PINYIN CONVERSION PROJECT
SPECIFICATIONS
FOR CONVERSION OF NAME AND SERIES AUTHORITY RECORDS
OCTOBER 1, 2000

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1 Introduction

The conversion, or perhaps better, translation, to PY in our model involves distinct and somewhat arbitrary paths. We employ both specialized dictionaries and strict step-by-step substitution rules for those cases where dictionary substitution proves inadequate.

Details of the conversion are given below. This summary seeks to attune the reader to the overall methods and strategy.

1.1 Scope

The universe of authority records to be converted (or translated) is determined by scanning <u>headings</u> in the NACO file (i.e., 1xx tags) for character strings matching WG syllables. It is important to understand that this identification plans to, in part, utilize the fixed filed language code in related bibliographic records.

The scan is done on a sub-field by sub-field basis for those MARC sub-fields within the heading that <u>could</u> reasonably contain WG strings. Thus, we would scan the heading's sub-field "a" but not sub-field "e" etc. The presence of WG strings in portions of the heading thus acts as a trigger to identify a candidate record for conversion. Once a record has been so identified all other fields that could carry WG data are examined and processed for conversion. Again, this non-heading processing is limited to those tags/sub-fields that could reasonably carry WG data. Thus the LCCN would not be scanned while 400$a would be.

1.2 Summary of Heading Fields to Trigger Conversion

If the data in the following sub-fields match WG syllables or additional character strings taken from dictionaries and/or processes defined in the spec., an attempt to convert the NAR/SAR will be made.

100	personal names	$a; $t
110	corporate names	$a; $b; $t

111	meetings	$a; $c, $e, $t
130	uniform titles	$a, $n, $p
151	geographics	$a

Include also those authorities in which some (but not all) of the data in a targeted subfield is in WG syllables: for example, a uniform title may be in English, but part of the qualifier in WG; or the name of a corporate body may be in WG syllables, with a qualifier in non-WG; or one subfield appears in WG, while another does not.

Examples:

110 10 $a China (Republic : 1949-). $t Laws, etc. (Liu fa ch'üan shu : 1985 ed.)

130 /0 $a Wang Ch'ang ch'eng (Television program)

130 /0 $a Yen chiu pao kao (China (Republic : 1949-). Ying chien shu)

110 20 $a Chung-kuo kuo min tang. $b Boston Branch

110 10 $a China (Republic : 1949-) $b Hsing cheng yüan. $b Grupo de Exhibicion

NOTE: Subject authority headings will be converted manually by LC.

1.3 Rules

Dependent on which tag/sub-field is being examined within a qualifying record, various dictionaries or scan rules are invoked. In many cases a given tag/sub-field will require executing multiple dictionaries or scan rules until a "clean" translation is made or, if not match is made, the record is noted and"set aside" for manual review and editing. These rules are described on a field-by-field basis later in this spec.

As noted below a conversion marker will be added to an unused portion of the NAR fixed field data to indicate if a heading converted successfully, or needed further review and/or manual editing.

1.4 Census

Observation by sampling reveals the following census of NAR/SAR headings. The scope of these data are at the sub-field level.

78%   Uniquely WG and uniquely convertible to PY, e.g., Ts'ai, Hsü

6% WG and PY forms are identical, e.g., Lie, Mao

13% Ambiguous: Can be WG or PY, e.g., Lin, Chang

3% Neither pure WG or PY within a given sub-field. May have been transcribed rather than romanized from the vernacular, e.g., Xu, Ben; Lee, Bruce

1.5 Rule Application by Context

A review of the tags to be converted and their role within an authority record leads to the conclusion that much more than the conversion of WG to PY is indeed involved. These complications arise from the decision to follow BGN for many headings dealing with place names. Thus, the mapping needs to "know" to apply BGN terms in the context of place names but not in the case of, say, the "a" sub-field of a personal name. This is handled by reference to a special dictionary. Similar "special" translation is required for Taiwanese place names. And also for single syllable generic names for jurisdictions used in proper names, for two syllable place names where the second syllable is a generic term, and so forth.

References will be converted to PY. Procedures for retaining or discarding original WG references is addressed in Conversion Sequence REF

1.6 Marking Successfully Converted Headings

Records whose headings, i.e., 1xx fields, are converted "cleanly" will be marked with a "c" in byte 7 of tag 008, Romanization scheme. This will indicate that the heading has already been converted to PY form. Records that are converted fully, or to the extent possible, and are then set aside for manual review by LC or a NACO library, are also marked "c". Records that have non-systematic romanization or are not Wade-Giles terms are marked "n" and are not converted at all. Following the completion of conversion procedures, all marked records will be sent to LC to be loaded and distributed.

2 Assumptions, Conventions, and Understandings

2.1 Scope and Nature of Bibliographic Conversion

2.1.1 Conversion covers all name and series authority records in the NACO Name Authority File with headings and references which are systematically romanized according to the Wade-Giles scheme.

2.1.2 Conversion decisions may be made at tag level or at tag/sub-field level.

2.1.3 Particular tag/sub-fields will call application of extensions to the basic WG==>PY conversion dictionary.

2.1.4 Value 'c' in the 008/07 fixed field will be used to indicate a heading which has been converted to pinyin form according to national library guidelines, either automatically or manually.

2.1.5 Value 'n' in the 008/07 fixed field will be used to indicate a heading which is considered for conversion but is found either 1) to have non-systematic (non-Wade-Giles) romanization, or 2) not to be a romanized heading.

2.1.6 Records marked "c" in the 008/07 field will signify one of several conditions, having either have been
        1) fully converted by the machine program,
        2) converted to the extent possible by the machine program,
        3) partially converted and awaiting manual review, or
        4) reviewed and updated manually.

2.1.7 The conversion shall identify records which have problems other than those noted below, and put them into a review file and forward them for manual review. The machine program will convert all records to the extent possible. Certain subfields will be rejected for manual review; those records will be sent to a special file. Partially converted records will be reviewed and converted manually as soon after machine conversion as is practicable.

2.1.7.1   Scan the following subfields to determine if manual review is necessary:
        1) x10$a subfields
        2) x10$b subfields
        3) x11$a subfields
        4) x30$a subfields
        5) $t subfields

        Do not consider these subfields in making determinations concerning possible manual review:
        1) x00$a, $c or $d subfields
        2) x11$c subfields
        3) x51 subfields
        4) 64x subfields
        5) $n, $p or $s subfields

2.1.8 Certain Wade-Giles references will be converted, but not retained in Wade-Giles form; others will both be converted and retained (see below, section 4.4.2.2).

2.2 Order of conversion

2.2.1   Step 1: identify and process only records with potential Wade-Giles headings. When selecting a record for conversion, apply the conversion routines of Section 2.3 and 4, and add the condition of a minimum of two sequential syllables. The "new" side of C1 and C2 is considered to be convertible (even though they wouldn't change).

