**What is NACO?**

The Name Authority Cooperative (NACO), which is overseen by the Library of Congress (LC), is comprised of libraries whose catalogers participate in contributing name authority records (NAR) for names of persons, corporate bodies, jurisdictions, and uniform titles to LC’s Name Authority File (NAF).

Participants can either join NACO independently with the agreement to contribute at least 100 NARs per year or join as a funnel, in which libraries join as a group and have no minimum requirement for record contribution. Forming a funnel has allowed Oklahoma catalogers the opportunity to improve resource discovery by establishing verified forms of names and disambiguating entities with same or similar names.

**Training**

Becoming a NACO participant is a time investment with the full training session consisting of thirty-one hours covering eight modules: Foundations, Persons, Families, Corporate Bodies, Places, Works, Making Changes, and Administrative Information. LC provides all of the standard training material for non-LC staff to use locally.

Funnel members may be trained at their convenience by the Funnel Coordinator or they may wait until LC holds an online workshop. When the Oklahoma “Tornado” NACO Funnel formed in 2017, catalogers from participating institutions attended training sessions led by OU either in-person at their Library Service Center or virtually.

**Forming the Oklahoma “Tornado” NACO Funnel**

**What is NACO?**

The Name Authority Cooperative (NACO), which is overseen by the Library of Congress (LC), is comprised of libraries whose catalogers participate in contributing name authority records (NAR) for names of persons, corporate bodies, jurisdictions, and uniform titles to LC’s Name Authority File (NAF).

Participants can either join NACO independently with the agreement to contribute at least 100 NARs per year or join as a funnel, in which libraries join as a group and have no minimum requirement for record contribution. Forming a funnel has allowed Oklahoma catalogers the opportunity to improve resource discovery by establishing verified forms of names and disambiguating entities with same or similar names.

**Training**

Becoming a NACO participant is a time investment with the full training session consisting of thirty-one hours covering eight modules: Foundations, Persons, Families, Corporate Bodies, Places, Works, Making Changes, and Administrative Information. LC provides all of the standard training material for non-LC staff to use locally.

Funnel members may be trained at their convenience by the Funnel Coordinator or they may wait until LC holds an online workshop. When the Oklahoma “Tornado” NACO Funnel formed in 2017, catalogers from participating institutions attended training sessions led by OU either in-person at their Library Service Center or virtually.

**Establishing a NAR**

Catalogers must determine if there is an existing name when creating a new NAR—if there is not, catalogers may establish the name as-is; however, finding disambiguating information is mandatory if there is an existing name. Establishing or disambiguating a name in the NAF requires time and research. Although it is not the cataloger’s job to create a mini-biography of the person or entity, it is important for catalogers to find information, such as birth or death dates for people, that will disambiguate one person or entity from another with a similar name. NARs can contain “see also” references, such as pseudonyms or memberships for persons, or preceding or succeeding names for corporate entities.

University of Central Oklahoma (UCO) catalogers developed a process to ensure that unauthorized names were identified in the copy-cataloging workflow and added to a queue for catalogers to establish and contribute new NARs:

1. **Copy-catalogers submit unauthorized names found in print resources via LibWizard form**
2. **Cataloger selects name to research and begins drafting a new NAR**
3. **Cataloger submits NAR to Funnel Coordinator for review**
4. **Funnel Coordinator reviews NAR and sends feedback**
5. **Cataloger makes corrections as needed and resubmits NAR**
6. **Funnel Coordinator approves NAR for upload**
7. **Cataloger uploads NAR to NAF and reports assigned identifiers and any bibliographic file maintenance to Funnel Coordinator**
8. **Contributed NARs are sent to LC to add to NAF and redistributed to LC’s bibliographic partners**

Creating a process for notifying catalogers of unauthorized names has allowed UCO to consistently contribute names to the NAF.

**Participating Institutions**

University of Oklahoma*  
National Weather Center  
Oklahoma Historical Society  
*Funnel coordinator

University of Central Oklahoma  
Tulsa City-County Library System  
Tulsa Community College

**What is NACO?**

The Name Authority Cooperative (NACO), which is overseen by the Library of Congress (LC), is comprised of libraries whose catalogers participate in contributing name authority records (NAR) for names of persons, corporate bodies, jurisdictions, and uniform titles to LC’s Name Authority File (NAF).

