

EXAMPLE: JOHN VAN OOT = VAN OOT JOHN
MARY VAN BROWN = VAN BROWN MARY
MICHAEL VANDOON=VANDOON MICHAEL

9. **TRUSTS** ARE TREATED AS ENTITIES. WHEN TWO NAMES ARE USED THEY ARE INDEXED SEPARATELY

10. **NUMBERED CORPORATIONS** SINCE 2006, ALL ENTITIES WITH NUMBERS ARE INDEXED IN NUMERIC FORM. PRIOR TO 2006, NUMBERS WERE SPELLED OUT AND INDEXED ALPHABETICALLY.

EXAMPLE: 121 CLUB = 121 CLUB OR ONE TWENTY ONE CLUB OR ONE HUNDRED TWENTY ONE CLUB
ONE PARK PLACE INC = ONE PARK PLACE INC

11. **IF THE NAME APPEARING ON THE DOCUMENT IS INCORRECT** (FOR EXAMPLE MISSPELLED OR A WORD LEFT OUT OR ADDED), THE INCORRECT NAME WILL BE INDEXED AS SHOWN IN THE DOCUMENT AND AN ADDITIONAL INDEX ENTRY WILL BE MADE FOR THE CORRECT NAME, IF KNOWN.

EXAMPLE: BILL CLINTIN = CLINTIN BILL
CLINTON BILL

12. **IN INSTANCES OF UNCERTAINTY, ENTITIES WILL BE CROSS-INDEXED IN AS MANY WAYS AS IS REASONABLE.**