2.2.1.1   Using rules defined below in Section 2.3 and Section 4, determine potential WG headings by examining the following subfields:

100	personal names	$a; $t
110	corporate names	$a; $b; $t
111	meetings	$a; $c; $e; $t
130	uniform titles $a; $n; $p	
151	geographics	$a

2.2.1.2   Evaluate one subfield at a time; in doing so, consider ayns, alifs, apostrophes, and umlauts, but disregard hyphens and other punctuation; count each syllable independently.

2.2.1.3   Two or more adjacent syllables in these subfields are identified as potential Wade-Giles syllables. OCLC will send printouts of ca. 20,000 headings that have 2-syllable strings, and ca. 3,000 headings using a three sequential syllable criteria, to LC for manual review. LC will indicate which of these headings are to be included in the conversion, by recording LCCNs of the records which are to be converted and returning that information to OCLC. In the process of doing this, LC catalogers will correct obvious typographical errors to prepare headings for the conversion process. LC will also add records for personal names which should not be converted to the Exclusion List.

Note: These activities were completed by the OCLC Office of Research and LC well in advance of the conversion.

2.2.2   Select potential WG headings for processing

2.2.3   Sort for personal names

2.2.4. Convert non-unique personal names in the same manner as other personal names. Compile a report of non-unique names as listed in Section 3.9 in the order in which the separate parts are listed (first compile non-WG headings, then indeterminate headings, and so forth).

2.2.5   Identify records for personal names that are found, in an initial scan, to normalize to the same letters as a WG heading, but are technically not WG headings because of their capitalization or punctuation (examples: Liu, Hui Ying; Ch'en, Hung-Wu). Code these

headings 'n' in the 008/07 field, and report them as directed in Section 3.13.

Note: Identification of these personal names was accomplished by preliminary analysis and reporting by the OCLC Office of Research well in advance of the conversion.

2.2.6   Among headings the appear to be romanized according to Wade-Giles guidelines, conduct diagnostic to determine if the heading for a personal name has been romanized according to Wade-Giles, as follows:

2.2.6.1   If all bib records using the heading in an access point on an LC record in WorldCat are coded CHI in the language code of the 008 field, consider the name to have been romanized and forward for conversion.

2.2.6.2   OCLC will forward to LC records in the following categories for manual review:

CATEGORY (ratio of hits on non-chi LC records in WorldCat, vs. chi records)	REVIEW	APPROX NUMBER
1. 33-50% hits non-chi / 4 to 10 hits	all pre-83 NARs; all with 1st 670=non-chi	450
2. 33-50% hits non-chi / more than 10 hits	all pre-83 NARs; all with 1st 670=non-chi	150
3. 51-99% hits non-chi / 4 to 10 hits	all	1200
4. 51-99% hits non-chi / more than 10 hits	all	350
5. 1 of 1 hits non-chi	all	1900
6. 2 of 2 / 3 of 3 hits non-chi	all	600
7. 1 of 2 / 1 of 3 / 2 of 3 hits non-chi	all pre-83 NARs; all with 1st 670=non-chi	300
8. No hits	all	18000

_____

TOTAL   ca. 22,000

Comment: We believe that this review procedure will identify "indeterminate" headings for personal names which should not be converted, i.e. those in which all syllables are both WG and PY forms, and appear in WG form, but conversion would change at least one syllable.

> Note: The requirements of sections 2.2.6, 2.2.6.1 and 2.2.6.2 were completed by preliminary analysis and reporting by the OCLC Office of Research well in advance of the conversion.

2.2.6.2.1   Then if the manual review reveals that the heading is romanized according to WG, OCLC will be asked to convert the heading.

2.2.6.2.2   If manual review discovers that the heading has not been romanized according to WG, the heading will be put on a data dictionary EXC, the Exclusion List.

> Note: The requirements of sections 2.2.6.2.1 and 2.2.6.2.2 were completed by LC well in advance of the conversion.

2.2.6.2.3   Records for the personal names on the Exclusion List will be coded "n" in the 008/07 field, and will not be converted.

2.2.6.2.4   Identify other headings in the name authority file that have the same 100$a subfield as a personal name on the exclusion list (a name/title heading, for example). Evaluate the other subfields on those records. If part of the record is converted, code the record "c" in the 008/07 field; if no part of the record is converted, code the record "n" in the 008/07 field.

2.2.6.3 OCLC will forward to LC all NARs with 111$c, 411$c and 511$c subfields that include the word Taiwan, and also include two commas (numbering approximately 1461), for manual review and/or manual conversion.

2.2.6.4 OCLC will forward to LC all NARs having a qualifier in the 130$a, 430$a, or 530$a subfields that includes the word Taiwan and also includes double parentheses (an indeterminate number), for manual review and/or conversion

2.2.7   Determine if the headings on the remaining records (corporate bodies, meetings, uniform titles, geographics) are candidates for conversion:

> NOTE: 2.2.7 is essentially the same as 2.2.1.

2.2.7.1 If a heading is identified as having one or more subfield (identified in Section 2.2.1.1) which includes WG romanization that should be converted to PY, forward the record for conversion

2.2.7.1 In determining whether, and which portions of a subfield should be converted, consider parenthetical qualifiers which appear at the end of the subfield separately from what precedes the qualifier.

2.2.7.2 If a heading is determined to not qualify for conversion because it appears on the exclusion list, code the heading "n" in the 008/07 field; do not convert the record.

2.2.8 If proven necessary by testing, certain authorities may be converted manually. This category may include headings represented by a large number of access points on bib records in WorldCat, or certain non-unique names.

2.3   Conversion Components

The process is divided into the following components:

2.3.1   Scan Action: Some tags will be bypassed in the conversion and simply copied to the output record, for example tag 010. Other tags will need to be examined and action will be determined by the results of that examination. Scans will be conducted on a sub-field by sub-field basis

2.3.2   Scan Order: Scans of each field/sub-field should be conducted by the conversion program using dictionaries and conversion sequences in the following order, as appropriate:

1) Run conversion sequence PER for personal names in subfields 100$a, 400$a, 500$a and 663$b

2) Run conversion sequence WG/OTHER in subfields 100$t, 400$t, 500$t, 110$t, 410$t, 510$t, 111$t, 411$t, 511$t, 130$a, 430$a, 530$a, to determine if text is WG (and therefore can be converted), is not WG (and therefore can be passed over), or is mixed (and should be sent to LC for manual conversion)

3) Run conversion sequence T1 in subfields 110$a, 151$a, 410$a, 451$a, 510$a, 551$a; conversion sequence T2 in fields 110$a, 111$c, 130$a, 410$a, 411$c, 430$a, 510$a, 511$c, 530$a; to block conversion of headings or qualifiers that include place names in Taiwan

4) Replace this WG form with PY equivalent in all scanned fields except those using the PER conversion sequence (part 1 above): Chung-hua jen min kung ho kuo / Zhonghua Renmin Gongheguo.

[Retention of WG references is addressed in Conversion Sequence REF]

5) Use dictionaries C1 in subfields 110$a, 151$a, 410$a, 451$a, 510$a, 551$a; and C2 in subfields 110$a, 410$a, 510$a, 111$c, 411$c, 511$c, 130$a, 430$a, 530$a, 151$a, 451$a, 551$a, to convert headings or qualifiers for conventional Chinese place names

> NOTE: If it would be useful to add headings for other common Chinese place names to C1 and C2 to aid in sorting, please do so. Since all of the conventional name headings in the authority file have already changed, we might not need to employ C1 and C2 for conversion of name and series authorities. (C1, C2 and C3 will surely be needed for conversion of bib records, though.)

