

# **BASIC SUBJECT CATALOGING USING LCSH**

Instructor's Manual

ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional training opportunities for the larger library community, including both PCC and non-PCC participants. The workshop focuses on Library of Congress Subject Headings. It is useful for general audiences and for member institutions of the PCC BIBCO and SACO Programs. *Institutions interested in contributing new or changed subject headings to the Library of Congress Subject Headings system are invited to read about PCC SACO membership on the web page:*

<http://www.loc.gov/catdir/pcc/saco/saco.html>

***(1) Instructor manual – (2) Trainee Manual***

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# BASIC SUBJECT CATALOGING USING LCSH

## Instructor's Manual

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Developed as a joint effort of the

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and the

Subject Analysis Committee (SAC) of the Association for Library Collections & Technical  
Services (ALCTS)

Washington, DC  
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with additional minor revisions April 2011

# ALCTS/SAC-PCC/SCT Joint Initiative on Subject Training Materials

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## FOREWORD

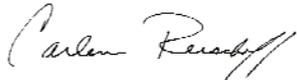
The Program for Cooperative Cataloging (PCC) and the Association for Library Collections & Technical Services (ALCTS) have joined forces to develop a program designed to teach cataloging skills in subject analysis. This joint initiative is a logical outgrowth of the missions of both organizations. As reflected in their respective strategic plans, each has a strong commitment to training and continuing education.

The idea for the partnership to create a training program for subject analysis was put forward in 2001 by the members of the ALCTS Subject Analysis Committee (SAC), chaired by Lori Robare, and the PCC's Standing Committee on Training (SCT), chaired by Carol Hixson. In a survey of educational needs in the cataloging community, the SCT had identified a persuasive need to provide continuing education in basic cataloging skills. The SAC, meanwhile, had identified a similar, and no less compelling, need for training in subject analysis using the Library of Congress Subject Headings (LCSH). The two groups proposed that they work together to develop a training module. In the fall of 2001 both ALCTS and the PCC endorsed the effort and a task force was appointed, co-chaired by Lori Robare and Carol Hixson.

The task force has used as its model for the course the *Serials Cataloging Cooperative Training Program* (SCCTP), which provides standardized training materials and skilled professionals to deliver training to continuing resource catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed by the SCCTP. The content developed for the Basic Subject Cataloging course is jointly owned by ALCTS and the PCC, and will be maintained by a joint task group. The Library of Congress' Cataloger's Learning Workshop is the publisher and distributor of the workshop materials.

The task force completed the preliminary curriculum in time for the Annual Conference of the American Library Association in June 2003. The Cataloging and Classification Section of ALCTS held a program on June 22, 2003 in Toronto in conjunction with the ALA conference to notify catalogers of the effort and to give a sample presentation based on one session from the course. Feedback from that program was incorporated into the curriculum. Additional trial runs of course sessions were held at several libraries around the country. A full test run of the entire two-day curriculum was conducted by Lori Robare at the National Library of Scotland and at Trinity University in Dublin in March 2004. Final revisions of the content were delivered by task force members to the Library of Congress in April 2004 and a dedicated cadre of catalogers was trained at the Library of Congress on May 5, 2004. The first official presentation of the workshop is an ALCTS Preconference held in conjunction with the 2004 ALA Annual Conference in Orlando, Florida on June 24-25.

The considerable quantities of time and effort invested by the thirteen members of the task force in the development of the Subject Cataloging training program are profoundly manifest in these workshop materials. The program and its supporting materials represent an endeavor that transcends the call of duty both literally and figuratively. We thank and commend the members of the task force for their dedication and commitment and extend our particular thanks and admiration to Lori Robare and Carol Hixson for their vision and leadership. We have little doubt that our colleagues in the cataloging community will find their collective effort of immediate and lasting value.



Carlen Ruschoff, Chair  
Program for Cooperative Cataloging  
and



Brian E. C. Schottlaender, President  
Association for Library Collections & Technical Services

ACKNOWLEDGEMENTS  
REVISED EDITION, 2007

The workshop materials were revised by the Task Group to Review Edits to the “Basic Subject Cataloging Using LCSH.” The Task Group was created under the direction of the Joint PCC-ALCTS Committee on Continuing Education Training Materials (CETM) and included members, Michael Colby (Chair, University of California, Davis), John Mitchell (Cooperative Cataloging Team, Library of Congress), and Jeffrey Beall (University of Colorado at Denver). This group incorporated suggested revisions submitted by the trainers, especially those submitted by Adam Schiff (University of Washington) and Lori Robare (University of Oregon), as well as made changes based on their own experience and expertise. The CETM is grateful to the cadre of trainers that have sent forward suggestions for improvement to the workshop materials and extends its gratitude to the Task Group and most especially to Michael Colby for his leadership, diligence, and determination in completing the revision.

Members of the Joint PCC-ALCTS Committee on Continuing Education Training Materials:

Margaret Maurer (Chair, Kent State University)  
Greta deGroat (Stanford University)  
Bruce C. Johnson (Library of Congress)  
Caroline Miller (University of California, Los Angeles)  
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## Introduction for Instructors

### Preface

*Basic Subject Cataloging Using LCSH* has been designed for an optimum class size of under 30. The full workshop requires two days and is best presented with a team of two trainers. It is possible to shorten the workshop slightly by omitting some of the later sessions, but it would be difficult to cover the most important concepts in working with LCSH and allow sufficient time for exercises and discussion with less than a very full day and a half.

This workshop is based upon the SCCTP model, yet there are some differences from SCCTP courses. This workshop is less modular and does not lend itself to rearrangement of sessions as easily. Sessions build upon concepts introduced in earlier sessions; exercises used in the first session are used throughout the workshop. Instructors are free to do some tailoring of the workshop for specific audiences but in order to avoid gaps, instructors should use caution in rearranging or omitting material.

ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional training opportunities for the larger library community, including both PCC and non-PCC participants. The workshop focuses on the application of Library of Congress Subject Headings to bibliographic records. It is useful for general audiences and for member institutions of the PCC BIBCO and SACO Programs. *Institutions interested in contributing new or changed subjects to LCSH are invited to read about PCC SACO membership on the web page: <http://www.loc.gov/catdir/pcc/saco/saco.html>*

Sessions 1, 5-11, and 15 include follow-up exercises. Time is allotted in the schedule for completion and discussion of exercises, but instructors may wish to vary the approach depending upon the audience and time constraints. Participants may do the exercises individually or in small groups and come together to review results with the instructor, or the entire group may work through and discuss the exercises together.

#### **Audience for this workshop:**

The workshop is designed to cover basic skills: to give attendees a solid foundation in the principles and practices of subject cataloging using LCSH, an introduction to the most important tools, and practice in formulating heading strings using subdivisions. Many topics were deliberately left out of the curriculum in order to cover the basics without overwhelming attendees and to allow time for active participation through exercises. Examples and exercises have been chosen to emphasize routine practices, not exceptions or especially complex issues.

Advertising for the workshop should make clear to potential attendees that this is a basic course. (Of course, it is often the case that experienced catalogers attend “basic” workshops in order to fill in gaps in their understanding.)

The workshop can be completed within the time given in the Suggested Workshop Schedule. The timing is fairly tight, however, and may become a problem if the instructor encounters a group that tends to ask a lot of questions. In these cases, some time may be gained by working through some of the exercises as a group, rather than giving attendees time to work through them on their own. Some time can also be gained by using the needs assessment tool in order to determine if some parts of Section 14, Specialized Subject Areas and Formats, may be skipped.

### **Explanation of the components of the workshop:**

Instructors have each PowerPoint slide, along with the notes, printed one slide per page. Attendees have the slides only, printed two slides per page.

**Session 1, Subject Analysis Principles:** An introduction to the principles and process of subject analysis for any subject heading system.

**Exercise:** Attendees are given information about two books (table of contents, preface, etc.) and asked to create a list of key words and concepts that describe the subject content. Concepts from these works are used throughout the workshop to illustrate different types of headings and subdivisions.

**Session 2, History and Principles of LCSH:** Highlights key dates in the history and evolution of LCSH and outlines the principles underlying LCSH.

**Session 3, Structure and Syntax:** Explains the important features of the structure and syntax of LCSH, including types of main headings and subdivisions, and the syndetic structure.

**Session 4, Tools for Subject Analysis:** Begins with an examination of the structure of entries in LCSH, the list, and also introduces the auxiliary tools that are used with LCSH.

**Session 5, Subject Authority Records:** Prepares attendees to understand and interpret information in subject authority records by examining the most frequently occurring fields and values.

**Exercise:** Attendees are given six authority records and asked to answer a series of questions about them.

**Session 6, Application of LCSH: Tricks of the Trade and General Principles:** Provides a brief review of the concepts from the first session, framed in terms of LCSH, and provides guidance in translating the concepts identified into the controlled vocabulary of LCSH. Outlines the general principles for assignment of headings.

**Exercise:** A quick exercise to illustrate the “rule of three” and “rule of four.” Attendees are given made-up titles of works about farm animals and entries from *LCSH* and select the main headings to be assigned.

**Session 7, Application of Subdivisions:** An overview of application of subdivisions once main headings have been assigned. Introduces established and free-floating subdivisions and describes steps for determining correct application.

**Exercise:** Attendees are given titles and descriptions of subject content of two books, with main headings assigned. Attendees use printouts from the *SCM:SH* and *LCSH* to complete subject heading strings.

**Session 8, Geographic Subdivision:** An overview of general practices in assigning geographic subdivisions and identification of important exceptions. Topics include: which headings/subdivisions may be subdivided by place; form of the name used; location of the geographic subdivision; use of qualifiers in geographic subdivision.

**Exercise:** Two short sets of exercises (5 in each set) in which attendees add geographic subdivision to subject headings, based on accompanying authority files.

**Session 9, Chronological Subdivision:** An overview of methods used in *LCSH* to express the chronological aspects of works, with emphasis placed on the use of chronological subdivisions and the distinction between established and free-floating chronological subdivisions.

**Exercise:** Attendees are given: established headings that include chronological subdivisions; applicable free-floating century subdivisions; and titles of works. Attendees select the appropriate chronological subdivisions to complete the headings.

**Session 10, Names as Subjects:** Outlines the use of names as subject headings in *LCSH*, including a description of names found in *LCSH* vs. *NAF*, subdivisions used with name headings, and name changes.

**Exercise:** Authority records are provided for named entities from the first exercise, with group discussion of how to use them as subject headings.

**Session 11, MARC Coding for Library of Congress Subject Headings:** Provides practice in using information in authority records to code subject headings in bibliographic records.

**Exercise:** Attendees are given complete subject heading strings without MARC coding and must fill in the coding.

**Session 12, Evaluating Existing Headings:** Provides guidance in evaluating LC subject headings when doing copy cataloging or database maintenance. The examples should also reinforce concepts covered in earlier sessions.

**Session 13, Checklist of Steps & Testing Results:** This is a very short session that reviews the general steps to follow when doing subject cataloging using LCSH. It can serve as a summary or wrap-up of the core sessions of the workshop. The final two slides provide the full complement of subject headings assigned to the books from the first exercise.

**Session 14, Specialized Subject Areas and Formats:** Highlights a few special practices in subject cataloging for history, music, literature, serials, electronic resources, and cartographic materials.

**Session 15, Introduction to SACO: Subject Authority Cooperative Program:** Provides a very brief introduction to SACO and to the process of proposing a new heading.

**Exercise:** Two exercises in which attendees think through the process of preparing a proposal, one for a topical heading and one for a geographic heading.

### **Appendices:**

**Appendix A:** Brief History of Library of Congress Subject Headings. This is a more detailed chronology of dates than what is provided in the slides in session 2.

**Appendix B:** Sample Authority Records. These sample records are from OCLC and LC Authorities Online. Attendees may find it useful to have these handy during session 5, Subject Authority Records, in which individual fields and elements are discussed.

**Appendix C:** Selected MARC 21 Content Designation for Subject Authority Records. This list may be useful for attendees when completing the exercises in session 5.

**Appendix D:** Selections from Free-Floating Lists. Excerpts from *SCM:SH* H 1095, H 1100, and H 1153 for use with session 7, Application of Subdivisions.

**Appendix E:** Bibliography.

**Appendix F:** Answers to Exercises

**Appendix G:** Workshop Evaluation Form. Trainers should ask all attendees to fill out the evaluation form at the end of the workshop. Trainers are responsible for assuring that a copy of the evaluations are given to the workshop sponsor and that a copy is mailed to:

Library of Congress  
Cataloger's Learning Workshop  
101 Independence Ave. S.E., stop 4382  
Attention: Cooperative Cataloging Team, LM-537  
Washington, DC 20540-4382

**Suggested Workshop Schedule:**

Day One:

8:45-9:00	Introductions/Logistics
9:00-9:30	Subject Analysis Principles
9:30-10:00	History and Principles of LCSH
10:00-10:40	Structure and Syntax*
10:40-11:00	Break
11:00-12:00	Tools for Subject Analysis
12:00-1:15	Lunch
1:15-2:45	Authority Records
2:45-3:00	Break
3:00-4:00	Application of Main Headings: Tricks of the Trade and General Principles
4:00-5:00	Application of Subdivisions

(\*It is possible to work in an earlier break by stopping at the mid-point of this session)

Day Two:

9:00-10:30	Geographic Subdivision
10:30-10:45	Break
10:45-11:30	Chronological Subdivision
11:30-12:15	Names as Subjects
12:15-1:30	Lunch
1:30-2:15	MARC Coding for LCSH
2:15-3:00	Evaluating Existing Headings and Checklist of Steps
3:00-3:15	Break
3:15-4:00	Specialized Subject Areas and Formats
4:00-4:45	Introduction to SACO
4:45-5:00	Conclusion and Wrap-Up, Evaluations

**Tips for preparing to teach the workshop:**

Study the Instructor Manual very carefully, practice with the slides, and work through the exercises ahead of time.

Complete the background reading suggested in the instructor notes at the beginning of most sessions. Typically these are instruction sheets from the *SCM:SH* that are especially relevant for the session.

Decide which tools you want to have available during the workshop and plan ahead for how you will refer to them. It is helpful, but not essential, to have access to the *SCM:SH*. If you use an electronic version (such as *Cataloger's Desktop*), practice making the transition from PowerPoint and back again.

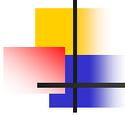
If you wish to make any modifications to slides, exercises, examples, etc., do so before the workshop. Be aware that the trainees' manuals will not reflect your changes.

Plan ahead for how you will handle exercises, discussions, warm-ups, etc. Plan ahead for directing attendees to materials in the Appendices at appropriate points.

Consider using a flip chart for recording participants' suggestions or illustrating concepts.

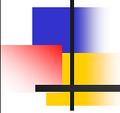
Be aware of the full course outline. Some topics are mentioned briefly in earlier sessions but covered in depth in later sessions; attendees may raise questions that will be covered in materials in a later session. Be prepared to defer questions rather than getting sidetracked; this gives attendees the benefit of structured explanation of the topic and keeps the workshop on track.

Think about the approach you will take to handle unexpected questions, off-topic discussions, topics too advanced for this audience, and to generally keeping the workshop on schedule.



**Version 1h, 2007**

rev. April 2011



# Basic Subject Cataloging Using LCSH

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## Goals of the workshop

- Provide attendees with an understanding of principles and practices of LCSH
- Teach general skills in subject analysis that can apply in any field or for any type of material
- Provide guidance in using subject cataloging tools effectively
- Give attendees practice in constructing and evaluating subject headings

2

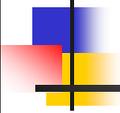
Welcome to Basic Subject Cataloging Using LCSH!

The goals of this two-day workshop are to:

*[text from slide]*

**\*\*[NOTE: Instructors may wish to go over the course outline in the table of contents and talk briefly about the structure of the course: beginning with sessions that focus on theory, principles, and tools; moving to application later in the first day; more specialized application sessions toward the end of the workshop.]**

**\*\*[NOTE: Instructors may wish to note that the course is designed to cover basic skills. Experienced catalogers will find much that is familiar to them already. Many topics were deliberately left out of the curriculum because of the focus on covering basic skills well and because of time constraints.]**



# Subject Analysis Principles

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## Session 1

3



## Subject analysis principles

- What are the basic principles of subject analysis for any subject heading system?
- How do you determine what an item is about?
- Why do controlled vocabularies help in providing subject access?

4

**Object:**

The object of this session is to give attendees an introduction to the principles and process of subject analysis for any subject heading system.

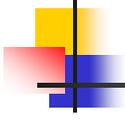
**Optional Warm Up Exercises**

Ask the class: how many have had difficulty trying to determine what a work is about?

**Instructor References**

The trainer may want to review:

Taylor, Arlene. *The Organization of Information*, 2nd ed. Chapter 9, Subject Analysis (pp. 241-259) and Chapter 10, Systems for Vocabulary Control (pp. 261-295). Specific page references are given in the notes for some slides.



## Definitions

- **Subject analysis** is the part of cataloging that deals with
  - the conceptual analysis of an item: what is it about? what is its form/genre/format?
  - translating that analysis into a particular subject heading system
- **Subject heading**: a term or phrase used in a subject heading list to represent a concept, event, or name

5

**Intro:** First, some definitions.

These definitions are drawn from *The Organization of Information*, 2nd ed., by Arlene Taylor (a full citation is given in the bibliography, in Appendix E).

*[text from entire slide]*

Though this workshop is based on Library of Congress Subject Headings, the concepts presented in this session apply to any subject heading system (Sears, MeSH, AAT).

**\*\*[NOTE: see *The Organization of Information*, pp. 242-243.]**



## Analysis vs. indexing

Analysis:

- Look at the work as a whole to determine its overall contents
- Think of terms that summarize the primary subject focus of the work

Indexing:

- Provide in-depth access to parts of items (chapters, articles, detailed listing of topics)

6

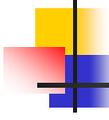
**Intro:** How is subject analysis different from indexing?

**Subject analysis** is a type of summarization: we're thinking of the overall contents of the work as a whole, what it adds up to (not losing sight of the forest for the individual trees).

We will later assign subject headings that summarize the overall or primary subject focus of a work to help users of our catalogs decide whether a particular item would be of interest or use to them.

**Indexing** is a different approach: it enables users to locate information in a document. Back-of-the-book indexes provide a detailed list of topics, names of persons, places, etc., to lead a user of the index to that precise topic. This is one of the ways that users can get at a work's specific contents in-depth; they can also do this by examining the item itself, the table of contents, etc.

\*\*[NOTE: see *The Organization of Information*, pp. 250-252.]



## Determining the subject content

Examine the subject-rich portions of the item being cataloged to identify key words and concepts:

- Title
- Table of contents
- Introduction or preface
- Author's purpose or foreword
- Abstract or summary
- Index
- Illustrations, diagrams
- Containers

7

*[text from entire slide]*

Containers are especially important for non-book materials.

At this point, you're not trying to come up with actual subject headings – that will come later. The goal is to capture the key words and concepts that you will later translate into the controlled vocabulary.



## Types of concepts to identify

- Topics
- Names of:
  - Persons
  - Corporate bodies
  - Geographic areas
- Time periods
- Titles of works
- Form of the item

8

**Intro:** These are types of concepts that you may notice as you think about the primary subject focus of a work.

*[text from entire slide]*



## Subjects vs. forms/genres

- Subject: what the item is about
- Form: what the item is, rather than what it is about
  - Physical character (video, map, miniature book)
  - Type of data it contains (statistics)
  - Arrangement of information (diaries, indexes)
  - Style, technique (drama, romances)
- Genre: works with common theme, setting, etc.
  - Mystery fiction; Comedy films

9

**Intro:** Form and genre have long been associated with subject analysis, but they are distinct concepts.

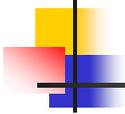
**Subjects** describe what an item is *about*.

Form and genre terms describe what an item *is*.

**Form** may refer to *[text from slide]*

**Genre** *[text from slide]*

**\*\*[NOTE: see *The Organization of Information*, pp. 254-255.]**



## Important factors: Objectivity

Catalogers must give an accurate, unbiased indication of the contents of an item

- Assess the topic objectively, remain open-minded
- Consider the author's intent and the audience
- Avoid personal value judgments
- Give equal attention to works, including:
  - Topics you might consider frivolous
  - Works with which you don't agree

10

**Intro:** the next slides outline some important factors to keep in mind as you analyze the contents of a work. The first is objectivity.

*[text from entire slide]*

Examples of situations catalogers might encounter:

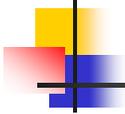
Author's intent: fiction or non-fiction?

Topics you might consider frivolous: works on alien abduction, Bigfoot

Works with which you don't agree: representing a political viewpoint, religious perspective different from your own

Remember: if a library has purchased an item or decided to add it to its collection, it's worth cataloging on its own terms.

**\*\*[NOTE: SHM H 180 provides guidance on maintaining objectivity in the assignment of subject headings; this is helpful also to keep in mind at the analysis stage as well.]**



## Examples: Exercising objectivity

*The big lie : the Pentagon plane crash that never happened / Thierry Meyssan.*

*Dawn; the herald of a new and better day.*

*The silent subject : reflections on the unborn in American culture / edited by Brad Stetson.*

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**Intro:** These examples illustrate cases where catalogers might be required to exercise objectivity.

**\*\*\*ANIMATED SLIDE: CLICK MOUSE TO ADD EACH TITLE**

*\*\*[NOTE: it is not necessary to talk about the actual subject headings that were assigned to these works, but they are provided here for your information. Instructors might describe in general terms the concepts that could be brought out for each work.]*

*The big lie : the Pentagon plane crash that never happened*

**American Airlines Flight 77 Hijacking Incident, 2001**

**Terrorism \$x Government policy \$z United States**

*Dawn; the herald of a new and better day* [weekly publication, a note in the bib record indicates that it is the organ of the Ku Klux Klan of Illinois]

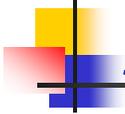
**Ku Klux Klan (1915- )**

*The silent subject : reflections on the unborn in American culture:*

**Abortion \$x Moral and ethical aspects \$z United States**

**Abortion \$x Social aspects \$z United States**

**Fetus \$x Moral and ethical aspects**



## Important factors: Cataloger's judgment

- Individual perspective
  - Informed by the cataloger's background knowledge of the subject
  - Informed by the cataloger's cultural background
- Consistency in determining "What is it about?" leads to greater consistency in assignment of subject headings

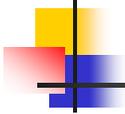
12

**Intro:** Another important factor in subject analysis is cataloger's judgment.

**1<sup>st</sup> bullet:** *[text from slide]*

In order to be able to recognize topics and to place them in perspective in a discipline, it's desirable to know the concepts and terminology of that discipline.

**\*\*[NOTE:** see *The Organization of Information*, p. 244.]



## Translating key words & concepts into subject headings

- Controlled vocabulary
  - Thesauri (examples)
    - Art & Architecture Thesaurus (AAT)
    - Thesaurus of ERIC Descriptors
  - Subject heading lists (examples)
    - Library of Congress Subject Headings
    - Sears List of Subject Headings
    - Medical Subject Headings (MeSH)

13

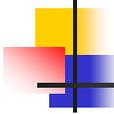
**Intro:** Once the conceptual analysis is complete, the next step is to translate the key words and concepts into a controlled vocabulary. This workshop will focus on the use of Library of Congress Subject Headings (LCSH), but there are many other controlled vocabularies.

Thesauri and subject heading lists are two types of controlled vocabularies. They are similar, and the terms are often used interchangeably, but there are differences.

**Thesauri** are composed of terms for single concepts – though “single concept” does not necessarily mean “single word”; sometimes more than one word is needed to express a single concept (for example, AAT heading: “**Measuring devices**”). Thesauri are more strictly hierarchical, and there are international standard guidelines for expressing the relationships among terms. *[examples from slide]*

**Subject heading lists** include headings for single concepts, but also phrases and multiple concept headings (for example, LCSH heading: **Oil spills and wildlife**). Hierarchical relationships may be expressed, but this is more difficult to accomplish with multi-concept headings. *[examples from slide]*

**\*\*[NOTE: see *The Organization of Information*, pp. 270-284.]**



## Why use controlled vocabulary?

Controlled vocabularies:

- identify a preferred way of expressing a concept
- allow for multiple entry points (i.e., cross-references) leading to the preferred term
- identify a term's relationship to broader, narrower, and related terms

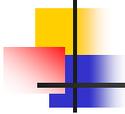
14

**Intro:** A question that is often raised: why bother with controlled vocabularies when keyword searching is so widely available and so powerful?

**1<sup>st</sup> bullet:** *[text from slide]* especially important in a language rich with synonyms

**2<sup>nd</sup> bullet:** *[text from slide]* Multiple entry points include synonyms, inversions of terms, other variant forms.

**3<sup>rd</sup> bullet:** *[text from slide]*



## Function of keywords

Advantages:

- provide access to the words used in bibliographic records

Disadvantages:

- cannot compensate for complexities of language and expression
- cannot compensate for context

Keyword searching is enhanced by assignment of controlled vocabulary!

15

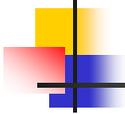
**Intro:** keyword searching is very popular and effective in certain ways, but there are limitations.

**1<sup>st</sup> bullet:** *[text from slide]* In some library catalogs, keyword searching also provides access to words in authority records

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** *[text from slide]*

Note also that keywords cannot provide effective access across languages. For example, the keyword “strike” or “strikes” would not provide access to works on strikes in other languages (French: grève; Spanish: huelga, etc.)

Research on the greater effectiveness of keyword searching due to controlled subject vocabulary in the record is discussed in an article by Tina Gross and Arlene Taylor, which appeared in *College and Research Libraries* in 2005. The full citation is given in Appendix E.



## Examples: keyword searching challenges

*Above all, don't flush! : adventures in valorous living.*

*Let's rejoin the human race!*

*Dawn; the herald of a new and better day.*

*Phantom limb.*

16

**Intro:** Here are some examples of titles for which keyword searching would be problematic.

**\*\*\*ANIMATED SLIDE: CLICK MOUSE TO ADD EACH TITLE**

\*\*[NOTE: Instructors might give the titles and ask attendees what they think the work is about, based on the title]

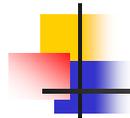
*Above all, don't flush! : adventures in valorous living* (a biography of a single parent)

*Let's rejoin the human race!* (a work on retirement)

*Dawn; the herald of a new and better day* (as seen in an earlier slide on objectivity, a weekly publication of the Ku Klux Klan)

*Phantom limb* (a work on caring for aging parents and coping with loss)

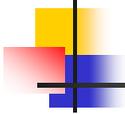
With the *Phantom limb* example, we can see that keyword searches would be problematic in two respects. Someone looking for works on the medical phenomenon of “phantom limb” would retrieve this work even though it is not relevant; someone looking for information on caring for aging parents or coping with loss would not find this work through a keyword search.



## Summary

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- Subject analysis is the determination and summarization of an item's conceptual content
- A two step process:
  - ascertaining the subject
  - translating the subject into controlled vocabulary
- Important considerations include: cataloger objectivity, cataloger's background knowledge, and consistency in determining the content



## Exercises

Using the materials provided, determine the subject content of each work.

Create a list of key words and concepts that would be translated into a controlled vocabulary.

18

**Intro:** We will do a brief exercise in determining the subject content of a work. You have information on two books, *Golden arches east* and *The professor and the madman*, including some of the subject-rich portions of the book (table of contents, preface, cover info). Take a few minutes to look these over and identify the key words and concepts that summarize the primary subject focus of each work. Don't try to come up with actual subject headings at this point, just think about the concepts you would want to bring out (that would later be translated into a controlled vocabulary).

**\*\*[NOTE:** *Instructors may wish to ask for suggestions from attendees and note these on a flip chart or whiteboard. Throughout the workshop, concepts from this exercise are used to illustrate types of headings and subdivisions and to formulate complete heading strings; there is space on the worksheets to fill in such headings over the course of the workshop. Depending on the concepts identified, it may be possible to draw on these ideas when discussing principles of assigning headings (topics that comprise at least 20% of the work, etc.).*

*The subject headings assigned to these books in LC's catalog are provided at the end of Session 13, Checklist of steps. Instructors should look these over in order to be familiar with the concepts brought out and guide the discussion, but it is not necessary or even desirable to discuss actual headings assigned at this point in the workshop.]*

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*Golden arches east : McDonald's in East Asia* / edited by James L. Watson -- Stanford, Calif. : Stanford University Press, 1997. 256 p. ; 23 cm.

*Table of Contents:*

Introduction: Transnationalism, Localization, and Fast Foods in East Asia

1. McDonald's in Beijing: The Localization of Americana
2. McDonald's in Hong Kong: Consumerism, Dietary Change, and the Rise of a Children's Culture
3. McDonald's in Taipei: Hamburgers, Betel Nuts, and National Identity
4. McDonald's in Seoul: Food Choices, Identity, and Nationalism
5. McDonald's in Japan: Changing Manners and Etiquette
6. Afterword: Swallowing Modernity

*From the Preface:*

“It seems appropriate to begin with a biography of this project. Why fast food? How did five anthropologists find themselves doing ethnographic studies of McDonald's in East Asia? This is not the sort of study most people think of as the proper study of anthropology... Two of the best books about McDonald's are *Fast Food, Fast Talk* by Robin Leidner and *McDonald's: Behind the Arches* by Jon Love. Our approach builds on these and other studies, but we differ in one critical respect: we rely, first and foremost on personal interviews and informal conversations with consumers. As anthropologists we are conditioned to pay close attention to the linguistic forms people use to express themselves, in their own language. We also observe the body language employed by customers and patterns of public etiquette that govern restaurant interactions... Insights from Korea fed our investigations in Hong Kong and Taiwan; the appearance of "Aunt McDonald" in Beijing forced the rest of us to take a closer look at the use of kinship terminology in the corporate context ...”

*Review posted on Amazon.com:*

“What does it mean that McDonald's has become an integral part of daily life throughout East Asia -- so much so, in fact, that many Asians have ceased to consider the American hamburger chain 'foreign' at all? The five scholars who contribute essays to *Golden Arches East* have taken a novel approach to cultural anthropology. Call it hamburger historiography, perhaps, but their analysis of McDonald's ascendancy in the East has much to say about both the corporation itself and the changing values of Asian societies. Despite widespread criticism of McDonald's as a symbol of global homogeneity and environmental degradation, not all of these changes have been negative. In Hong Kong and China, for instance, McDonald's has actually contributed to improving standards of bathroom cleanliness and table manners, according to the authors. And the transformation has cut both ways; McDonald's itself has been forced to adapt to local culture and tastes. In studying how McDonald's has been assimilated into

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Asian societies, Watson et al. provide a fascinating portrait of cultural accommodation, compromise, and change.”

