

## Changing References in Demographic L 429 Group Authority Records

**BACKGROUND:** *References in Library of Congress Demographic Group Terms can be changed by adding, deleting, or altering 450 and 550 fields in the authority records. In order to add a UF reference from a word or phrase that is equivalent to an authorized term, a 450 field is added to the authority record for the authorized term. In order to add a reference from one authorized term to a narrower one, a 550 field coded as a broader term is added to the record for the narrower term. To link two terms as related terms, a 550 field coded as a related term is added to records for both terms. References are cancelled by deleting fields in the equivalent manner. This instruction sheet describes the procedures for proposing such changes using the Subject Heading Proposal System. For guidelines on making references, see L 468-473.*

**1. Retrieving the authorized term in the Subject Heading Proposal System.** In order to add or change references in a demographic group authority record, retrieve the term in the Subject Heading Proposal System. Click on the icon to the right of the term in the browse display, and in the dropdown menu click **Propose a change to this record**.

**2. Adding or editing 450 field (UF references).** Add, edit, or delete 450 fields as necessary, keeping all 450 fields together in a single alphabetical list. Provide supporting authority in 670 fields according to the instructions in L 435.

**3. Adding or editing 450 fields (broader terms and related terms).** Add, edit, or delete 550 fields, as necessary. Identify a 550 field as a broader term by means of a \$w control subfield with the value **g**. Identify a 550 field as a related term by omitting the \$w control subfield. Keep all broader term 550 fields together in a single alphabetical list and all related term 550 fields in a separate alphabetical list following the broader terms.

Remember that in order to link two authorized terms as related terms, the authority record for each authorized term must have a 550 field containing the other authorized term, and that in each case this field must be identified as a related term by the absence of a \$w control subfield. To add, change, or delete a related term reference, it is therefore necessary to revise two authority records. Follow the procedures in this instruction sheet to change both records.

To change an existing reference from a related term to a broader term, add **\$w g** as the first subfield in the 550 field and delete the reciprocal reference from the authority record for the other authorized term. To change an existing reference from a broader term to a related term, delete **\$w g** from the 550 field and add a reciprocal reference to the authority record for the other authorized term.

After the 550 fields have been revised, reposition them within the record as necessary so that all broader terms are placed together in a single alphabetical list, followed by all related terms, also in a single alphabetical list.

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**4. Saving and viewing the record.** Save the proposed revision to the Subject Heading Proposal System by clicking **Save**. The proposed revision is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in brown, indicating that it is a proposed revision and not yet approved.

**5. Submitting the proposal.** Make a printout of the revised authority record(s). In order to facilitate processing of the proposal(s) for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the printouts to the Data Integrity Section together with the work being cataloged, if any, and marked-up printouts of any bibliographic records that will need to be changed. Once these printouts have been submitted to the Data Integrity Section, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify the Data Integrity Section or a policy specialist by telephone, email, or inter-office mail.