6) Use dictionary G3 for multi-syllabic generic terms for jurisdictions used in proper names in subfields 100$t, 400$t, 500$t, 1101$a, 4101$a, 5101$a, 1102$a, 4102$a, 5102$a, 110$b, 410$b, 510$b, ~~110$t,~~ 410$t, 510$t, 111$a, 111$c, 411$c, 511$c, 111$t, 411$t, 511$t, 130$a (title and qualifier), 430$a (title and qualifier), 530$a (title and qualifier), 130$t, 430$t, 530$t, 643$a, 151$a, 451$a, 551$a

7) Run conversion sequence G2 for two-syllable place names in headings or qualifiers in subfields 1101$a, 4101$a, 5101$a, 1102$a, 4102$a, 5102$a, 110$b, 410$b, 510$b, 111$c, 411$c, 511$c, 130$a (qualifier), 430$a (qualifier), 530$a (qualifier), 151$a, 451$a, 551$a, 643$a

8) Run conversion sequence G1 for single syllable generic terms for jurisdictions used in proper names in headings or qualifiers in subfields 1101$a, 4101$a, 5101$a, 1102$a, 4102$a, 5102$a, 110$b, 410$b, 510$b, 111$c, 411$c, 511$c, 130$a (qualifier), 430$a (qualifier), 530$a (qualifier), 151$a, 451$a, 551$a, 643$a

9) Use dictionary STD, standard conversion table, in subfields 050$d, 100$c; 100$d; 100$m, 100$n; 100$p; 100$s, 100$t; 110$a; 110$b; 110$n; 110$p; 110$s, 110$t; 111$a; 111$c; 111$e, 111$n, 11$p, 111$t; 130$a; 130$n; 130$p; 130$s, 130$t; 151$a; 400$c; 400$d; 400$m, 400$n, 400$p, 400$s, 400$t; 410$a; 410$b; 410$n, 410$p, 410$s, 410$t; 411$a; 411$c, 411$n, 411$p, 411$s, 411$t; 430$a; 430$n; 430$p; 430$s, 430$t; 451$a; 500$c; 500$d; 500$s, 500$t, 510$a; 510$b, 510$s, 510$t, 511$a, 511$c, 511$t; 530$a; 530$n, 530$p, 530$s, 530$t, 551$a, 640$a, 640$z, 640$6, 641$a, 641$z, 641$6, 642$a, 642$d, 42$5, 642$6, 643$a, 643$b, 643$d

10) Dedup, as defined in sections 2.2.9 and 5, for all 1xx, 4xx and 5xx fields.

2.3.3   A syllable or group of syllables that have been scanned and changed by the program should then be marked and passed over by subsequent scans

2.3.4   Conversion Action: Depending on the results of the scan action different conversion actions may be called for. For example, while it appears frequently that a mix of WG and non-WG in a sub-field a conversion of the WG "words"

into PY will be appropriate, it is less clear that this would be correct for a personal name entry.

At present it is anticipated that the following conversion actions would be employed:

Pass: Copy the sub-field as is with no changes

Dictionary: Convert WG strings to PY using the scan sequence, or replace them using the data dictionary

Convert: Convert WG strings to PY using the standard conversion table

Set aside: Don't try to convert, mark for later review/editing

Dedup: Check newly converted headings against existing headings in the authority file for duplication

3   Reporting

Statistics Reports(s)

It is necessary to report the following statistics:

3.1   Numbers of records scanned,
3.2   Number of records passed
3.3   Number of records fully converted
3.4   Number of records not converted, but set aside and forwarded for manual review

Files of MARC Records with Associated Data

Report machine-readable files of MARC records, along with a file of LCCNs, for the conditions that are described below. Use the filenames indicated in brackets. It would be helpful to also know the number of records scanned and sent in each file of MARC records.

3.5   Certain records for headings having hits in the bib file on both Chinese and non-Chinese records, or having no hits in the bib file (step 2.2.6.2) – to be sent in advance of the initial scan of the name authority file for Wade-Giles records to convert [PY.NARAMB.MRC]

        Note: Completed by preliminary analysis and reporting by the OCLC Office of Research well in advance of the conversion.

3.6   Records with corporate names (fields 110, 410 and 510), meeting names (subfields 111$c, 411$c and 511$c) and geographics (field 151) in which a qualifier bounded by internal

parens includes the word "Taiwan" [PY.NARTWN.MRC]

3.7   Records in which a single potential WG syllable, standing alone, was identified but not converted [PY.NARSNG.MRC]

3.8   Records for non-unique personal names (step 2.2.4.1): one file in five separate parts [PY.NARNON.MRC]

3.9.1   Those identified in an initial scan as having letters that normalize to WG form, but are technically not WG headings because of their capitalization or punctuation (and are therefore coded 'n' in the 008/07 field) (examples: Liu, Hui Ying; Ch'en, Hung-Wu)

3.9.2   Those identified as being "indeterminate" (i.e. constituting both valid WG and PY forms, in which one or more syllables would convert from WG form to PY)

3.9.3   Those with fewer than four 670 fields

3.9.4   Those that appear to convert to one PY form (i.e. those having one, or no 400 fields)

3.9.5   Those that appear to convert to more than one PY heading (i.e. those having more than one 400 fields)

        Note: The report for section 3.9 will consist of a list of LCCNs and headings. It will be generated after the conversion of authorities has been completed.

3.10   Records with 10 or more hits on bib records in WorldCat (step 2.2.8.1) [PY.NAR10.MRC]

        Note: Completed by preliminary analysis and reporting by the OCLC Office of Research and LC well in advance of the conversion.

3.11   Records in the machine conversion queue that are found to have 5xx fields without matching 1xx fields in the authority file (step 2.2.10.2) [PY.NAR5XX.MRC]

        Note: Since the information needed in section 3.11 will be supplied by RLG reports, no additional reports will be necessary.

3.12   Records that are found, after conversion, to have 4xx fields that normalize to the same letters as those in a 1xx field on another record (step 5.2.1) [PY.NAR4XX.MRC]

        Note: Since the information needed in section 3.12 will be supplied by RLG reports, no

additional reports will be necessary.

3.14   Records which fail to convert cleanly, per Section 2.1.6 or 2.1.7 [PY.NARFAIL.MRC], including:

A. Records on which conversion sequences G1 and/or G2 fired in an x30$a subfield. These records will also be sent to a manual review file.

B. Records on which conversion sequence G1 fired in subfields 110 2$a, 410 2$a, 510 2$a, 110$b, 410$b, 510$b. These records will also be sent to a manual review file.

C. Records which include
    1) an x30 field with a qualifier that includes the word "Taiwan" and double parentheses, and
    2) an x11$c subfield that includes the word "Taiwan" and two commas.
These records will also be sent to a manual review file.