*Golden arches east : McDonald's in East Asia* / edited by James L. Watson -- Stanford, Calif. : Stanford University Press, 1997. 256 p. ; 23 cm.

Key words and concepts:

This book is about...

Work area for completing subject headings later in the workshop:

6\_\_\_\_\_

6\_\_\_\_\_

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*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English Dictionary* / Simon Winchester -- New York : HarperCollins, 1998. 242 p. ; 22 cm.

*Table of Contents:*

1. The Dead of Night in Lambeth Marsh
2. The Man Who Taught Latin to Cattle
3. The Madness of War
4. Gathering Earth's Daughters
5. The Big Dictionary Conceived
6. The Scholar in Cell Block Two
7. Entering the Lists
8. Annulated, Art, Brick-Tea, Buckwheat
9. The Meeting of Minds
10. The Unkindest Cut
11. Then Only the Monuments

*Back cover:*

*"The Professor and the Madman, masterfully researched and eloquently written, is an extraordinary tale of madness, genius, and the incredible obsessions of two remarkable men that led to the making of the Oxford English Dictionary--and literary history. The compilation of the OED, begun in 1857, was one of the most ambitious projects ever undertaken. As definitions were collected, the overseeing committee, led by Professor James Murray, discovered that one man, Dr. W.C. Minor, had submitted more than ten thousand. When the committee insisted on honoring him, a shocking truth came to light: Dr. Minor, an American Civil War veteran, was also an inmate at an asylum for the criminally insane."*

*From the Preface:*

*"Popular myth has it that one of the most remarkable conversations in modern literary history took place on a cool and misty late autumn afternoon in 1896, in the small village of Crowthorne in the county of Berkshire. One of the parties to the colloquy was the formidable Dr. James Murray, the editor of the Oxford English Dictionary ... He had traveled fifty miles by train from Oxford to meet an enigmatic figure named Dr. W.C. Minor, who was among the most prolific of the thousands of volunteer contributors whose labors lay at the core of the dictionary's creation ... A solemn servant showed the lexicographer upstairs, and into a book-lined study, where behind an immense mahogany desk stood a man of undoubted importance. Dr. Murray bowed gravely ... 'A very good afternoon to you, sir. I am Dr. James Murray ... you must be, kind sir, my most assiduous helpmeet, Dr. W.C. Minor?' There was a brief pause, a momentary air of mutual embarrassment ... And then the man behind the desk cleared his throat, and he spoke: 'I regret, kind sir, that I am not. It is not at all as you suppose. I am in fact the Governor of the Broadmoor Criminal Lunatic Asylum. Dr. Minor is most certainly here.*

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But he is an inmate. He has been a patient here for more than twenty years. He is our longest-staying resident.””

*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English Dictionary* / Simon Winchester -- New York : HarperCollins, 1998. 242 p. ; 22 cm.

Key words and concepts:

This book is about...

Work area for completing subject headings later in the workshop:

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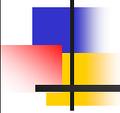
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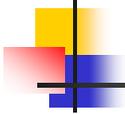


# History and Principles of LCSH

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## Session 2

1



## History, evolution and principles of *LCSH*

---

- How was *Library of Congress Subject Headings (LCSH)* developed?
- How has *LCSH* evolved?
- What are the principles on which *LCSH* is based?

2

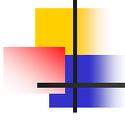
**Object:**

The object of this session is to ensure that attendees understand the principles underlying LCSH and its structure and syntax. The session begins with a brief history of LCSH, highlighting key dates in its evolution.

**Instructor references:**

The instructor may wish to review:

Chan, Lois Mai. *Library of Congress Subject Headings : Principles and Application*, chapter 1. Introduction to the print *LCSH*



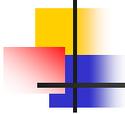
## History of *LCSH*

*Library of Congress Subject Headings (LCSH)* is an accumulation of the subject headings that have been established at the Library of Congress since 1898 and used in its cataloging. Since 1988, other libraries have contributed subject headings to *LCSH* as well.

3

*[text from entire slide]*

**\*\*[ALERT ATTENDEES** that Appendix A provides a chronology of key dates in the origin and development of *LCSH* with more detailed information. The following slides highlight just a few of those dates.]



## Origin of LCSH

- 1869: *Catalogue of the Library of Congress: Index of Subjects*
- 1898: LC decided to switch to a dictionary catalog with subject headings based on ALA's *List of Subject Headings for Use in Dictionary Catalogs*
- 1902: LC began distributing catalog cards

4

**Intro:** First we'll look at some of the key dates in the origin of LCSH.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1869:** *[text from slide]*

This was a two-volume alphabetico-classified subject index to works held by LC. Subjects were grouped in broad classes with numerous alphabetic subdivisions.

**1898:** After LC moved into its new Capitol Hill building, it decided to switch to a dictionary catalog. Headings were based on the 1895 edition of the American Library Association work, *List of Subject Headings for Use in Dictionary Catalogs*

*[Further background: dictionary catalogs were coming into vogue at this time, and LC was also moving toward the development of its own classification system as the classification system developed by Thomas Jefferson was no longer adequate.]*

**1902:** *[text from slide]*



## Recent history of *LCSH* (1)

- 1975: renamed *Library of Congress Subject Headings*
- 1982-1984:
  - ALA-sponsored regional institutes on *LCSH*
  - formation of Cooperative Subject Cataloging Projects (CSCP) for enriching *LCSH*
  - publication of *Subject Headings Manual*
- 1986: *LCSH* converted to machine-readable form; weekly tape distribution service of subject authority records begins

5

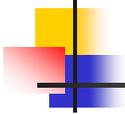
### \*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET

**Intro:** Now we'll highlight a few key dates in the recent history of LCSH, beginning with 1975, when the title changed to *Library of Congress Subject Headings*. At this time the full-fledged free-floating subdivision system was introduced.

#### **1982-1984:**

This two-year period marked the beginning of opportunities for catalogers outside LC to gain greater understanding of LC's subject cataloging practices and even to participate in the development of *LCSH*. The ALA-sponsored regional institutes on *LCSH* were the first wide-spread training outside of LC.

**1986:** *[text from slide]*



## Recent history of *LCSH* (2)

- 1991: Airlie House Subject Subdivisions Conference convened
- 1995: Subject Authority Cooperative Program (SACO) formed
- 1999: Implementation of MARC subfield code \$v for form subdivisions
- 2002: Launching of *Classification Web*; inauguration of *Web Authorities*
- 2007: Genre/Form *LCSH* initiatives begin

6

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1991:** *[text from slide]*

Based on the Airlie House recommendations, efforts to standardize and simplify the system of subdivisions used in LCSH have occurred since the conference.

**\*\*[NOTE:** *the Airlie House recommendations are discussed in a later session.]*

**1995:** *[text from slide]*

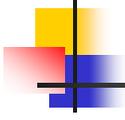
SACO is a component of the Program for Cooperative Cataloging (PCC). Today catalogers at more than 100 libraries worldwide submit proposals through SACO.

**1999:** *[text from slide]*

LC also began a project to create authority records for free-floating subdivisions at this time. That project was completed in December 2002.

**2002:** *[text from slide]*

*Classification Web* is a subscription service offering access to both *Library of Congress Classification* and *LCSH*, updated weekly. *Web Authorities* provides free access to LC authority records for names, subjects, and uniform titles via the Web.



## Principles of LCSH

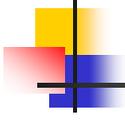
- Literary warrant
- Uniform heading
- Unique heading
- Specific entry
- Consistency
- Dynamism
- Precoordination and postcoordination

7

**Intro:** Subject headings are used to identify items on a specific topic and to collocate items on the same topic. Basic principles help to achieve those two purposes.

We'll discuss each of these principles in the following slides.

*[text from slide]*



## Literary warrant

- Subject headings are created for use in cataloging and reflect the topics covered in a given collection
- The terminology selected to formulate individual subject headings reflects the terminology used in current literature

8

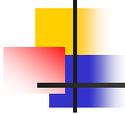
**Intro:** There are two aspects to the principle of literary warrant for subject headings: the need for their use and the terminology selected.

**1<sup>st</sup> bullet:** *[text from slide]*

LC subject headings were developed for the cataloging of LC's own collections, so they reflect its acquisitions and collection development policies. More recently, other libraries have contributed subject headings needed for the cataloging of their varied collections.

**2<sup>nd</sup> bullet:** *[text from slide]*

The terminology also reflects the language, construction and style used in LCSH.



## Uniform heading

- One heading is chosen to represent a topic
  - This allows materials about a topic to be retrieved together, even if they contain different terms for the topic
- References to headings are made from synonyms and variant forms
  - Catalog users are guided from their entry vocabulary to the authorized headings

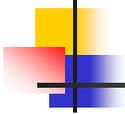
9

**Intro:** Next, the principle of uniform heading.

*[text from entire slide]*

Example: The terms “Watersheds” and “River basins” represent the same topic. One is chosen as the heading (**Watersheds**). If a patron searches under the term “River basins,” s/he will be guided to the preferred term, **Watersheds**.

**\*\*[NOTE: there is an exception, which is discussed in a later session. In a few instances, duplicate entry or reciprocal headings, which consist of the same words in different orders, are used to provide access to embedded terms by placing them in the entry position of an alphabetical listing, for example, *United States—Foreign relations—France* and *France—Foreign relations—United States*.]**



## Uniform heading (cont.)

- Choice among terms:
  - based on standard, contemporary American English-language usage
  - preference given to terms in general use over technical terms or jargon where possible
- Vocabulary
  - attempts are made to choose neutral, inclusive, or unbiased terminology, especially regarding topics that might be controversial

10

**Intro:** Given that only one heading may be used to represent a topic, how is that term chosen?

**1<sup>st</sup> bullet:** The audience of users that a subject heading system serves determines its choice of terms. LCSH is a general subject heading system intended to serve the general public as well as specialists in various disciplines.

*[text from slide]*

**2<sup>nd</sup> bullet:** Like any system based on language, LCSH reflects the cultural context of its users, but it should not display biases or prejudices. *[text from slide]*

In situations in which longstanding headings reflect cultural biases of the past, or where common usage changes significantly, headings are being revised based on perceived need and available resources. One example of such change is the former heading **Negroes**, which was changed to **Afro-Americans**, and was changed again in 2001 to **African Americans**.



## Unique heading

- Each heading in LCSH represents only one topic
- If a term could represent more than one concept, it is modified:
 

<b>Venus (Planet)</b>	<b>Stilts</b>
<b>Venus (Roman deity)</b>	<b>Stilts (Birds)</b>
- Or, a [heading]—[subdivision] combination is created to provide context
 

<b>Roads \$x Shoulders</b>
<i>not</i> Shoulders (Roads)

11

**Intro:** The principle of unique heading is a corollary to that of uniform heading.

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]*

Modifiers are parenthetical or adjectival qualifiers that indicate the intended use of the term. In some cases, only one of the terms is modified, as shown here with **Stilts** and **Stilts (Birds)** – the meaning of the unqualified term in this case is obvious.

**\*\*[NOTE: SHM H 357 Parenthetical Qualifiers in Subject Headings specifies: Do not add a qualifier to a term used in its commonly accepted meaning even though it may have other meanings as well, although obscure.]**

**3<sup>rd</sup> bullet:** *SHM H 357 1(c): “Phrase headings vs. qualifiers.* In many cases the **parenthetical** qualifier can be avoided by adding an adjectival qualifier to create a phrase heading instead. Prefer phrase headings of this type to **parenthetical** qualifiers”

The heading Roads \$x Shoulders preserves the preferred phrase heading, and in addition, allows for machine validation because of the separately subfield coded \$x Shoulders.



## Unique heading: exception

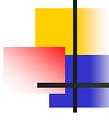
- In cases where a deliberate decision is made to allow a heading to represent more than one concept, a scope note is generally provided. For example:  
**Letter writing**  
*Scope note:* Here are entered general works and works on English letter writing.

12

**Intro:** here is one exception to the principle of unique heading in *LCSH*.

There are some cases in which a deliberate decision is made to allow a heading to represent more than one concept. For example, the heading **Letter writing** is used for works on the general process of letter writing (regardless of language) and also for works on letter writing in English.

In such cases, a scope note is generally provided.

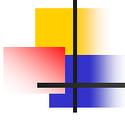


## Specific entry

- Terms are **co-extensive** with subjects
- In other words, each subject is represented by the most precise term naming the subject, rather than a broader or generic term that encompasses it

13

**1<sup>st</sup> & 2<sup>nd</sup> bullets:** *[text from slide]*



## Specific entry examples

For a work on systems librarians, use:  
**Systems librarians**  
*not* Librarians

For a work on low-carbohydrate diets, use:  
**Low-carbohydrate diet**  
*not* Carbohydrates  
*not* Reducing diets  
*not* Weight loss

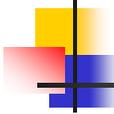
14

**Intro:** Here are some examples of the principle of specificity.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

If you were cataloging a work on systems librarians, you would assign the heading **Systems librarians** rather than the broader heading **Librarians**.

For a work on low-carbohydrate diets, you would assign the heading **Low-carbohydrate diet** rather than broader terms such as **Carbohydrates**, **Reducing diets**, or **Weight loss**.



## Specific entry: exception

- Some terms may be deemed too narrow, and therefore not likely to be sought by catalog users
- Example:  
**Bait fishing** is an authorized heading in *LCSH*  
Worm fishing is a specific type of bait fishing, but the heading **Bait fishing** is used to represent it

15

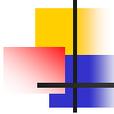
**Intro:** Here is an exception to the principle of specific entry.

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:**

Example: the term **Bait fishing** is an authorized heading in LCSH. It is used for the more specific term Worm fishing, as it seems unlikely that catalog users would search under that very narrow term. However, there is a cross-reference from Worm fishing to **Bait fishing** that would guide a catalog user to the authorized term if they happened to search that way.

**\*\*[NOTE:** *A see reference from a specific term to a broader heading is called an “upward see reference”; see H 373 section 5]*



## Consistency

- Attempts are made to maintain consistency in form and structure among similar headings
- Because LCSH was developed over the past century, it contains numerous inconsistencies in styles of headings
  - Individual headings, unless they have been revised, reflect the prevailing philosophy in force at the time they were created

16

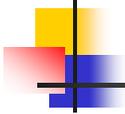
**Intro:** Consistency is another principle of LCSH.

**1<sup>st</sup> bullet:** *[text from slide]*

One way to achieve consistency is through use of recurring patterns; for example the use of a subdivision to represent the same aspect of different topics. Example: the use of the subdivision –**Civil rights** under classes of persons to express concepts such as rights of migrant workers, rights of people with disabilities, etc.

**2<sup>nd</sup> bullet:** *[text of slide]*

When policies have changed, it has not always been possible for LC to revise headings to bring them in line with current policy, due to lack of resources. For example, in 1983 when it was decided to establish most headings in natural language order, it was not possible to revise all the existing topical headings that were constructed in inverted order. Headings get revised on a case by case basis as they are used in new cataloging, by catalogers at LC or by SACO proposals from outside.



## Consistency & predictability

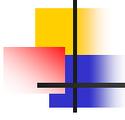
- Consistency in the form and structure of headings promotes predictability for subject heading users
- Predictability is enhanced when the terms chosen for a topic are those most widely used to refer to that topic
- When headings are changed or new headings established, headings in bibliographic records need to be updated

17

**Intro:** Consistency and predictability facilitate the retrieval of information.

*[text from entire slide]*

**Updating bibliographic records:** the Library of Congress updates headings in bibliographic records in its database. Other libraries may do such updating locally or through an authority control vendor, but there are many libraries that do not update headings to reflect changes. Bibliographic utilities have not kept headings on records up to date when the authorized form changes (this is starting to change with OCLC Connexion, which allows headings in bib records to be linked to authorities).

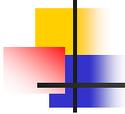


## Dynamism

- Changes to headings are made continuously to maintain the currency and viability of LCSH
- The benefit of making a change is weighed against its impact on the authority and bibliographic databases and the resources needed to carry it out

18

*[text from entire slide]*



## Examples of recent changes

- Handicapped
  - **People with disabilities**
- Internet (Computer network)
  - **Internet**
- Machine-readable dictionaries
  - **Electronic dictionaries**
- Medicine, State
  - **National health services**

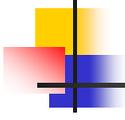
19

**Intro:** Here are just a few examples of headings that have recently changed in LCSH.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

*[text from slide]*

Changes to existing headings can be proposed through SACO, the Subject Authority Cooperative Program. The final session in this workshop provides an introduction to SACO.



## Precoordination and postcoordination

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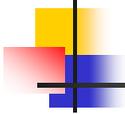
- Precoordination:
  - Combining elements into one heading string in anticipation of a search on that compound topic
  - LCSH is primarily a precoordinate system
- Example:  
**Furniture design—France—History—20th century—Exhibitions.**

20

**1<sup>st</sup> bullet:** *[text from slide]*

LCSH is a system in which untold numbers of headings can be constructed from individual elements that represent various aspects of topics.

**2<sup>nd</sup> bullet:** *[example from slide]*



## Precoordination and postcoordination (cont.)

- Postcoordination:
  - Combining of headings or keywords by a searcher at the time he/she looks for materials
  - Many complex or multi-element topics require postcoordination in LCSH
- Example: for a work on the architecture of Roman public baths in Great Britain:
  - Baths, Roman—Great Britain**
  - Architecture, Roman—Great Britain**
  - Great Britain—Antiquities, Roman**

21

**1<sup>st</sup> bullet:** There are numerous cases in which needed elements cannot be combined in single headings, even with subdivisions. In those situations, an array of headings may be assigned that, considered together, is coextensive with the topic of an item.

**2<sup>nd</sup> bullet:** *[example from slide]*

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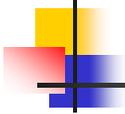


# Structure and Syntax of LCSH

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## Session 3

1

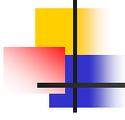


## Structure and syntax

- What are the important features of the structure and syntax of LCSH?
- What are the different types of main headings?
- What are subdivisions? What function do they serve?
- What are the different types of references? What functions do they serve?

2

**Intro:** As we learned in the first module, a controlled vocabulary is a collection or list of selected terms that shows the relationships among them. As an alphabetic subject heading list, LCSH is one type of controlled vocabulary. It consists of main headings that may be assigned by themselves, or with subdivisions, and references that lead to or link those headings. In this session, we'll talk about the different types of main headings that are used in subject cataloging and about their syntax. Then we'll look at the role of subdivisions and the different types of subdivisions that may be used. Finally, we'll focus on the syndetic structure of LCSH: the references that lead to authorized headings and the references that show the relationships among authorized headings.



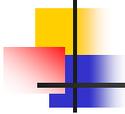
## Main headings

- Topics are identified by terms or phrases that represent what the material covers
- Headings can also reflect the form of the material
- Three general categories of headings:
  - Topical
  - Form/genre
  - Names

3

*[text from slide]*

The heading(s) should correlate to the primary concept(s) embodied in the work.



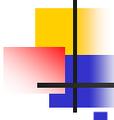
## Topical headings

A topical heading represents a discrete, identifiable concept. These can be:

- things
  - Kachina dolls**
- concepts
  - Gifts, Spiritual**
- philosophies
  - Determinism (Philosophy)**

4

*[text from slide]*



## Topical headings (cont.)

- disciplines
  - Nuclear physics**
- activities and processes
  - Skydiving**
- organisms
  - Lizards**
  - Escherichia coli**
- some types of events
  - Hurricane Andrew, 1992**
  - Great Fire, Chicago, Ill., 1871**

5

**1<sup>st</sup> and 2<sup>nd</sup> bullets:** *[text from slide]*

**3<sup>rd</sup> bullet:** *[text from slide]* **Organisms** include animals, plants, microbes, etc.

**\*\*[NOTE: *Escherichia coli* is pronounced *esh'er-ik'e-ah co'-lie*; short form *E. coli*]**

**4<sup>th</sup> bullet: Events:** Some events are significant enough that they become known by proper names; these are generally unique events such as riots or natural disasters.

Some events are established as name headings – we'll see examples of those later– but events that generally can't be repeated, such as natural disasters, strikes, massacres, and funerals, are established as topical subject headings. Additional example: **San Francisco Earthquake, Calif., 1906.**

**\*\*[NOTE: since there is more on names as subject headings later in the workshop, and this session is meant to give an overview of the structure of LCSH, it's not necessary to go into detail about headings for events here. For your reference, the following sentences are excerpted from the definition of a corporate body in AACR2 21.1B1:**

*“A corporate body is an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity.*

*[several sentences omitted]*

*Consider ad hoc events (such as athletic contests, exhibitions, expeditions, fairs, and festivals) and vessels (e.g., ships and spacecraft) to be corporate bodies.”]*



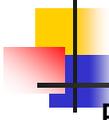
## Topical headings (cont.)

- classes of people  
**Dentists**
- ethnic groups  
**Kurds**
- names of individual animals  
**Jumbo (Elephant)**
- legendary and fictitious characters, places, and organizations  
**Holmes, Sherlock (Fictitious character)**  
**Shangri-La (Imaginary place)**  
**Monsters, Inc. (Imaginary organization)**

6

*[text from slide]*

Later in this session we'll take a closer look at the syntax of topical main headings, but next we'll take a look at the other categories of main headings.



## Form / Genre

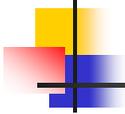
Form / Genre headings indicate what a work is, rather than what it is about.

These headings can:

- identify a form
  - Artists' books**
  - Nigerian drama**
  - Silent films**
- represent a style or mood
  - Detective and mystery stories**
  - Film noir**

7

*[text from slide]*



## Name headings

If the work being cataloged is about a person or a place or a corporate entity, then a name heading is appropriate

The rules for constructing these headings will depend on the type of name.

8

*[text from slide]*

Many name headings are constructed according to descriptive cataloging rules, using *AACR2* and the *Library of Congress Rule Interpretations*, but may also be used as subjects. Some name headings are constructed according to subject cataloging rules. Later in the workshop there is a session which explores the use of names as subject headings in much greater depth. In this session we will highlight some of the types of name headings you will use in subject cataloging.



## Personal names

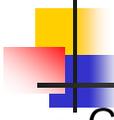
- A biography will have a subject heading for the biographee:  
**Brontë, Charlotte, 1816-1855**
- Personal name headings are constructed according to AACR2/LCRI practice
- Family names (**Casper family**) and royal houses and dynasties (**Plantagenet, House of**) are coded as personal names, but they are constructed according to subject cataloging rules

9

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

*[text from slide]*

**\*\*[NOTE:** *In case it comes up, be aware that headings for fictitious persons are constructed as if they were personal names (inverted last name, first name) but coded as topical headings. This is covered later in the workshop.]*



## Corporate names

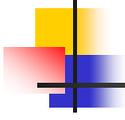
- Generally, a corporate body is an organization or a group of persons identified by a particular name
  - Indigo Girls (Musical group)**
  - Bill & Melinda Gates Foundation**
- Certain vessels and vehicles are considered to be corporate bodies
  - Titanic (Steamship)**
  - Apollo 13 (Spacecraft)**
- Corporate name headings are constructed according to AACR2/LCRI practice

10

**Intro:** Corporate bodies can also be subjects of works, and as such would receive subject headings.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

*[text from slide]*

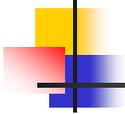


## Corporate names (cont.)

- Works about conferences and organized events can have subject headings for the name of the conference or event
  - ALI-ABA Conference on Federal Income Tax Simplification**
  - Lewis and Clark Expedition (1804-1806)**
  - Miss America Pageant**
  - World Cup (Soccer)**

11

*[text from slide]*



## Geographic names

- Headings can be assigned for jurisdictional areas and geographic features
  - Albuquerque (N.M.)**
  - Grand Canyon (Ariz.)**
- If a place name used as a subject has a uniform title or a subordinate body, it is considered a corporate name
  - Albuquerque (N.M.). Fire Dept.**

12

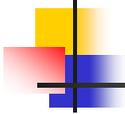
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1<sup>st</sup> bullet:** *[text from slide]*

For example, a guidebook about Albuquerque, New Mexico would be assigned a geographic main heading, **Albuquerque (N.M.)**. We will talk about MARC tags for subject headings in later sessions, but for now we'll just note that there is specific tagging for geographic subject headings.

**2<sup>nd</sup> bullet:** *[text from slide]*

For example, a book about the Albuquerque Fire Department would have a corporate body subject heading as a corporate name.



## Titles

Works about other works may have subject headings that consist of the catalog entry for the work being discussed.

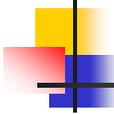
- name-title heading  
**Mitchell, Margaret, 1900-1949. Gone with the wind**
- uniform title heading  
**Beowulf**

13

**Intro:** Titles may also be used as subject headings.

If the work being discussed has main entry under a personal or corporate name, the subject heading will be a name-title heading.

If the work being discussed has a uniform title main entry, the subject heading is also entered as a uniform title.



## Syntax

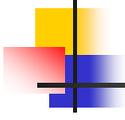
- Library of Congress Subject Headings may be in direct form using natural language or in inverted or qualified forms.
- Direct form:
  - Electric alarms**
  - not*
  - Alarms, Electric**

14

**Intro:** Now we'll look at the syntax of LC subject headings.

*[text from slide]*

The decision was made in 1983 to favor creating new headings in direct form using natural language. However, some specific categories of headings are still established in the inverted form, as we'll see later in this session.



## Single noun headings

- Represent an object or concept
  - CD-ROMs**      **Heat**
  - Scooters**     **Love**
- Adjective or participle noun-equivalents
  - Blind**
  - Poor**

15

**1<sup>st</sup> bullet:** A heading may consist of a single noun when one can precisely represent an object or concept. (Single nouns are not necessarily in the singular, as evident from the examples – more on this in an upcoming slide.)

**2<sup>nd</sup> bullet:** Adjectives or participles may be used as noun-equivalents.



## Articles

- Articles are not in the initial position  
**Arts**  
*not*  
The arts
- Articles may be retained for grammatical purposes  
**State, The**  
**Comic, The**

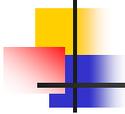
16

**1<sup>st</sup> bullet:** In most cases, headings are not established with an article in the initial position.

Additional example:

**West (U.S.)**  
*not*  
The West (U.S.)

**2<sup>nd</sup> bullet:** In some cases, the article may be retained for grammatical or semantic purposes. The heading will then be inverted.



## Plural vs. singular

- Headings representing objects or classes of people are usually plural  
**Pencils**  
**Physicians**
- Biological species are generally singular, higher levels are plural  
**Bald eagle**      **Eagles**  
**Western lily**      **Lilies**

17

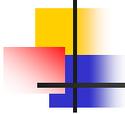
**1<sup>st</sup> bullet:** In most cases, headings representing a category of objects or class of people are in the plural form, although there are many exceptions.

**2<sup>nd</sup> bullet:**

For biological headings, **species** are generally in the singular, while higher levels are usually in the plural.

**\*\*[NOTE: H 285 Singular vs. Plural Forms in Subject Headings provides more background and guidance.]**

**\*\*[NOTE: In case it comes up, be aware that domestic animals are an exception to the general rule on biological organisms because they are established in the plural even if they represent a species while breeds and varieties are in the singular.]**



## Phrase headings: single concept

- Used when a single noun cannot represent an object or concept:
  - Biological rhythms**
  - Environmental ethics**
- May be prepositional phrases:
  - Figures of speech**
  - Quality of life**
  - Adult children of alcoholics**

18

**Intro:** Phrase headings can represent a single concept or multiple concepts. Here are some examples of phrases that represent single concepts.

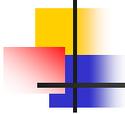
**1<sup>st</sup> bullet:** When a single noun cannot precisely represent an object or a concept, a phrase is used. Most phrase headings are created by modifying a noun or noun phrase with an adjective. Additional examples:

**Interpersonal relations**

**Medical archives**

**2<sup>nd</sup> bullet:** When a single concept is generally expressed in the form of a prepositional phrase, the heading takes that form. Additional example:

**Conduct of life**



## Multiple concept headings

- Relationships between topics
  - Church and state**
  - Mathematics and literature**
- Topics normally treated together
  - Books and reading**
  - Nails and spikes**

19

**Intro:** Headings may also represent more than one concept. The next slides describe the different types of compound phrase headings.

**1<sup>st</sup> bullet:** Phrase headings may reflect the relationships between two general topics at a broad level. Additional examples:

**Art and music**

**Communism and love**

**Engineering and state**

**2<sup>nd</sup> bullet:** Phrase headings may connect topics that are normally treated together. Additional examples:

**Forests and forestry**

**Good and evil**

**Wines and wine making**

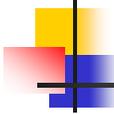


## Multiple concept headings: “as”

- Preposition “as” showing a particular use of an object or form:
  - Alcohol as fuel**
  - Insects as pets**
  - Biography as a literary form**
  - Legumes as food**

20

**Intro:** The preposition *as* may be used in headings showing a particular use of an object or form.  
*[text from slide]*



## Classes of persons and occupations

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- Preposition “as”

**Authors as teachers**

**Physicians as musicians**

- Preposition “in”

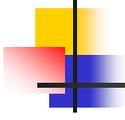
**Women in medicine**

**Asian Americans in motion pictures**

21

**1<sup>st</sup> bullet:** The preposition *as* may also be used in headings dealing with professions. The heading may represent classes of persons involving two professions, or occupational groups in non-work-related activities.

**2<sup>nd</sup> bullet:** The preposition *in* may be used to represent persons associated with a particular discipline or activity in whatever capacity, in a broader sense than with “as” headings.



