation/Address

This subfield contains the address of the corporate body (see [EX 17](#) in the field 710). Not repeatable.

\$r Part or Role Played

The name of a role interpreted, played or sung by the corporate body designed by the access point. This subfield is especially used in records for audiovisual material (motion pictures, sound or video recordings of theatre plays or operas or other vocal works). It is used when \$4 is present and contains values such as “275” (Dancer), “721” (Singer), etc. Repeatable.

\$2 Source

An identification in coded form for the relator code schema from which the code in \$4 is derived, when the code is not from UNIMARC Relator Codes. Not repeatable.

\$3 Authority Record Identifier or Standard Number

The identifier for the authority record for the access point. This subfield is for use with UNIMARC/Authorities format. (See [EX 12](#) in the field 710). Not repeatable.

\$4 Relator Code

Used to designate the relationship between the corporate body named in the field and the resource to which the record refers.

Relator codes can be either numerical or alphabetical. The list of numerical codes is to be found in [Appendix B](#). If greater precision is required for performers, a list of alphabetical codes is found at the end of field 146. An agency requiring greater precision should use the numeric code followed by the more specific alphabetic code in a repeated subfield. If another system is used, \$4 can be used to carry other codes, followed by \$2. Repeatable.

\$5 Institution to which the Field Applies

Name of the institution to which field applies in the coded form if it is considered necessary by the agency which creates the record to identify specific attributes of an item.

If the subfield is used codes should be entered in accordance with the provisions of International Standard Identifier for Libraries and Related Organizations (ISIL), [ISO 15511](#) or may contain codes from [MARC Code List for Organizations](#), otherwise, the full name of the agency or a national code may be used.

If the institution holds more than one copy the shelfmark of the item should be added after a colon. Not repeatable.

\$8 Materials Specified

Part of the described materials to which the field applies. Repeatable.

Notes on Field Contents

The field is used, where applicable for printers, publishers.

For the name of a corporate body regarding any type of provenance and/or ownership, use field 713.

Subfield \$5, Institution to which Field Applies is used only when the added entries are peculiar to a specific item. It is generally used for older monographic publications (antiquarian).

Form

The form of the name which appears in this field is determined by the appropriate cataloguing rules and/or authorities used by the agency responsible for the preparation of the record.

It may not always appear obvious, when presented with a source record to be converted to UNIMARC, which sub-elements of the name in a source format correspond to which UNIMARC subfields. These

notes are intended to give general guidance but are not exhaustive. It is necessary to be aware that names formed according to different cataloguing rules or even originating from different authority files based on the same rules will not always interfile correctly in one sequence. Until further standards are established UNIMARC can provide only a framework for identifying the distinct data elements.

Corporate names are problematic since many corporate bodies do not have a precise name which remains constant. Furthermore individual cataloguing rules formalise the names in different ways and therefore use different kinds of data elements.

Inverted Data

One type of name which often presents difficulties is a corporate name formed from a personal name, e.g., W. H. Smith & Sons Ltd, J. F. Kennedy Center, Winston Churchill Memorial Centre. Some cataloguing codes stipulate that these should be entered in direct order in subfield \$a; other rules require that the names be treated as a personal name and inverted hence coded in subfields \$g and \$h. UNIMARC accommodates both possibilities (see [EX 9](#), [10](#), [14](#) in the field 710).

Entry under Place

Names of governments at all levels, e.g. national, provincial, and local, are formalisations of a different kind. Many such bodies have long formal names, but the practice of cataloguing codes is generally to take a short name of the place, e.g., France, Australia, rather than the formal name (Republic of France, Commonwealth of Australia) (see [EX 7](#) in the field 710).. Subordinate governmental bodies are often prefixed with the name of the government (see [EX 5](#), [6](#) in the field 710). Cataloguing rules vary as to whether bodies under government control but without legislative or executive power, such as national museums, are entered under the name of the government or under their own names. If entered under their own name, e.g., Civic Museum, they may need a qualification to distinguish between other organisations of the same name in other places. Some cataloguing rules have a further category of organisation entered under name of place: bodies like universities, learned societies etc. which are specifically attached to a place and tend to have the place name as part of their name; these may be formalised in such a way as to bring the name of the place to the fore (see [EX 15](#) in the field 710). The remainder of the name will be stripped of connecting prepositions; thus it is not strictly an inversion.