4   Spec Content

4.1   Dictionaries

Dictionary C1: Conventional place names (heading form) – Version 6

Dictionary C2: Conventional place names (straight form) – Version 6

Dictionary G3: Multi-syllabic generic terms for jurisdictions used as part of a proper name – Version 5

Dictionary EXC: Exclusion list -- Version 7.1

Dictionary SYLLABLES: 5 categories of syllables – Version 7

4.2   Particular Conversion Sequences

Conversion sequence PER: Personal names – Version 4

Conversion sequence G1: Single syllable generic terms for jurisdictions used in proper names – Version 5

Conversion sequence G2: Two-syllable place names, in which the second syllable is a generic term – Version 5

Conversion sequence T1: Taiwanese place names in heading form – Version 7.1

Conversion sequence T2: Taiwanese place names in straight form – Version 7.1

Conversion sequence REF: Retaining or discarding WG references – Version 7.1

Conversion sequence WG/OTHER: Mixed Text – Version 2.1

4.3   Standard conversion table

Dictionary STD: Individual syllables – Version 6

4.4   Conversion Procedure

4.4.1   Instructions for conversion from WG to PY

4.4.1.1 Separate the romanization of each pinyin syllable with a space

4.4.1.1.1   Exception: joined syllables

4.4.1.2 If the second of the newly joined syllables begins with the letters a, e or o, precede that letter with an apostrophe; examples:

K'o-tzu-le-su K'o-erh-k'o-tzu tzu chih chou == Kezilesu Ke'erkezi Zizhizhou
Ch'en, Chin-an == Chen, Jin'an
Ch'en, Shan-ang == Chen, Shan'ang

4.4.1.3 When the last letter of a newly joined syllable is an n, and the first letter of the following joined syllable is an g, place an apostrophe between the n and g; examples:

Ch'en, Han-kuang, b. 1888 == Chen, Han'guang, b. 1888
Wang, Yen-kuo == Wang, Yan'guo
Wang, Yen-keng == Wang, Yan'geng

4.4.1.4 Hyphens: convert a hyphen by removing it and joining the adjacent syllables; examples:

Sun Chung-shan == Sun Zhongshan
Hu-ho-hao-t'e == Huhehaote
Ou-yang, Hsün == Ouyang, Xun
K'o-chia hua == Kejia hua

4.4.1.5 Capitalization: convert capital letters to capital letters; exceptions:

4.4.1.5.1   Capitalize each separately written word of a geographical name (instructions for conversion in Conversion Sequences G1 and G2); examples:

Kuang-chou shih == Guangzhou Shi
Ts'ui-heng ts'un == Cuiheng Cun
Kan-nan Tsang tsu tzu chih chou == Gannan Zangzu Zizhizhou

4.4.1.5.2   Capitalize each word in the term: Chung-hua jen min kung ho kuo == Zhonghua Renmin Gongheguo

4.4.1.6 Numbers and Punctuation: retain existing punctuation unchanged; retain all numbers unchanged; examples:

10010$aPa, Chin,$d1905- $t"Sui hsiang lu" (Beijing, China) ==
10010$aBa, Jin,$d1905- $t"Sui xiang lu" (Beijing, China)

Kuang-hsü chi ch'ou [1889] == Guangxu ji chou [1889]

4.4.1.7 Personal names: Identify and convert personal names as instructed in Conversion Sequence PER, Personal Names.

1) Single syllable surname, single syllable given name

- write each syllable in PY;
-capitalize the first letter of surname and given name;
-in access points, separate surname and given name by a comma

Examples:

Wang, Tan == Wang, Dan
Chang, Min == Zhang, Min

2) Single syllable surname, multiple syllable given name

-write each syllable in PY
-the first letter of surname and given name are capitalized; however, given name syllables may or may not be capitalized
-in access points, separate surname and given name by a comma
-connect multiple syllables with no spaces
- if the second of the newly joined syllables begins with the letters a, e or o, precede that letter with an apostrophe;
- when the last letter of a newly joined syllable is an n, and the first letter of the following joined syllable is an g, place an apostrophe between the n and g

Examples:

Chang, Shan-kung == Zhang, Shan'gong
Hsü, Kuo-ching == Xu, Guojing
Chang, Chi-en == Zhang, Ji'en
Su, Wen-chung kung == Su, Wenzhong gong

Single syllable surnames with these multisyllable given names should not be considered to be Wade-Giles headings (and therefore should not be converted), but should be reported (as notes in steps 3.13.1, 3.13.2):
- those having multiple syllable given names where the second syllable is capitalized
- those having multiple syllable given names where the second syllable is separated from the first by a space (and not a hyphen)

Examples:

Ch'en, Hung-Wu
Liu, Hui Ying

3A) Multiple syllable surname, single syllable given name; Multiple syllable surname, single syllable given name (married women) [also see comments above]

-write each syllable in PY
-capitalize the first letter of surname(s) and given name
- multiple-syllable surnames are either connected with a hyphen, or separated by spaces, with each syllable being capitalized (usu. for married women)
-in access points, separate surname and given name by a comma
-connect multiple syllables with no spaces
- if the second of the newly joined syllables begins with the letters a, e or o, precede that letter with an apostrophe;
- when the last letter of a newly joined syllable is an n, and the first letter of the following joined syllable is an g, place an apostrophe between the n and g

Examples

Ssu-ma, Ch'ien == Sima, Qian
Ou-yang, Hsün == Ouyang, Xun
Ch'en Huang, Chin == Chen Huang, Jin

3B)) Multiple syllable surname, multiple syllable given name; Multiple syllable surname, multiple syllable given name (married women)

-write each syllable in PY

-capitalize the first letter of each syllable of the surname(s), and each letter of the given name
- multiple-syllable surnames are either connected with a hyphen, or separated by spaces, with each syllable being capitalized (usu. for married women)
-in access points, separate surname and given name by a comma
-connect multiple syllables leaving no spaces
- if the second of the newly joined syllables begins with the letters a, e or o, precede that letter with an apostrophe;
- when the last letter of a newly joined syllable is an n, and the first letter of the following joined syllable is an g, place an apostrophe between the n and g

Examples:

Ssu-ma, Hsiang-ju == Sima, Xiangru
Ou-yang, Jen-shih == Ouyang, Renshi
Chin Chou, Ch'un-mei == Jin Zhou, Chunmei
Fang Jen, Li-sha == Fang Ren, Lisha
Ma Chang, Mei-sung == Ma Zhang, Meisong

4) Forename (Pseudonym, Buddhist monk's name, etc.)