## Multiple concept headings: “in”

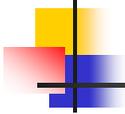
- Special applications of a concept:  
**Music in advertising**  
**Television in education**
- A place within a concept:  
**Africa in textbooks**  
**Egypt in the Koran**

22

**Intro:** The preposition *in* may be used in headings in several situations.

**1<sup>st</sup> bullet:** It may be used to express special applications of a concept.

**2<sup>nd</sup> bullet:** It may also be used to express the representation or treatment of a place within a particular concept, such as textbooks.



## Headings, Inverted

- Used to be more common:  
**Chemistry, Organic**  
**Insurance, Accident**
- Current practice: most headings in direct form
- Inverted headings retained for some categories

23

**1<sup>st</sup> bullet:** In the past, many headings were established in inverted form in order to place a significant word first. While this practice made sense in helping to collocate entry elements in a card catalog, it is no longer as big an issue in online catalogs.

**2<sup>nd</sup>, 3<sup>rd</sup> bullets:** Since 1983, the preference has been for direct form and in natural language. Since a large number of headings exist in the inverted form, however, inverted headings were retained in several categories.

Note that in inverted headings, the word following the comma is capitalized; this is the element that would be in the initial position if expressed in direct word order. The first word of a subject heading is capitalized as a general rule.

**\*\*[NOTE:** *H 306 provides more information on inverted headings. SHM Appendix B provides capitalization guidelines for establishing headings. It is mentioned in the Tools session.]*



## Headings, Inverted (cont.)

- Language, nationality or ethnic group qualifiers
  - Art, American**
  - Cooking, Ethiopian**
- Headings qualified by time period
  - History, Modern**
  - Philosophy, Ancient**

24

*[text from slide]*

Additional examples for language, nationality, ethnic group:

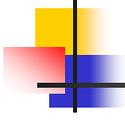
**Poets, Japanese**

**Songs, Romanian**

Additional examples for time period:

**Prayers, Medieval**

**Latin literature, Medieval and modern**



## Headings, Inverted (cont.)

- Headings with qualifiers for artistic style  
**Painting, Romanesque**  
**Sculpture, Hellenistic**
- Some types of fossils  
**Sponges, Fossil**  
**Vertebrates, Fossil**

25

*[text from slide]*

Additional example for headings with qualifiers for artistic style:

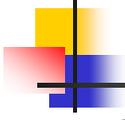
**Architecture, Etruscan**

Additional example for types of fossils:

**Whales, Fossil**

**Conifers, Fossil**

**\*\*[NOTE: for fossils that existed only in earlier geological time periods, such as *Dinosaurs*, the heading is established without the qualifier, *Fossil*.]**



## Headings, Inverted (cont.)

- Some music headings
  - Choruses, Sacred**
- Battles
  - Trebbia River, Battle of, Italy, 1799**
  - Gettysburg, Battle of, Gettysburg, Pa., 1863**
- Some geographic headings
  - Mexico, Gulf of**

26

*[text from slide]*

Additional example for music headings:

**Symphonies, Arranged**

Additional examples for geographic:

**Huron, Lake (Mich. and Ont.)**

**Victoria, Lake, Watershed**

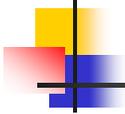


## Headings, Inverted (cont.)

- Fictitious and legendary characters
  - Bond, James (Fictitious character)**
  - Bunyan, Paul (Legendary character)**
- Royal houses
  - Habsburg, House of**
  - Windsor, House of**

27

*[text from slide]*



## Qualification of headings

- Parenthetical: discipline or topic  
**Waste (Economics)**
- Parenthetical: category of object  
**Plates (Engineering)**  
**Plates (Tableware)**
- Adjectival:  
**Chemical bonds**  
**Nuclear fission**

28

**Intro:** If a term or phrase used as a subject heading can have different meanings, a qualifier is used to indicate which of the different meanings the heading represents. Headings can be qualified by the addition of a parenthetical or an adjectival qualifier.

**1<sup>st</sup> bullet:** A qualifier may be added in parenthesis at the end of the heading. One type of qualification is by name of a discipline or topic. Additional examples:

**Aestheticism (Literature)**

**Whole and parts (Psychology)**

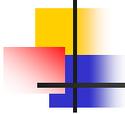
**2<sup>nd</sup> bullet:** If the heading represents a kind of object, it may be qualified by the category to which it belongs. Additional examples:

**Suits (Clothing)**

**Seals (Animals)**

**Seals (Numismatics)**

**3<sup>rd</sup> bullet:** Sometimes an adjectival qualifier can be added to a term to create a phrase heading, instead of adding a parenthetical qualifier. For example, **Chemical bonds** is used instead of Bonds (Chemistry); **Nuclear fission** instead of Fission (Nuclear physics).



## Subdivisions in LCSH

- Narrow the scope of a heading
- Bring out specific aspects of a subject
- Example: a work discussing pre-colonial Brazil needs more than just the subject heading **Brazil**
  - Brazil—History—To 1822**
- Subdivisions may themselves be subdivided

29

**Intro:** Now we'll take a look at some of the characteristics of subdivisions in LCSH.

**1<sup>st</sup> & 2<sup>nd</sup> bullets:** Subdivisions can break large heading concepts down into more manageable subunits.

**3<sup>rd</sup> bullet:** In the example, the work about pre-colonial Brazil would be lost if it had only the main subject heading Brazil. Assigning a more specific subject heading (**Brazil—History—To 1822**) to the work allows it to be collocated with other works about the same time period.

This is also an example of pre-coordination. The established heading pulls together the various elements, rather than having the searcher combine terms (post-coordination).



## Topical subdivisions

- Limit the concept of a heading to a specific subtopic
- Many represent actions, attributes or aspects
- May be specific to a single concept
  - Helicopters—Flight testing**
  - Presley, Elvis, 1935-1977—Sightings**
- OR applicable to numerous headings
  - Psychological aspects**
  - Statistical methods**

30

**Intro:** A topical subdivision is similar to a topical heading. It is used to limit the concept of a heading to a specific subtopic.

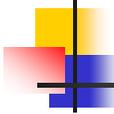


## Topical subdivisions (cont.)

- Sometimes used to bring out parts of the whole
  - Eye—Muscles**
  - Sports cars—Axles**
- More than one topical subdivision may be used to refine the concept
  - Fruit—Postharvest losses**
  - Fruit—Postharvest losses—Prevention**
- Topical subdivisions are coded \$x

31

**2<sup>nd</sup> bullet:** When more than one topical subdivision is used with a main heading, each refines the concept and makes it more specific.



## Geographic subdivisions

- If a work discusses a topic in regard to a specific location, geographic subdivisions may be used to group together common coverage
  - Remainders (Bookselling)—Illinois—Chicago**
- Not all headings may be subdivided geographically
- Geographic subdivisions are coded \$z

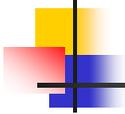
32

**Intro, 1<sup>st</sup> bullet:** *[text from slide]* Geographic subdivisions may represent where something is located or where it is from, depending on the topic. For example, the heading **Physicians \$z China** is used to represent the concept of physicians currently in China or originally from China.

**\*\*[NOTE:** *In case it comes up, be aware that SHM H 350 provides more information and examples on nationality designations of classes of persons.]*

**2<sup>nd</sup> bullet:** Not all headings may be subdivided geographically; also, some but not all topical subdivisions may be subdivided geographically. In later sessions, we'll talk about where to look to find out if a heading or subdivision is authorized for geographic subdivision, and also discuss other points you'll need to know to apply geographic subdivisions correctly.

**3<sup>rd</sup> bullet:** *[text from slide]*



## Chronological subdivisions

- Indicate the time period covered in the work
- Usually associated with historical treatment of a topic
  - Printing—History—19th century**
  - Russia—Social conditions—1801-1917**
- Used with literary, music, and art headings
  - German literature—18th century**
  - Sonatas (Piano)—20th century**
- Chronological subdivisions are coded \$y

33

**Intro:** Chronological subdivisions are also referred to as period subdivisions.

**1<sup>st</sup> bullet:** Used for the time period covered in the contents of a work – should not be confused with the publication date of the work.

**2<sup>nd</sup> bullet:** *[text from slide]* In most cases, chronological subdivisions follow the subdivision – **History**.

When a topic is inherently historical, the subdivision –**History** is not used. Examples of inherently historical topics include headings for historical time periods (**Nineteen seventies**, **Renaissance**) or historical events (**Iran-Iraq War, 1980-1988**) and subdivisions such as --**Chronology**, --**Economic conditions**, --**Intellectual life**.

\*\**[NOTE: More on this in a later session; guidelines and more examples are given in SHM H 1647 History.]*

**3<sup>rd</sup> bullet:** Chronological subdivisions that are established or used under artistic, literary, or music form/genre headings modify the main heading and represent compositions or works created in that time period.

**4<sup>th</sup> bullet:** *[text from slide]*



## Form subdivisions

---

- Indicate what an item is rather than what it is about
- The most common form subdivisions may be used under all types of main headings and subdivisions
  - Periodicals**
  - Bibliography**
- Form subdivisions are coded \$v and are generally the last subdivision in a heading



## Form subdivisions (cont.)

- If a work is about a specific form, the form is treated as a topical subdivision  
**Science \$x Periodicals \$v Bibliography**  
*for a bibliography of science periodicals*
- Occasionally, two subdivisions are needed to indicate form  
**Technology \$v Bibliography \$v Periodicals**  
*for a bibliography that is issued as a periodical*

35

*[text from slide]*

We'll look at MARC coding in more detail in later sessions, and you will gain some practice applying form subdivisions too.



## Free-floating vs. established

- Some subdivisions can be used with specified categories of headings whenever appropriate without having been explicitly established with those headings
- Other subdivisions are only to be used in individual cases and must be represented by an authority record permitting the usage
  - Academic libraries—Food and beverage policies**
  - Camp sites, facilities, etc.—Reservation systems**
  - Moon—Exploration**

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**Intro:** We've just looked at the different types of subdivisions – topical, geographic, chronological, and form. Here is another distinction to make about subdivisions.

*[text from slide]*

It would not be correct to use the subject heading Public libraries—Food and beverage policies based on the existence of the authority record **Academic libraries—Food and beverage policies**. The subdivision is not free-floating; it must be established under a heading.

The session on Application of Subdivisions will cover this topic in much greater detail.



## Order of subdivisions

Generally, use established headings and follow instructions for combining with free-floating subdivisions, placing form subdivisions last

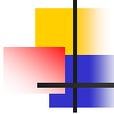
Two basic orders:

- [Place]—[Topic]
- [Topic]—[Place]

37

*[text from slide]*

Catalogers cannot choose which order to use at the time of formulating a heading. The order used for a given subject in LCSH is an arbitrary decision that has already been made and that a cataloger must learn. Some topics are used as subdivisions under places while other topics divide by place.



## [Place]—[Topic]

- Generally used for aspects of a place: its history, politics, economics, civilization
- General order of a subject heading string of this type with all types of subdivisions:  
[Place] \$x [Topic] \$y [Period] \$v [Form]

**Ireland \$x Economic conditions \$y 1949- \$v Congresses**

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**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET; CLICK FOR EXAMPLES**

*[text from slide]*



**[Topic]—[Place]**

- Used for topical headings that are authorized for geographic subdivision
- General order of a subject heading string of this type with all possible subdivisions:  
 [Topic] \$z [Place] \$x [Topic] \$y [Period] \$v [Form]  
**Railroads \$z Canada \$x History \$y 19th century \$v Sources**  
 OR  
 [Topic] \$x [Topic] \$z [Place] \$y [Period] \$v [Form]  
**Periodicals \$x Publishing \$z Italy \$x History \$y 19th century \$v Bibliography**

39

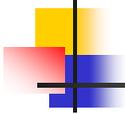
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET & EXAMPLE**

*[text from slide]*

The two examples illustrate different constructions depending on whether or not the topical subdivision is authorized for geographic subdivision.

When possible, the geographic subdivision follows topical subdivisions. Generally, chronological subdivisions follow any topical or geographic subdivisions, and form comes last.

Later sessions will cover the order of subdivisions in more detail.



## Airlie House recommendations

- 1991 conference to discuss the future of subdivisions in the LCSH system
- Recommendations include:
  - Follow standard order of [topic]—[place]—[period]—[form] where possible
  - Use subfield coding to identify form subdivisions

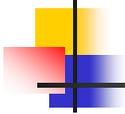
40

**Intro, 1<sup>st</sup> bullet:** In 1991, LC invited a number of librarians, educators and systems people to a conference held at the Airlie House in Airlie, Va. Out of this conference, certain recommendations were made to simplify subdivision practice. LC continues to take steps to implement these recommendations, and reports on its progress are included in every issue of the *Cataloging Service Bulletin*.

**2<sup>nd</sup> bullet:** Here are a few of those recommendations (greatly simplified):

-follow a standard order of [topic]—[place]—[period]—[form] where possible.

-Subdivisions should be coded specifically to improve online displays. In particular, form subdivisions should have separate coding to distinguish between topical and form.



## Airlie House recommendations (cont.)

- Continue indirect geographic subdivision
  - Provide geographic subdivision form in geographic authority records
- Simplify subdivision practice
  - Cancel subdivisions that represent the same concept in different forms
  - Replace phrase headings with subdivisions where appropriate

41

**1<sup>st</sup> bullet:** Continue the policy of indirect geographic subdivision (we'll see examples of this later). The Library of Congress was also directed to include the geographic subdivision form in authority records for geographic names, as an example for catalogers.

**2<sup>nd</sup> bullet:** Simplify subdivision practice in a number of ways. This is an ongoing activity; here are just two examples:

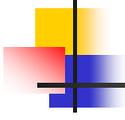
Cancel subdivisions that represent the same concept in different forms. Examples:

--**Description** was used under names of cities while --**Description and travel** was used under larger geographic entities. --**Description** has been canceled and --**Description and travel** is now used under all geographic entities.

--**Terms and phrases** had been established under the general heading **Law** and authorized for use under headings for legal topics; it was replaced by the existing free-floating subdivision --**Terminology** which is used in other fields.

Replace phrase headings with subdivisions where appropriate. Examples:

The heading **Cultural property, Protection of** was canceled in favor of using the standard subdivision --**Protection** under the heading **Cultural property**.



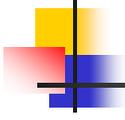
## Syndetic structure: references

- Equivalence relationships
- Hierarchical relationships
- Associative relationships

42

**Intro:** In order to be useful, an alphabetic subject heading list needs to have a generous entry vocabulary to link terms searchers might use with the authorized forms of the list as well as a structure of explicit relationships to allow users to navigate through the system. These purposes are served by references that express equivalence, hierarchical, and associative relationships.

Like the headings themselves, references were made in LCSH at different times according to different philosophies and principles. For many years references were made on the basis that a person investigating one heading should be made aware of another heading. References were rarely revised as new headings were added. In addition, many headings appeared in LCSH without references. In 1984, new rules of making references were adopted and incorporated into the *Subject Headings Manual*, and then applied to new headings beginning in 1985. The references on older headings are reviewed and revised to conform to the new rules on a case-by-case basis.



## Equivalence or USE/UF references

---

- Link terms that are **not** authorized to their preferred forms
- Covered in *Subject Headings Manual* H 373
- Example:

Baby sitting

USE **Babysitting**

43

*[text from slide]*

**\*\*[NOTE:** *Instructors may wish to point out that instruction sheets in the SHM are given in this and the following slides for future reference. There will be more information on the SHM in the next session, Tools for Subject Analysis.]*



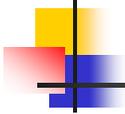
## Categories of USE/UF references

---

- Synonyms and near synonyms  
Dining establishments USE **Restaurants**
- Variant spellings  
Haematology USE **Hematology**
- Singular/plural variants  
Salsa (Cooking) USE **Salsas (Cooking)**

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**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET & EXAMPLE**  
*[text from slide]*



## Categories of USE/UF references (cont.)

---

- Variant forms of expression  
Nonbank banks USE **Nonbank financial institutions**
- Alternate arrangements of terms  
Dogs--Breeds USE **Dog breeds**
- Earlier forms of headings  
Restaurants, lunch rooms, etc. USE **Restaurants**

45

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET & EXAMPLE**  
*[text from slide]*



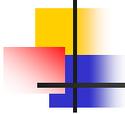
## Hierarchical references: broader terms and narrower terms

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- Link authorized headings
- Show reciprocal relationships
- Allow users to enter at any level and be led to next level of either more specific or more general topics
- Covered in *SHM H 370*

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*[text from slide]*



## Three types of hierarchical references

---

- Genus/species (or class/class member)
 

<b>Dog breeds</b>	<b>Poodles</b>
NT <b>Poodles</b>	BT <b>Dog breeds</b>
- Whole/part
 

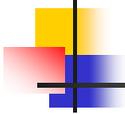
<b>Foot</b>	<b>Toes</b>
NT <b>Toes</b>	BT <b>Foot</b>
- Instance (or generic topic/proper-named example)
 

<b>Mississippi River</b>	<b>Rivers—United States</b>
BT <b>Rivers—United States</b>	NT <b>Mississippi River</b>

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*[text from slide]*

**\*\*[NOTE: A heading is now linked only to the heading immediately above it in a hierarchy. Bi-level references remain in headings with unevaluated references as remnants of past practice. Because the complex compound headings present in LCSH do not necessarily fit into these hierarchical categories, rules were also adopted for linking compound headings on the basis of the terms they contain. The resulting BT/NT relationships are often more arbitrary than would be allowed in a true thesaurus.]**



## Associative or related term references

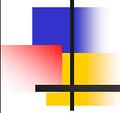
---

- Link two headings associated in some manner other than hierarchy
- Currently made between
  - headings with overlapping meanings  
**Carpets**      RT      **Rugs**
  - headings for a discipline and the focus of that discipline  
**Ornithology**   RT      **Birds**
  - headings for persons and their field of endeavor  
**Physicians**   RT      **Medicine**
- Covered in *SHM H 370*

48

*[text from slide]*

Linking headings by means of RT references is not being emphasized until a long term project to review and evaluate the hierarchical reference structure of LCSH is completed.

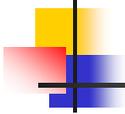


# Tools for Subject Analysis

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## Session 4

1



## Essential tools and additional resources

- How are entries in *LCSH* structured?
- What are the primary tools for understanding and applying *LCSH*?
- Where are the tools available?
- Which additional resources are useful in applying *LCSH*?

2

**Object:**

The object of this session is to introduce attendees to the tools needed to use LCSH. It begins with a look at LCSH, the list, to help attendees understand the structure of entries. It includes a description of the primary tools used in applying LCSH and where they are available, and suggests additional resources.

**Instructor References:**

The introduction to the print *LCSH* provides a useful overview of the structure of entries.

## *Library of Congress Subject Headings*

**Letters** (Not Subd Geog)   
[\[PN4400](#) (History and criticism)  
[\[PN6130-6140](#) (Collections)]  
UF Correspondence  
BT [Biographical sources](#)  
[Literature](#)  
RT [Letter writing](#)  
SA headings for letters qualified by language, region, or nationality, e.g. **American letters**; **European letters**; **Latin letters**  
NT [Anonymous letters](#)  
[Comfort letters](#)  
[Complaint letters](#)  
[Condolence notes](#)  
[Cover letters](#)  
[Epistolary fiction](#)  
[Epistolary poetry](#)  
[Fan mail](#)  
[Hate mail](#)  
[Imaginary letters](#)  
[Last letters before death](#)  
[Letters of last instructions](#)  
[Love-letters](#)  
[Open letters](#)  
[Queries \(Authorship\)](#)  
[Retraction letters](#)  
[Thank-you notes](#)

**Intro:** *Library of Congress Subject Headings*, the list, is the primary tool. It is available in several different versions, print and electronic (more on this in following slides).

There are auxiliary tools that must be used with *LCSH*, but before we look at those, we'll take a closer look at the structure of the entries in *LCSH*. We'll use the entry for **Letters**, shown here.

**\*\*[NOTE:** *The entry shown in the slide is the complete entry for **Letters**. In the following slides, portions of entries are often shown to emphasize a particular aspect.]*

## Authority record for **Letters** (OCLC Connexion)

Rec stat	c	Entered	20030227	Replaced	20081006125917.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	
Ser num	n	Name	n	Subdiv tp	n
		Source		Name use	b
		Subj use	a	Ser use	b
		Rules	n		
010		sh 85076240			
040		DLC #b eng #c DLC #d DLC			
053	0	PN4400 #c History and criticism			
053	0	PN6130 #b PN6140 #c Collections			
150		Letters			
360		#i headings for letters qualified by language, region, or nationality, e.g. #a American letters; European letters; Latin letters			
450		Correspondence			
550		Biographical sources #w g			
550		Literature #w g			
550		Letter writing			

This is the authority record for **Letters**, as viewed in the OCLC Connexion interface. In later sessions, we will learn more about authority records and MARC coding, but for now, just be aware that all of the information needed to generate entries in *LCSH* is contained in authority records. In fact, as we'll see, *LCSH* entries pull in information from multiple authority records.

**\*\*[NOTE: Not all of the information in authority records is displayed in *LCSH*, though; for example the 670, 675, and 781 fields are not.]**



## Components of entries in *LCSH*

- Authorized headings
- Class numbers
- References
  - USE, Used For (UF)
  - Broader Term (BT) & Narrower Term (NT)
  - Related Term (RT)
  - General References (SA and USE)
- Scope notes

5

**Intro:** These are the basic components of entries in *LCSH*. We'll use the entry for **Letters** as the basis for examining these components.

## Authorized heading: Letters

Letters (Not Subd Geog)

[\[PN4400 \(History and criticism\)\]](#)

[\[PN6130-6140 \(Collections\)\]](#)

UF Correspondence

BT [Biographical sources](#)

[Literature](#)

RT [Letter writing](#)

SA headings for letters qualified by language, region, or nationality, e.g. **American letters**; **European letters**; **Latin letters**

Class numbers: consider classing in PN4400  
or within the range of PN6130-6140

**Intro:** An authorized heading is a term selected to represent a distinct concept. Headings are listed in boldface type. The authorized heading in this entry is **Letters**. A heading may be followed by the legend (*May Subd Geog*) or (*Not Subd Geog*) to indicate whether or not the heading may be subdivided by place. In many cases, there is no legend next to the heading, indicating that no decision has yet been made about whether the heading may be divided by place, and until a decision is made, it cannot be followed by a geographic subdivision.

In this display we see single letters R, S, B and L at the end of the first three lines; these are features of Classification Web that are not part of the integral structure of *LCSH*, so we'll ignore them. You would not see these in other versions of *LCSH*.

This heading is followed by two Library of Congress class numbers. About 36% of the headings in *LCSH* have class numbers, representing the most common aspects of the topic. Class numbers are added only when there is a close correspondence between the subject heading and the LC classification schedules. Catalogers should consider such numbers a starting point only and always consult the LC classification schedules as the schedules have changed. Numbers assigned years ago have not necessarily been maintained as the schedules change. Proposals for corrections or additions to the cited class numbers could be made through SACO.



## References

---

- Indicate relationships among headings
- Listed in groups, by type of reference
- Equivalence relationship
  - USE and UF (Used for)
- Hierarchical relationships
  - BT (Broader Term) and NT (Narrower Term)
- Associative relationships
  - RT (Related Term)
- General references
  - SA (See Also)

7

**Intro:** We talked about the reference structure of *LCSH* in the last session. In the following slides, we'll see how references are shown in entries in *LCSH*. References are listed in groups.



## USE and UF (Used For)

---

Correspondence  
**USE Letters**

**Letters**  
UF Correspondence

8

**Intro:** If you searched *LCSH* under the term “Correspondence,” you would find that it is not an authorized heading. The term is not in boldface type and it has two USE references directing you to authorized headings that may be used for the concept, as appropriate. One of these is **Letters**, the entry we have been discussing.

*[The other USE reference is **Letter writing**, which is discussed in the next slide.]*

On the entry for **Letters**, there is a UF reference for Correspondence, indicating that this heading may be Used For the term Correspondence.

## Authorized heading: **Letter writing** is also **Used For** the term Correspondence

**Letter writing** (May Subd Geog)

[\[BJ2100-2115](#) (Etiquette)]

[\[PE1481-1497](#) (English rhetoric)]

Here are entered general works and works on English letter writing.

UF Correspondence

English letter writing

Letter writing, English

Writing of letters

**Scope note** (“Here are entered...”) provides guidance in application of the heading

**Intro:** The term Correspondence also has a USE reference to the authorized heading **Letter writing** (the same term can be a cross-reference to more than one established heading). Here we see the entry for **Letter writing**, in which Correspondence appears as a UF reference, along with three other terms.

This entry also has a scope note, which helps clarify the intended meaning or scope of a heading. The scope note indicates that this heading may be used only for general works and works on English letter writing. It would not be appropriate to assign this heading to works on letter writing in other languages or works on specific types of letter writing (such as writing of business letters, etc.). Over 5,800 headings in *LCSH* (out of over 280,000 total headings) include scope notes.

Another scope note example:

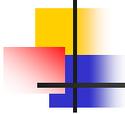
**Ageism:** Here are entered works on negative or prejudicial attitudes toward people based on their youth or older age. Works on discriminatory behavior toward people based on their youth or older age are entered under \$a **Age discrimination**.

## Broader Terms (BT) for Letters: **Biographical sources and Literature**

Letters (Not Subd Geog)   
[\[PN4400](#) (History and criticism)]  
[\[PN6130-6140](#) (Collections)]  
UF Correspondence  
BT [Biographical sources](#)  
[Literature](#)  
RT [Letter writing](#)  
SA headings for letters qualified by language, region, or nationality, e.g. **American letters; European letters; Latin letters**

**Intro:** While the USE and UF codes help to distinguish authorized headings from their non-authorized counterparts, Broader Term (BT) and Narrower Term (NT) references point the reader toward the authorized headings that are at the next level in the *LCSH* hierarchy. By following these references, catalogers can find headings at the appropriate level of specificity for a topic. BTs are one level up in the hierarchy.

For the heading **Letters**, there are two BTs: **Biographical sources** and **Literature**.



## Narrower Term (NT)

---

**Biographical sources**  
NT Letters

**Literature**  
NT Letters

11

**Intro:** On the entries for these headings in LCSH, **Letters** appears as a Narrower Term (NT). NTs are one level more specific in the *LCSH* hierarchy.

**\*\*[NOTE: Both headings have additional narrower terms as well, which are not shown here.]**

Narrower terms are not included in MARC authority records, but are listed in print and electronic versions of *LCSH*, including *Classification Web*.



## Narrower Term (NT) references for **Letters**

---

NT [Anonymous letters](#)  
[Comfort letters](#)  
[Complaint letters](#)  
[Condolence notes](#)  
[Cover letters](#)  
[Epistolary fiction](#)  
[Epistolary poetry](#)  
[Fan mail](#)  
[Hate mail](#)  
[Imaginary letters](#)  
[Last letters before death](#)  
[Letters of last instructions](#)  
[Love-letters](#)  
[Open letters](#)  
[Queries \(Authorship\)](#)  
[Retraction letters](#)  
[Thank-you notes](#)

12

**Intro:** This display from *Classification Web* shows the Narrower Term references for the authorized heading **Letters**. These represent specific types of letters. On the *LCSH* entry for each of these, **Letters** appears as a BT.

The NT references in products such as *Classification Web* and the print *LCSH* are generated by the reciprocal BT references.

It is possible to code NT references in MARC records (\$w h) but a decision was made not to do so when the authority file was developed at LC. The reciprocal nature of the BT/NT references made it possible to trace one type of reference (BTs) and generate the other (NTs) through programming when producing products such as the print *LCSH*. This avoided significant duplication of effort.

## Related Term (RT) references

### Letters (Not Subd Geog)

[\[PN4400\]](#) (History and criticism)]

[\[PN6130-6140\]](#) (Collections)]

UF Correspondence

BT [Biographical sources](#)

[Literature](#)

RT [Letter writing](#)

### Letter writing (May Subd Geog)

[\[BJ2100-2115\]](#) (Etiquette)]

[\[PE1481-1497\]](#) (English rhetoric)]

Here are entered general works and works on English letter writing.

UF Correspondence

English letter writing

Letter writing, English

Writing of letters

BT [Authorship](#)

RT [Letters](#)

**Intro:** Related Term (RT) references link authorized headings that are not related by hierarchy, but are closely associated with each other conceptually. In this example, **Letters** and **Letter writing** are Related Terms.

## General references: See Also (SA) and USE

### Letters

SA headings for letters qualified by language or nationality, e.g., Latin letters; American letters

### Catalogue ...

USE topical headings beginning with or including the words Catalog or Catalogs; e.g., Catalog cards; Library catalog management; Exhibition catalogs

### Correspondence files

USE subdivision Records and correspondence under types of industries, organizations, etc. and under names of individual corporate bodies

14

**Intro:** General references are made not to a specific heading, but to an entire group of headings or to subdivisions used under certain types of headings.

A general reference that appears under an authorized heading (such as **Letters**) has the code SA for See Also. Here the reference means: see also headings for letters qualified by language or nationality, etc.

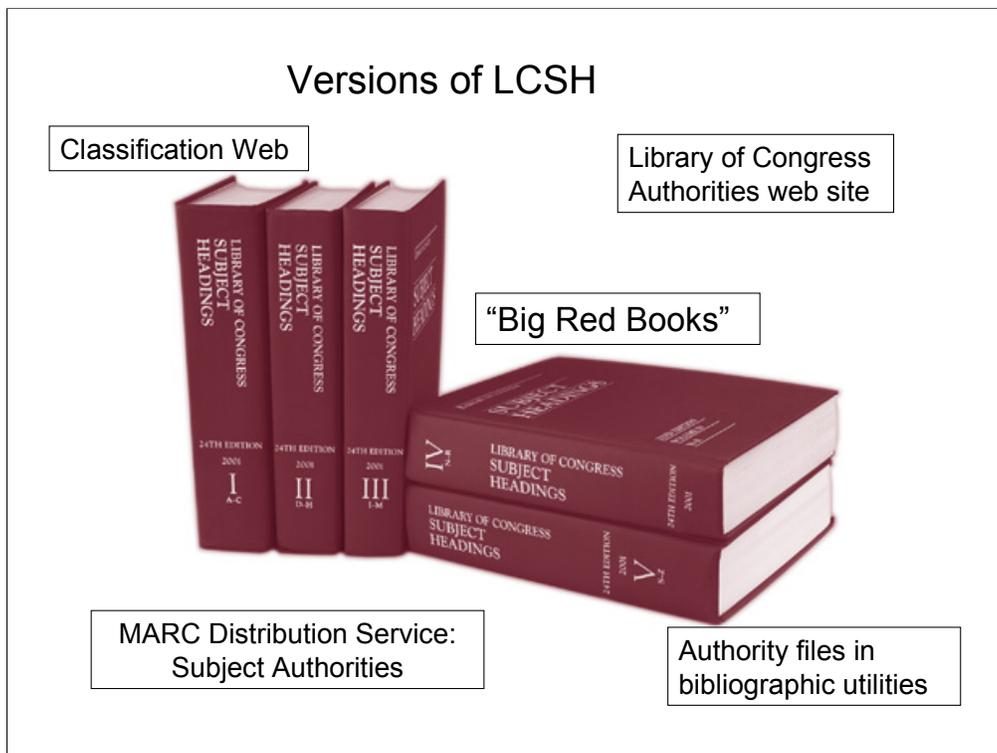
A general reference under an unauthorized term begins with USE. In these examples, the cataloger is directed to use headings beginning with or including the words Catalog or Catalogs rather than terms beginning with or including the word Catalogue.

