

NAME STANDARDIZATION

Defining Procedures and Practices
for Oklahoma State University's
Digital Resources and Discovery Services Team

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WHY STANDARDIZE AUTHOR NAMES?

- ▶ **Name uses change throughout time**
 - ▶ **Professional development**
 - ▶ Early career vs. established career
 - ▶ Associations with different roles/environments
 - ▶ **Life**
 - ▶ Marriage & divorce
 - ▶ Continuation of family, sharing of names (Sr., Jr., III, IV)
 - ▶ Individual choice (full name vs. nickname)
 - ▶ **Ever-growing field**
 - ▶ Other professionals have similar names
 - ▶ Name change necessary to better distinguish one's work
- ▶ **Need to keep track of an author's publications despite name changes**

Link all work to one verifiable name.

HOW DO WE STANDARDIZE NAMES?

- ▶ **Authority Control Files**
 - ▶ LCNAF
- ▶ **Unique Numerical IDs**
 - ▶ ORCID
 - ▶ VIAF
 - ▶ ISNI
- ▶ **Professional reputation**
 - ▶ What name is used most regularly to define a person's work?
 - ▶ By what name will the research community know & recognize a person?
- ▶ **Local practice**
 - ▶ What name does the author prefer?
 - ▶ By what name does the local institution know & recognize them?

What will enable broad user access and discoverability?

What resources does your team have?

NAME STANDARDIZATION 2019 FOR OKLAHOMA STATE UNIVERSITY

Revising and condensing our priorities and practices

YOUR ROLE

Forms of the Name Seen	Form of Name Used	Justification	Notes
7375 Laude, H. H.	Laude, H. H.	OCLC Authority (ARN 2732151)	
7376 Laughlin, Glenn	Laughlin, Glenn	OCLC Authority (ARN 2206788)	
7377 Laughlin, Glenn E.	Laughlin, Glenn	OCLC Authority (ARN 2206788)	
7378 Laughlin, Glenn L.	Laughlin, Glenn	OCLC Authority (ARN 2206788)	
7379 Lavenson, David	Lavenson, David M.	professional publication	
7380 Lavenson, David M.	Lavenson, David M.	professional publication	
7381 Lavenson, David Michael	Lavenson, David M.	professional publication	
7382 Lavery, Jason	Lavery, Jason Edward	OCLC Authority (ARN 4782294)	
7383 Lavery, Jason E.	Lavery, Jason Edward	OCLC Authority (ARN 4782294)	
7384 Lavery, Jason Edward	Lavery, Jason Edward	OCLC Authority (ARN 4782294)	
7385 Lavine, B. K.	Lavine, Barry K.	OCLC Authority (ARN 6599716)	
7386 Lavine, B.K.	Lavine, Barry K.	OCLC Authority (ARN 6599716)	
7387 Lavine, Barry	Lavine, Barry K.	OCLC Authority (ARN 6599716)	
7388 Lavine, Barry K.	Lavine, Barry K.	OCLC Authority (ARN 6599716)	
7389 Lavine, Barry Kenneth	Lavine, Barry K.	OCLC Authority (ARN 6599716)	
7390 Law, James P.	Law, James P.	professional publication	
7391 Lawler, Dennis J.	Lawler, Dennis J.	OCLC usage	
7392 Lawler, James	Lawler, James	OCLC Authority (ARN 342790)	
7393 Lawler, James J.	Lawler, James	OCLC Authority (ARN 342790)	
7394 Lawler, Jim	Lawler, James	OCLC Authority (ARN 342790)	
7395 Lawler, Mary	Lawler, Mary K.	OCLC Authority (ARN 7474384)	
7396 Lawler, Mary K.	Lawler, Mary K.	OCLC Authority (ARN 7474384)	
7397 Lawrence, John D.	Lawrence, John D.	ShareOK	
7398 Lawrence, Christopher M.	Lawrence, Christopher M.	OCLC Authority (ARN 1307065)	

Research, identify, & recommend authority formats for OSU faculty.

PROCESS

You'll have a list of names from your created metadata

You'll run this list through "Name Check Tool"

- Paste your names in the "Name" column (Column A)

- Column C, look for: "MISMATCH," "NA," and [BLANK]

- If "MISMATCH"

- Adjust name in metadata to authorized format (Column B)

- Name is already justified. No further action.

- If "NA" or [BLANK]

- Compare to Name Standardization Chart, searching by last name

- If other name variants present, note the authorized format and the justification. No further action.