- write each syllable in PY
- capitalize the first letter of the name
- connect hyphenated syllables with no spaces
- the first letter of a separate syllable may or may not be capitalized
- when the second of newly joined syllables begins with the letters a, e or o, precede that letter with an apostrophe;
- when the last letter of a newly joined syllable is an n, and the first letter of the following joined syllable is an g, place an apostrophe between the n and g

Examples:

Wu-ming-shih == Wumingshi
Miao-chou == Miaozhou
Hsüan Hua == Xuan Hua
T'ang Tai-tsung == Tang Taizong
Chao Wu-ling wang == Zhao Wuling wang

4.4.1.8 Multi-character geographic names: join together (without spaces or hyphens) the syllables associated with multi-character geographic names; do not join the names of jurisdictions and topographical features to geographic names, but separate them from the proper names by a space (see hyphens, above, and instructions for conversion of certain generic terms in Conversion Sequence G3); headings for place names in Taiwan are not

to be converted; examples:

Examples:

Ch'i-hsien (Henan Sheng, China) == Qi Xian (Henan Sheng, China)
Sang-hsiung ti ch'ü == Sangxiung Diqu
Chu-chang-tzu ti ch'ü == Zhuzhangzi Diqu
O-lun-ch'un tzu chih ch'i == Elunchun Zizhiqi

When the single syllable tsu / zu precedes any of these terms in a proper name, connect the syllable tsu / zu to the syllable that precedes it, following other procedures governing joined syllables.

Examples:

Kuo-lo Tsang tsu tzu chih chou (China) == Guoluo Zangzu Zizhizhou (China)

Wan-hsien chuan ch'ü (China) == Wanxian Zhuanqu (China)

Lu-ch'üan I tsu Miao tsu zhu chih hsien (China) == Luquan Yizu Miaozu Zizhixian (China)

4.4.2   Instructions for conversion of individual subfields

4.4.2.1 Do not convert fields/subfields that are not named specifically below, but pass these fields and subfields through unchanged (i.e. 100$q, 670, 675).

4.4.2.2 Convert these fields/subfields as instructed below:

008/07
1/ indication of an authority record's conversion would refer to the entire 1xx field, and not just the form of heading in the $a subfield

2/ add "c" to indicate a heading which 1) has been converted to pinyin form, or 2) is already established in pinyin form, according to national library guidelines.

3/ add "n" to indicate a heading which is considered for conversion but is found either 1) to have non-systematic (non-Wade-Giles) romanization, or 2) not to be a romanized heading

001   See Appendix C.

003   See Appendix C.

005   to remain unchanged (see Appendix 3)

008/07   - code the subfield 'c' when all or part of the 1xx field is converted from Wade-Giles to pinyin
       - code the subfield 'n' when the record is considered for conversion, but no part of the 1xx field is converted to pinyin
       - code the subfield "c" when the record is sent to LC for manual review/conversion

008/10   convert all personal names (field 100) that are coded "a" "b" "c" or "d" in the rules byte;
       - for those coded "a" or "b", retain the original WG form in 400$a field
       - do not retain original WG forms in any 4xx field that contains another subfield following $a (e.g. $b, $n, $p, $t), other than $c or $d.

       only convert corporate (field 110), meeting (field 111), uniform title (field 130) and geographic (field 151) headings that are coded "c" or "d";
       - for those coded "a" or "b", convert the heading to pinyin and place it in an appropriate 4xx field (i.e. if the heading is 110, the reference will be 410);
       - do not convert non-WG terms;
       - do not change the coding of the record

008/11 See Appendix C.
008/17 See Appendix C.

008/32   if a heading is coded "b" (non-unique personal name), record it according to step 3.14

040 $b eng   add to all records

040 $d   add OCLC's MARC (NUC) Code to all records

1XX, 4XX, 5XX Second Indicator (EXCEPT 130, 430, 530) -- See Appendix C.

050$d   convert using STD, standard table

100   If any portion of the heading converts, and only includes subfields $a, $c and/or $d, change the WG 100 to 400$wnne and retain.

100$a   1/ scan against PER, personal names
       - if result pure, convert; if not, pass

2/ if 100/a does not convert, do not consider subfields $c and $d for conversion, but do consider subfields $n, $p, $s and $t for conversion

100$c	scan against STD standard table
100$d	scan against STD standard table
100$m	scan against STD standard table
100$n	scan against STD standard table
100$p	scan against STD standard table
100$s	scan against STD standard table

100$t   1/ analyze text, following conversion sequence WG/OTHER;
         - if the text is WG, proceed to step 2;
         - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
         - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
         2/ scan against G3, multi-syllabic generics;
         - if G3 is applied, proceed to step 3;
         - if G3 is not applied, proceed to scan 3
         3/ scan the remaining syllables against STD, standard table

110   If any portion of the heading converts, and if the heading includes only subfield $a, change the WG 110 to 410$wnne and retain

1101$a   1/ scan against T1, Taiwan heading forms;
         - if applied, block subfield $a from conversion, and proceed to the next subfield;
         - if not applied, proceed to scan 2
         2/ scan against C1, Conventional Place Names (Heading form);
         - if applied, proceed to the next subfield;
         - if not applied, proceed to scan 3
         3/ scan against C2, Conventional Place Names (straight form);
         - if applied, proceed scan 4;
         - if not applied, proceed to scan 4
         4/ scan against G3, multi-syllabic generics;
         - if G3 is applied, proceed to scan 5;
         - if G3 is not applied, proceed to scan 5

5/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 6;
- if not applied, then proceed to scan 6
6/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 7;
- if not applied, then proceed to scan 7
7/ scan the remaining syllables against STD, standard table

11020$a 1/ scan against T2, Taiwan straight forms;
- if applied, block the qualifier (that includes the place name) from conversion, and proceed to scan 3;
- if not applied, proceed to scan 2
[C1 removed]
2/ scan against C2, Conventional Place Names (Straight form);
- if applied, then proceed to scan 3;
- if not applies, then proceed to scan 3
3/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3a;
- if G3 is not applied, proceed to scan 3a
3a/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 4;
- if not applied, then proceed to scan 4
4/ scan against G2, 2-syllable place names;
- if G2 is applied, then proceed to step 5;
- if G2 is not applied, then proceed to step 5
5/ convert using STD, standard table

110$b 1/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 2
2/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 4;
- if not applied, then proceed to scan 4
4/ scan the remaining syllables against STD, standard table

110$n scan against STD standard table

110$p scan against STD standard table

110$s scan against STD standard table

110$t	1/ analyze text, following conversion sequence WG/OTHER; 　　- if the text is WG, proceed to step 2; 　　- if the text is non-WG, do not convert the subfield; proceed to the next subfield; 　　- if the text is mixed, do not proceed with conversion; send the record to LC for manual review 2/ scan against G3, multi-syllabic generics; 　　- if G3 is applied, proceed to scan 3; 　　- if G3 is not applied, proceed to scan 3 3/ scan the remaining syllables against STD, standard table
111	If any portion of the heading converts, and contains only $a, change the WG 111 to 411$wnne and retain.
111$a	1/ scan against G3, multi-syllabic generics; 　　- if G3 is applied, proceed to scan 2; 　　- if G3 is not applied, proceed to scan 2 2/ scan the remaining syllables against STD, standard table
111$c	1/ scan against T2, Taiwan straight forms; 　　- if applied, block the qualifier (that includes the place name) from conversion, and proceed to scan 3; 　　- if not applied, proceed to scan 2 2/ scan against C2, Conventional place names (straight form); 　　- if applied, then proceed to scan 3; 　　- if not applied, then proceed to scan 3 3/ scan against G3, multi-syllabic generics; 　　- if G3 is applied, proceed to scan 4; 　　- if G3 is not applied, proceed to scan 4 4/ scan against G1, generic terms for place names; 　　- if applied, then proceed to scan 5; 　　- if not applied, then proceed to scan 5 5/ scan against G2, 2-syllable place names; 　　- if applied, then proceed to scan 6; 　　- if not applied, then proceed to scan 6 6/ scan the remaining syllables against STD, standard table
111$e	scan against STD standard table
111$n	scan against STD standard table
111$p	scan against STD standard table