The term “Correspondence files” is not an authorized heading; the cataloger is directed to use the subdivision **–Records and correspondence** under certain types of headings, instead of the term Correspondence files.

Additional example:

Iraqi literature

USE headings for Arabic literature or specific forms of Arabic literature with subdivision Iraq, e.g. Arabic literature—Iraq; Arabic poetry--Iraq



**Intro:** The *Library of Congress Subject Headings (LCSH)* list appears in various formats, all of which may be obtained through the Cataloging Distribution Service.

1) the print version, popularly known as the “big red books” (the 28<sup>th</sup> ed., 2005, includes over 284,500 headings established through November 2004); has expanded to six volumes as of July 2009;

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH TEXT BOX**

2) an electronic version accessible through *Classification Web*, updated weekly;

3) an electronic version (introduced in July, 2002) called *Library of Congress Authorities* (<http://authorities.loc.gov>), which includes name and subject authorities;

4) *MARC Distribution Service: Subject Authorities*, a database service with weekly updates delivered via FTP;

5) the authority files maintained by bibliographic utilities (OCLC, for example).

The source file for all formats is the *LCSH Master Database*, which is maintained by the Library of Congress.

**\*\*[NOTE: LCSH on Microfiche is no longer published as of December 2002, so it is not mentioned in the slide.]**

## *LCSH: on Classification Web*

**Propaganda** (May Subd Geog)

[\[HM1231](#) (Social psychology)]

[\[JF1525.P8](#) (Public administration)]

[\[P301.5.P73](#) (Rhetoric)]

[\[UB275-277](#) (Military science)]

BT [Communication in politics](#)

[Political psychology](#)

[Social influence](#)

RT [Advertising](#)

[Persuasion \(Psychology\)](#)

[Psychological warfare](#)

[Public relations](#)

[Publicity](#)

[Social pressure](#)

SA subdivision **Propaganda** under names of wars, e.g. **World War, 1939-1945--Propaganda**

**Intro:** *Classification Web* is available online through subscription from LC's Cataloging Distribution Service. (A CD-ROM version called *Classification Plus* was available through July, 2002.)

In addition to providing authority records for specific headings, it also provides access to classification schedules and easy access to LC's and other online catalogs. Links are provided routinely between subject headings and classification numbers.

You can view headings and references in a thesaurus display (as shown here) and then click to see the actual MARC-formatted records (click R).

## MARC record for Propaganda

### Subject Record [Propaganda]

ID:	sh 85107443	Entered:	060105	Replaced:	20060201
008/06 Geo Subd:	i-Indirect	008/11 SH System:	a-LCSH	008/29 Ref Eval:	b-Not eval
008/07 Roman:	-No attempt	008/15 Subj Use:	a-Appropriate	008/31 Rec Upd:	a-Can be used
008/09 Kind Rec:	a-Estab hdg	008/17 Type Subd:	n-Not applic	008/33 Level Estab:	a-Fully

010 \$a sh 85107443  
 040 \$a DLC \$c DLC \$d DLC  
 053 0 \$a HM1231 \$c Social psychology  
 053 0 \$a JF1525.P8 \$c Public administration  
 053 0 \$a P301.5.P73 \$c Rhetoric  
 053 0 \$a UB275 \$b UB277 \$c Military science  
 150 \$a Propaganda  
 360 \$i subdivision \$a Propaganda \$i under names of wars, e.g. \$a World War, 1939-1945--Propaganda  
 550 \$w g \$a Communication in politics  
 550 \$w g \$a Political psychology  
 550 \$w g \$a Social influence  
 550 \$a Advertising  
 550 \$a Persuasion (Psychology)

**Intro:** This is the MARC record behind the thesaural display in *Classification Web*.

## LCSH: on LC Web Site

The Library of Congress >> [Go to Library of Congress Online Catalog](#)

LIBRARY OF CONGRESS AUTHORITIES

Help
New Search
Search History
Headings List
Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog  
 YOU SEARCHED: Subject Authority Headings = persuasion psychology  
 SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous    Next ▶

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References	Type of Heading
1	493	Persuasion (Psychology)	LC subject headings
2	3	Persuasion (Psychology)	LC subject headings for children
3	7	Persuasion (Psychology)--Case studies.	LC subject headings
4	1	Persuasion (Psychology)--Computer programs.	LC subject headings
5	3	Persuasion (Psychology)--Computer programs--Congresses.	LC subject headings
6	3	Persuasion (Psychology)--Congresses.	LC subject headings
7	1	Persuasion (Psychology)--Dictionaries.	LC subject headings

**Intro:** *LC Authorities* includes subject, name, title, and name/title authority records (including in-process subject proposal records, which may be identified by the presence of either [proposed] or [proposed update] in the 1xx line). Users can browse and display authority headings and download authority records in MARC format, free of charge. Initial searches are presented as lists of headings that appear on bib records in LC’s online catalog. Icons in the far left column indicate the availability of authority records, references and scope notes.

## LCSH: OCLC Connexion Browser

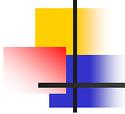
The screenshot shows the OCLC Connexion Authority File browser interface. At the top, it displays 'Authority File: Censorship' and a 'MARC Help' button. Below this, the record details are shown:

ARN	2131914	Entered	20021211	Replaced	20080206094252.0
Rec stat	c	Upd status	a	Enc lv	n
Type	z	Ref status	b	Mod rec	
Roman		Auth status	a	Subj	a
Govt agn		Auth/ref	a	Geo subd	i
Series	n	Name	n	Subdiv tp	n
Ser num	n			Rules	n

The main body of the record contains several fields with their respective values and functions:

010	sh 85021828	Functions
040	DLC \$b eng \$c DLC \$d DLC \$d MoSU-L	Functions
150	Censorship	Functions
360	\$i subdivision \$a Censorship \$i under names of individual persons, individual wars, individual literatures, and topical headings, e.g. \$a Shakespeare, William, 1564-1616--Censorship; World War, 1939-1945--Censorship; English literature--Censorship	Functions
450	Book censorship	Functions
450	Books \$x Censorship	Functions
450	Censorship \$x Law and legislation	Functions
450	Literature \$x Censorship	Functions

**Intro:** OCLC subscribes to the LC name and subject authority files and provides access to the authority records in separate files within its systems. This is an example of an authority record display within OCLC’s Connexion browser interface. LCSH can be linked to their authority records in Connexion.



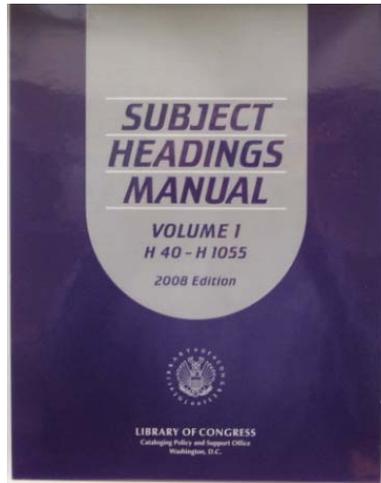
---

# Tools for Applying Library of Congress Subject Headings

20

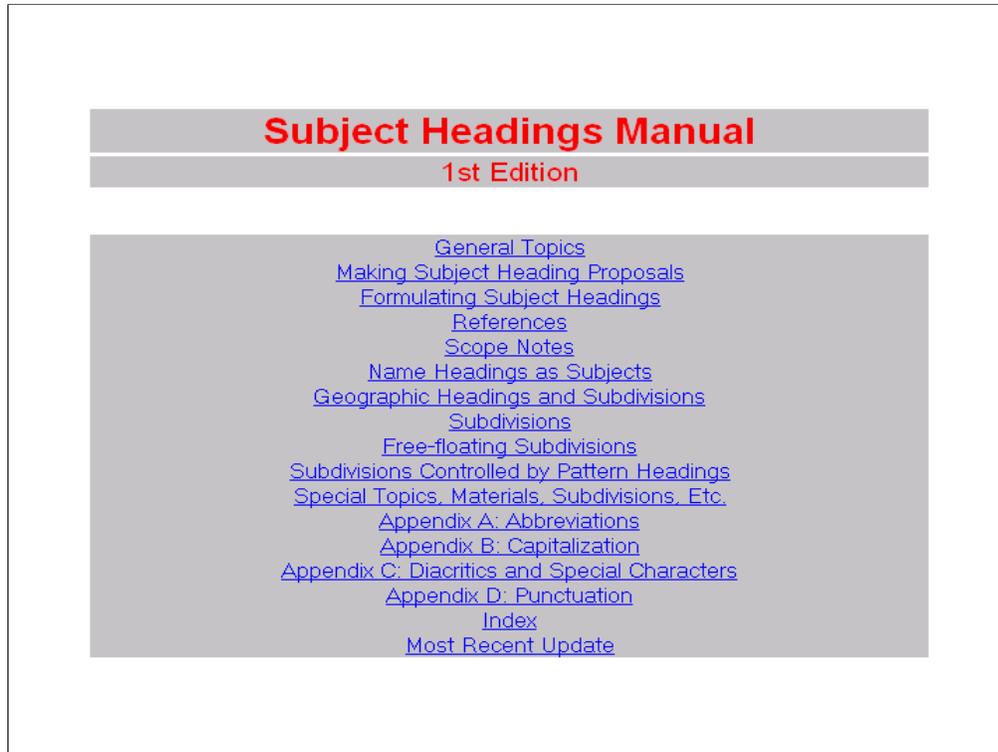
We'll now look at some of the specific tools available to catalogers to assist in the application of LCSH.

## ***Subject Headings Manual (SHM)***



**Intro:** In order to use *LCSH* effectively (regardless of format), it must be used in conjunction with the *Subject Headings Manual*, the authoritative guide to policies and procedures for subject cataloging staff at the Library of Congress.

*SHM* is available in print in a loose-leaf format or in electronic format as part of *Cataloger's Desktop* (as a Web product). The print version is kept current by update pages issued semiannually that may be ordered on subscription; the electronic format is also updated semiannually.



**Intro:** This is a view of the *SHM* from within Cataloger's Desktop.

*SHM* was originally conceived as an in-house manual for cataloging staff at LC. It has since been distributed as an invaluable resource for the many libraries who follow LC's model to provide consistent, high-quality subject access to their catalog records.

### “Contents” view of *SHM* on Cataloger’s Desktop via the Web

- [-]   SHM: Subject Headings Manual
  -   Subject Headings Manual
  -   Preface
  -   General Topics
  -   Making Subject Heading Proposals
  -   Formulating Subject Headings
  -   References
  -   Scope Notes
  -   Name vs. Subject Authority File
  -   Name Headings as Subjects
  -   Chronological Headings and Subdivisions
  -   Geographic Headings and Subdivisions
  -   Subdivisions
  -   Free-Floating Subdivisions
  -   Subdivisions Controlled by Pattern Headings
  -   Special Topics, Materials, Subdivisions, Etc.
  -   Glossary
  -   Appendices
  -   Index
  -   Highlights

**Intro:** This is the “Contents” view of *SHM* on Cataloger’s Desktop. Each topic with a folder next to it can be expanded to see a more detailed view of specific contents.

*SHM* provides guidance in determining the subject of a work, selecting appropriate headings, and assigning subdivisions. It includes numerous instruction sheets on assigning headings and subdivisions to special categories of material and works on special topics. It also provides guidance in preparing proposals for new subject headings.

The appendices include guidelines on the use of abbreviations, capitalization, diacritics and special characters, and punctuation.

## Instruction sheet H 1330 Biography

### H 1330 Biography

**BACKGROUND:** A work about an individual person may be either biographical, critical, or both. Biographical works focus on the personal aspects of the individual's life, critical works on the individual's professional, intellectual, or artistic achievements. The provisions in this instruction sheet do not apply to works that are predominantly critical, only to works that are predominantly biographical and in narrative form. For provisions dealing with other forms of material that are sometimes biographical in nature, such as correspondence, diaries, and interviews, see the appropriate specific instruction sheet, for example, [H 1480](#), [H 1538](#), [H 1678](#). For classification of biography, see [F 275 \(General\)](#); [F 605, sec. 1 \(Government officials\)](#); and [F 632 \(Literary authors writing in more than one language\)](#).

**DEFINITIONS:** The following definitions apply for purposes of this instruction sheet.

*Biography (including Autobiography):* A narrative work more than 50% of which recounts the personal aspects of the life of one or more individuals (in the case of historical figures, particularly those from the distant past, where little is known of the personal details of their lives, the limitation of the definition to "personal aspects" does not apply.) **Personal aspects** include such details as the individual's early years, education, marriage and other personal relationships, personal habits and personality, family life, travels, personal experiences and tragedies, last years and death, etc. **Life** means a relatively large portion of the individual's life, not just a single brief incident.

**Intro:** Instructions on correct application of subject headings are contained within instruction sheets, which have numbers prefaced with the letter H. This slide shows H 1330 Biography.

**\*\*[NOTE: Instructors may wish to open SHM and go to the Contents view. Expand the heading *Special topics, Materials, Subdivisions, etc.* to show the extensive list of topics. Open H 1330 Biography to demonstrate]**

Throughout this workshop, we will be referring to *SHM* frequently and providing references to relevant instruction sheets.

**\*\*[NOTE: Instructors may wish to mention that there are two other subject cataloging manuals produced by the Library of Congress: *Subject Cataloging Manual: Classification* (in which instruction sheet numbers are prefaced by the letter F) and *Subject Cataloging Manual: Shelflisting* (in which instruction sheet numbers are prefaced by the letter G).]**

## Cataloging Service Bulletin (CSB)

ISSN 0160-8029		Number 103, Winter 2004 • Editor: Robert M. Hiatt	
LIBRARY OF CONGRESS / WASHINGTON LIBRARY SERVICES			
<b>CATALOGING SERVICE BULLETIN</b>			
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Subject Headings Replaced by Name Headings			105
<b>MARC</b>			
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**Intro:** *Cataloging Service Bulletin (CSB)* is a quarterly print publication of the Policy and Standards Division of the Library of Congress which summarizes additions and changes to LC's cataloging policies and practices.

Many of the policy items that appear in *CSB* are subsequently added as updates to *SHM*.

*CSB* may be ordered on subscription from Cataloging Distribution Service. *CSB* is also available as a free PDF from

<http://www.loc.gov/cds/PDFdownloads/csb/index.html>

Includes selected new headings of interest

**SUBJECT HEADINGS OF CURRENT INTEREST**

*Weekly Lists 33-45, 2003*

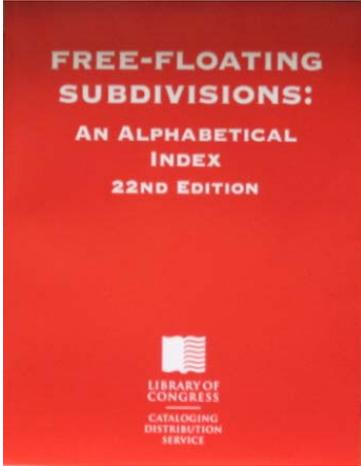
Accounting fraud (*May Subd Geog*)  
Animated videos (*May Subd Geog*)  
Auction catalogs (*May Subd Geog*)  
Bali Bombings, Kuta, Bali, Indonesia, 2002  
Bear markets (*May Subd Geog*)  
Binge drinking (*May Subd Geog*)  
Biological diversity—Monitoring (*May Subd Geog*)  
Bull markets (*May Subd Geog*)  
Cafés philo (*May Subd Geog*)  
Card counting (*May Subd Geog*)  
Changing of the guard (*May Subd Geog*)  
Currency crises (*May Subd Geog*)  
Distracted driving (*May Subd Geog*)  
Dust Bowl Era, 1931-1939

*CSB* regularly includes lists of selected subject headings of current interest.

## Includes lists of changed and cancelled headings

<i>Cancelled Heading</i>	<i>Replacement Heading</i>	<i>Subd Geog</i>
Accordion orchestra music	Accordion band music	YES
Alfarrobeira, Battle of, 1449	Alfarrobeira, Battle of, Portugal, 1449	NO
Amiens, Battle of, 1870	Amiens, Battle of, Amiens, France, 1870	NO
Anconas (Poultry)	Ancona chicken	YES
Andalusians (Poultry)	Andalusian chicken	YES
Aneides	Climbing salamanders	YES
Aneides hardii	Sacramento Mountain salamander	YES
Aneides lugubris	Arboreal salamander	YES
Ar 196 (Seaplane)	Arado Ar 196 (Seaplane)	NO
Ar 234 bomber	Arado Ar 234 (Jet bomber)	NO
Aranea	Araneus	YES
Aranea diadematus	Araneus diadematus	YES
Araucana	Araucana chicken	YES
Arbedo, Battle of, 1422	Arbedo, Battle of, Switzerland, 1422	NO
Architecture–Korea–Yi dynasty, 1392-1910	Architecture–Korea–Chosŏn dynasty, 1392-1910	NO
Armifion, Battle of, 1837	Armifion, Battle of, Spain, 1837	NO
Art, Korean–Yi dynasty, 1392-1910	Art, Korean–Chosŏn dynasty, 1392-1910	NO
Art, Sikh	Sikh art	YES
Auerstedt (Germany), Battle of, 1806	Auerstedt, Battle of, Auerstedt, Germany, 1806	NO
Augustusplatz (Leipzig, Germany)	Augustusplatz (Leipzig, Germany)	NO
Authors, French Guadeloupe	Authors, Guadeloupe	YES
Bad Frankenhause (Germany), Battle of, 1525	Frankenhause, Battle of, Bad Frankenhause, Germany, 1525	NO
Bait	Fishing baits	YES
	Fishing bait industry	YES

*CSB* also includes lists of revised subject headings, subject headings replaced by name headings, and changed or cancelled subdivisions. This is an important tool for database maintenance.



*Free-Floating Subdivisions:  
An Alphabetical Index*

Consolidated  
alphabetical listing of all  
free-floating subdivisions  
in *SHM*

28

*Free-Floating Subdivisions: An Alphabetical Index* provides a consolidated alphabetical listing of all subdivisions in *SHM* under “Free-Floating Subdivisions” and the instruction sheets on special categories of name headings or subjects controlled by pattern headings. This tool is especially useful for checking assigned subject headings when doing work such as copy cataloging and database maintenance.

*Free-Floating Subdivisions* is published by the Catalog Distribution Service of the Library of Congress and is revised and reissued annually.

**Sample entry from *Free-Floating Subdivisions***

SUB-DIVISION	SUBFIELD CODE(S)	FF LIST IN SHM	CATEGORY	USAGE GUIDELINES
--Statistics	v	H 1095	see <i>SHM</i>	H 2095
		H 1100	Classes pers	H 2095
		H 1103	Ethnic groups	H 2095
		H 1105	Corp bodies	H 2095
		H 1140	Places	H 2095

**Intro:** Here's an example of an entry from *Free-Floating Subdivisions: An Alphabetical Index* showing the type of information you'll find.

**Statistics** is the free-floating subdivision in this entry. We see the subfield code (v), the instruction sheet number(s) for free-floating lists in *SHM* that include this subdivision, as well as the subject categories and "pattern" names (abbreviated for space reasons). The entry also indicates instruction sheets in *SHM* that provide special guidelines on usage of the subdivision – in this example, there are usage guidelines in H 2095.

Over the course of the workshop, we'll talk about these lists and how to use them.

**Policy and Standards Division (PSD) web site**  
**www.loc.gov/aba**

The LIBRARY of CONGRESS    ASK A LIBRARIAN    DIGITAL COLLECTIONS    LIBRARY CATALOGS        GO    Options

The Library of Congress > Cataloging, Acquisitions

**CATALOGING AND ACQUISITIONS**

**Cataloging and Acquisitions Home**  
Home page of the Acquisitions and Bibliographic Access Directorate



Search this site  GO

- [Cataloging and Acquisitions Home](#)
- [About the Organization](#)
- [Contact](#)
- [FAQs](#)
- [News](#)

- [Acquisitions](#)
- [Cataloging Tools, Documentation](#)
- [Catalogs, Authority Records](#)
- [Classification and Shelving](#)
- [Cooperative Cataloging Programs](#)
- [General, Descriptive Cataloging](#)
- [Products for Purchase](#)
- [Professional Activities](#)
- [Publications, Reports](#)
- [Subject & Genre/Form Headings](#)

**News**

- [12/22/10: LC Actions When Finishing/Using RDA Records for the Interim Period Before an RDA Implementation Decision](#) (PDF - 24 KB)
- [12/21/10: Library of Congress Will Not Change "Dept." to "Department" at This Time](#)
- [10/25/10: Library of Congress to Approve Genre/Form Terms for Law Materials](#)
- [View All](#)

**Subject & Genre/Form Headings**

- [Weekly Lists](#)
- [Submit a Proposal](#)
- [Genre/Form Headings at the Library of Congress](#)
- [View All](#)

**Classification and Shelving**

- [Weekly Lists](#)
- [Submit a Proposal](#)
- [Classification Outline](#)
- [View All](#)

**Cataloging Tools, Documentation**

- [List of Current Library of Congress Rule Interpretations \(LCRI\)](#) (PDF)
- [ALA-LC Romanization Tables](#)
- [MARC Code Lists](#)
- [View All](#)

**General, Descriptive Cataloging**

- [Library of Congress Documentation for the RDA \(\*Resource Description and Access\*\) Test](#)
- [Greek Romanization](#)
- [Testing \*Resource Description and Access\* \(RDA\)](#)
- [View All](#)

**Products for Purchase**

**Intro:** The Policy and Standards Division (PSD) web site at <http://lcweb.loc.gov/aba> is another invaluable resource, where current information about LC cataloging can often be found much sooner than it appears in *Cataloging Service Bulletin*. Postings to the PSD web page include announcements and policy statements regarding *LCSH*, *LCC*, and subject and descriptive cataloging policy. The weekly lists of approved additions and changes to *LCSH* and *LCC* are also linked to this site.

# Library of Congress Subject Headings Weekly Lists

<http://www.loc.gov/aba/cataloging/subject/weeklylists/>

The screenshot shows the following elements:

- Navigation Bar:** The LIBRARY of CONGRESS logo, and buttons for ASK A LIBRARIAN, DIGITAL COLLECTIONS, LIBRARY CATALOGS, and a GO button with an Options link.
- Breadcrumb Trail:** The Library of Congress > Cataloging, Acquisitions > Subject Headings
- Section Header:** Library of Congress Subject Headings (LCSH) Weekly Lists
- Text:** Weekly lists of new and changed subject headings are posted to this Web site by the Policy and Standards Division as they are approved.
- Link:** More About the Library of Congress Subject Headings (LCSH) Weekly Lists
- Search Section:** Search for Library of Congress Subject heading Weekly Lists. Includes a dropdown menu showing '2011: List 10 (March 9)' and a GO button.
- Links:**
  - Subject Headings Weekly Editorial Meeting: Summary of Decisions
  - Submit a Subject Heading proposal through the Subject Authority Cooperative (SACO)
- Sidebar:**
  - CATALOGING AND ACQUISITIONS
  - Search this site with a GO button
  - Links: Cataloging and Acquisitions Home, About the Organization, Contact, FAQs, News, Acquisitions, Cataloging Tools, Documentation

**Intro:** Weekly lists of new and changed subject headings are posted on the Policy and Standards Division web site (<http://www.loc.gov/aba/cataloging/subject/weeklylists/>) as they are approved. The summary of decisions made at weekly editorial meetings (when applicable) is included at the end of each weekly list.

## MARC 21 Format Guides

[The Library of Congress](#) >> [Especially for Librarians and Archivists](#) >> [Standards](#)



**MARC 21**

**MARC Formats**

- [Bibliographic](#)
- [Authority](#)
- [Holdings](#)
- [Classification](#)
- [Community](#)
- [Translations](#)

**MARC LITE**

- [Bibliographic](#)

**MARC Code Lists**

- [Countries](#)
- [GACs](#)
- [Languages](#)

### MARC STANDARDS

Library of Congress - Network Development and MARC Standards Office

The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form.

NEW! [MARC Code Lists Available as Linked Data](#)  
UPDATED! [RDA in MARC -- Summary of Additions](#)  
[\[MARC en ESPAÑOL\]](#)

[Understanding MARC Bibliographic](#) – a brief description and tutorial  
[Understanding MARC Authority](#) – a brief description and tutorial  
[Understanding MARC Holdings Records](#) – a brief description and tutorial

<p><b>General Information</b></p> <ul style="list-style-type: none"> <li><a href="#">Introductory MARC Information</a></li> <li><a href="#">News &amp; Announcements</a></li> <li><a href="#">MARC FAQ</a></li> <li><a href="#">MARC Forum (listserv)</a></li> <li><a href="#">Unicode-MARC Forum</a></li> <li><a href="#">Recommended Reading</a></li> </ul>	<p><b>MARC Formats</b></p> <ul style="list-style-type: none"> <li><a href="#">Formats and Code Lists</a></li> <li><a href="#">Format Overview</a></li> <li><a href="#">Ordering Information</a></li> <li><a href="#">National Level Requirements</a></li> <li><a href="#">MARC Mappings</a></li> <li><a href="#">MARC User Notes</a></li> </ul>	<p><b>MARC in XML</b></p> <ul style="list-style-type: none"> <li><a href="#">MARCXML</a></li> <li><a href="#">MODS</a></li> <li><a href="#">MADS</a></li> </ul> <p><b>MARC and FRBR</b></p> <ul style="list-style-type: none"> <li><a href="#">FRBR Display Tool</a></li> </ul>
---	---	---

**Intro:** *MARC 21 Format for Bibliographic Data* and *MARC 21 Format for Authority Data* are essential tools for subject cataloging, not only to ensure correct encoding of subject fields in bibliographic records, but also to assist in reading and interpreting MARC name and subject authority records.

MARC 21 format guides define the codes (tags, indicators, subfield codes, coded values) that are used in MARC records.

This is the MARC 21 web site ([www.loc.gov/marc/marc.html](http://www.loc.gov/marc/marc.html)) which provides a great deal of information about the MARC formats, including information on how to order the format guides. It also provides access to *MARC 21 Concise Formats*, which include summary documentation on all content designators defined for the five MARC communication formats, but without the detailed explanation and examples available in the full formats.

The MARC 21 format guides are available in print in a loose-leaf format from the Library of Congress Cataloging Distribution Service. They are also available in electronic format as part of *Cataloger's Desktop*.

## MARC 21 Format Guides

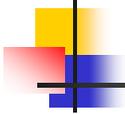
### MARC 21 Format for Authority Data

1999 Edition

[Introduction](#)  
[List of All Valid MARC Fields](#)  
[Leader](#)  
[Directory](#)  
[Variable Control Fields](#)  
[Variable Data Fields](#)  
[Appendices](#)  
[Most Recent Update](#)  
[LC Guidelines](#)

**Intro:** This is a view of the *MARC 21 Format for Authority Data* on *Cataloger's Desktop*.

Each format guide consists of a Summary Statement of Content Designators followed by a detailed presentation of each content designator. Following the descriptions of the Leader and the Directory, the detailed presentations for each variable field are arranged in field tag order. To avoid repetition, general information sections are provided for groups of fields with similar characteristics. A detailed description includes guidelines for applying content designators, with examples, input conventions, and content designator history. Appendices provide additional examples and other useful information.



## Additional resources for use with LCSH

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- Chan, Lois Mai. *Library of Congress Subject Headings: Principles and Application*. (4th ed., 2005)
- Chan, Lois Mai. *Library of Congress Subject Headings: Principles of Structure and Policies for Application*. (1990)
- Ogden, Joyce T. *Library of Congress Changed Subject Heading Subdivisions*. (annual)

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**1<sup>st</sup> bullet:** Lois Chan's *Library of Congress Subject Headings: Principles and Application* is a comprehensive training manual and reference guide to subject cataloging using *LCSH*. It covers basic principles of subject cataloging, structure of subject headings, guidance on the use of proper names as subjects, rules for the use of subdivisions, subject authority control and maintenance, general principles for assigning subject headings, and instruction on handling special types of materials and subject areas requiring special treatment.

First published in 1978, it is currently in its fourth edition, issued in 2005.

**2<sup>nd</sup> bullet:** This work, also by Chan, provides a concise overview and introduction to the principles used to establish and apply Library of Congress subject headings. It was published in 1990, and may therefore not be up-to-date in all regards, but it can be a useful tool when used together with more current resources.

**3<sup>rd</sup> bullet:** Compiled and published by Joyce T. Ogden, this annual publication provides a cumulative index to subject subdivisions that have undergone change over the years. Separate listings arranged alphabetically and by subject category serve to facilitate finding the subdivision you need.

Additional web sites and online resources are listed in the bibliography found in Appendix E.

