

INTRODUCTION

20.1. When a description has been made according to the Rules in Part I, establish access points to facilitate the process of searching this descriptions.

The rules in Part II deal with the choice and form of non-subject access points. Chapter 21 gives rules for choosing access points for names of entries responsible for the creation and/or accumulation and use of the unit being described (provenance access points), the names of authors, and other names. Chapters 22 to 24 deal with the form of names used as access points. Chapter 26 deals with references from one access point to another.

In each chapter, general rules precede special rules. Where no specific rule exists for a specific problem, apply the more general rule(s).

20.2. Chapter 23 deals with geographic names. Though often used as part of corporate headings, these names pose a separate problem. Distinguish between the problem of establishing geographic names in a standard form and the related but separate problem of establishing corporate headings involving such names.

20.3. In chapters 22, 23, and 24, there are rules for additions to names used as access points (see 22.12, 22.18-22.19, 23.4 and 24.4C). Always make such additions in cases of need to distinguish otherwise identical names, and in other cases called for by the rules. In addition, for the optional rules in chapter 22, optionally add these elements to all headings, in anticipation of future conflicts.

INTRODUCTION

EXAMPLES

20.4. As with the examples in Part I, those in Part II are illustrative and not prescriptive. Moreover, they illustrate only the solutions to the problems dealt with in the rule to which they are appended. Other access points (in chapter 21) or references (in chapters 22-24) may be necessary in the actual instances cited.

The presentation of the examples (their layout and typography) is only intended to help in the use of the rules. Do not take it as implying a prescribed layout or typography for headings.

In chapters 22-24, *x* is used to indicate the necessity for a *see* reference and *xx* the necessity for a *see also* reference.

The elements in chapter 21 are set out according to the provisions of Part I. These never constitute a complete description. The elements shown are only those that bear on the choice and/or form of the access point(s).