111$t   1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC for manual review
2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3
3/ scan the remaining syllables against STD, standard table

130   If any portion of the heading converts, change the WG 130 to 430$wnne and retain

130$a portion of the subfield that occurs before any qualifier
1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC for manual review
2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3
3/ scan the remaining syllables against STD, standard table

130$a qualifier that occurs in parentheses
1/ scan against T2, Taiwan straight forms;
- if applied, determine if the subfield contains double parentheses;
- if it does, do not convert the subfield; forward the record for manual review;
- if it does not, proceed to scan 3;
- if not applied, then proceed to scan 2
2/ scan against C2, Conventional Place Names (Straight form);
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 4;
- if G3 is not applied, proceed to scan 4
4/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 5;
- if not applied, then proceed to scan 5
5/ scan against G2, 2-syllable place names;

        - if applied, then proceed to scan 6;
        - if not applied, then proceed to scan 6
   6/ scan the remaining syllables against STD, standard table

130$n	scan against STD standard table
130$p	scan against STD standard table
130$s	scan against STD standard table

130$t   1/ analyze text, following conversion sequence WG/OTHER;
        - if the text is WG, proceed to step 2
        - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
        - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
   2/ scan against G3, multi-syllabic generics;
        - if G3 is applied, proceed to scan 3;
        - if G3 is not applied, proceed to scan 3
   [G1, G2 removed]
   3/ scan the remaining syllables against STD, standard table

151   If any portion of the heading converts, and it contains only subfield $a, change the WG 151 to 451$wnne and retain

151$a   1/ scan against T1, Taiwan heading forms;
        - if applied, block subfield $a from conversion, and proceed to the next subfield;
        - if not applied, proceed to scan 2
   2/ scan against C1, Conventional Place Names (Heading form);
        - if applied, then proceed to scan 3;
        - if not applied, then proceed to scan 3
   3/ scan against C2, Conventional Place Names (Straight form);
        - if applied, then proceed to scan 4;
        - if not applied, then proceed to scan 4
   4/ scan against G3, multi-syllabic generics;
        - if G3 is applied, proceed to scan 5;
        - if G3 is not applied, proceed to scan 5
   5/ scan against G1, generic terms for place names;
        - if applied, then proceed to scan 6;
        - if not applied, then proceed to scan 6
   6/ scan against G2, 2-syllable place names;
        - if applied, then proceed to scan 7;

- if not applied, then proceed to scan 7
7/ scan the remaining syllables against STD, standard table

4xx	Invoke Conversion sequence REF when converting the 4xx fields: - convert WG 4xx subfields to their PY equivalents; - retain the original WG forms in 400$a and 451$a fields (i.e., add a second 4xx and retain existing 4xx's), and only includes subfields $a, $c and/or $d; - delete converted WG forms in the 410, 411 and 430 fields; - do not retain original WG forms in any 4xx field that contains another subfield following $a (e.g. $b, $n, $p, $t)
400$a$wnnaa	pass through
400$a$wnna	"
400$a$wnne	"
400$a	consider for conversion 1/ scan against PER, personal names if result pure, convert; if not, pass
400$c	1/ if conversion has occurred in the 100 $c subfield, change matching 400 $c subfields in the same way Example: 100 0 $a I-hsin, $c Prince, son of Tao-kuang, Emperor of China, $d 1833-1898 == 100 0 $a Yixin, $c Prince, son of Daoguang, Emperor of China, $d 1833-1898 2/ if a 400 $c subfield does not match the 100 $c subfield, scan the remaining syllables against STD, standard table
400$d	1/ if conversion has occurred in the 100 $d subfield, change matching 400 $c subfields in the same way 100 1 $a Wang, Ch'i, $d chin shih 1565 == 100 1 $a Wang, Qi, $d jin shi 1565 2/ if a 400 $d subfield does not match the 100 $d subfield, scan the remaining syllables against STD, standard table
400$m	scan against STD standard table
400$n	scan against STD standard table

400$p   scan against STD standard table

400$s   scan against STD standard table

400$t   1/ analyze text, following conversion sequence WG/OTHER;
     - if the text is WG, proceed to step 2;
     - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
     - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
    2/ scan against G3, multi-syllabic generics;
     - if G3 is applied, proceed to scan 3;
     - if G3 is not applied, proceed to scan 3
    3/ scan the remaining syllables against STD, standard table

410$a$wnnaa pass through
410$a$wnna "
410$a$wnne "

4101$a   1/ scan against T1, Taiwan heading forms;
     - if applied, block subfield $a from conversion, and proceed to the next subfield;
     - if not applied, proceed to scan 2
    2/ scan against C1, Conventional Place Names (Heading form);
     - if applied, proceed to the next subfield;
     - if not applied, proceed to scan 3
    3/ scan against C2, Conventional Place Names (straight form);
     - if applied, proceed scan 4;
     - if not applied, proceed to scan 4
    4/ scan against G3, multi-syllabic generics;
     - if G3 is applied, proceed to scan 5;
     - if G3 is not applied, proceed to scan 5
    5/ scan against G1, generic terms for place names;
     - if applied, then proceed to scan 6;
     - if not applied, then proceed to scan 6
    6/ scan against G2, 2-syllable place names;
     - if applied, then proceed to scan 7;
     - if not applied, then proceed to scan 7
    7/ scan the remaining syllables against STD, standard table

41020$a 1/ scan against T2, Taiwan straight forms;
     - if applied, block the qualifier (that includes the place name) from conversion, and proceed to scan 3;

- if not applied, proceed to scan 2
2/ scan against C2, Conventional Place Names (Straight form);
 - if applied, then proceed to scan 3;
 - if not applies, then proceed to scan 3
3/ scan against G3, multi-syllabic generics;
 - if G3 is applied, proceed to scan 3a;
 - if G3 is not applied, proceed to scan 3a
3a/ scan against G1, generic terms for place names;
 - if applied, proceed to scan 4;
 - if not applied, proceed to scan 4
4/ scan against G2, 2-syllable place names;
 - if applied, then proceed to scan 5;
 - if not applied, then proceed to scan 5
5/ scan the remaining syllables against STD, standard table