- If name does not come up at all on chart, proceed to steps to determine and justify an authority name format.

1	Name	VLOOKUP against Name Standardization Chart	Column A & B Match?	Justification	Notes
92	White, James David	White, James David	y	fuller form	
93	Wilson, Timothy Michael	Wilson, Timothy Michael	y	fuller form	
94	Farr, Cheryl Ann	Farr, Cheryl Ann	y	fuller form	NOT OCLC Authority ARN 1096052.
95	Caplow, Nancy Jill	Caplow, Nancy Jill	y	Graduate Faculty Database (GFD)	
96	Chang, Hsien-Ho Ray	Chang, Hsien-Ho Ray	y	Graduate Faculty Database (GFD)	
97	DuRant, Sarah Elizabeth	DuRant, Sarah Elizabeth	y	Graduate Faculty Database (GFD)	
98	Heitz, Marty Henry	Heitz, Marty Henry	y	Graduate Faculty Database (GFD)	
99	Jones, Jennifer Lynn	Jones, Jennifer Lynn	y	Graduate Faculty Database (GFD)	
100	Kickham, Kenneth P.	Kickham, Kenneth P.	y	Graduate Faculty Database (GFD)	
101	Kidd, James Allan	Kidd, James Allan	y	Graduate Faculty Database (GFD)	
102	Klopfstein, Matthew Joseph	Klopfstein, Matthew Joseph	y	Graduate Faculty Database (GFD)	
103	Lee, Jin Kyu	Lee, Jin Kyu	y	Graduate Faculty Database (GFD)	
104	Luse, Andrew W.	Luse, Andrew W.	y	Graduate Faculty Database (GFD)	
105	Rocateli, Alex Caldeira	Rocateli, Alex Caldeira	y	Graduate Faculty Database (GFD)	
106	Sohoni, Sohum Ashok	Sohoni, Sohum Ashok	y	Graduate Faculty Database (GFD)	
107	Washburn, Isaac J.	Washburn, Isaac J.	y	fuller form	
108	Barringer, Bruce R.	Barringer, Bruce R.	y	Graduate Faculty Database (GFD)	
109	Carter, Scott D.	Carter, Scott D.	y	Graduate Faculty Database (GFD)	
110	Cecil, Joe	Cecil, Joe	y	Graduate Faculty Database (GFD)	
111	Collins, Terry R.	Collins, Terry R.	y	Graduate Faculty Database (GFD)	
112	Comer, Jonathan Charles	Comer, Jonathan C.	MISMATCH	OCLC Authority (ARN 7272413)	
113	Conway, Kenneth E.	Conway, Kenneth E.	y	Graduate Faculty Database (GFD)	
114	Cribbs, Jennifer D.	Cribbs, Jennifer D.	y	Graduate Faculty Database (GFD)	
115	Crick, Christopher John	Crick, Christopher John	y	Graduate Faculty Database (GFD)	
116	Croff, Julie May	Croff, Julie May	y	Graduate Faculty Database (GFD)	
117	Curtis, Joseph Thomas	Curtis, Joseph Thomas	y	Graduate Faculty Database (GFD)	
118	Davis, Robert Evan	Davis, Robert Evan	y	Graduate Faculty Database (GFD)	
119	d'Offay, Jean Michael	D'Offay, Jean Michael	y	Graduate Faculty Database (GFD)	
120	Fairbanks, Wendelyn Sue	Fairbanks, W. Sue	MISMATCH	OCLC usage	
121	Fekete, Emily	Fekete, Emily	y	Graduate Faculty Database (GFD)	
122	Francisco, Christopher Alan	Francisco, Christopher Alan	y	Graduate Faculty Database (GFD)	
123	Frank, Steven David	Frank, Steven David	y	Graduate Faculty Database (GFD)	
124	Gordon, Sarah R.	Gordon, Sarah R.	y	Graduate Faculty Database (GFD)	
125	Guo, Yuanxiong Richard	Guo, Yuanxiong Richard	y	Graduate Faculty Database (GFD)	
126	Hammer, Ryan Iwata	Hammer, Ryan Iwata	y	Graduate Faculty Database (GFD)	

Always compare to the chart before proceeding!

RESOURCES

1) OCLC Connexion



- Our FIRST preference
 - **Authority control**
- Start here
- Exhaust all possibilities

2) Google



- Our BACKUP
 - Our **research** support to OCLC
 - THEN, our other options
 - **CV and/or faculty profiles**
 - **Professional publications**

It's all about the research.