Qualifications

Guidance may be required on what elements are to be considered qualifications and hence are to be entered in subfield \$c. This may be a place added in order to distinguish the body from others of the same name, e.g., Liberal Party (Australia). It may be a statement of type of body to distinguish it from a different type of body with the same name, e.g. Gibraltar (Diocese) to distinguish it from the colony, and New York (State) to distinguish it from the city. A third kind of addition consists of a term added to a name to convey that it is a corporate body, e.g., Eagles (Rugby club), Ecologica (Firm), HVJ (Radio station) (see [EX 16](#) in the field 710). Usually cataloguing rules prescribe that the qualification be added in parentheses as in the examples above.

Formalised Additions to Names of Meetings

There are no universally accepted standards for the data elements “Number”, “Location” and “Date of meeting”. Numbers may be in Arabic or roman numerals, place names may be entered according to the language of the record, or the language on the original (see [EX 11-14](#) in the field 710). The date may be entered in any form, although for an exchange record, if month and day are required in the [access point](#), the date in international standard format (e.g., “19831101”, for 1 November 1983) is recommended as it can easily be converted into any language if desired.

Punctuation

There are no standards for punctuation in this field. It is recommended that punctuation be retained where it is available in the source format. In source formats where punctuation is not available, but is printed out by an algorithm generated from the definition of the subfields, it is recommended that the punctuation which would be used in display be included in the UNIMARC record. This includes parentheses which occur at the beginning and end of one or a group of subfields.

Because there are no standards for punctuation in this field, recipients of records in the UNIMARC format will have to be aware of the practices adopted by the agency preparing the record. Agencies distributing records should attempt to be consistent in their own records. Details should be included in the documentation accompanying exchange tapes (see [Appendix D](#)).

Related Fields

200 TITLE AND STATEMENT OF RESPONSIBILITY, subfields \$f and \$g, First Statement of Responsibility, and Subsequent Statement of Responsibility	Data in field 200 is recorded as it appears on the resource. The name of the corporate body mentioned in \$f or in \$g to which is attributed secondary responsibility for the resource (if any) will be entered in field 712 in access point form.
710 CORPORATE BODY NAME – PRIMARY RESPONSIBILITY	The name of the first corporate body mentioned in the title page with primary responsibility should be entered in field 710. Names of corporate bodies with secondary responsibility are entered in 712. In the majority of cataloguing rules, it is possible for a body to have secondary responsibility without any body with primary responsibility being present in the record. Therefore field 712 can be present without a field 700, 710, or 720.
711 CORPORATE BODY NAME – ALTERNATIVE RESPONSIBILITY	Alternative means a second or further instance of primary responsibility. However, if the record is catalogued according to rules which do not recognise the concept of main entry or the source format does not separately identify it, all corporate names should be entered in field 711.
713 CORPORATE BODY NAME – PROVENANCE OR OWNERSHIP	The name of the corporate body of previous ownership or custodianship, author of signature, informal dedication, annotations, etc.

Examples

EX 1
712 02\$aIEA Coal Research
On title page: Coal research projects, United Kingdom, London, IEA Coal Research. IEA Coal Research is given as publisher, but clearly has a greater degree of responsibility for the resource than a publisher usually has.
EX 2
712 02\$aNacionalna i sveučilišna biblioteka\$bKnjigoveznica\$5CiZaNSB: R IV-4° -5b
This copy of J. W. Valvasor's <i>Crain</i> , 1689 was rebound in the Binding Department of the National and University Library (Nacionalna i sveučilišna biblioteka), Zagreb, on 23 May 1991.
EX 3
702 #1\$aBinder\$bJoseph\$f1898-1972\$4040
710 02\$aAtelier Binder G.m.b.H.\$4040
712 02\$aWaldheim-Eberle A.G.\$4510
Record describes travel poster created by Atelier Binder (probably designed by Joseph Binder). Lithograph in colour was printed by Waldheim-Eberle A.G.

History

1994	New subfields/values: Addition of new subfield \$p Affiliation/address.
1996	New paragraphs/subfield/examples.
2005	Field issued/re-issued with corrections/additions.
2008	Field may be linked to indicate to which specific copy a specific instance of a field relates. Added subfield \$5.

2012	Corrections and additions.
2024	Text edit.