410$b	1/ scan against G3, multi-syllabic generics; - if G3 is applied, proceed to scan 2; - if G3 is not applied, proceed to scan 2 2/ scan against G1, generic terms for place names; - if applied, then proceed to scan 3; - if not applied, then proceed to scan 3 3/ scan against G2, 2-syllable place names; - if applied, then proceed to scan 4; - if not applied, then proceed to scan 4 4/ scan the remaining syllables against STD, standard table
410$n	convert using STD, standard table
410$p	convert using STD, standard table
410$s	convert using STD, standard table
410$t	1/ analyze text, following conversion sequence WG/OTHER; - if the text is WG, proceed to step 2; - if the text is non-WG, do not convert the subfield; proceed to the next subfield; - if the text is mixed, do not proceed with conversion; send the record to LC for manual conversion 2/ scan against G3, multi-syllabic generics; - if G3 is applied, proceed to scan 3; - if G3 is not applied, proceed to scan 3 [G1, G2 removed] 3/ scan the remaining syllables against STD, standard table

411$a$wnnaa pass through
411$a$wnna "
411$a$wnne "

411$a   1/ scan against G3, multi-syllabic generics;
                - if G3 is applied, proceed to scan 2;
                - if G3 is not applied, proceed to scan 2
        2/ scan the remaining syllables against STD, standard table

411$c   1/ scan against T2, Taiwan straight forms;
                - if applied, block the qualifier (that includes the place name) from
                conversion, and proceed to scan 3;
                - if not applied, proceed to scan 2
        2/ scan against C2, Conventional place names (straight form);
                - if applied, then proceed to scan 3;
                - if not applied, then proceed to scan 3
        3/ scan against G3, multi-syllabic generics;
                - if G3 is applied, proceed to scan 4;
                - if G3 is not applied, proceed to scan 4
        4/ scan against G1, generic terms for place names;
                - if applied, then proceed to scan 5;
                - if not applied, then proceed to scan 5
        5/ scan against G2, 2-syllable place names;
                - if applied, then proceed to scan 6;
                - if not applied, then proceed to scan 6
        6/ scan the remaining syllables against STD, standard table

411$n   scan against STD standard table

411$p   scan against STD standard table

411$s   scan against STD standard table

411$t   1/ analyze text, following conversion sequence WG/OTHER;
                - if the text is WG, proceed to step 2;
                - if the text is non-WG, do not convert the subfield; proceed to the next
                subfield;
                - if the text is mixed, do not proceed with conversion; send the record to LC
                for manual review
        2/ scan against G3, multi-syllabic generics;
                - if G3 is applied, proceed to scan 3;
                - if G3 is not applied, proceed to scan 3

3/ scan the remaining syllables against STD, standard table

430$a$wnnaa pass through
430$a$wnna "
430$a$wnne "

430$a   1/ analyze text, following conversion sequence WG/OTHER;
    - if the text is WG, proceed to step 2;
    - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
    - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
   2/ scan against G3, multi-syllabic generics;
    - if G3 is applied, proceed to scan 3;
    - if G3 is not applied, proceed to scan 3
   3/ scan the remaining syllables against STD, standard table

430$a qualifier that occurs in parentheses
   1/ scan against T2, Taiwan straight forms;
    - if applied, determine if the subfield contains double parentheses;
     - if it does, do not convert the subfield; forward the record for manual review;
     - if it does not, proceed to scan 3
    - if not applied, then proceed to scan 2
   2/ scan against C2, Conventional Place Names (Straight form);
    - if applied, then proceed to scan 3;
    - if not applied, then proceed to scan 3
   3/ scan against G3, multi-syllabic generics;
    - if G3 is applied, proceed to scan 4;
    - if G3 is not applied, proceed to scan 4
   4/ scan against G1, generic terms for place names;
    - if applied, then proceed to scan 5;
    - if not applied, then proceed to scan 5
   5/ scan against G2, 2-syllable place names;
    - if applied, then proceed to scan 6;
    - if not applied, then proceed to scan 6
   6/ scan the remaining syllables against STD, standard table

430$n   scan against STD standard table

430$p   scan against STD standard table

430$s   scan against STD standard table

430$t   1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC for manual review

2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3

3/ scan the remaining syllables against STD, standard table

451$a$wnnaa pass through
451$a$wnna   "
451$a$wnne   "

451$a   1/ scan against T1, Taiwan heading forms;
- if applied, block subfield $a from conversion, and proceed to the next subfield;
- if not applied, proceed to scan 2

2/ scan against C1, Conventional Place Names (Straight form);
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3

3/ scan against C2, Conventional Place Names (Heading form);
- if applied, then proceed to scan 4;
- if not applied, then proceed to scan 4

4/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 5;
- if G3 is not applied, proceed to scan 5

5/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 6;
- if not applied, then proceed to scan 6

6/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 7;
- if not applied, then proceed to scan 7

7/ scan the remaining syllables against STD, standard table

500$a   consider for conversion
1/ scan against PER, personal names
if result pure, convert; if not, pass

500$c   1/ if conversion has occurred in the 100 $c subfield, change matching 500 $c subfields so that they match the form in the 100 $c

Example: see 400 $c

500$d 1/ if conversion has occurred in the 100 $d subfield, change matching 500 $d subfields so that they match the form in the 100 $d

Examples: see 400 $d

500$s scan against STD standard table

500$t 1/ analyze text, following conversion sequence WG/OTHER;
  - if the text is WG, proceed to step 2;
  - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
  - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
2/ scan against G3, multi-syllabic generics;
  - if G3 is applied, proceed to scan 3;
  - if G3 is not applied, proceed to scan 3
3/ scan the remaining syllables against STD, standard table

5101$a 1/ scan against T1, Taiwan heading forms;
  - if applied, block subfield $a from conversion, and proceed to the next subfield;
  - if not applied, proceed to scan 2
2/ scan against C1, Conventional Place Names (Heading form);
  - if applied, proceed to the next subfield;
  - if not applied, proceed to scan 3
3/ scan against C2, Conventional Place Names (straight form);
  - if applied, proceed scan 4;
  - if not applied, proceed to scan 4
4/ scan against G3, multi-syllabic generics;
  - if G3 is applied, proceed to scan 5;
  - if G3 is not applied, proceed to scan 5
5/ scan against G1, generic terms for place names;
  - if applied, then proceed to scan 6;
  - if not applied, then proceed to scan 6
6/ scan against G2, 2-syllable place names;
  - if applied, then proceed to scan 7;
  - if not applied, then proceed to scan 7
7/ scan the remaining syllables against STD, standard table

51020$a 1/ scan against T2, Taiwan straight forms;

- if applied, block the qualifier (that includes the place name) from
conversion, and proceed to scan 3;
- if not applied, proceed to scan 2
2/ scan against C2, Conventional Place Names (Straight form);
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G3, multi-syllabic generics;
- if G3 is applied proceed to scan 4;
- if G3 is not applied, proceed to scan 4
4/ scan against G1, generic terms for place names;
- if G1 is applied, proceed to scan 5;
- if G1 is not applied, proceed to scan 5
5/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 6;
- if not applied, then proceed to scan 6
6/ scan the remaining syllables against STD, standard table

510$b   1/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 2;
- if G3 is not applied, proceed to scan 2
2/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 4;
- if not applied, then proceed to scan 4
4/ scan the remaining syllables against STD, standard table

510$s   scan against STD standard table

510$t   1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next
subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC
for manual review
2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3
3/ scan the remaining syllables against STD, standard table

511$a   1/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 2;