OUR FOCUS

- ▶ **OCLC Connexion: Is there a verifiable authority file on OCLC Connexion?**
 - ▶ YES: Great! You're done!
 - ▶ NO or UNCERTAIN: Work with/proceed to Google
- ▶ **On Google:**
 - ▶ Follow these priorities
 1. Author's OSU faculty profile (CV)
 2. Publications (what can you track down?)
 3. Consistent usage of name across search results
 - ▶ If you can confirm the OCLC record, great!
 - ▶ If not, fine. You've found another good option
- ▶ **LASTLY, consult the resource you're describing**
 - ▶ What name is evidenced?

Prioritize our preferences for justification, but be flexible in how you research & verify the options!

CONSIDERATIONS & PRIORITIES

Current faculty

1. OCLC authority record
2. **Faculty profile page / CV**
3. Google search
 - i. CV (if not on profile page)
 - ii. Publication evidence
 - iii. Consistent reference

Dated faculty

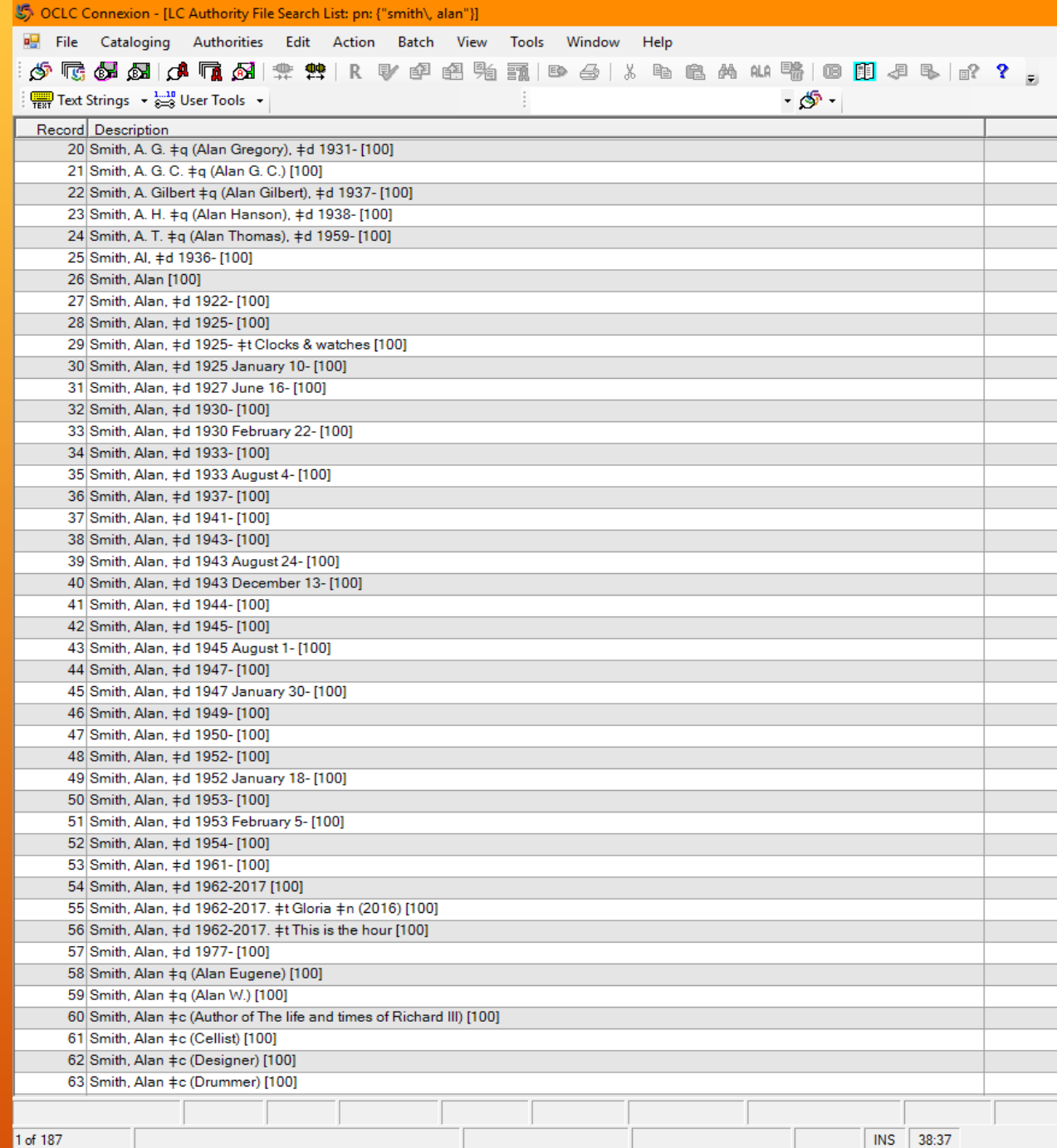
1. OCLC authority record
2. Google search
 - i. CV (if available)
 - ii. Publication evidence
 - iii. Consistent reference
3. **What is evidenced on the piece examined?**

Is there an authority record? What is the author's expressed preference? What name is recognized and used?

#1 OCLC CONNEXION

- ▶ **To search for a name:**
 - ▶ Authorities
 - ▶ Search → LC Names and Subjects
 - ▶ Set to “Personal Names (pn:)”
 - ▶ Shortcut: Shift + F2
- ▶ **List every possible imagined variant!**
 - ▶ Edralin, Lucas Alan
 - ▶ Edralin, Lucas A.
 - ▶ Edralin, L. A.
 - ▶ Edralin, L.
 - ▶ Edralin, L. Alan
 - ▶ Edralin, Luke

More possibilities = greater chance of results



OCLC Connexion - [LC Authority File Search List: pn: ("smith\, alan")]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings User Tools

Record	Description
20	Smith, A. G. †q (Alan Gregory). †d 1931- [100]
21	Smith, A. G. C. †q (Alan G. C.) [100]
22	Smith, A. Gilbert †q (Alan Gilbert). †d 1937- [100]
23	Smith, A. H. †q (Alan Hanson). †d 1938- [100]
24	Smith, A. T. †q (Alan Thomas). †d 1959- [100]
25	Smith, Al. †d 1936- [100]
26	Smith, Alan [100]
27	Smith, Alan. †d 1922- [100]
28	Smith, Alan. †d 1925- [100]
29	Smith, Alan. †d 1925- †t Clocks & watches [100]
30	Smith, Alan. †d 1925 January 10- [100]
31	Smith, Alan. †d 1927 June 16- [100]
32	Smith, Alan. †d 1930- [100]
33	Smith, Alan. †d 1930 February 22- [100]
34	Smith, Alan. †d 1933- [100]
35	Smith, Alan. †d 1933 August 4- [100]
36	Smith, Alan. †d 1937- [100]
37	Smith, Alan. †d 1941- [100]
38	Smith, Alan. †d 1943- [100]
39	Smith, Alan. †d 1943 August 24- [100]
40	Smith, Alan. †d 1943 December 13- [100]
41	Smith, Alan. †d 1944- [100]
42	Smith, Alan. †d 1945- [100]
43	Smith, Alan. †d 1945 August 1- [100]
44	Smith, Alan. †d 1947- [100]
45	Smith, Alan. †d 1947 January 30- [100]
46	Smith, Alan. †d 1949- [100]
47	Smith, Alan. †d 1950- [100]
48	Smith, Alan. †d 1952- [100]
49	Smith, Alan. †d 1952 January 18- [100]
50	Smith, Alan. †d 1953- [100]
51	Smith, Alan. †d 1953 February 5- [100]
52	Smith, Alan. †d 1954- [100]
53	Smith, Alan. †d 1961- [100]
54	Smith, Alan. †d 1962-2017 [100]
55	Smith, Alan. †d 1962-2017. †t Gloria †n (2016) [100]
56	Smith, Alan. †d 1962-2017. †t This is the hour [100]
57	Smith, Alan. †d 1977- [100]
58	Smith, Alan †q (Alan Eugene) [100]
59	Smith, Alan †q (Alan W.) [100]
60	Smith, Alan †c (Author of The life and times of Richard III) [100]
61	Smith, Alan †c (Cellist) [100]
62	Smith, Alan †c (Designer) [100]
63	Smith, Alan †c (Drummer) [100]

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INS 38:37

HOW TO READ AN OCLC RECORD

- ▶ Relevant MARC fields:
 - ▶ **040**: institutional code (creator of authority record)
 - ▶ **100**: authorized author name **[THIS IS WHAT WE WANT!]**
 - ▶ **370**: location of work (city, state)
 - ▶ **371**: email / contact info
 - ▶ **372**: field of study/work
 - ▶ **373**: place/institution of work
 - ▶ **374**: position held/position title
 - ▶ **400**: popular name variants
 - ▶ **670**: publications; degrees obtained; summary statement of author & professional work

Each field offers certain clues...

COMMON FIELD VALUES (FOR OSU FACULTY)

- ▶ What to look for!
 - ▶ 040: **OkS**
 - ▶ 100: Is the name a close or identical match? **[Again, this is the info we want!]**
 - ▶ 370: **Stillwater (Okla.)**
 - ▶ 371: **@okstate.edu**
 - ▶ 372: Is this what our faculty member specializes in?
 - ▶ 373: **Oklahoma State University; Okla. State Univ.; Ok. State Univ.; OSU**
 - ▶ 374: **Professor** or **College teacher**; other titles reflecting field of study
 - ▶ 400: Does your variant fit into this category?
 - ▶ 670: Compare against a CV or Google search. **Any matches?** May also find mention of **Okla. State Univ.** here.

Look for OKLAHOMA!

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings User Tools

ARN 4653717

Rec stat	c	Entered	19980206	Replaced	20150716073828.0
Type	z	Upd status	a	Enc lvl	n
Roman	l	Ref status	n	Mod rec	
Govt aqn	l	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv tp	n
				Source	c
				Name use	a
				Subj use	a
				Ser use	b
				Rules	z

010		no 98063393
040		OkS †b eng †e rda †c OkS †d OkS
024	7	000000004114508X †2 isni
024	7	43915593 †2 viaf
024	7	0000-0002-5430-0880 †2 orcid
046		†f 1961
100	1	Adam, Brian Dale. †d 1961-
370		†f Wheaton (Ill.) †f Lincoln (Neb.) †f Champaign (Ill.) †f Stillwater (Okla.) †2 naf
371		†m brian.adam@okstate.edu
372		Agriculture--Economic aspects †a Produce trade †a Pests--Integrated control †a Feasibility studies †a Hedging (Finance) †2 lcsb
372		Agricultural economics †a Agricultural marketing †a Economics of integrated pest management †a Feasibility analysis †a Futures and options hedging
373		Wheaton College (Ill.) †2 naf †s 1979 †t 1983
373		University of Nebraska--Lincoln †2 naf †s 1983 †t 1985
373		University of Illinois at Urbana-Champaign †2 naf †s 1985 †t 1989
373		Oklahoma State University. Department of Agricultural Economics †2 naf †s 1990
374		Professor
374		Agricultural economists †a College teachers †2 lcsb
375		male
377		eng
670		Costs and benefits of cleaning hard red winter ... 1992: †b t.p. (Brian D. Adam)
670		OCLC, Jan. 7, 1998 †b (hdg.: Adam, Brian Dale, 1961- ; usage: Brian Dale Adam)
670		OSU Department of Agricultural Economics website viewed on June 22, 2015: †b faculty profiles (Dr. Brian Adam, Professor; contact information - Stillwater, OK, brian.adam@okstate.edu; research interests - agricultural marketing, economics of integrated pest management, feasibility analysis, futures & options hedging; specialty - agricultural marketing; education - BS: Wheaton College (Illinois), MS: U. of Nebraska-Lincoln, PhD: U. of Illinois)
670		LinkedIn website viewed on June 22, 2015: †b profile (Brian Adam, Professor at Oklahoma State University, January 1990-Present; education - University of Illinois at Urbana-Champaign, Ph.D., Agricultural Economics, 1985-1989, U. of Nebraska-Lincoln, Master's degree, Agricultural Economics, 1983-1985, Wheaton College, Bachelor's degree, Mathematics, 1979-1983)

SOMETIMES, ALL YOU GET IS...

OCLC Connexion - [Online LC Authority File: Thrasher, Ronald R.]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings 1-10 User Tools

ARN 5407517

Rec stat	n	Entered	20010131	Replaced	20010131123717.0
Type	z	Upd status	a	Enc lvl	n
Roman	l	Ref status	n	Mod rec	
Govt aqn	l	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv tp	n
				Source	
				Name use	a
				Subj use	a
				Ser use	b
				Rules	c

010		n 2001097417
040		DLC #b eng #c DLC
100	1	Thrasher, Ronald R.
670		Thrasher, Ronald R. Serious crime and the public consumption of alcohol, 2001: #b tp. (Ronald R. Thrasher)

What additional research can you do?