Participants can either join NACO independently with the agreement to contribute at least 100 NARs per year or join as a funnel, in which libraries join as a group and have no minimum requirement for record contribution. Forming a funnel has allowed Oklahoma catalogers the opportunity to improve resource discovery by establishing verified forms of names and disambiguating entities with same or similar names.

**Training**

Becoming a NACO participant is a time investment with the full training session consisting of thirty-one hours covering eight modules: Foundations, Persons, Families, Corporate Bodies, Places, Works, Making Changes, and Administrative Information. LC provides all of the standard training material for non-LC staff to use locally.

Funnel members may be trained at their convenience by the Funnel Coordinator or they may wait until LC holds an online workshop. When the Oklahoma “Tornado” NACO Funnel formed in 2017, catalogers from participating institutions attended training sessions led by OU either in-person at their Library Service Center or virtually.

**Establishing a NAR**

Catalogers must determine if there is an existing name when creating a new NAR—if there is not, catalogers may establish the name as-is; however, finding disambiguating information is mandatory if there is an existing name. Establishing or disambiguating a name in the NAF requires time and research. Although it is not the cataloger’s job to create a mini-biography of the person or entity, it is important for catalogers to find information, such as birth or death dates for people, that will disambiguate one person or entity from another with a similar name. NARs can contain “see also” references, such as pseudonyms or memberships for persons, or preceding or succeeding names for corporate entities.

University of Central Oklahoma (UCO) catalogers developed a process to ensure that unauthorized names were identified in the copy-cataloging workflow and added to a queue for catalogers to establish and contribute new NARs:

1. **Copy-catalogers submit unauthorized names found in print resources via LibWizard form**
2. **Cataloger selects name to research and begins drafting a new NAR**
3. **Cataloger submits NAR to Funnel Coordinator for review**
4. **Funnel Coordinator reviews NAR and sends feedback**
5. **Cataloger makes corrections as needed and resubmits NAR**
6. **Funnel Coordinator approves NAR for upload**
7. **Cataloger uploads NAR to NAF and reports assigned identifiers and any bibliographic file maintenance to Funnel Coordinator**
8. **Contributed NARs are sent to LC to add to NAF and redistributed to LC’s bibliographic partners**

Creating a process for notifying catalogers of unauthorized names has allowed UCO to consistently contribute names to the NAF.

**Participating Institutions**

University of Oklahoma*  
National Weather Center  
Oklahoma Historical Society  
*Funnel coordinator

University of Central Oklahoma  
Tulsa City-County Library System  
Tulsa Community College

**OK Funnel Contributions (Selected)**

- Arnett, Kristen N.
- Brown, Jason, 1968-
- Cameron, Alex (Musician)
- Carlstone, Darry S.
- Alternate identity: Stone, Scott (Mystery writer)
- Central Oklahoma Humane Society
- Central State College (Edmond, Okla.)
- Herland Bookstore
- Successor: Herland Sister Resources
- Hudson, John Frederick
- Hustin, A. (Arthur), 1850-1924
- Jackson College of Graduate Studies
  - Predecessor: Jackson College of Graduate Studies & Research
  - Predecessor: University of Central Oklahoma, Graduate College
- Lee, Jane
- Lee, Jane (Art historian)
- Lee, Jane (Eleanor historian)
- Neil-Sherwood, Michele
- New Plains Student Publishing
- Rodriguez, Gustavo A. (Bird watcher)
- Stoermer, Mark, 1977-
  - Member of: Killers (Rock Group : 2001-)
- Thomas, Todd (Steven Todd)
  - Member of: Sensual Harassment

**Benefits for the User**

Name authority control provides points of uniform access in the form of clearly identified creators. The use of uniform names across bibliographic records increases precision and recall in searches within a discovery interface. Authorized names ensure that users can successfully identify a work by a particular creator.

Use of authorized names by multiple institutions also ensures that users can retrieve accurate results when searching across these institutions’ collections and in WorldCat. NARs also enable further discovery via collocation of all of the library’s holdings by a particular author or creator without confusing them with works by and about namesakes.