- if G3 is not applied, proceed to scan 2
2/ scan the remaining syllables against STD, standard table

511$c   1/ scan against T2, Taiwan straight forms;
- if applied, block the qualifier (that includes the place name) from conversion, and proceed to scan 3;
- if not applied, proceed to scan 2
2/ scan against C2, Conventional place names (straight form);
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 4;
- if G3 is not applied, proceed to scan 4
4/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 5;
- if not applied, then proceed to scan 5
5/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 6;
- if not applied, then proceed to scan 6
6/ scan the remaining syllables against STD, standard table

511$t   1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC for manual review
2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3
3/ scan the remaining syllables against STD, standard table

530$a portion of the subfield that occurs before any qualifier
1/ analyze text, following conversion sequence WG/OTHER;
- if the text is WG, proceed to step 2;
- if the text is non-WG, do not convert the subfield; proceed to the next subfield;
- if the text is mixed, do not proceed with conversion; send the record to LC for manual review
2/ scan against G3, multi-syllabic generics;
- if G3 is applied, proceed to scan 3;
- if G3 is not applied, proceed to scan 3
[G1, G2 removed]

3/ scan the remaining syllables against STD, standard table

530$a qualifier that occurs in parentheses
> 1/ scan against T2, Taiwan straight forms;
>> - if applied, determine if the subfield contains double parentheses;
>>> - if it does, do not convert the subfield; forward the record for manual review;
>>> - if it does not, proceed to scan 3;
>> - if not applied, then proceed to scan 2
> 2/ scan against C2, Conventional Place Names (Straight form)
>> - if applied, then proceed to scan 3;
>> - if not applied, then proceed to scan 3
> 3/ scan against G3, multi-syllabic generics;
>> - if G3 is applied, proceed to scan 4;
>> - if G3 is not applied, proceed to scan 4
> 4/ scan against G1, generic terms for place names;
>> - if applied, then proceed to scan 5;
>> - if not applied, then proceed to scan 5
> 5/ scan against G2, 2-syllable place names;
>> - if applied, then proceed to scan 6;
>> - if not applied, then proceed to scan 6
> 6/ scan the remaining syllables against STD, standard table

530$n   scan against STD standard table

530$p   scan against STD standard table

530$s   scan against STD standard table

530$t   1/ analyze text, following conversion sequence WG/OTHER;
> - if the text is WG, proceed to step 2;
> - if the text is non-WG, do not convert the subfield; proceed to the next subfield;
> - if the text is mixed, do not proceed with conversion; send the record to LC for manual review
> 2/ scan against G3, multi-syllabic generics;
>> - if G3 is applied, proceed to scan 3;
>> - if G3 is not applied, proceed to scan 3
> 3/ scan the remaining syllables against STD, standard table

550   delete wherever found

551$a   1/ scan against T1, Taiwan heading forms;

- if applied, block subfield $a from conversion, and proceed to the next subfield;
- if not applied, proceed to scan 2

2/ scan against C1, Conventional Place Names (Straight form);
      - if applied, then proceed to scan 3;
      - if not applied, then proceed to scan 3

3/ scan against C2, Conventional Place Names (Heading form);
      - if applied, then proceed to scan 4;
      - if not applied, then proceed to scan 4

4/ scan against G3, multi-syllabic generics;
      - if G3 is applied, follow by applying G1; then proceed to scan 5;
      - if G3 is not applied, proceed to scan 5

5/ scan against G1, generic terms for place names;
      - if applied, then proceed to scan ;
      - if not applied, then proceed to scan 6

6/ scan against G2, 2-syllable place names;
      - if applied, then proceed to scan 7;
      - if not applied, then proceed to scan 7

7/ scan the remaining syllables against STD, standard table

8/ if the heading converts, do not retain old (WG) 551 field

551$x	1/ pass, do not convert
551$y	1/ pass, do not convert
64x	Convert only if a 1xx heading, or part of a 1xx heading, is converted.

64x NOTE: This does not apply when the only access point on a SAR that converts is found, for example, in a 4xx field.

640
1/ do not convert the syllables no or no.
2/ scan against STD standard table

641
1/ do not convert the syllables no or no.
2/ scan against STD standard table

642
1/ do not convert the syllables no or no.
2/ scan against STD standard table

643$a
1/ scan against G3, multi-syllabic generics;
      - if G3 is applied, proceed to scan 2;
      - if G3 is not applied, proceed to scan 2

2/ scan against G1, generic terms for place names;
- if applied, then proceed to scan 3;
- if not applied, then proceed to scan 3
3/ scan against G2, 2-syllable place names;
- if applied, then proceed to scan 4;
- if not applied, then proceed to scan 4
4/ scan the remaining syllables against STD, standard table

643$b   scan against STD standard table

643$d   1/ do not convert the syllables no or no.
2/ scan against STD standard table

663$a   do not convert
663$b   1/ scan against PER, personal names

5   Dedup: after completing each record,

5.1   Conduct intra-record dedup:

5.1.1   If a converted 4xx field matches the newly converted heading or another reference on the same authority record, delete the 4xx field

5.2   Conduct inter-record dedup

5.2.1   If a converted 4xx normalizes to the same letters as a 1xx field on another authority record, change the 4xx to 5xx and record the LCCN in report (following step 3.12)

Note: Following the loading of converted records onto RLIN, routine RLG reports will identify instances when a converted 4xx will normalize to the same letters as a 1xx field on another authority record. When the extent of this duplication can be ascertained, OCLC will consider whether corrections might best be made by program or manually.

After conversion action on an authority record, the NAR will be submitted to the Name Authority File

Appendix B: Testing

B.1. OCLC's proposed schedule for tests and LC review of results.

Five tests of authority conversion are fine.
For tests 2-5, if LC receives the test results on May 5, for example, they will respond back to

OCLC by May 12. This is based on the assumption that LC can get the resources to do their review and testing and that there are no blatant problems with the files.

More turnaround time is required between tests 1 and 2 because of the size of the testfile and the challenge of the first review.

The test results can be delivered to LC in a single ftp-able file, divided into a series of physical files.

Appendix C: Changes Agreed to as part of Conference Call 3/15/2000 on Load issues, with Ann Della Porta and other LC staff; updated for version 2.0, 5/30/00

OCLC will extract from our live copy of the authority file the records identified by Rick Bennett's finding algorithms to contain eligible Wade-Giles strings. We will convert these authority records offline, processing them in one or more batches, as fits our needs. In addition to the manipulations done as part of the Pinyin authority conversion proper, we will (or can) also make these changes:

- 001: Supply OCLC Authority Record Number (ARN).
- 003: Supply OCLC MARC (NUC) Code (OCoLC).
- 005: Should remain unaltered pending LC processing.
- 008/07: Change all values to fill character (this will be performed by Robert's macro, prior to the Pinyin conversion proper).
- 008/11: Change all values to "a".
- 008/17: Change all values to "n".
- 040 $b eng: Add to all records
- 040 $d: add OCLC's MARC (NUC) Code
- 1XX, 4XX, 5XX Second Indicator (EXCEPT 130, 430, 530): Supply value "blank".