## SACO Participants' Manual, by Adam Schiff

The screenshot shows the SACO website homepage. The header includes 'The LIBRARY of CONGRESS Program for Cooperative Cataloging' and 'SACO Subject Authority Cooperative Program of the PCC'. A navigation bar contains 'Home', 'Find', and 'GO' buttons. The main content area is organized into several sections:

- LCSH and LCC Proposals**
  - ▶ [Proposal Forms and SACO Resources](#)
  - ▶ [Web proposal form](#) (highlighted with a red arrow)
  - ▶ [Proposal Workflow](#) (monitor the status of a proposal)
- Subject Lists**
  - [Most Recent Tentative Weekly List \(WL1113, Mar. 30, 2011\)](#)
  - [Most Recent Approved Weekly List \(WL1109, Mar. 2, 2011\)](#)
  - All approved subject lists, going back to 1997, are available on the [Cataloging and Acquisitions website](#)
- Classification Lists**
  - [Most Recent Tentative Weekly List \(WL1112, Mar. 23, 2011\)](#)
  - [Most Recent Approved Weekly List \(WL1108, Feb. 23, 2011\)](#)
  - All approved classification lists, going back to 2002, are available on the [Cataloging and Acquisitions website](#)
- Editorial Meeting Summaries**
  - [Summary of Decisions from Weekly Editorial Meetings](#)

A right-hand sidebar contains a 'What's New' section with links to 'SACO Music Funnel Project', 'San Diego ALA SACO-At-Large Meeting Summary', 'Slavic Funnel', 'SACO FY10 Annual Report', 'Washington ALA SACO-At-Large Meeting Summary', and 'Boston ALA SACO-At-Large Meeting Summary'. Below this is a 'Documentation' section with links for 'FAQ on SACO Heading Proposals' and 'Alphabetic list of ambiguous entities'. At the bottom of the sidebar, there is a link to the 'SACO Participants' Manual, 2nd edition' published in May 2007.

**Intro:** The *SACO Participants' Manual* by Adam Schiff provides instruction and guidance for catalogers proposing new Library of Congress subject headings and classification numbers or changes to existing ones. The manual offers information on the formation and structure of LC subject headings and individual fields in the MARC 21 format for authorities in relation to subject authority records potentially useful not only to those submitting proposals, but to anyone involved in subject authority control.

The *SACO Participants' Manual* is available in print or on Cataloger's Desktop from the Cataloging Distribution Service. It is also accessible in PDF format in English and Spanish from the SACO web page ([www.loc.gov/catdir/pcc/saco.html](http://www.loc.gov/catdir/pcc/saco.html)).

Another useful resource is shown on this screen, the FAQ on SACO heading proposals (two lines above *SACO Participants' Manual*).

# Library of Congress Online Catalog

## catalog.loc.gov

[The Library of Congress](#)
>> Switch to [Library of Congress Authorities](#)



### LIBRARY OF CONGRESS ONLINE CATALOG



[About Displaying and Searching Using Non-Roman Characters](#)  
[Frequently Asked Questions](#) - [Help Contents](#) - [Requesting Materials Online](#)

QUICK SEARCH:  Keyword (All)

Basic Search

Using a fill-in box, search by:

- Title or Author/Creator
- Subject
- Call number
- LCCN, ISSN, or ISBN
- Keywords

Note: Search limits are available only for title and keyword searches.

Guided Search

Using a series of forms and menus:

- Construct keyword searches
- Restrict all or part of the search to a [particular index](#)
- Combine search words or phrases with [Boolean operators](#)

Note: Search limits are available for all searches.

Other Online Catalogs:

[Prints and Photographs Online Catalog \(PPOC\)](#)

[Sound Online Inventory & Catalog \(SONIC\) | about](#)

[E-Resources Online Catalog](#)

[Handbook of Latin American Studies \(HLAS Web\)](#)

[Alternative Interface to the LC Online Catalog \(Z39.50\)](#)

[Copyright Registrations/Docs](#)

[Other Libraries' Catalogs](#)

**Intro:** The *Library of Congress Online Catalog*, accessible on the World Wide Web at <http://catalog.loc.gov>, can provide a wealth of illustrations of subject cataloging principles applied to materials in all subject areas. Effective use of the catalog as a tool in quality subject analysis does, however, require skill. Copying headings from LC catalog records should never be used as a strategy of first resort, nor should the relative ease of doing so ever be used to justify failure to master more essential tools such as *LCSH* and *SHM*, which help catalogers develop the ability to formulate and evaluate subject headings and treatments on their own. The records in the online catalog span over a century and many of them do not exemplify policies and practices currently in use.

Nevertheless, searching the LC online catalog can be an important part of the experienced cataloger's analyzing strategy when used in conjunction with other tools. Examining records for items similar to the work in hand can suggest headings or subdivisions that might not otherwise have come to mind. In some instances, examples from current copy can illustrate and help clarify rules for the appropriate use of subdivisions as described in *SHM*. Other large databases such as OCLC may be useful to search as well.

One last caveat—the *Library of Congress Online Catalog* does get heavy use and it is not unusual to experience delays when trying to connect to the site.



# Subject Authority Records

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## Session 5

1



## Subject Authority Records

- Where can catalogers find subject authority records?
- What are the components of a subject authority record?
- How does one interpret the codes of subject authority records?
- What are the different types of subject authority records?

2

**Object:**

The object of this session is to prepare attendees to understand and interpret information in subject authority records in the MARC 21 format. The session begins with sample displays of authority records from different sources. Variable fields and fixed field elements that are meaningful for subject authorities are examined. Most of the session focuses on authority records for headings coded 150 or 151, but examples of other types of subject authority records are given as well. The use of name authority records in subject cataloging is covered in a later session.

## Sample Authority Record from OCLC

<a href="#">Rec stat</a>	n	Entered	20020925	Replaced	20020925131150.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	■
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh2002004671
040		DLC #b eng #c DLC
151		Ridge Basin (Calif.)
550		Sedimentary basins #z California #w g
670		Work cat.: 2002033897: Evolution of Ridge Basin, southern California, 2003.
670		GeoRef #b (Ridge Basin; S Calif. in Kern and Los Angeles cos.)
675		Geog. thes. suppl.; #a GNIS, Aug. 29, 2002
781	0	#z California #z Ridge Basin

**Intro:** You can find authority records in the major bibliographic utilities or directly in the LC files. The display in each is slightly different. In OCLC, as you see with this record, the fixed field (008) is represented in a mnemonic display.

This authority record is for a geographic feature.

## Sample Authority Record from LC Authorities Online

LC Control Number: sh2002003572

HEADING: English literature Asian authors

000 00902cz a2200217n 450

001 5614829

005 20020521235823.0

008 020329|| anannbabn |n ana

035 \_\_ |a (DLC)5614829

035 \_\_ |a (DLC)sh2002003572

035 \_\_ |a (DLC)282169

906 \_\_ |t 0218 |u te03 |v 1

010 \_\_ |a sh2002003572

040 \_\_ |a DLC |b eng |c DLC

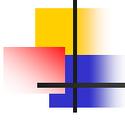
150 \_\_ |a English literature |x Asian authors

670 \_\_ |a Work cat.: 2002025662: Innes, Catherine Lynette. A history of Black and Asian writing in Britain, 2002.

680 \_\_ |i Here are entered works of English literature written in Britain by authors of Asian origin or ancestry. Works of literature written in Asia in the English language are entered under |a Oriental literature (English).

681 \_\_ |i Note under |a Oriental literature (English)

This record from LC Authorities Online is for an established heading/subdivision combination.



## Variable Fields

- Some will appear in every authority record, others will occur only as needed
  - For greater detail, consult MARC 21 documentation

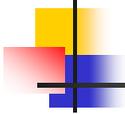
5

**Intro:** We'll begin by reviewing the most frequently occurring variable fields. Some will appear in every authority record, others will occur only as needed.

**\*\*[ALERT ATTENDEES:** *there are printouts of three authority records in Appendix B. It may be helpful to take these out for reference at this point, to provide some context for the discussion of individual fields.]*

As with everything else, you'll need to consult the documentation to get complete explanations and also to monitor changes. MARC 21 is maintained by the Library of Congress, but the cataloging community at large recommends changes in the standard to accommodate new types of resources or changing practice.

**\*\*[NOTE:** *the field definitions are given in MARC 21 terminology. In some cases, the LCSH terminology for the field is given as well.]*



## 010 : Library of Congress Control Number

\$a sh 97000372

\$a sh2003009699 \$z sh 85115573

\$a sj2002006700

- \$a represents the control number
- \$z represents a cancelled or invalid control number

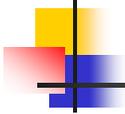
6

**Intro:** The 010 field is the Library of Congress Control Number (LCCN). LC subject authority records contain a control number prefixed by “sh” (sh 97000372).

A Library of Congress control number prefixed by “sj” represents a subject authority record for a Library of Congress juvenile subject heading. These headings are used in LC’s Annotated Card Program and are generally referred to as AC headings. They are used in conjunction with standard LC subject headings to provide more appropriate and in-depth subject treatment of juvenile titles and to provide easier subject access to such titles.

**\*\*[NOTE: examples of AC headings and their LCSH equivalents include *Belly button* instead of *Navel*; *Pigs* instead of *Swine*; *Greed* instead of *Avarice*. There is an excellent explanation of AC headings in the introduction to LCSH.]**

**\*\*[NOTE: In case the question is raised, be prepared to explain that subfield \$z represents a canceled or invalid control number and is seen when more than one record has been merged.]**



## 010 (cont.)

- 010 fields prior to 2001  
sh 97000372
- 010 fields from 2001 on  
sh2001011769

7

Control numbers prior to 2001 were constructed in the manner represented in the first example.

In this example: **sh 97000372**

**sh** represents the alphabetic prefix

**97** represents the year

**000372** represents the serial number assigned

Control numbers assigned after the year 2000 are constructed as follows:

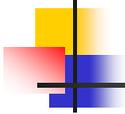
**sh2001011769**

**sh** represents the alphabetic prefix

**2001** represents the year

**011769** represents the serial number assigned

The approximately 150,000 headings in LCSH at the time that the subject authority file was converted to MARC in February 1986 were sorted according to LC filing rules and then assigned sequential LCCNs beginning with sh 85. New headings established in subsequent years are assigned prefixes for the year in which they were created beginning with sh 86.



## 040 : Cataloging Source

040 \$a OrU \$b eng \$c DLC \$d UPB

- \$a original cataloging agency
- \$b language of the catalog for which the record is intended
- \$c MARC 21 symbol/code of transcribing agency
- \$d MARC 21 symbol/code of modifying agency

8

**Intro:** the 040 field indicates the Cataloging Source: the organization that created, transcribed, or modified the record.

**\$a** represents the MARC 21 symbol/code of the agency that created the original record.

040 \$a will contain DLC for Library of Congress or the MARC organization code (not the OCLC code) for the SACO participating library that proposed the heading.

**\$b** represents the language of the cataloging agency, not the language of the heading and will always be English (**eng**) for LCSH. It appears in newly created records distributed after 1999.

**\$c** represents the MARC 21 symbol/code of the agency that transcribed the record into machine-readable form.

Subfield \$c will always contain DLC.

**\$d** represents the MARC 21 symbol/code of the agency or organization that is responsible for modifying the record.

Subfield \$d is repeatable and will contain either DLC or the MARC organization code of a SACO participating library that proposed a change to the record.

In this example, the 040 indicates that the authority record/heading was proposed by the University of Oregon, transcribed into machine-readable form by the Library of Congress, and later modified by Brigham Young University.



## 005 : Date and Time

- 20010515155016.0  
May 15, 2001, 3:50:16 P.M. (15:50:16)
- 19911010130111.6  
October 10, 1991, 1:01:11 P.M.  
(13:01:11)

9

**Intro:** The 005 field is the Date and Time of Latest Transaction. It contains 16 characters that specify the date and time of the last modification of the authority record.

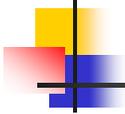
**In Example 1:**

20010515155016.0 translates to May 15, 2001, 3:50:16 P.M. (15:50:16)

**In Example 2:**

19911010130111.6 translates to October 10, 1991, 1:01:11 P.M (13:01:11)

This is how the 005 appears in the LC authority files. In OCLC Connexion, it appears after the date entered as “Replaced” (see slide 05-03).



## 053 : LC Classification

053 \_0 \$a QK494.5.P66 \$c Botany

053 \_0 \$a PQ9500 \$b PQ9699

- \$a Classification number element--single number or beginning of a span
- \$b Classification number element--ending number of a span
- \$c Explanatory term

10

**Intro:** the 053 field is the LC Classification Number. Some authority records contain this field and some do not.

The subfield codes most commonly used in this field are:

**\$a** Classification number element--single number or beginning of a span

**\$b** Classification number element--ending number of a span

**\$c** Explanatory term

In the **first example**: the classification number QK494.5.P66 appears as a single number with the explanatory text in \$c for Botany. (This is found on the record for the heading “Pinaceae.”)

In the **second example**: 053 \_0 PQ9500 \$b PQ9699

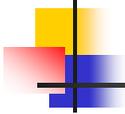
This example shows the range of numbers that would be applicable to the subject term. (This is found on the record for the heading “Brazilian literature.”)

In these examples, we see the use of an indicator. For many of the variable fields in subject authority records, both indicators are undefined (blank). We will mention indicators in this session only when you will actually encounter them in subject authority records.

In the 053 field, the first indicator position is undefined (or blank). The second indicator position contains the source of the classification number. In LC authority records, the only code used is “0” – assigned by LC.

The second indicator 0 was added to all subject authority records in LC’s database at the time of data migration to Voyager in 1999. That means that if you view subject authority records in LC’s Web Authorities or Classification Web, you will see that indicator.

It should be noted that some LC subject authority records with 053 fields created prior to the 1999 MARC 21 Authority Data update will have both indicator positions with value “blank”.



## 15X : Established Heading

- 150 Heading – Topical Term
- 151 Heading – Geographic Name

11

**Intro:** Headings appear in 1XX fields in authority records. Here we will talk specifically about 150 and 151 fields, as these are the most common in subject authority records.

**\*\*[NOTE:** *Instructors may wish to check that attendees understand the convention of using X in a MARC tag to stand for all possible values in that position; this is the first time it comes up.]*

Field 150 may appear in subject authority records **only** while field 151 may appear in subject authority records for geographic features and in name authority records for geographic names established according to AACR2.

Care must be taken when viewing authority records with field 150. Field 150 may contain a term used as an established subject, an established subject and subdivision, or a general see reference in a reference record. In an established heading record, field 150 contains the established form of a topical term. In records for references, this field contains an unestablished form of a topical term. The coding in the 008 field (008/09) must be viewed in order to determine what type of subject authority record is represented. Reference records will be examined later.

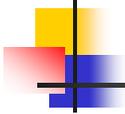
**\*\*[NOTE:** *If it comes up, you may want to mention that headings used as subjects may also be tagged 100, 110, 111, 130. There will be examples of these later.]*



## 15X (cont.)

---

- **150 \$a Limber pine**
  - established/valid term for the topical subject
  
- **150 \$a English literature \$x Asian authors**
  - established/valid term with valid subdivision
  
- **151 \$a Ridge Basin (Calif.)**
  - established/valid term for the geographic feature



## 15X : Subfields

- \$a Topical term/Geographic name
- \$v Form subdivision
- \$x General subdivision
- \$y Chronological subdivision
- \$z Geographic subdivision

13

**Intro:** These are the most common subfields that may occur with field 150 or 151. Subfield \$a will always be present.



## 15X : Examples

- 150 \$a French language \$y Early modern, 1500-1700
- 150 \$a Geology, Stratigraphic \$y Carboniferous
- 150 \$a Authors, English \$v Biography
- 151 \$a United States \$x Foreign relations \$z Iran
- 151 \$a Greece \$x History \$y Ionian Revolt, 499-494 B.C.

14

**Intro:** Here are examples of subfields used in 15X fields.

Note that the subfield \$a is explicitly shown in this display. In some systems, the \$a code is displayed and in some, it is not. Whether displayed or not, it is actually encoded and read by the system as the main part of the heading.

While it might at first glance seem strange to have a subfield \$z (geographic subdivision) under a geographic heading, the fourth example illustrates why this is needed. When there is an action or a process that occurs between two places, headings like the fourth example are often constructed.

Geographic subdivisions will be covered in detail later in this workshop.

**\*\*[NOTE:** *If someone raises the question about the different patterns in the subfield \$y: There are several different possible constructions of \$y – with words followed by the relevant dates in the first example; with the name of a geologic time period in the 2<sup>nd</sup> example; sometimes there are just dates alone. Even though the subdivisions are constructed according to different patterns, they are still coded as subfield \$y because they represent the time period. Chronological subdivisions and their construction are covered in another section of the workshop.]*

## 260 : Complex See Reference / General See Reference

Rec stat	c	Entered	20001114	Replaced	20001201111334.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	n	Mod rec	
Govt agn	■	Auth status	n	Subj	a
Series	n	Auth/ref	b	Geo subd	n
Ser num	n	Name	n	Subdiv tp	n
Source		Name use	b	Subj use	b
		Ser use	b	Rules	n

010		sh 89006725
040		DLC #b eng #c DLC #d DLC
150		Afro-American . . .
260		#i subject headings beginning with the words #a African American

**Intro:** the 260 field contains a Complex See Reference (called a General See Reference in LCSH terminology).

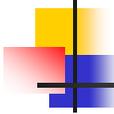
The 260 field occurs in reference records and provides guidance in formulating a valid heading – other than the term shown in the 150. As we'll see later when we discuss the fixed fields, there are codes in this record that indicate that the 150 is not an established heading.

**\*\*[NOTE: In case someone asks, the codes are: *Auth status* “n” (no level of establishment); *Auth/ref* “b” (untraced reference record); and *Subj use* “b” (not appropriate for use as a subject). Since these fields are explained later in the session, it may be best not to spend time discussing them here.]**

In effect, the 260 field in this record indicates that instead of using terms beginning with **Afro-American**, the cataloger should use a subject heading beginning with the words **African American**.

The 260 field is used only in reference records for subjects.

The 1XX field contains the unestablished term(s) referred from. Field 260 contains the explanatory text for the see reference and the established headings referred to.



## 260 : Subfields

**150 Environmental conditions**  
**260 \$i subdivision \$a Environmental conditions**  
**\$i under names of countries, cities, etc.**

- \$a - Heading referred to
- \$i - Explanatory text

*Remember: 260 translates as USE or SEE*

16

**Intro:** These are the two main subfields that you will see in the 260 field in subject authority records.

Subfield \$a contains the heading or subdivision referred to, and subfield \$i contains explanatory text.

In this example, the 260 instructs the cataloger to use the subdivision

–**Environmental conditions** under names of countries, cities, etc., rather than use Environmental conditions as a heading. Even though Environmental conditions is found in the 150 field of this record, it is not a valid heading because this is a reference record.

Remember: 260 translates as USE or SEE.

Note of interest: the reason for putting these data into two subfields is to allow for different typefaces to be used in subject heading products produced from these records.

## 360 : Complex See Also Reference / General See Also Reference

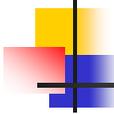
Rec stat	c	Entered	19860211	Replaced	19940103143827.2
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	b	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	i
Ser num	n	Name	n	Subdiv tp	n
010		sh	85002415		
040		DLC #b eng #c DLC #d DLC			
053		S1 #b S790.3			
150		Agriculture			
360		#i subdivision #a Agriculture #i under ethnic groups; and headings beginning with the words #a Agricultural #i and #a Farm			
450		Farming			
450		Husbandry			
550		Industrial arts #w g			
550		Life sciences #w g			
550		Food supply			
550		Land use, Rural			

**Intro:** the 360 field is used for a Complex See Also Reference (called General See Also Reference in LCSH).

The 360 field is used in cases where the 1XX heading is valid but complex relationships exist with other established subjects. In this example, **Agriculture** is an established heading, but the cataloger should be aware that the subdivision – **Agriculture** is used under headings for ethnic groups, and should also consider headings beginning with the word Agricultural (such as **Agricultural subsidies**) or the word Farm (such as **Farm equipment**).

The 360 field is used when the relationships between established subjects cannot be adequately expressed by using simple see also from references generated in 5xx (see also from) fields. Field 360 may appear only in records for established subject headings or established subject heading and subdivision authority records.

The presence of a 360 field may also generate a phrase such as *search also under:* for display.



## 360 : Subfields

**150 Management**  
**360 \$i subdivision \$a Management \$i  
under types of industries ...**

- \$a - Heading referred to
- \$i - Explanatory text

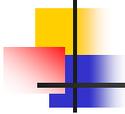
*Remember: 360 translates as SEE ALSO or  
SEARCH ALSO UNDER*

18

These are the two main subfields that you will see in field 360 in subject authority records. The use of subfield \$a and \$i is the same as in the 260 field.

As noted for the 260 field, the reason for putting these data into two subfields is to allow for different typefaces to be used in subject heading products produced from these records.

Remember: 360 translates as SEE ALSO or SEARCH ALSO UNDER.



## 45X : See From / UF (Used For) Tracings

150 \$a Limber pine

**450 \$a Pinus flexilis**

- see from tracing, topical term

151 \$a Mars (Planet)

**451 \$a Red Planet**

- see from tracing, geographic name

19

**Intro:** 45X fields are See From Tracings (UFs or Used For Tracings in LCSH).

The 450 field is a see from tracing—topical term.

The 451 is a see from tracing—geographic name.

These are “simple” see from references.

UFs generate reciprocal USE references in subject heading products and library catalogs.

We are highlighting 45X fields here because they are the most common in subject authority records, but you will also see other types of 4XX references in subject authority records (400, 410, 430). We will see some examples of such references in authority records later in the session.

*\*\*[NOTE: examples of such references are provided here in case questions are raised:]*

*100 3\_ \$a Smith family*

*400 3\_ \$a Smythe family (see from tracing: personal name)*

*110 2\_ \$a World Trade Center (New York, N.Y.)*

*410 2\_ \$a Twin Towers (New York, N.Y.) (see from tracing: corporate name)*

*150 \$a Koranic recitations*

*430 \_0 \$a Koran \$v Recitations (see from tracing: uniform title)*

**Ex Libris OPAC display:**

Browse List: Subject		<a href="#">Previous Page</a>	<a href="#">Next Page</a>
No. of Recs	Entry	<a href="#">Sorted Index</a>	
	Pinus excelsa - <a href="#">[Heading Information]</a> See: <a href="#">Norway spruce</a>		
	Pinus flexilis - <a href="#">[Heading Information]</a> See: Limber pine		
	Pinus, G. V. (Georgii Vladimirovich) - <a href="#">[Heading Information]</a> See: Pinus, Georgii Vladimirovich.		

**Innovative Interfaces OPAC display:**

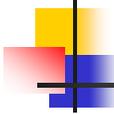
SUBJECT	red planet	View Entire Collection	Search
<i>Red Planet</i> is not used in this library's catalog.			
<b>Mars (Planet)</b> is used instead.			
SEARCH for <a href="#">Mars (Planet)</a>			

**Intro:** The presence of a 45X field may generate a reference such as “see” or “search under” for display.

Here are examples of two different displays from libraries using different automated library systems: the first using Ex Libris.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SECOND OPAC DISPLAY**

The second using Innovative Interfaces.



## 55X : See Also From Tracings

---

150   \$a Alpine regions

**550   \$a Mountains**

- see also from tracing, topical term

151   \$a Pikes Peak (Colo.)

**551   \$a Front Range (Colo. and Wyo.)**

- see also from tracing, geographic name

21

**Intro:** 55X fields are See Also From Tracings.

The 550 field is a see also from tracing—topical term.

The 551 is a see also from tracing—geographic name.

In LCSH terminology 550 fields contain either BT or RT references depending upon the presence of the \$w control subfield.

Any 5XX heading must be a valid heading itself and must have its own 1XX authority record.

We are highlighting 55X fields here because they are the most common in subject authority records, but you will also see other types of 5XX references in subject authority records (500, 510, 530).

*\*\*[NOTE: examples of such references are provided here in case questions are raised:]*

*100 3\_ \$a Smith family*

*500 3\_ \$a Schmidt family (see also from tracing: personal name)*

*110 2\_ \$a United Nations \$x Peacekeeping forces*

*510 2\_ \$a United Nations \$x Armed Forces (see also from tracing: corporate name)*

*130 \_0 \$a Bible \$v Thumb Bibles*

*530 \_0 \$a Bible \$v Abridgments (see also from tracing: uniform title)*



## 4XX-5XX : Subfields

- Same as for 1XX, PLUS
- \$w – control subfield
  - Position 1 (also called byte 0) Special relationship
  - Position 2 (also called byte 1) Tracing use restriction
  - Position 3 (also called byte 2) Earlier form of heading
  - Position 4 (also called byte 3) Reference display

22

**Intro:** subfields defined in 4XX and 5XX fields are the same as in 1XX fields, plus subfield \$w (Control subfield).

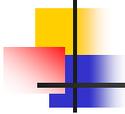
The \$w is used only in 4XX and 5XX fields in authority records.

The \$w subfield has 4 character positions.

*[definitions from slide]*

Only the \$w control subfield positions that are needed are in fact input in authority records. Succeeding positions that are not needed are not input.

In some systems, subfield \$w displays before subfield \$a.



## 4XX : Subfield \$w

---

**4XX \$w nne**  
**earlier valid form of heading**

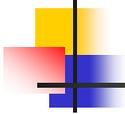
150 \$a Airplanes  
**450 \$w nne \$a Aeroplanes**

23

**Intro:** The most commonly occurring subfield in a 4XX field of an authority record is subfield **\$w nne**.

4XX **\$w nne** represents a see from reference that was an earlier valid form of heading.

In this case position 1 with value n means “not applicable” or “no special relationship exists”; position 2 with value n means “not applicable” or “no tracing use restriction exists”; position 3 with value e means that the reference was a valid, earlier form. Position 4, which would be coded “not applicable,” is not needed in this case and so not coded.



**5XX : Subfield \$w**

---

**5XX \$w g**  
**see also reference – broader term**

150 \$a Limber pine  
**550 \$w g \$a Pine**

151 \$a Ridge Basin (Calif.)  
**550 \$w g \$a Sedimentary basins \$z California**

24

**Intro:** For the 5XX fields in subject authority records, the most frequently appearing subfield is subfield **\$w g**.

5XX **\$w g** represents a see also from reference that is a broader term for the 1XX heading.

In this instance, position 1 of the w subfield contains code “g” which defines the special relationship as that of broader term. Positions 2-4 are not needed and are not coded.

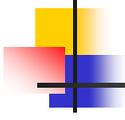
In the **first example**:

550 **\$w g \$a Pine** represents a valid, see also from reference that is a broader term for **Limber pine**.

In the **second example**:

**550\$w g \$a Sedimentary basins \$z California** represents a valid, see also from reference that is a broader term for **Ridge Basin (Calif.)**

If there is no \$w g, the 550 represents a related term (RT) rather than broader term (BT).



## 667 : Nonpublic General Note

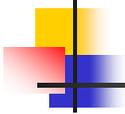
- 667      \$a This heading is not valid for use as a geographic subdivision.

25

**Intro:** the 667 field is a Nonpublic General Note.

It is used to record general information about a 1XX heading. The note is not intended to display to the public (as opposed to the 680, as we'll see). In subject authority records, it is most commonly used to indicate that a geographic subject heading is not valid for use as a geographic subdivision (this applies to headings such as a celestial body or a structure or park in a city).

The 667 field was implemented rather late for subjects and LC has never sorted through all the 680s to determine which would be better as 667s. Since 1999, LC has used the 667 field in geographic subject authority records. They are also widely used in subdivision authority records.



## 670 : Source Data Found

670 \$a Work cat.: Models for predicting composition and production of alpine tundra vegetation from Niwot Ridge, Colorado, 1973.

670 \$a GNIS, Jan. 7, 1997 \$b (Niwot Ridge, ridge, Boulder County, Colo.)

26

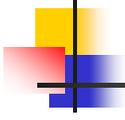
**Intro:** Fields 670 and 675 reflect the authority research done in establishing the heading (or revising it).

The 670 field (Source Data Found) contains the citation for a consulted source in which information about the heading or a reference was found.

The first 670 field normally represents the work being cataloged that generated the heading. Each source found note/citation is placed in a separate 670. The example here shows two 670 fields for the same heading. The first 670 is the work cataloged, and the second 670 represents the Geographic Names Information System (GNIS) in which the heading was also found. 670 fields are also added to explain the source of cross references in a record, as well as the main heading.

As shown in the second example, the cited source is in the \$a subfield and pertinent data from that source is in a \$b subfield.

This field may not necessarily be present in records for subject headings established before 1986, that is, with the LCCN prefix sh 85.



## 675 : Source Data Not Found

151 \$a Ridge Basin (Calif.)

**675 \$a Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002**  
(subfield \$a repeats)

27

**Intro:** The 675 field (Source Data Not Found) contains a citation or citations for a source consulted in which no information about the heading was found.

Field 675 is not repeatable so multiple sources are recorded in the same field, in separate subfield \$a's.

**675 Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002**

Here both the Geographic thesaurus, supplemental descriptors and GNIS were consulted and nothing was found in either source.

## 68X fields

Rec. stat	c	Entered	19860211	Replaced	19920605082011.9		
Type	z	Uqd status	a	Enc. Ml	n	Source	
Roman	■	Ref. status	a	Mod. rec		Name use	b
Govt. app.	■	Auth. status	a	Subj.	a	Subj. use	a
Series	n	Auth. ref.	a	Geo. subd.	i	Ser. use	b
Ser. num.	n	Name	n	Subdiv. to	n	Rules	n

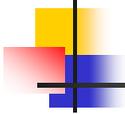
010	sh 85048469
040	DLC #b eng #c DLC #d DLC
053	TN305
150	Firedamp
450	Fire-damp #w nne
550	Mine gases #w g
550	Coalbed methane
670	Random House.
670	Web. 3.
680	# Here are entered works on methane as a combustible gas formed in coal mines. Works on methane present in a stratum of coal are entered under #a Coalbed methane.
681	# Note under #a Coalbed methane

28

**Intro:** Now we'll look at 68X fields.

This authority record for the heading **Firedamp** includes a 680 and a 681 field.

**\*\*[NOTE: Move quickly to the next slide to view the 680 better.]**



## 680 : Public Display Note / Scope Note

---

- 150 \$a Firedamp
- 680 \$i Here are entered works on methane as a combustible gas formed in coal mines. Works on methane present in a stratum of coal are entered under \$a Coalbed methane.

29

**Intro:** The 680 field is defined for use as a public display note in an online catalog. In LCSH, 680 fields are used for "scope notes."  
Subfield \$i contains explanatory text and subfield \$a contains the heading referred to.



## LIBRARY OF CONGRESS ONLINE CATALOG



Help New Search Search History Headings List Start Over List request an Item Account Status Other Databases Start Over

**DATABASE:** Library of Congress Online Catalog  
**YOU SEARCHED:** Subject Browse = firedamp  
**SEARCH RESULTS:** Displaying 1 through 25 of 25.

