



Authority Control Request Form for Names

This form is used to help in the creation of new authority records for personal, corporate, and conference names. Please send this form and a photocopy or screenshot of the name from the chief source of information (normally the title page of the monograph) as a fax or PDF to:

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Reminder: Please check the Library of Congress Authority File (<http://authorities.loc.gov/>) or OCLC Authority File first to make sure the name is not already established. If it is not established, please complete the requested information below:

Your name: _____

Library: _____

Phone number: _____

E-mail address: _____

Please check type of authority record needed:

Personal name

Corporate name

Conference name

Please provide the name below, exactly as it appears on the item you're cataloging. In addition, please send a photocopy or screenshot of the name from the chief source of information.

Name needed: _____

Source of name (monograph title page, cover, colophon, etc.):

Title of item being cataloged:

Place of publication:

Name of publisher:

Year the item was published:

Please provide any additional information that might be helpful in creating the authority record for example, if you know the person's full name, birth/death date, etc. If providing additional information, please cite the sources below: