# Procedures for Name Headings

Types of name headings that might be an issue:

* Name changes due to marriage
* Name changes due to gender transition
* Nicknames and stage names (Bernie Sanders, Chris Hayes)
* Names where official romanization mismatches common usage
* Magellan

Proposed steps for resolution:

1. Report to SWAN.
2. SWAN researches and determines whether the issue is sensitive.
3. If situation is not sensitive, we can add an access point in a supplementary spot if necessary. Things to consider:
	1. Carve out a local field?
	2. Remember that 245 $c is indexed.
	3. Changing the 100 field is not recommended. Likely not sustainable.
4. If the situation is sensitive, we can consider more drastic action:
	1. Determine whether 1xx (6xx,7xx,8xx) field representation needs immediate replacement.
	2. If so, update the local authority file with cross reference and note before updating bibliographic records.
	3. Contact MARCIVE if a replacement name is a cross-reference. (Likely unnecessary.)
	4. Contact local NACO contributors on possible update.
	5. Add name to local reference file for periodic (weekly?) follow-up. (Checking for updated authority record and updating of new records.)

Special accommodation may be made when we have direct communication with a person. We have had a couple of transgender local authors weigh in with differing opinions and levels of comfort with cataloging practice.

In general, SWAN will not update all occurrences of a name in a bibliographic record and will focus on name access points that are most prominently displayed in the discovery layer. SWAN will consider updating other areas of a bibliographic record if specifically requested by the person in question.