◀ Previous   Next ▶

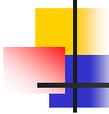
#	Hits	Headings (Select to View Titles)	Type of Heading
<a href="#">[ MORE INFO ]</a> <a href="#">[ 1 ]</a>	36	<a href="#">Firedamp</a>	LC subject headings
<a href="#">[ 2 ]</a>	1	<a href="#">Firedamp Bibliography.</a>	LC subject headings

**DATABASE:** Library of Congress Online Catalog  
**INFORMATION FOR:** Firedamp  
**Scope Note:**

**Note:** Here are entered works on methane as a combustible gas formed in coal mines. Works on methane present in a stratum of coal are entered under Coalbed methane.

**Intro:** An example of an OPAC display for a scope note, from the Library of Congress Online Catalog which uses the Voyager system. A patron can view the scope note for the heading by clicking the “More Info” icon.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SCOPE NOTE**



## 681 : Subject Example Tracing Note

---

150 Firedamp

**681 \$i Note under \$a Coalbed methane**

150 Coalbed methane

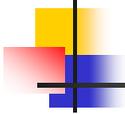
680 \$i Here are entered works on methane present in a stratum of coal. Works on methane as a combustible gas formed in coal mines are entered under \$a Firedamp.

31

**Intro:** The 681 field is the Subject Example Tracing Note and is generally not defined for public display. It documents the use of a heading as an example or reference in another authority record.

In this example, the 681 appears in the authority record for **Firedamp**. It indicates that on the authority record for **Coalbed methane**, the heading **Firedamp** is mentioned in a scope note.

The 681 field facilitates file maintenance. When a given subject heading is revised, all instances of its use in general see also references and examples need to be found and correspondingly revised. In this example, if the heading **Firedamp** were revised, the 681 would alert the cataloger that the scope note on the authority record for **Coalbed methane** would also need to be updated.



## 781 : Subdivision Linking Entry Geographic Subdivision

151            \$a Ridge Basin (Calif.)  
**781 \_0        \$z California \$z Ridge Basin**

In a bibliographic record, translates into:

650 \_0        \$a Limber pine **\$z California \$z  
Ridge Basin.**

32

**Intro:** Field 781 is a Subdivision Linking Entry-Geographic Subdivision. It has two indicator positions. The first position is undefined and is represented by a “blank”, and the second position indicates the thesaurus used. LC subject authority records will have the second position indicator coded “0” for Library of Congress Subject Headings.

**\*\*[NOTE: the following information is also covered in detail in the session on geographic subdivision; if doing the full workshop, instructors may choose to abbreviate the description here]**

This field was implemented for LCSH in 1999. The field was first added to new and revised geographic subject authority records while a project to add the field to existing geographic subject authority records was ongoing. That project was completed in December 2002. Now virtually all geographic subject authority records have either a 781 field or a 667 field, if they are not authorized for use as subdivisions. They have not yet been routinely added to geographic name authority records but now can be added by NACO libraries.

781 \_0        **\$z California \$z Ridge Basin**

The presence of this field alerts the cataloger as to how the heading **Ridge Basin (Calif.)** is to be used as a geographic subdivision. For example, if a cataloger is constructing a subject heading for a book about the limber pine trees growing on Ridge Basin, the cataloger knows that the subject heading in the bibliographic record is constructed as:

650 \_0 **Limber pine \$z California \$z Ridge Basin.**



## Fixed Field (008)

- 40 character positions that provide coded information about the record or aspects of the heading or references
- Data in fixed fields is displayed differently depending on the system in which it is viewed, but the underlying bytes are the same

33

**Intro:** Now we will examine the fixed-length data elements in the 008 field. This field has 40 character positions that provide coded information about the record as a whole or about special aspects of the heading or references.

The data elements are defined by their position in the 40-character string (commonly referred to as bytes).

*[text from bullet two]*

In the following slides, we will highlight the fixed field bytes that are meaningful for subjects.

## Sample Fixed Field : OCLC

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20061214105334.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
				<a href="#">Source</a>	
				<a href="#">Name use</a>	b
				<a href="#">Subj use</a>	a
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	n

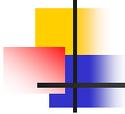
34

**Intro:** A sample fixed field for an OCLC authority record appears here. Subsequent slides will illustrate the codes that are valid for each of the field positions, or bytes.

In the illustrations that follow, the 008/06, etc. are the field positions as defined in the MARC 21 format; the OCLC field names will be given after the MARC 21 number.

The MARC 21 Format for Authority Data defines a fill character (|) as a valid code for most of the 008 values. The fill character has not been listed under the fixed field elements below unless it is routinely used in one of the elements. The codes included in the following slides are those that are typically found in subject authority records. Other codes and valid characters are found in the MARC 21 Format for Authority Data.

**\*\*[NOTE: in this OCLC display, the “Type” and “Enc lvl” (Encoding level) fields are part of the information carried in the Leader of the authority record and are not defined as part of the fixed field or 008 data elements.]**



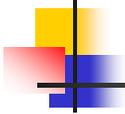
## Sample Fixed Field : LC Authorities Online

008 020329|| anannbabn |n ana

35

The fact that this field displays without any mnemonics, unlike the OCLC display, makes it more difficult to read and keep track of the bytes.

The first six digits represent when the online record was created in yy/mm/dd form. That means that 860211 will appear on records that were converted to machine-readable form in February 1986. Headings established after that date will have the actual date when the heading was established.



## 008/06 : Direct or Indirect Geographic Subdivision

### Geo subd (OCLC)

#	Not subdivided geographically
d	Subdivided geographically direct
i	Subdivided geographically indirect
n	Not applicable
	No attempt to code

36

**Intro:** The 008/06 indicates whether the 1XX heading may be subdivided geographically when used as a subject heading and, if so, the method of subdivision used.

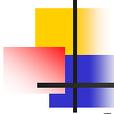
This field is always coded “i” for indirect in LC subject authority records if geographic subdivision is allowed.

LC does not use value “d”.

The graphic symbol # is used for a blank in MARC 21 documentation. In this field, “blank” indicates that the heading may not be subdivided geographically.

A fill character (|) indicates that no attempt has been made to code – no decision has yet been made regarding geographic subdivision of the heading. Until it has, geographic subdivision may not be used after the heading.

Value “n” is used in reference authority records.



## 008/09 : Kind of record

### Auth/ref (OCLC)

- a Established heading
- b Untraced reference
- c Traced reference
- d Subdivision

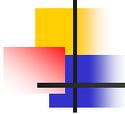
37

**Intro:** the 008/09 (Kind of Record) indicates whether the authority record represents an established heading or not.

*[text from slide]*

When using a subject authority record, catalogers should look at the values in this fixed field element first. Simply looking at the variable fields is insufficient. If a record is coded as an untraced or traced reference record, the term in the 150 field could not be used as a subject heading in a bibliographic record. Untraced references will not appear as a 4xx in any other authority records; traced references will appear in one or more other authority records.

LC uses only the values shown here: "a" "b" "c" and "d".



## 008/11 : Subject heading system / thesaurus

### Subj (OCLC)

- a Library of Congress Subject Headings
- b Library of Congress Subject Headings  
for Children

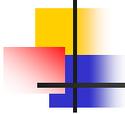
38

**Intro:** 008/11 identifies the subject heading system or thesaurus used to formulate the 1XX heading.

*[text from slide]*

Records with code “b” have a prefix of “sj” in the control number field (010).

This is another fixed field element that catalogers should examine carefully before deciding to use the heading in their bibliographic records.



## 008/15 : Heading use -- subject added entry

### Subj use (OCLC)

- a Appropriate for use as a subject added entry in a bibliographic record
- b Not appropriate for use as a subject added entry in a bibliographic record

39

**Intro:** the 008/15 byte indicates whether the 1XX field contains a heading that is appropriate for use as a subject added entry.

*[text from slide]*

This is another fixed field byte that catalogers should review before deciding to use a heading in a bibliographic record.

It is especially important to check this field when viewing name authority records because some valid name headings are not authorized for use as subject added entries.

**Example: 008/15: Heading use – subject added entry**

<a href="#">Rec stat</a>	c	Entered	19801007	Replaced	20031204071343.0
<a href="#">Type</a>	z	<a href="#">Und status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	n
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
				<a href="#">Source</a>	
				<a href="#">Name use</a>	a
				<a href="#">Subj use</a>	b
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	c

010	n	50057161
040		DLC #b eng #c DLC #d DLC #d InU #d WaU
043		e-au—
151		Austro-Hungarian Monarchy
451		Austro-Hungarian Empire
451		Austro-Ugarska
451		Avstro-Vengrii`a`
451		Autriche-Hongrie
451		Austria-Hungary
451		Osztrák-Magyar Monarchia
451		Austro-Węgry
551		Austria
551		Hungary
667		SUBJECT USAGE: This heading is not valid for use as a subject. Works about this entity are entered under Austria.

**Intro:** This is a name authority record (note the “n” prefix in the 010).

This name heading is not authorized for use as a subject heading. The 667 field provides guidance.

**\*\*[NOTE: several 4XX references were deleted from the authority record for this example to make it fit on the slide.]**



## 008/29 : Reference evaluation

### Ref stat (OCLC)

- a Tracings are consistent with the heading
- b Tracings are not necessarily consistent with the heading
- n Not applicable
- | No attempt to code

41

**Intro:** The 008/29 byte indicates whether the 4XX/5XX tracing fields in a record have been evaluated for consistency with the rules used to formulate the 1XX heading in the record.

"a" tracings are consistent with the heading. "b" tracings are not necessarily consistent with the heading; and "n" not applicable (i.e., no references are present). Records for headings converted in 1986 were converted with value "b" because their references had not been evaluated and were not necessarily consistent with the new rules for making references that were implemented in LCSH in 1985. Headings established after 1985 are coded as "a" because their references conform to the new rules. Headings with no references (orphan headings) and reference records have code "n." On a case-by-case basis, references on headings are evaluated and this byte is recoded at LC and references are provided for orphan headings that need them. The process at LC can be complicated, for changes can affect more than one record.

Catalogers sometimes wonder about references on subject authority records that don't conform to current practice. The reference structure is imperfect because it's been built up over time according to different rules. However, a glance at the 008/29 will indicate whether LC considers that the references of a given heading conform to the current rules for making references.

## 008/29: Reference evaluation

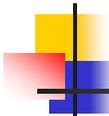
<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	19950427143212.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	b	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Ser use</a>	b
<a href="#">Rules</a>	n			<a href="#">Rules</a>	n

010	sh 85124003
040	DLC #b eng #c DLC #d DLC
053	H
150	Social sciences
450	Behavioral sciences
450	Human sciences
450	Sciences, Social
450	Social science
450	Social studies
550	Civilization #w g
670	LIV #b (Behavioral sciences, see Anthropology, Psychology, Social sciences, Sociology)
670	World Bank thes. #b (Behavioral sciences: includes the psychological aspects of the social sciences)

42

Here is an example showing references that would not be added to a subject record following current practice.

**008/33 :****Level of establishment**

---

**Auth status (OCLC)**

a Fully established

c Provisional

n Not applicable

43

**Intro:** 008/33 is Level of establishment.

This byte indicates the extent to which the formulation of the 100-151 heading conforms to the descriptive cataloging rules coded in 008/10 and/or the subject heading system/thesaurus conventions coded in 008/11.

**c** The 100-151 heading cannot be formulated satisfactorily because of inadequate information. When the needed information is available, code c will be changed to code a.

The pertinent codes for LCSH are "a" for fully established or "c" for provisional. The latter value is used when headings are established that don't conform to the rules in the *SHM* for language of heading (vernacular vs. English) when the appropriate form cannot be found. The headings may be revised later when the appropriate language is found.

**n** indicates that the 1XX field contains an unestablished term in a reference record.

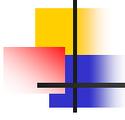
### Example: 008/33: Level of establishment

<a href="#">Rec stat</a>	c	Entered	19960819	Replaced	20010118153636.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	■
<a href="#">Govt app</a>	■	<a href="#">Auth status</a>	c	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	■
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>	c	<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010	sh	96008781
040	Uk #b eng #c DLC #d DLC	
151	Lake Hovsgol National Park (Mongolia)	
550	National parks and reserves #z Mongolia #w g	
670	Work cat.: Harper, L.C. Discovery Expeditions' final report of research carried out in Lake Hovsgol National Park, Mongolia, 1996.	
675	Lippincott; #a Times atlas; #a Web. geog.; #a U.N. list nat. parks, 1993; #a Britannica Micro.	
781	0 #z Mongolia #z Lake Hovsgol National Park	

This example shows a provisional heading for a national park that would be established in Mongolian if the vernacular form were known.



## 008/39 : Cataloging source

---

### Source (OCLC)

- # National bibliographic agency
- c Cooperative cataloging program

45

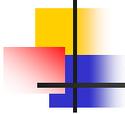
**Intro:** 008/39 (Cataloging source) indicates the creator of an authority record.

If the cataloging source is known, it is identified in subfield \$a of field 040 (Cataloging Source). The parties responsible for the MARC authority records are determined by the code in 008/39 and the MARC code(s) or name(s) in field 040.

**Blank** - national bibliographic agency, i.e., LC

**c** - The creator of the authority data is a participant (other than a national bibliographic agency) in a cooperative cataloging program, i.e., SACO.

**\*\*[NOTE: blank always refers to LC in subject authority records for LCSH. Other national bibliographic agencies propose headings through SACO; these would be coded "c".]**



## Other Types of Subject Authority Records

- Personal name (including family names)
- Corporate bodies (including buildings, etc.)
- Uniform title
- Fictitious character
- Reference record
- Subdivision

46

**Intro:** We have reviewed the MARC 21 fields and data elements that are most common in subject authority records. The examples shown so far were from authority records for geographic features and for topical subject headings.

Subject authority records also exist for personal names with subdivisions, family names, corporate bodies with subdivisions, corporate-like entities such as buildings, uniform titles, and fictitious characters. We'll now take a quick look at some other types of subject authority records for fully established headings, at a reference record, and at subdivision authority records.

## Personal Name Subject Authority Record

<a href="#">Rec stat</a>	c	Entered	19910624	Replaced	20050701142445.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	<input type="checkbox"/>	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	<input type="checkbox"/>
<a href="#">Govt agn</a>	<input type="checkbox"/>	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	<input type="checkbox"/>
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
		<a href="#">Source</a>	<input type="checkbox"/>	<a href="#">Name use</a>	b
		<a href="#">Subj use</a>	a	<a href="#">Ser use</a>	b
		<a href="#">Rules</a>	n		

010		sh 91003048
040		DLC #b eng #c DLC #d DLC
053	0	PR2892
100	1	Shakespeare, William, #d 1564-1616 #v Indexes
400	1	Shakespeare, William, #d 1564-1616 #v Dictionaries, indexes, etc. #w nne

47

**Intro:** This record was taken from OCLC. It shows an explicitly established subject authority for a personal name heading. Note that Name use is coded “b” – this heading is not valid for use as a main or added entry. It is, however, valid for use as a subject, as the Subj use code of “a” indicates.

Note that in OCLC records, control subfield \$w’s display at the end of the field.

## Corporate Body Subject Authority Record

<a href="#">Rec stat</a>	c	Entered	20010927	Replaced	20011115144539.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	■
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	■
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>	■	<a href="#">Name use</a>	b	<a href="#">Subi use</a>	a
		<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n

010	■	■	sh 92006328
040	■	■	DLC #b eng #c DLC #d DLC
110	2	■	Harvard University #x Buildings #x Barrier-free design
410	2	■	Harvard University #x Buildings #x Access for the physically handicapped #w nne
681	■	■	#i Example under #a Barrier-free design; School buildings—Barrier-free design

48

**Intro:** Here is a subject authority record for a corporate body with an established subdivision.

This example also shows the use of field 681, Subject Example Tracing Note.

## Uniform Title Subject Authority Record

<a href="#">Rec stat</a>	n	Entered	19950520	Replaced	19950705112657.9
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	<input type="checkbox"/>	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	<input type="checkbox"/>
<a href="#">Govt agn</a>	<input type="checkbox"/>	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	<input type="checkbox"/>
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>	<input type="checkbox"/>	<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh 95004217
040		DLC #b eng #c DLC
130	0	Bible #x Buddhist interpretations
450		Buddhist interpretations of the Bible
670		Work cat.: The Gospel of Mark : a Mahāyāna reading, 1995.

**Intro:** There are also subject authority records for uniform titles with established subdivisions.

## Fictitious Character Subject Authority Record

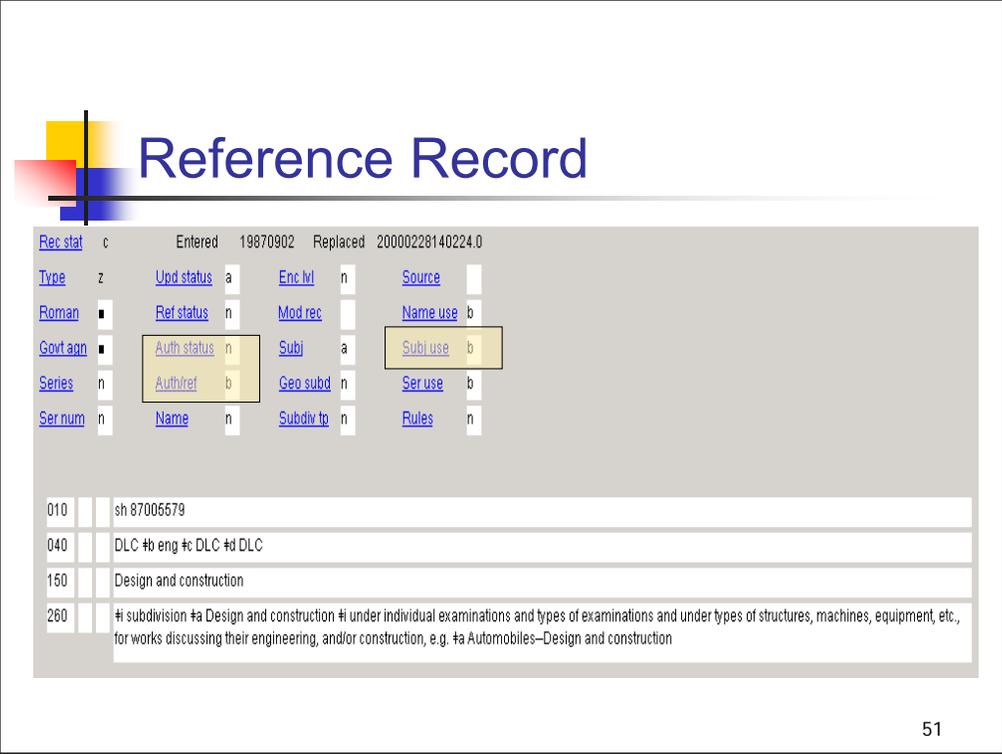
<a href="#">Rec stat</a>	c	Entered	19880107	Replaced	19960722150615.8
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	<input type="checkbox"/>	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	<input type="checkbox"/>
<a href="#">Govt agn</a>	<input type="checkbox"/>	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	<input type="checkbox"/>
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
		<a href="#">Source</a>	<input type="checkbox"/>	<a href="#">Name use</a>	b
		<a href="#">Subj use</a>	a	<a href="#">Ser use</a>	b
		<a href="#">Rules</a>	n		

010	<input type="checkbox"/>	<input type="checkbox"/>	sh 88000093
040	<input type="checkbox"/>	<input type="checkbox"/>	DLC #b eng #c DLC #d DLC
150	<input type="checkbox"/>	<input type="checkbox"/>	Cadfael, Brother (Fictitious character)
450	<input type="checkbox"/>	<input type="checkbox"/>	Brother Cadfael (Fictitious character)
670	<input type="checkbox"/>	<input type="checkbox"/>	Work cat.: Bourgeau, A. Mystery lover's companion, 1986 #b (Cadfael, Brother)
670	<input type="checkbox"/>	<input type="checkbox"/>	Hennepin #b (Cadfael, Brother)
675	<input type="checkbox"/>	<input type="checkbox"/>	Britannica 15; #a Web. 3; #a NYT index; #a Readers' guide; #a Collier's

50

**Intro:** Headings for fictitious characters are constructed as if they were personal names (inverted last name, first name) but they are established as subjects and tagged 150.



The screenshot shows a 'Reference Record' interface. At the top, there is a decorative graphic with overlapping yellow, red, and blue squares. Below it, the title 'Reference Record' is displayed in a large blue font. The main content area is a table with the following structure:

Rec stat	c	Entered	19870902	Replaced	20000228140224.0
Type	z	Und status	a	Enc lvl	n
Roman		Ref status	n	Mod rec	
Gort agn		Auth status	n	Subj	a
Series	n	Auth/ref	b	Geo subd	n
Ser num	n	Name	n	Subdiv to	n
				Source	
				Name use	b
				Subj use	b
				Ser use	b
				Rules	n

Below the table, there are four numbered fields:

- 010 sh 87006679
- 040 DLC #b eng #c DLC #d DLC
- 150 Design and construction
- 260 #i subdivision #a Design and construction #i under individual examinations and types of examinations and under types of structures, machines, equipment, etc., for works discussing their engineering, and/or construction, e.g. #a Automobiles—Design and construction

The page number '51' is located at the bottom right of the screenshot.

**Intro:** this is a reference record. There are several fields in the fixed field area that are critical to the interpretation of this authority record.

First, Auth status “n” indicates that there is no level of establishment for this 150, i.e. it is not applicable.

Second, the Auth/ref code “b” denotes a record for an “untraced” reference.

Third, note that the “Subj use” code “b” indicates that the 150 in this record is not appropriate for use as a subject.

The 260 field is appropriate and valid for use only in a traced or an untraced reference record or a reference record for subjects. The 150 field in this record contains the term referred from. The 260 contains the explanatory text because the reference needed in this field cannot be expressed using simple see from references (4XX fields).

In LCSH terminology reference records contain a "general see reference".



## Subdivision authority records

- Authority records for free-floating subdivisions
- Subdivision data in 18X fields
- *SHM* instruction sheet info in 073 field
- Project to create records began in 1999 and was completed in December 2002

52

**Intro:** LC has created subdivision authority records to control free-floating subdivisions. Subdivision authority records are relatively new and contain some fields that are not used in records for established headings.

18X fields contain terms used as subdivisions (examples on next slide).

073 fields refer to relevant instruction sheets in the *SHM*.

The project to create these records began in 1999 and was completed in December 2002. Approximately 3,250 subdivision authority records have been created.



## 18X : Subdivisions

- **180 \$x Political aspects**
  - general subdivision
  
- **181 \$z Foreign countries \$x History and criticism**
  - geographic subdivision
  
- **182 \$y 18th century**
  - chronological subdivision
  
- **185 \$v Indexes**
  - form subdivision

53

**Intro:** 18X fields contain terms used as subdivisions. Four tags are defined:

180 – general subdivision (**\$x Political aspects**)

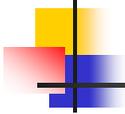
181 – geographic subdivision (**\$z Foreign countries \$x History and criticism**)

182 – chronological subdivision (**\$y 18th century**)

185 – form subdivision (**\$v Indexes**)

As of June 2003, of the approximately 3250 subdivision authority records created, only two are 181's (**--Foreign countries and --Foreign countries--History and criticism**).

There are about 25 subdivision authority records for chronological subdivisions with tag 182. The overwhelming number of subdivision authority records have tag 180 for general subdivision.



## 18X : Subfields

- \$v - Form subdivision
- \$x - General subdivision
- \$y - Chronological subdivision
- \$z - Geographic subdivision

54

**Intro:** These are the most common subfields that may occur with field 18X.

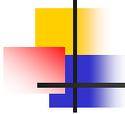
Subfield \$a will **never** be present.

The first subfield will always correspond to the tag number; for example a 180 field (general subdivision) will have \$x as the first subfield, a 185 field (form subdivision) will have \$v as the first subfield. Other subfields with different tags may follow. For example, the free-floating subdivision History—18th century is tagged:

180 \$x History \$y 18th century

**\*\*[NOTE:** for another example of multiple subfields, go back to the previous slide, which shows an example:

181 \$z Foreign countries \$x History and criticism]



## 073 : Subdivision Usage

**073    \$a H 1095 \$a H 1185 \$z lcsh**  
180    \$x Political aspects

**073    \$a H 1095 \$a H 1110 \$a H 1188 \$z lcsh**  
185    \$v Legends

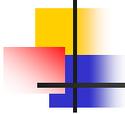
- \$a Subdivision usage
- \$z Code source

55

**Intro:** the 073 field is for Subdivision Usage.

**\$a** contains a category designator that specifies the category of terms with which the subdivision may be used. In LC authority records, \$a contains instruction sheet numbers for the free-floating lists in the *SHM* where the subdivision appears. Subfield \$a is repeatable.

**\$z** contains a MARC code for the thesaurus used to assign the code in \$a. In LC authority records, this is \$z lcsh.



## 008/17 : Type of subject subdivision

---

### Subdiv tp (OCLC)

- a Topical
- b Form
- c Chronological
- d Geographic
- n Not applicable

56

**Intro:** the 008/17 indicates the Type of Subject Subdivision.

In LC authority records for free-floating subdivisions, this byte is coded with a, b, c, or d.

## Authority Record for a General Subdivision

<a href="#">Rec stat</a>	c	Entered	20021108	Replaced	20060505115746.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	<input type="checkbox"/>	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	<input type="checkbox"/>
<a href="#">Govt agn</a>	<input type="checkbox"/>	<a href="#">Auth status</a>	n	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	d	<a href="#">Geo subd</a>	<input type="checkbox"/>
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	a
<a href="#">Source</a>	<input type="checkbox"/>	<a href="#">Name use</a>	b	<a href="#">Subi use</a>	b
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh 99001278
040		IEN #b eng #c DLC #d DLC
073		H 1140 #a H 1149.5 #z lcsh
180		#x Description and travel
480		#x Description #w nne
480		#x Description, geography #w nne
680		#i Use as a topical subdivision under names of countries, cities, etc.
681		#i Reference under the headings #a Travel; Voyages and travels

57

**Intro:** Here is an example of a subdivision authority record. Field 180 indicates that this is an authority record for a “General Subdivision” and begins with subfield “x” rather than subfield “a”.

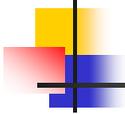
In the fixed field, the Auth/ref fixed field code “d” indicates that this is a record for a subdivision. The Subdiv tp code “a” indicates that this is a record for a “general or topical” subdivision.

The two 480 fields (see from references, general subdivision) contain a subfield “w” coded “nne” denoting previously valid general subdivisions.

The 073 field indicates that this subdivision appears on the free-floating list in H 1140 in the SHM (Names of Places).

680 fields in subdivision authority records contain basic usage statements

## Authority Record for a Form Subdivision



Rec stat	c	Entered	19990301	Replaced	20060508112753.0
Type	z	Upd status	a	Enc lv	n
Roman		Ref status	a	Mod rec	
Govt/agn		Auth status	n	Subj	a
Series	n	Auth/ref	d	Geo subd	
Ser num	n	Name	n	Subdiv tp	b
				Rules	n

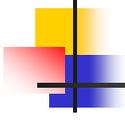
010	sh	99001678
040	IEN #b	eng #c DLC #d DLC
073	H 1095 #a	H 1100 #a H 1103 #a H 1105 #a H 1110 #a H 1120 #a H 1140 #z lcs#
185	\$v	Poetry
485	\$v	Poems
680	#i	Use as a form subdivision under names of countries, cities, etc., names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, and topical headings for collections of poetry and individual poems on those subjects.
681	#i	Reference under the heading #a Poetry

58

**Intro:** This is another subdivision authority record. Field 185, beginning with subfield \$v, indicates that this record is for a form subdivision.

In the fixed field, the presence of the code “d” in the Auth/ref field also indicates that this is an authority record for a subdivision. The code “b” in the Subdiv tp specifies that the type is a form subdivision.

The subdivision **\$v Poetry** appears on several free-floating lists in the *SHM*. Field 073 contains the numbers of the instruction sheets for those lists.



## EXERCISES

- Examine the following authority records
- Answer the questions

59

**Intro:** We have six exercises that will give you some practice in interpreting the elements of subject authority records. Examine each authority record and answer the questions about it.

Appendix C provides an outline of the MARC 21 fields and codes that we have discussed in this session; you may wish to take that appendix out for reference as you complete the exercises.

**\*\*[NOTE:** *Instructors may wish to encourage attendees to work together on exercises.*]

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**Subject Authority Records: Exercise 1**

Rec stat: n	Entered: 20030929	Replaced: 20031106091237.0	
Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	Geo subd: i	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh2003001967

040 DLC \$b eng \$c DLC

053 0 JF1032

150 Internet voting

450 Online voting

450 Web voting

550 Electronic voting \$w g

670 Work cat.: 2003020964: Alvarez, R.M. Point, click, and vote, the future of Internet voting, 2003: \$b ECIP galley (Internet voting)

670 Election Center website, Sept. 29, 2003 \$b (Internet voting; on-line voting; web voting)

670 Lorrie Cranor's electronic voting hot list website, Sept. 29, 2003 \$b (Internet voting; electronic voting; online voting)

675 LC database, Sept. 25, 2003

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the 053 field indicate?
3. What information do you find in the 4XX and 5XX fields?

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**Subject Authority Records: Exercise 2**

Rec stat: n	Entered: 19990929	Replaced: 19991112130706.0	
Type: z	Upd status: a	Enc lvl: n	Source: c
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	Geo subd:	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh 99013498  
 040 AzTeS \$b eng \$c DLC  
 151 Fools Hollow Lake (Ariz.)  
 451 Fool Hollow Lake (Ariz.)  
 550 Lakes \$z Arizona \$w g  
 550 Reservoirs \$z Arizona \$w g  
 670 Fool Hollow Lake, 1998.  
 670 BGN, July 12, 1999 \$b (Fools Hollow Lake, reservoir, Navajo County, Ariz., 34°16'N, 110°04'W; Fool Hollow)  
 670 Ariz. atlas gaz., 1996: \$b p. 52 (Fool Hollow Lake)  
 781 0 \$z Arizona \$z Fools Hollow Lake

1. Is this an established heading? If so what type of heading? If not, why not?
2. What does the 040 field indicate?
3. What information do you find in the 4XX and 5XX fields?
4. What does the 781 field tell you?

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**Subject Authority Records: Exercise 3**

Rec stat: c	Entered: 19860211	Replaced: 19941229135629.9
Type: z	Upd status: a	Enc lvl: n
Roman:	Ref status: a	Mod rec:
Govt agn:	Auth status: a	Subj: a
Series: n	Auth/ref: a	Geo subd:
Ser num: n	Name: n	Subdiv tp: n
		Source:
		Name use: b
		Subj use: a
		Ser use: b
		Rules: n

010 sh 85115895

040 DLC \$c DLC \$d DLC

053 HN

150 Rural conditions

360 \$i subdivision \$a Rural conditions \$i under names of countries, etc., for works on the conditions of rural areas in those places discussed collectively

450 Rural life

550 Social history \$w g

680 \$i Here are entered works on the social conditions of rural areas. Popular works on living in the country and works on manners and customs in rural areas are entered under \$a Country life. \$i Popular works on farms and works on manners and customs on farms are entered under \$a Farm life. \$i Theoretical works on the social organization of rural areas are entered under \$a Sociology, Rural.

681 \$i Notes under \$a Country life; Farm life; Sociology, Rural

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the 360 field indicate?
3. Can the term in the 150 field be subdivided geographically?
4. Would you use this heading for a work on rural conditions in Afghanistan?
5. Would you use this heading for a memoir about growing up in rural Ireland?

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**Subject Authority Records: Exercise 4**

Rec stat: c Entered: 19860211 Replaced: 20031104100352.0  
Type: z Upd status: a Enc lvl: n Source:  
Roman: Ref status: n Mod rec: Name use: b  
Govt agn: Auth status: n Subj: a Subj use: b  
Series: n Auth/ref: c Geo subd: n Ser use: b  
Ser num: n Name: n Subdiv tp: n Rules: n

010 sh 85050519  
040 DLC \$c DLC \$d DLC  
150 Foreign relations  
260 \$i subdivision \$a Foreign relations \$i under names of countries

1. Is this an established heading? If so, what type of heading? If not, why not?
2. Which fixed field elements are critical in understanding this authority record?
3. What does the 260 field indicate?

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**Subject Authority Records: Exercise 5**

Rec stat: c Entered: 20000320 Replaced: 20030114100821.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: d Geo subd: i Ser use: b  
 Ser num: n Name: n Subdiv tp: a Rules: n

010 sh 00005791  
 040 IEN \$b eng \$c DLC \$d DLC  
 073 H 1140 \$a H 1187 \$z lcs  
 180 \$x Foreign relations  
 480 \$x Relations (diplomatic) \$w nne  
 580 \$x Relations \$w g  
 680 \$i Use as a topical subdivision under names of countries, etc.,  
 and individual Christian denominations.  
 681 \$i Reference under the headings \$a Diplomacy; International  
 relations

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the scope note indicate?
3. What information do you find in the 480 field?
4. What does the 073 field indicate?
5. Could the term in the 180 field be subdivided geographically?

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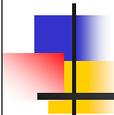
**Subject Authority Records: Exercise 6**

Rec stat: n	Entered: 20020627	Replaced: 20020627090748.0	
Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: b	Subj use: a
Series: n	Auth/ref: a	Geo subd:	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sj2002006700  
040 DLC \$b eng \$c DLC  
150 Premature babies  
450 Infants (Premature)  
670 Work cat.: Hawkins-Walsh, Elizabeth. Katie's premature brother, 2002.

1. Is this an established heading? If so, what type of heading? If not, why not?
2. Which fixed field element is critical in understanding this authority record?
3. What does the 010 field indicate?

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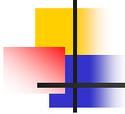


Application of LCSH:  
Tricks of the trade  
General principles

---

Session 6

1



## Application of LCSH

- How do you begin assigning subject headings to an item?
- What principles should be kept in mind when assigning headings?
- How are subdivisions applied?
- How are names used as subject headings?

2

**Goals of this session:**

This session provides guidance and practice in application of the concepts covered in the earlier sessions. This is the longest session in the workshop and will continue into the second day.

The components are:

**Tricks of the trade:** how do you start? This includes applying the subject analysis principles discussed in the first session and guidance in how to translate the concepts into the controlled vocabulary of LCSH

**General principles** for assigning and constructing subject headings

Exercises in **application of main headings**

**Application of subdivisions**, including:

- Use of established and free-floating topical and form subdivisions
- Use of geographic subdivisions
- Use of chronological subdivisions

Use of **personal, corporate and geographic names** as subjects

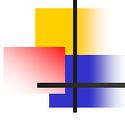


## Tricks of the trade

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- Now that you have:
  - an understanding of the general principles and structure of LCSH
  - familiarity with the necessary tools
  - awareness of the subject analysis process...

How do you start?



## Principles of SLAM

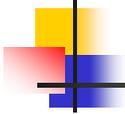
To remember the major steps in the subject cataloging process, think of the word SLAM:

- Scan
- Look for
- Ask yourself
- Mentally compose

4

*[text from slide]*

This is a recap of what we discussed at the very beginning of the workshop, but with an emphasis on how this process might be done when you know you will translate the concepts into LCSH (rather than another controlled vocabulary).



## Scan, Look for

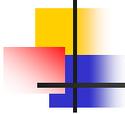
- Scan
  - Title page, table of contents, preface, introduction, text, bibliography, index, dust jacket, container, label, title screen
- Look for
  - Key words that describe what the resource is about
  - Form of the item
  - Author's intent, audience, viewpoint

5

**1<sup>st</sup> bullet:** First, **scan** the subject-rich portions of the item [*text from slide*]

**2<sup>nd</sup> bullet:** **Look for** key words and concepts that describe what the resource is about. Is it in a particular form (bibliography, encyclopedia, fiction) – or, beginning to think in terms of LCSH, will this item need a form heading or subdivision?

What is the author's intent? Is there an intended audience or special viewpoint? For example, if you are cataloging legal materials, is the item intended for the legal profession or for the general public? (In LCSH the form subdivision –**Popular works** is used under legal topics to distinguish resources intended for a general audience.)



## Ask, Mentally compose

- Ask yourself
  - What is this resource about?
  - Is there one topic or several? If several, are they treated in relation to each other?
  - Is there a focus on a particular place, time, or person?
- Mentally compose a statement: “This resource is about...”

6

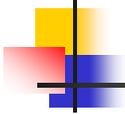
**Ask yourself** what the resource is about. Is one topic discussed, or several? If several, are the topics discussed in relation to each other, or separately? Is one predominant? Is there a specific object, product, condition, or phenomenon? Is an action or process involved?

Is there a focus on a particular place – will you need a geographic heading or subdivision?

Is there a focus on a particular time – will you need a chronological heading or subdivision?

Is there a focus on a particular person or other named entity – will you need to have a subject heading for a name?

**Mentally compose** a statement beginning: “This resource is about....”



## Translate into LCSH

- Search LCSH
  - Follow USE references and See Also references
  - Use the hierarchical structure of broader and narrower terms
  - Use scope notes to help decide whether a heading is appropriate
- Search in library catalogs or utilities to find similar items; examine subject headings assigned
- Search authority files

7

**Intro:** The next step is to find the controlled vocabulary within LCSH to express your topic. Your strategy for this may vary depending on your familiarity with the topic and on the approaches that work best for you.

**1<sup>st</sup> bullet:** You may begin directly in LCSH. Follow USE references to identify the authorized heading for a concept, and consider the approaches shown in See Also references. Use the hierarchical reference structure of broader and narrower terms to help you identify the most specific heading for your topic. Scope notes can help you decide whether or not a particular heading should be used for your topic. Keyword search capability (as in *Classification Web*) can be a great help in identifying subject headings.

**2<sup>nd</sup> bullet:** You may find it helpful to begin by searching bibliographic records in library catalogs or utilities. Keyword searches can be useful in identifying resources on the same or similar topics, and you can then examine the subject headings that have been applied for ideas on where to begin.

**3<sup>rd</sup> bullet:** You may prefer to begin searching for subject headings in the authority file.

However you find subject headings, be sure to check an up-to-date edition of LCSH or the authority file to make sure the headings are valid. The LC Authorities web site is most up-to-date, followed by authority files in the utilities and LCSH in *ClassWeb*.



## Example 1

*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English dictionary.*

Sample statement: This book is about the role of James Murray (editor) and W.C. Minor (contributor and inmate in an asylum) in the making of the *Oxford English Dictionary*.

8

**Intro:** We will walk through a couple of examples in which we find headings in *LCSH* to express the primary topics for a resource.

Think back to the exercise from the first session: *The professor and the madman*.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN TITLE**

**\*\*[NOTE: Give attendees a moment to locate the exercise]**

We talked earlier about some of the concepts that you would want to bring out about this book. These included the title of the dictionary, the names of the two men, the concept of creating the dictionary, the fact that Minor was mentally ill. Here is a sample statement summarizing the content of the work.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN STATEMENT**

We will want to assign subject headings for the names of the men and for the title of the dictionary – we will go into more detail about names as subjects in a later session. For now, let's just consider headings for W.C. Minor and a topical heading for the concept of creating the dictionary.

We will assign Minor's name as a subject heading and will find the correct form for that in the Names as Subject session. How would we bring out the fact that Minor was "an inmate at an asylum for the criminally insane"?

### Searching LCSH for the topic: Asylums

**Asylums** (May Subd Geog)

- UF Benevolent institutions
- Charitable institutions
- Homes (Institutions)
- BT [Charities](#)
- [Public institutions](#)
- [Public welfare](#)
- NT [Almshouses](#)
- [Blind--Institutional care](#)
- [Deaf--Institutional care](#)
- [Psychiatric hospitals](#)
- [Women--Institutional care](#)

There are a number of ways to approach this.

If you began by searching the term **Asylums** in *LCSH*, you would find that it is an established heading. However, the UF references indicate that this heading is used for all types of benevolent or charitable institutions of this sort, and the NT references show that headings have been established for specific types of asylums. The narrower term **Psychiatric hospitals** is more appropriate.

## Following the NT reference: **Psychiatric hospitals**

**Psychiatric hospitals** (May Subd Geog)

[\[RC439-439.4\]](#)

UF Hospitals--Psychiatric services

Mental hospitals

Mental institutions

Mentally ill--Hospitals

Psychiatry in general hospitals

BT [Asylums](#)

[Mental health facilities](#)

[Specialty hospitals](#)

NT [Interns \(Psychiatry\)](#)

[Violence in psychiatric hospitals](#)

**Psychiatric hospitals--Administration**

NT [Psychiatric hospitals--Admission and discharge](#)

When we follow the NT reference to see the entry for **Psychiatric hospitals**, this appears to be the right subject heading to express the type of institution in which Minor was a patient. If we had started by searching any of the UF terms, such as Mental hospitals or Mental institutions, we would have been led directly to this heading.

However, it does not convey anything about the “inmates” or patients in the facility. This heading is followed by several subdivided headings that bring out specific aspects of psychiatric hospitals. Several entries down, we find Psychiatric hospitals—Patients listed, with a USE reference referring us to the heading **Psychiatric hospital patients**.

### Following the USE reference

Psychiatric hospital care--Length of stay  
USE [Psychiatric hospitals--Length of stay](#)

Psychiatric hospital inmates  
USE [Psychiatric hospital patients](#)

→ **Psychiatric hospital patients** (May Subd Geog)

UF Psychiatric hospital inmates  
Psychiatric hospitals--Inmates  
Psychiatric hospitals--Patients  
BT [Hospital patients](#)  
[Mentally ill](#)

**Psychiatric hospital patients--Restraint**

BT [Psychiatric hospital care](#)  
[Restraint of patients](#)

Following the USE reference, we find the entry for **Psychiatric hospital patients**. Note that it may be subdivided geographically.

**Mentally ill** (May Subd Geog)

- UF Insane [Former Heading]
- Mental illness--Patients
- Mental patients
- Mentally disordered
- BT [Sick](#)
- RT [People with mental disabilities](#)
- NT [Children of the mentally ill](#)
- [Church work with the mentally ill](#)
- [Dangerously mentally ill](#)
- [Depressed persons](#)
- [Discrimination against the mentally ill](#)
- [Ex-mental patients](#)
- [Families of the mentally ill](#)
- [Killing of the mentally ill](#)
- [Libraries and the mentally ill](#)
- [Manic-depressive persons](#)
- [Narcissists](#)
- [Neurotics](#)
- [Police services for the mentally ill](#)
-  [Psychiatric hospital patients](#)
- [Psychopaths](#)
- [Psychotherapy patients](#)
- [Schizophrenics](#)

Another way to approach this topic might be to search LCSH under the term “mentally ill.” This is an established LC heading and might at first glance seem to be at the right level of specificity. A look at the NT references shows that the more specific term for **Psychiatric hospital patients** is listed.

Using either approach – beginning with the type of institution or with the “class of persons” – the cataloger can get to the appropriate heading: **Psychiatric hospital patients**.

A reminder: in this session, we are focusing on finding main headings for the primary topics of resources, so we won’t go on to assign subdivisions to headings at this point.

**\*\*[NOTE: the heading assigned to this book has geographic and form subdivisions:**

***Psychiatric hospital patients \$z Great Britain \$v Biography***

*This example will be mentioned in the upcoming slides on bringing out geographic and form aspects, and also in slides on arrays of headings.]*

## Searching LCSH: Lexicography

Lexicography (May Subd Geog)

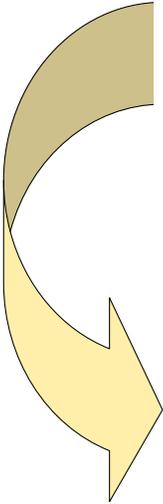
BT [Encyclopedias and dictionaries](#)

SA subdivision **Lexicography** under individual languages and groups of languages and under individual religions, e.g. **English language--Lexicography; Buddhism--Lexicography**

NT [Business--Lexicography](#)  
[Encyclopedias and dictionaries--History and criticism](#)  
[Library science--Lexicography](#)  
[Mathematics--Lexicography](#)  
[Medicine--Lexicography](#)  
[Science--Lexicography](#)  
[Sublanguage--Lexicography](#)  
[Technology--Lexicography](#)  
[Toponymy](#)  
[Translating and interpreting--Lexicography](#)

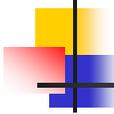
**English language--Lexicography**

UF English language--Dictionaries--History and criticism



**Intro:** next we'll consider different approaches to finding a heading for the topic of the creation of the dictionary. If you were familiar with the term lexicography (the editing or making of a dictionary), you might start by searching that term in LCSH.

**Lexicography** is an established heading. The general See Also reference indicates that the use of the subdivision **--Lexicography** under the heading **English language** would be appropriate.



## Searching *LCSH*: Dictionaries

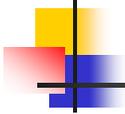
Dictionaries  
USE **Encyclopedias and dictionaries**

**Encyclopedias and dictionaries**  
*[Long scope note, which includes:]*  
... Works about dictionaries of a specific language are entered under the heading for the language with subdivision Lexicography, e.g. English language--Lexicography

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If you were not familiar with the term lexicography, you could find your way to the correct heading in *LCSH* even by beginning with a search on the term “dictionaries.”

A USE reference leads you to the established heading **Encyclopedias and dictionaries** and the extensive scope note for this heading (greatly abbreviated here) directs you to use the heading **English language—Lexicography**.



## Searching a library catalog

- Keyword search: making and dictionar?
- Returns some relevant hits:
  - The making of Johnson's dictionary, 1746-1773*
  - English language \$x Lexicography \$x History**
  - \$y 18th century**
- Some false drops:
  - Cassell illustrated dictionary of lacemaking*
  - Lace and lace making**

15

**Intro:** Here is an example of one other approach to finding the established heading for this topic. It can be useful to search in library catalogs or bibliographic utilities to find similar works and examine the subject headings assigned, particularly if you are cataloging in a subject area that you do not know well.

**\*\*ANIMATED SLIDE: click to bring in keyword search terms**

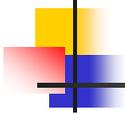
**1<sup>st</sup> bullet:** Here is a keyword search that could be effective in a library catalog: the word “making” and the truncated “dictionar?” (to retrieve dictionary, dictionaries, etc.). The question mark is used in many systems to truncate words, but other methods are used as well.

**\*\*\*ANIMATED SLIDE: click to bring in relevant hit – 3 times for 3 lines**

**2<sup>nd</sup> bullet:** This book about the making of Johnson’s dictionary was assigned the subject heading **English language \$x Lexicography** (with further subdivision by century)

**\*\*\*ANIMATED SLIDE: click to bring in false drop – 3 times for 3 lines**

**3<sup>rd</sup> bullet:** Keyword searching generally means sifting through some irrelevant hits as well.



## Example 2

- Example: cataloging a longitudinal study of “career criminals”
- *LCSH* search: no heading or references
- Keyword search in library catalog returns:  
*Redefining the career criminal : priority prosecution of high-rate dangerous offenders.*  
**Recidivists \$z United States**

16

**Intro:** Here is an example on a different topic, in which it could be useful to search in a library catalog for ideas.

**1<sup>st</sup> bullet:** you are cataloging a longitudinal study of “career criminals”

**2<sup>nd</sup> bullet:** you search *LCSH* under the term “career criminal” and find that it is not an established heading or a USE reference to another term.

**3<sup>rd</sup> bullet:** you try a keyword search in a library catalog, truncating (criminal?) to pick up various word endings. There are a few relevant hits, including this title, with the subject heading **Recidivists** used to express the concept of career criminals.

## Searching *LCSH* : Recidivists

**Recidivists** (May Subd Geog)

[\[HV6049\]](#)

- UF Chronic offenders
- Habitual criminals
- Habitual offenders
- Offenders, Chronic
- Offenders, Habitual
- Offenders, Repeat
- Offenders, Serial
- Repeat offenders
- Repeaters (Crime)
- Serial offenders

BT [Criminals](#)

RT [Ex-convicts](#)

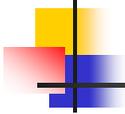
NT [Juvenile recidivists](#)

You can't assume headings that you find on a bibliographic record are valid – always check in *LCSH* or in the authority file.

Here we are checking the heading **Recidivists** in *LCSH*. It is an established heading.

If we had begun by searching any of the numerous UF references (Habitual criminals, Repeat offenders) in *LCSH*, we would have been led to this heading. Also, we might have begun with a broader search on the term **Criminals** (see BT in this entry) and followed the NT reference here.

**\*\*[NOTE: Instructors could mention that this might be a good candidate for a SACO proposal to add the cross-reference Career criminals]**



## General principles

- General principles for assignment of headings are found in *SHM* H 180
- Describes practices followed by the Library of Congress in assigning subject headings to a work
- A library may choose to vary from these practices for local reasons

18

**Intro:** We went through these examples without talking about the general principles for assignment of headings just to give you a sense of how you might begin to find LC subject headings to express a topic. Now we'll talk about the principles.

**1<sup>st</sup> bullet:** General principles related to the number of headings to assign to a work, the order of the headings, etc. are found in *SHM* 180 Assigning and constructing subject headings.

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** The instruction sheet contains a description of the general practices followed by the Library of Congress in assigning headings to a work. A library may choose to vary from these practices if there are local reasons to do so; for example, a special library may choose to assign headings relating to its area of specialization even if the material represents less than 20% of the content of the item being cataloged.



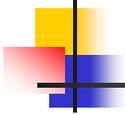
## Number of headings

- **General rule:** Assign one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics
- **LC practice:** Assign headings only for topics that comprise at least 20% of the work

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*[text from entire slide]*

In practice it is sometimes the case that one heading is sufficient, and in most cases a maximum of six headings may be assigned. It is Library of Congress practice never to assign more than ten headings. Note also that there are some works for which no subject headings are assigned because of their very general or amorphous nature, for example a general periodical or a collection of essays with no discernable theme.



## Choosing headings

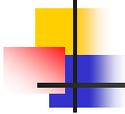
- Objectivity
  - Avoid assigning headings that label topics or express personal value judgments
  - Consider the intent of the author or publisher
- Cataloging treatment
  - For periodicals, etc., assign headings that characterize the contents of the resource as a whole
  - To an analytic in a set, assign headings that represent the specific contents of the item

20

**Intro:** There are some important principles to keep in mind when choosing which subject headings to assign.

**1<sup>st</sup> bullet:** Objectivity: H 180 states: “Avoid assigning headings that label topics or express personal value judgments regarding topics or materials. Individual cataloger knowledge and judgment inevitably play a role in assessing what is significant in a work’s contents, but headings should not be assigned that reflect a cataloger’s opinion about the contents. Consider the intent of the author or publisher and, if possible, assign headings for this orientation without being judgmental. Follow stated intentions of the author or publisher in such matters as readership, audience level, treatment as fact or fiction, etc.”

**2<sup>nd</sup> bullet:** Cataloging treatment should guide the assignment of subject headings. To records representing periodicals, monographic series, multi-part items, or integrating resources, assign headings that characterize the contents of the resource as a whole. On the other hand, to a record that represents an analytic in a collected set, assign headings that represent the specific contents of the analytic item. The same principle applies to integrating resources like web sites. To a record that represents the whole site, assign headings that represent its overall contents and intended scope, not what might be posted only to one part of the site or what might appear for a limited time period.



## Choosing headings (cont.)

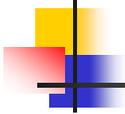
- **Specificity**
  - Assign headings that are as specific as the material covered
  - Consider proposing a new heading if no specific heading is found or can be constructed
  - Assign broader headings only when not possible to assign a precise heading or when called for in *SHM*

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**Specificity:** Assign headings that are as specific as the material covered. A given subject heading may be specific or general depending on the situation. For example, the heading **Psychology** would be a specific heading when assigned to an introductory text on psychology. Refer to the hierarchical reference structure of LCSH to determine the most specific heading in any given situation.

If no specific heading is found or can be constructed (using an existing heading/free-floating subdivision combination), consider proposing a new heading. We'll cover this in a later session of the workshop; instructions for proposing a new subject heading can be found in H 187.

Broader headings should not be assigned in cases where a new proposal can be made. Broader headings are assigned only when it is not possible to assign a precise heading, when an array of headings is needed to express the topic, or when the SHM calls for the assignment of a broader heading (e.g. H 1334 and H 1334.5 contain instructions to add a heading of the type **[City]—Buildings, structures, etc.** to works that discuss an individual named building or a category of buildings in a city from the architectural standpoint).



## Choosing headings (cont.)

- General topic and subtopic
  - If a work discusses a general topic with emphasis on a specific subtopic, assign headings for both if the subtopic represents at least 20% of the work

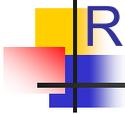
*Revolutions yesterday and today*  
[survey of revolutions, emphasis on one]

**Revolutions \$x History**  
**Cuba \$x History \$y Revolution, 1959**

22

**Intro:** If a work discusses a general topic with emphasis on a specific subtopic, assign a heading for the general topic and the subtopic if the latter represents at least 20% of the work.

This survey of revolutions has emphasis on the Cuban Revolution of 1959.



## Rule of three

- A work may discuss several distinct topics of a broader concept
- Assign up to three headings for such distinct topics

Title: *Guide to skiing, snowboarding, and tobogganing*

**Skiing**  
**Snowboarding**  
**Tobogganing**

*not* broader heading: Winter sports

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**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]*



## Rule of three (cont.)

- If one heading exists that encompasses the 2 or 3 sub-topics discussed and no other topics, assign that heading

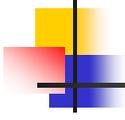
Title: *Single moms, single dads: help and hope for the one-parent family*

**Single parents**  
*not* **Single mothers** and **Single fathers**

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*[text from slide]*

If there isn't a broader heading that exactly encompasses the 2 or 3 sub-topics, then assign those sub-topics instead.



## Rule of three (cont.)

- If the work discusses more than three subtopics, assign the broader heading (unless the rule of four applies)

Title: *Encyclopedia of dance* (covers ballet, jazz, tap and ballroom dancing)

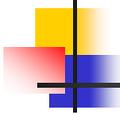
**Dance**

*not* Ballet  
Jazz dance  
Tap dancing  
Ballroom dancing

25

*[text from slide]*

In the earlier example of the guide to skiing, snowboarding, and tobogganing: if the work also covered ice skating, you would assign the broader heading **Winter sports** rather than headings for the distinct topics.



## Rule of four

Rule of four:

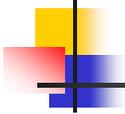
- In some cases, it may be preferable to assign headings for 4 subtopics of a broad concept
- Example: a heading covers a broad range (**American literature—History and criticism**) and each subtopic forms only a small portion of that whole range (criticism of an individual author)
- LC practice is not to exceed 4 subtopics

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**1<sup>st</sup> bullet:** In some cases, it may be preferable to assign headings for four subtopics of a broad concept. If a heading covers a broad range and each subtopic forms only a small portion of that whole range, assign the four subtopics instead.

**2<sup>nd</sup> bullet:** For example, for a discussion of the works of four American literary authors, a heading for each author may be assigned, since the heading **American literature—History and criticism** covers the work of all American authors.

**3<sup>rd</sup> bullet:** It is LC practice not to exceed four subtopics under any circumstance.



## Multiple headings, arrays and reciprocals

- A resource may discuss a topic for which a single heading does not exist:
  - Title: *Privacy in the workplace*
  - Employee rights \$z United States**
  - Privacy, Right of \$z United States**
- Some topics call for pairs of headings referred to as reciprocals:
  - France—Relations—Germany**
  - Germany—Relations—France**
- Arrays of headings are used for certain topics

27

**1<sup>st</sup> bullet:** A resource may discuss a topic for which a single heading does not exist and cannot be formulated. In this case, multiple headings are assigned to bring out the various aspects of the topic as a whole.

Example: for this book on workers' rights to privacy in the U.S., the following headings would be needed:

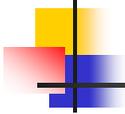
**Employee rights \$z United States**  
**Privacy, Right of \$z United States**

**2<sup>nd</sup> bullet:** In addition, some topics call for pairs of headings referred to as reciprocals. Additional example:

**Spain—Commerce—Italy**  
**Italy—Commerce—Spain**

**3<sup>rd</sup> bullet:** *SHM* also call for arrays of subject headings for certain topics. H 1225 Archaeological Works, H 1250 Art and Fine Art, and H 1330 Biography are examples of instruction sheets that call for a standard array of headings.

**\*\*[NOTE: example of H 1330 in next slide]**



## Example: H 1330 Biography

- Assign an appropriate combination of the following types of headings to a biography:
  - name heading(s) for the person(s)
  - if possible, a “class of persons” heading with the form subdivision **–Biography**
  - if appropriate, headings to bring out the person’s association with a place, organization or involvement with a specific event
  - topical headings appropriate for the work

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**Intro:** this is an example of an array of headings that might be assigned to a biography.

*[text from slide, condensing or paraphrasing as appropriate]*

We’re going to continue using the *Professor and the Madman* example to illustrate some of the points in the upcoming slides. Keep in mind that later sessions in the workshop go into greater detail about these practices.

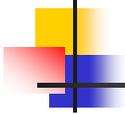
Following the instructions in H 1330, we would assign a “class of persons” heading for Murray and Minor, in addition to the name headings. We already found one “class of persons” heading for Minor: **Psychiatric hospital patients**. As noted here, we would add the form subdivision **–Biography** to that heading. In addition to that, we might assign a “class of persons” heading to reflect that Minor was a Civil War veteran, followed by **–Biography**.

**\*\*[NOTE: this is a complex heading that would be difficult to convey orally; for your reference, it is:**

***United States—History—Civil War, 1861-1865—Veterans—Biography.]***

For James Murray, the “class of persons” heading would be **Lexicographers**.

We would also assign topical headings appropriate for the work. At the end of the course, you will see the full array of headings assigned to this book.



## Additional aspects of a work

- Place
  - geographic headings and subdivisions (H 690-H 910)
  - adjectival qualifiers (H 320 and H 350)
- Time
  - chronological headings and subdivisions (H 620)

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**Intro:** Place, time, named entities and form are other aspects of a work that can be brought out in subject headings. These aspects can be brought out by means of main headings, adjectival qualifiers in main headings, or subdivisions.

**Place:** geographical aspects of a topic may be expressed by geographic headings and subdivisions and by adjectival qualifiers. H 690- H 910 give guidance on the use of geographical headings and subdivisions, and H 320 and H 350 describe the use of national adjectival qualifiers.

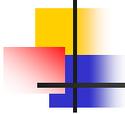
**Time:** LCSH allows for the expression of chronological aspects of a work in many cases. Refer to H 620 for a discussion of chronological headings and subdivisions.

For the *Professor and the Madman* example, it's appropriate to bring out the geographic aspect with the "class of persons" heading **Psychiatric hospital patients:**

**Psychiatric hospital patients \$z Great Britain**

We would also want to bring out a chronological aspect: this is a historical treatment of the making of an English language dictionary. We will see how to do that in a later session.

\*\*[NOTE: the heading is provided here for your information; it will be noted in the session on Chronological Subdivision: **English language \$x Lexicography \$x History \$y 19th century**]



## Additional aspects of a work (cont.)

- Named entities
  - Headings from the name authority file or the subject authority file (H 430, H 405)
  - Headings of this type may be assigned when important even if not 20% of contents
- Form
  - Form headings and subdivisions to bring out what the item is; see instruction sheets for the type of material

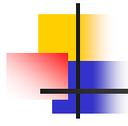
30

**Named entities:** headings from either the name authority file or the subject authority file may be assigned to bring out individual persons, families, corporate bodies, uniform titles, events, buildings, products, etc. Headings of this type may be assigned when these aspects are important for the subject matter of a work even if they do not make up 20% of the total contents. H 430 discusses assigning name headings as subjects (covered in a later session) and H 405 gives instructions concerning which file to consult for authority records for ambiguous named entities.

**Form:** Form headings and subdivisions are assigned to bring out what the item itself is, i.e., the format of the item or the particular type or arrangement of the data it contains. Refer to the SHM for guidance on which headings and subdivisions are approved for usage. Examples: H 1540 Dictionaries, H 1631 Genealogy, H 1659 Illustrations, H 1690 Juvenile materials, H 2070 Software, H 2227 Treaties.