Proceed to Google: “[Author name] Oklahoma State University”

#2 OKSTATE FACULTY PROFILE PAGE / CV

PREFERRED:

▶ Bio page contains a resume to download

1. Open resume.
2. Compare resume header with listed publications
3. If the same, defer to resume header
4. If different, select or make fullest version of the name

Ex.) “Alexis Smith” in the header;
“Smith, A. N.” in the publications list;

Justified format: “Smith, Alexis N.”

Most professional form and likely use of the name across publications.

Use to verify possible OCLC records.

If no OCLC verified, use the CV/profile name as the justification.

Next best thing:

▶ Bio page IS a resume

1. Compare page header with listed publications
2. If the same, defer to page header
3. If different, Google select titles.
 - i. If a bio page name is supported, defer to bio page as justification.
 - ii. If different, defer to professional publication as justification

Not guaranteed to be as formal, BUT it expresses a name format acceptable to the author.

#3 BROADER GOOGLE SEARCH

1. **If no CV available on faculty profile page, search for one on Google! See if one appears!**
2. **General search:**
 - ▶ “[Author name] Oklahoma State University”
 - ▶ Look for any articles, any professional references
 - ▶ **What name is used most consistently?**
 - ▶ **If no consistency, what’s the fullest, most distinguishing form of the name available?**
3. **Targeted search:**
 - ▶ Look up specific article names (if known)
 - ▶ What name is used most consistently?

Cast a wide net.

#4) WHAT EVIDENCE YOU HAVE

- **Not all faculty have extensive online profiles**
 - **Older faculty**
 - **Early history of OSU**
- **If no widespread evidence online, defer to what is expressed on the piece you have**
- **BE HONEST!!!**
 - **If you can't identify the name, don't add it!**
 - **DO NOT try to MAKE NAMES UP!**

Whatever you do, DON'T MAKE IT UP!

JUSTIFICATION TERMS

1. **OCLC Authority (ARN [copy and paste ARN# here])**
 - ▶ Copy and paste number from the OCLC record
 - ▶ DO NOT manually type!
2. **Faculty Profile CV**
 - ▶ CV as downloaded/found on faculty profile
 - ▶ CV if found on Google
3. **Professional publication**
 - ▶ Journal articles/book chapters pulled from a Google search
 - ▶ Verified consistent name usage from any/all resources
4. **Local evidence**
 - ▶ As found on the piece we are describing/maintaining
 - ▶ Exclusive to instances of older, dated faculty

Be thorough. Take the time to research. We want the highest preference available.

GRAB VARIANTS AS YOU GO!

- ▶ **When adding new names:**

- ▶ Add whatever additional variants you may find while searching!
- ▶ REMEMBER: Include the final authorized name format as a variant! Otherwise, Name Check Tool will not recognize it!

- ▶ **Hard work now = saved time later**

- ▶ Prevents you from re-justifying names you've already researched!
- ▶ Reduces risk of accidentally giving the same person 2 different authorized name formats with different justifications!

Tackle it all upfront!

WHAT HAPPENS AFTER I JUSTIFY SOME NAMES?

- ▶ You'll have your list with 4 columns:
 1. Name variants
 2. Authorized name format
 3. Justification
 4. Notes
 - ▶ Identify other records with similar names BUT different persons
 - ▶ Identify distinguishing features between OSU faculty with similar names (e.g. the departments of these faculty members)
 - ▶ Questions you may have
 - ▶ Flag names you're really uncertain about and recommend a double check
- ▶ Send this list to Madison (madison.chartier@okstate.edu)
- ▶ Madison will check and add these to the Name Standardization Chart

Research, propose, & send ahead for review!

SUMMARY

▶ **Justification priorities:**

1. Name authority control
2. Express author preference
3. Professional publication evidence
4. Local record evidence

▶ **Justification terms:**

1. OCLC Authority (ARN [#])
2. Faculty Profile CV
3. Professional publication
4. Local evidence

▶ **Resources:**

1. OCLC Connexion
2. OK State faculty profile pages / CVs
3. Google
4. Local record evidence

▶ **Research & review process:**

1. Research/recommend name authorities
2. Submit list to Madison
3. Madison will add to Name Standardization Chart
4. Ask questions at any time throughout the process

Our goal: Streamlined efficiency with continued accuracy!

THANK YOU!

Questions?

madison.chartier@okstate.edu