For the *Professor and the Madman* example, we identified three named entities that would get subject headings: James Murray, W.C. Minor and the OED. We noted earlier that for biographies, H 1330 calls for a “class of persons” heading with the form subdivision –**Biography**. The heading in its final form is:

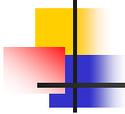
**Psychiatric hospital patients \$z Great Britain \$v Biography**



## Order of subject headings

---

- The first subject heading should:
  - reflect the primary topic or focus of the work
  - generally correspond to the assigned call number
- Other headings should follow in descending order of importance



## Differences between full and core level

- Instructions for assigning subject headings to core level records: H 170
- Core standards call for the assignment of AT LEAST one or two headings
- Assign headings at the appropriate level of specificity

32

**Intro:** We've discussed the principles outlined in H 180 Assigning and Constructing Subject Headings. The SHM also provides guidance in assignment of subject headings to core level records.

Core level record standards are designed to be used within the context of the Program for Cooperative Cataloging's national cataloging program, BIBCO, and to support the goals of the program to provide timely, cost-effective cataloging that meets commonly accepted standards. Core level cataloging contains a complement of data elements judged sufficient to provide an acceptable level of access to materials. It is more complete than minimal level cataloging, but less complete than full level cataloging. Emphasis is placed on cataloger's judgment, with the flexibility to add elements when deemed appropriate or necessary for identification or access.

**1<sup>st</sup> bullet:** *[text from slide]* H 170 also provides background on the core level record standard.

**2<sup>nd</sup> bullet:** Core standards call for the assignment of AT LEAST one or two headings from the subject authority file and/or the name authority file when appropriate.

**3<sup>rd</sup> bullet:** *[text from slide]*

Example: for a title on library architecture, assign the specific heading **Library architecture** rather than the broader heading **Architecture**. Use subdivisions to bring out aspects of the topic as you would in full level cataloging (**Library architecture \$z China \$v Designs and plans**).



## Differences between full and core level (cont.)

- Headings should reflect the essential subject focus of the work
  - secondary and tertiary subjects will normally not be represented in core level records, even if they constitute 20% of the work
- More than one or two headings may be called for in some situations:
  - compound or multi-element topic, no single heading exists or can be formulated
  - reciprocal headings are used
  - a standard array of headings is called for in the SHM

33

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** Example for reciprocal headings:

**[place 1]–Foreign relations–[place 2]** and

**[place 2]–Foreign relations–[place 1]**

Example for standard array of headings: biographies

Music catalogers should note that there are special guidelines for assigning subject headings to core level records to music recordings; these are also explained in H 170.



## Checking results

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After completing subject analysis, ask:

- Do the assigned headings group this work with similar works?
- Do the headings capture the essence and spirit of the work?
- Do they capture what is special or unique about the work?

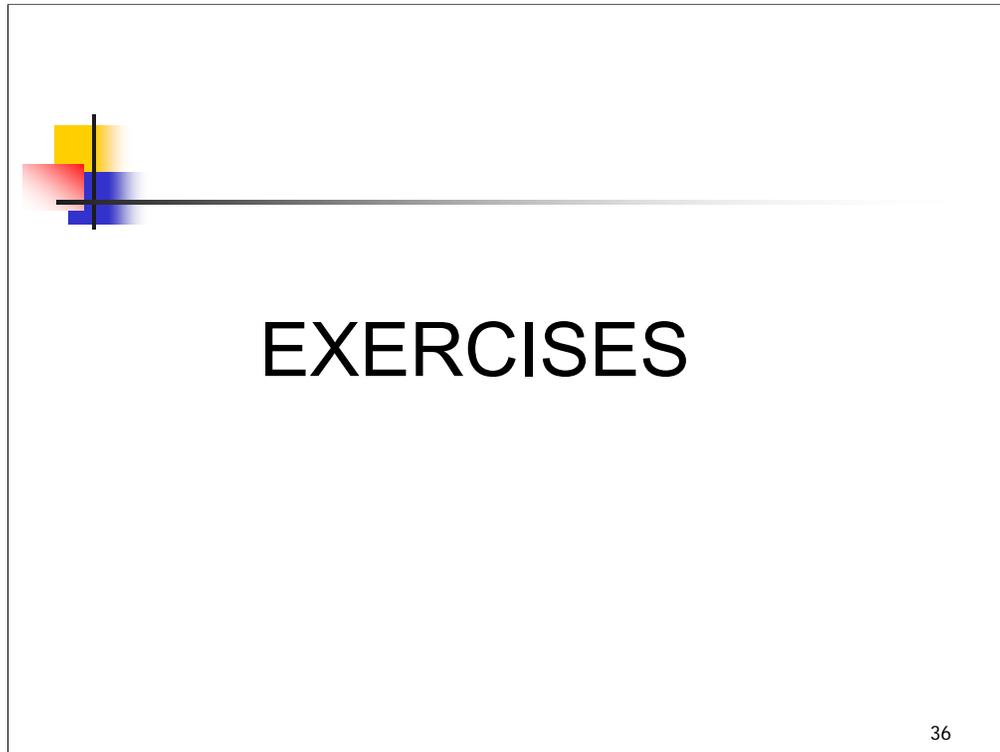


## Checking results (cont.)

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Imagine you are a reader and ask yourself:

- Would you look under these headings to find this type of material?
- Would you be satisfied if you wanted material on this topic and you found this work?



**Intro:** We will do an exercise to illustrate the application of the rule of three and rule of four. You have a list of titles and two entries from LCSH. Decide which main subject heading or headings you would assign to these works.

**\*\*[NOTE:** *These entries were selected from LCSH because the concepts and terms should be familiar to most attendees. One heading that may be unfamiliar is **Mithun** (NT under **Livestock**), so information is provided here in case people ask: the mithun (or mithan or gayal) is the domesticated version of the gaur, a species of wild ox from Southeast Asia. Latin name is *Bos frontalis*.]*

## Application of Main Headings: Exercise

Based on the following entries from LCSH, what main subject heading(s) would you assign for the following publications?:

1. *Encyclopedia of mules and horses*
  
2. *Encyclopedia of horses, donkeys, and mules*
  
3. *Horses, swine, and other four-legged farm animals*
  - a. *Coverage: horses 30%, swine 30%, others 40%*
  
  - b. *Coverage: no animal constitutes 20%*
  
4. *Cows, ewes, hens, and mares of the farm*
  
5. *Guide to cows, bulls, and calves*
  
6. *Farm animals : a guide for sheep, pigs, and goats*
  
7. *Farm animals : a guide for chicken, ducks, geese, and turkeys*
  
8. *How to tell male and female livestock apart*

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**Livestock** (May Subd Geog)[SF1-140](#) (General)

UF Animal husbandry

Farm animals

Live stock

Stock (Animals)

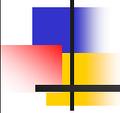
Stock and stock-breeding [Former Heading]

BT [Agriculture](#)[Animal culture](#)[Animal industry](#)[Domestic animals](#)RT [Food animals](#)[Herders](#)[Range management](#)[Rangelands](#)

SA headings beginning with the word Livestock

NT [Cattle](#)[Donkeys](#)[Draft animals](#)[Female livestock](#)[Feral livestock](#)[Goats](#)[Horses](#)[Male livestock](#)[Mithun](#)[Mules](#)[Photography of livestock](#)[Poultry](#)[Sheep](#)[Swine](#)**Female livestock** (May Subd Geog)BT [Females](#)[Livestock](#)NT [Cows](#)[Ewes](#)[Hens](#)[Mares](#)[Sows](#)

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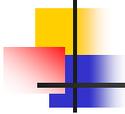


# Application of Subdivisions

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## Session 7

1



## Application of subdivisions

- What kinds of subdivisions may be used under main headings?
- Where do catalogers look for guidance in applying subdivisions under main headings or other subdivisions?
- What are the basic steps to follow when creating heading strings and checking for conflicts?

2

**Object:**

The object of this session is to give an overview of application of subdivisions once catalogers have selected main headings to use for a work. The session will introduce different types of subdivisions (established and free-floating, including multiples) and describe steps for determining correct application. Emphasis is placed on application of free-floating subdivisions using lists from the *SHM*.

The examples and exercises in this section are intended to familiarize trainees with the general process of applying subdivisions. More detailed explanation of geographic and chronological subdivision practices follows in the next sessions.

Attendees may find it useful to take out Appendix D in order to refer to the material during this session.

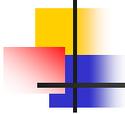
**Warm-up Exercises:**

From your own observation of catalog records from various sources, do catalogers apply subdivisions correctly? Consistently? What kinds of problems have you noticed? For those who have created subject heading strings, what kinds of problems have you encountered in applying subdivisions?

**References:**

The instructor is advised to review the following:

SHM            H 1075-1200  
                  H 180 (10-11, 16) ; H 362 ; H 620



## Applying subdivisions: basics

- Subdivisions are used in *LCSH* to:
  - Bring out various aspects of a topic
  - Subarrange a large file
- Tools:
  - *Subject Headings Manual (SHM)* (especially H 1075-1200)
  - *LCSH*
  - Authority records
  - *Free-Floating Subdivisions: an Alphabetical Index*

3

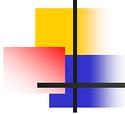
**Intro:** First we'll review some basic concepts about the function of subdivisions and the tools you'll need to apply them.

**1<sup>st</sup> bullet:** [*text from slide*]

Subdivisions may bring out topical, geographic, chronological, and/or form aspects.

**2<sup>nd</sup> bullet:** [*text from slide*]

In *SHM*, instruction sheets H 1075-1200 must be used routinely as catalogers construct LC subject headings, but other instruction sheets are used as well.



## Authorized subdivisions: established and free-floating (1)

**Established:** established editorially for use under a particular heading

- generally represent unique concepts or are applicable to only a few headings

Examples:

**Cinematography \$x Special effects**

**Airports \$x Access roads**

4

**Intro:** “Authorized subdivisions” are subdivisions that may be applied to particular subject headings according to LC policy. There are two different types of authorized subdivisions: established and free-floating.

**Established** [*text from slide*]

This means that a subject authority record is created.

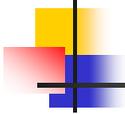
**Examples:** [*text from slide*]

Both subdivisions are concepts that are particular to just a few topics.

\*\*[**NOTE:** *instructor may wish to solicit ideas about other topics/headings to which these subdivisions might be applicable:*

***\$x Special effects is also established under Computer drawing, Lighting, Television broadcasting, Theaters***

***\$x Access roads is also established under Beaches, Ferries, Fishing, Harbors]***



## Authorized subdivisions: established and free-floating (2)

**Free-floating:** may be used under certain types of headings without being established editorially

- represent concepts common to several fields or applicable to numerous headings

Examples:

Biochemistry \$v **Congresses**

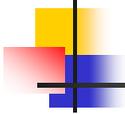
Short stories, American \$x **History and criticism**

5

**Free-floating subdivisions** [*text from slide*]

**Examples:** [*text from slide*]

These are very general concepts that could apply to many different topics/ headings.



## Where to look for...

Established [heading]—[subdivision] combinations:

- *LCSH*
- Authority records

Free-floating subdivisions:

- *SHM*
- *Free-Floating Subdivisions: an Alphabetical Index*
- Subdivision authority records

6

**Intro:** where do you look to find subdivisions that may be used under a heading?

**Established** [*text from slide*]

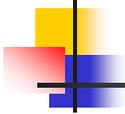
We'll see an example of this in a moment.

**Free-floating** [*text from slide*]

Much of this session will focus on finding and applying free-floating subdivisions correctly, primarily using the *SHM*.

You will find that authority records exist for some [main heading]—[free-floating subdivision] combinations. Authority records are not **needed** to authorize their use but some have been created when they are needed as references or as part of the structure of other headings. For example, there is an authority record for **Birds \$x Anatomy** even though **\$x Anatomy** may be used on a free-floating basis under the heading **Birds**. **Birds \$x Anatomy** is needed as a BT reference on another established heading (**Feathers**).

It's a good idea for new catalogers to spend time looking over the lists of free-floating subdivisions to get an idea of the concepts that might be expressed in this way; browsing *Free-Floating Subdivisions: an Alphabetical Index* and *SHM* instruction sheets H 1095-1200 are excellent ways to get this overview.



## Application of established subdivisions

- Example: cataloging the title *Film magic*, which describes the art and science of special effects
- Main heading: **Cinematography**
- Search the heading in *LCSH* or subject authority file to find established subdivisions

7

**Intro:** Here's an example of how you might discover that an appropriate subdivision has been established under a main heading.

**1<sup>st</sup> bullet:** you're cataloging this title [*text from slide*]

**2<sup>nd</sup> bullet:** you've found the main heading **Cinematography**

**3<sup>rd</sup> bullet:** [*text from slide*]

**\*\*[NOTE:** many catalogers might begin by searching for the phrase "special effects" in *LCSH* or the subject authority file. There is a cross reference from **Special effects (Cinematography)** to **Cinematography \$x Special effects.**]

## Subdivisions established under **Cinematography**

### **Cinematography--Processing** (May Subd Geog)

[\[TR886.2\]](#)

- UF Cinematographic processing
  - Cinematography--Darkroom technique
  - Darkroom technique in cinematography
  - Processing, Cinematographic
- BT [Photographic chemistry](#)
- NT [Cinematography--Printing processes](#)

### **Cinematography--Scientific applications** (May Subd Geog)

[\[TR893-893.8\]](#)

- UF Motion pictures--Scientific applications
- NT [Cinematography, High-speed](#)
  - [Medical cinematography](#)

### **Cinematography--Special effects**

[\[TR858\]](#)

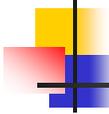
- UF Motion pictures--Special effects
  - Special effects (Cinematography)
- RT [Trick cinematography](#)



**Intro:** this is a screen shot from *LCSH* on Classification Web.

Here are examples of just three of the subdivisions established under the heading **Cinematography**.

The third entry, **Cinematography—Special effects**, would be an appropriate choice for the work *Film magic*.



## Application of free-floating subdivisions

Free-floating subdivisions may be applied to many headings, BUT...

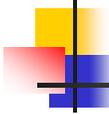
- “free-floating” does not mean that a subdivision may be applied to any heading
- catalogers must follow guidelines in the *SHM* to determine which subdivisions may be “freely” assigned to which headings

9

**Intro:** Now we will look at free-floating subdivisions: how catalogers identify them and assign them to headings.

First, an important point to emphasize: [*text from entire slide*]

The following slides will outline the factors that catalogers must take into account when assigning free-floating subdivisions.



## Before assigning a free-floating subdivision, consider:

Is it appropriate under the main heading?

- Look for guidance in the *SHM*, in subdivision authority records

Example: *Research in atomic structure*

- Main heading: **Atomic structure**
- Free-floating subdivision? **\$x Research ?**
- *SHM* says: not assigned to works that discuss the results of research in a particular field

10

**Intro:** Here is the first factor to consider:

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET OR LINE**

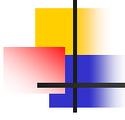
[text from slide up to example]

**Example, 1<sup>st</sup> bullet:** you're cataloging a monograph, *Research in atomic structure*, and have assigned the main heading **Atomic structure**.

**2<sup>nd</sup> bullet:** The free-floating subdivision **\$x Research** exists, but should you assign it? How is that free-floating subdivision applied?

**3<sup>rd</sup> bullet:** Instructions in the *SHM* specify that this subdivision may or may not be appropriate, depending on the nature of the work; it is not assigned to works that discuss the **results** of research in a particular field. It **would** be appropriate for a work that discusses comprehensively all aspects of research, such as proposals, finance, goals, etc., as applied to the topic.

**\*\*[NOTE: instructor may wish to locate *\$x Research* in H 1095 and follow link to H 2020, where section 2 addresses *\$x Research* as a free-floating subdivision.]**



## Before assigning... consider:

Does it conflict with a previously established heading?

- Search the authority file or *LCSH*

Example:

**\$x Philosophy** is free-floating under topical headings, so:

**Feminism \$x Philosophy** appears valid

11

**Intro:** Before assigning a free-floating subdivision to a heading, consider whether the new heading string conflicts with a previously established heading.

**Example:** *[text from slide]*

We'll check *LCSH* to see if there is a conflict with another heading.

Feminism--Indian influences   
BT [Indians](#)

Feminism--International cooperation   
NT [International Women's Decade, 1976-1985](#)  
[International Women's Year, 1975](#)

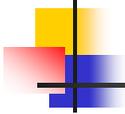
Feminism--Moral and ethical aspects (May Subd Geog)   
RT [Feminist ethics](#)

 Feminism--Philosophy  
USE [Feminist theory](#)

Feminism--Religious aspects   
NT [Bible and feminism](#)

When we check *LCSH* for this [heading]—[subdivision] combination, we find a USE reference to the established heading **Feminist theory**.

We'll practice checking for conflicts in the examples and exercises that follow.



## Before assigning... consider:

Is it redundant?

- Don't assign a free-floating subdivision if the topic of the subdivision is already implied in the heading itself

Example:

**\$x Government policy**  
is not used under topics that are inherently governmental in nature (e.g., City planning)

13

\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET OR LINE

**Intro:** the last factor to consider: Is it redundant? [*text from slide*]

**Example:** [*text from slide*]

In some cases, there will be a reference from a [main heading]—[subdivision] combination to the main heading by itself:

Rain forests \$z Tropics

USE **Rain forests**

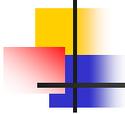
Community development \$x Government policy

USE **Community development**

In some cases there are instructions only in the *SHM* regarding use of a subdivision:

H 1627: Do not use the subdivision –**Folklore** under topics that are inherently folkloric, such as Evil eye; Ghosts; Mermaids.

The subdivision authority records for –**Folklore** don't contain this instruction.



## Types of free-floating subdivisions

- Form and topical subdivisions of general application (H 1095)
- Free-floating subdivisions under specific types of headings (H 1100-1145.5)
- Free-floating subdivisions controlled by pattern headings (H 1146-1200)
- “Multiple” subdivisions (H 1090)

14

**Intro:** There are different types of free-floating subdivisions, and instruction sheets in the *SHM* that describe application of each type.

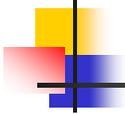
The types of free-floating subdivisions listed here are also described in the introductory paragraphs in H 1095.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

*[text from entire slide]*

We'll look at each of these types in turn.

Fuller guidelines for application of some free-floating subdivisions are found in instruction sheets for specific topics (for example, H 1647 for **\$x History**). In such cases, a link to the appropriate instruction sheet(s) appears next to the entry for the subdivision in the free-floating lists and in a separate column in *Free-Floating Subdivisions: an Alphabetical Index*. We'll see some examples of this in the following slides.



## Free-floating subdivisions of general application: H 1095

Subdivisions on this list represent:

- common concepts widely used across disciplines, or
- physical or bibliographic forms that could apply to nearly any heading

Some restrictions on application still apply!

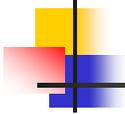
15

**Intro:** First, free-floating subdivisions of general application, in H 1095.

*[text from slide through 2<sup>nd</sup> bullet]*

**\*\*[OPEN SHM H 1095 to show briefly; or note that there is an excerpt from H 1095 in Appendix D.1.]**

Even though this is the most general list, there are still restrictions on application of the subdivisions listed in H 1095. The entry for each subdivision identifies the types of headings under which it may be used.



## H 1095 examples (1)

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**\$v Exhibitions** (*H 1593*)  
Use under subjects.

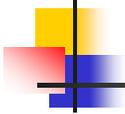
This subdivision may be used under all types of headings: geographic, personal, corporate, title, and topical. Further guidance is given in H 1593.

16

**Intro:** Let's take a closer look at a few entries from this list and talk about the ways in which each may be applied.

*[text from entire slide]*

Note \$v coding: this is a form subdivision.



## H 1095 examples (2)

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**\$x Mathematical models (H 2040)**  
Use under topical headings.

This subdivision may be used under headings tagged 150 as well as under headings with other tags that are divided by topical subdivisions.

17

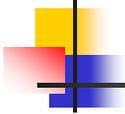
**Intro:** In this example, the usage note is different.

*[text from entire slide]*

The phrase “Use under topical headings” is more restrictive than “Use under subjects”, which includes geographic, personal, corporate and title headings. These types of headings can become “topical headings” only when divided by topical subdivisions.

Also note that “headings tagged 150” assumes that you are looking at the authority record for the heading. In a bibliographic record, such a heading would be tagged 650.

Here also, further guidance is given in instruction sheet H 2040.



## H 1095 examples (3)

Examples of application:

- Air quality \$x Mathematical models**
- United States \$x Economic policy**
- \$x Mathematical models**

*But not.*

- United States \$x Mathematical models

18

**Intro:** Let's take a look at how you might apply this subdivision, keeping in mind the usage note: Use under topical headings.

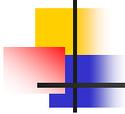
**1<sup>st</sup> example:** **Air quality** is a topical heading, tagged 150, so this application is correct.

**2<sup>nd</sup> example:** **United States** is a geographic heading, tagged 151, but it is divided by a topical subdivision, **\$x Economic policy**. So the [heading]—[subdivision] combination is considered a topical heading.

**3<sup>rd</sup> example:**

\*\*[ASK attendees if they can see why this is not done?]

This would be incorrect, because the heading **United States** is a geographic heading, not a topical heading. It's also not very logical; you can tell that this subdivision does not make sense with geographic headings unless a topical subdivision has already been assigned.



## H 1095 examples (4)

**\$x Lighting** (*May Subd Geog*)  
Use under types of vehicles,  
structures, buildings, rooms,  
installations, etc.

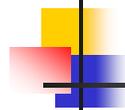
Usage is much more restricted here. The  
subdivision may be further subdivided  
by place.

19

**Intro:** This is the final example from H 1095.

*[text from entire slide]*

This is the first example in which the subdivision may be further subdivided by place. Some subdivisions may be further subdivided by place and some may not; this will be covered in more detail in the next section.



## H 1095 examples (5)

- Would the following be a correct use of the subdivision?

Art museums \$x Lighting

YES

London (England) \$x Lighting

NO – instead:

**Street lighting \$z England \$z London**

20

Let's test a couple of examples using the subdivision **\$x Lighting**:

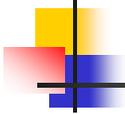
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

How about: **Art museums \$x Lighting** ?

YES (Art museums are a type of building)

How about: **London (England) \$x Lighting** ?

NO – Names of places are not included in the types of headings to which this subdivision can be applied. There is a heading **Street lighting** which may be subdivided geographically, so this concept would be expressed as **Street lighting \$z England \$z London**.



## Free-floating subdivisions under specific types of headings (H 1100-1145.5)

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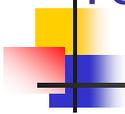
Separate lists have been developed for:

- Classes of persons
- Ethnic groups
- Corporate bodies
- Names of persons
- Names of families
- Names of places
- Bodies of water

21

**Intro:** After the general list in the *SHM*, we find lists of free-floating subdivisions under specific types of headings.

The subdivisions on each list represent concepts that are especially relevant for headings of each type.



## To use subdivisions from these lists:

- Determine whether the heading fits one of the types
- Browse subdivisions on the pertinent list
- Check the [heading]—[subdivision] string for conflicts with established headings
- Consider whether further subdivision is needed (by place, by form, etc.)

22

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

*[text from entire slide, including title]*

We're going to use these steps as we work through an example together.



## Example

- Proceedings of a conference on how diet affects the performance of soccer players
- Main heading: **Soccer players**
- Which list might we use?

23

**Intro, all bullets:** Say you're cataloging the proceedings of a conference on how diet affects the performance of soccer players. You've already decided that the main heading **Soccer players** will be applied. Which list would you check for relevant subdivisions?

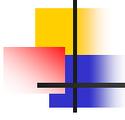
**\*\*[GO BACK two slides to show the descriptions of the lists – or ask attendees to look back]**

**Answer:** list to check is H 1100, Classes of persons. You have a copy of selections from this list in Appendix D.2.

**\*\*[OPEN SHM H 1100]**

Take a look at the description of “types of headings covered” at the top.

Does it fit? Should we use this list? [YES]



## Example (cont.)

- Browse list for relevant subdivisions
- Ideas?
- Heading so far:  
**Soccer players \$**

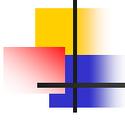
24

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

**1<sup>st</sup> & 2<sup>nd</sup> bullet:** are there subdivisions on this list that will bring out an important aspect of our topic?

**\*\*[NOTE: Looking for \$x Nutrition]**

**3<sup>rd</sup> bullet:** Heading so far is: **Soccer players \$x Nutrition**



## Example (cont.)

- Check **Soccer players \$x Nutrition** combination for possible conflict with established headings
- Check *LCSH* or subject authority file

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**1<sup>st</sup> bullet:** Next step is to make sure the [heading]—[subdivision] combination doesn't conflict with an established heading.

**2<sup>nd</sup> bullet:** You can check *LCSH* or the authority file. In this case, we'll check *LCSH*.

## Checking *LCSH* (on *Classification Web*)

**Soccer players** (May Subd Geog)

[\[GV942.7](#) (Biography)]

BT [Athletes](#)

NT [Jewish soccer players](#)

[Soccer goalkeepers](#)

[Soccer midfielders](#)

[Soccer team captains](#)

[Women soccer players](#)

Soccer players--Ability testing

USE [Soccer--Ability testing](#)

**Soccer players--Labor unions** (May Subd Geog)

**Soccer players--Legal status, laws, etc.** (May Subd Geog)

BT [Sports--Law and legislation](#)

**Soccer players--Selection and appointment** (May Subd Geog)

NT [Soccer--Scouting](#)

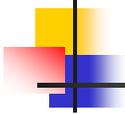
**Intro:** this view is *LCSH* on *Classification Web*.

The entry for **Soccer players** is followed by entries for **Soccer players** with subdivisions. If there were an established heading for the concept **Soccer players \$x Nutrition** there would be a USE reference here, directing us to the right heading.

Is there a conflict? [*NO*]

What if we were trying to apply the subdivision “**\$x Wounds and injuries**”? Here there would be a conflict; we would be directed to use “**Soccer injuries**” instead of “Soccer players—Wounds and injuries”.

As noted earlier, you will find some [heading]—[subdivision] combinations established in *LCSH* even though the subdivision may be used on a free-floating basis under the heading. An example on this slide is **Soccer players—Selection and appointment** (—**Selection and appointment** is free-floating under classes of persons). In this case, the heading was needed as a broader term reference for **Soccer—Scouting**.



## Example (cont.)

- Finally, consider the heading string we've constructed:
  - Soccer players \$x Nutrition**
- Do other aspects of the topic or form need to be brought out?
  - Consider using geographic subdivision (if allowed) or subdivisions from the list of general application (H 1095)

27

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH PARAGRAPH**

**1<sup>st</sup> bullet:** *[text from slide]*

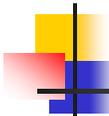
When you add a subdivision to a heading, the resulting heading string may be a different type of heading than the one you started with. Here we started with a “class of persons” heading and added a topical subdivision. The heading string as a whole is no longer a “class of persons” heading. It’s important to keep this in mind as we consider adding further subdivisions.

**2<sup>nd</sup> bullet:** *[text from slide]*

Other aspects could be a geographic focus or the form of the work. Think back to our statement of the topic: proceedings of a conference on how diet affects the performance of soccer players.

Is further subdivision needed? There is apparently no geographic focus specified; but we do need to bring out the form of the item: conference proceedings.

Look at H 1095, the list of general application. The term used for this is **\$v Congresses**. The usage note for **\$v Congresses** is: Use under subjects, so we can use it with the topical heading we’ve created.



## The result:

---

### **Soccer players \$x Nutrition \$v Congresses**

- Always begin with the list of free-floating subdivisions that fits the heading
- Subdivisions from the general list, H 1095, may be applied to
  - [heading]—[subdivision] combinations constructed from other lists
  - main headings covered by another list (i.e, **Soccer players \$v Congresses** would be a valid heading)

28

**Intro:** here's the heading we've created: **Soccer players \$x Nutrition \$v Congresses**

**1<sup>st</sup> & 2<sup>nd</sup> bullet:** A couple of procedural points to keep in mind *[text from entire slide]*

We are using these examples to practice using the lists of free-floating subdivisions, working with one main heading only. If you were actually cataloging these works, you would do more thorough analysis and likely provide a fuller complement of subject headings, for example, the “performance” of soccer players aspect of this title might require an additional heading.

## Can you use more than one subdivision from a list?

- Free-floating lists often include entries composed of multiple subdivisions:
  - **\$x Nutrition \$x Requirements** (*from H 1100*)
- Do not normally build a subdivision string from separate entries in a single list:
  - *not Soccer players \$x Nutrition \$x Attitudes*
- Exception: H 1095 includes many subdivisions that may be assigned to nearly any heading
  - **Soccer players \$x Nutrition \$x Economic aspects \$v Congresses**

29

**Intro:** In bringing out multiple aspects of a topic, you may wonder: can you use more than one subdivision from a list?

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET OR EXAMPLE**

**1<sup>st</sup> bullet:** Free-floating lists often include entries composed of multiple subfields. For example, H 1100 includes both:

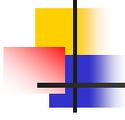
**\$x Nutrition** and

**\$x Nutrition \$x Requirements**

It would be correct to use a string such as **\$x Nutrition \$x Requirements** under a class of persons heading where appropriate.

**2<sup>nd</sup> bullet:** Do not normally build a subdivision string from separate entries in a free-floating list. Remember that once you have added a free-floating subdivision to a heading, the new heading string may no longer “fit” the list. **Soccer players \$x Nutrition** is no longer a “class of persons” heading, so we cannot add further subdivisions from H 1100 such as **\$x Attitudes** to this heading to express the attitudes of soccer players about nutrition. In such cases, you could assign two separate headings, for example **Soccer players \$x Nutrition** and **Soccer players \$x Attitudes**.

**3<sup>rd</sup> bullet:** H 1095 is an exception, because many subdivisions on this list are so general that they may be assigned to nearly any heading. **Soccer players \$x Nutrition** is a topical heading. **\$x Economic aspects** may be assigned to topical headings. The resulting string **Soccer players \$x Nutrition \$x Economic aspects** is still a topical heading, and there are a number of additional subdivisions in H 1095 that could be assigned to this string, including **\$v Congresses**.



## Free-floating subdivisions controlled by pattern headings (H 1146-1200)

- Some subdivisions are especially relevant to headings in a particular subject category
- To avoid repeating all possible subdivisions under each heading in the category:
  - Subdivisions are listed under one or more representative headings
  - These subdivisions become free-floating under all appropriate headings belonging to the category

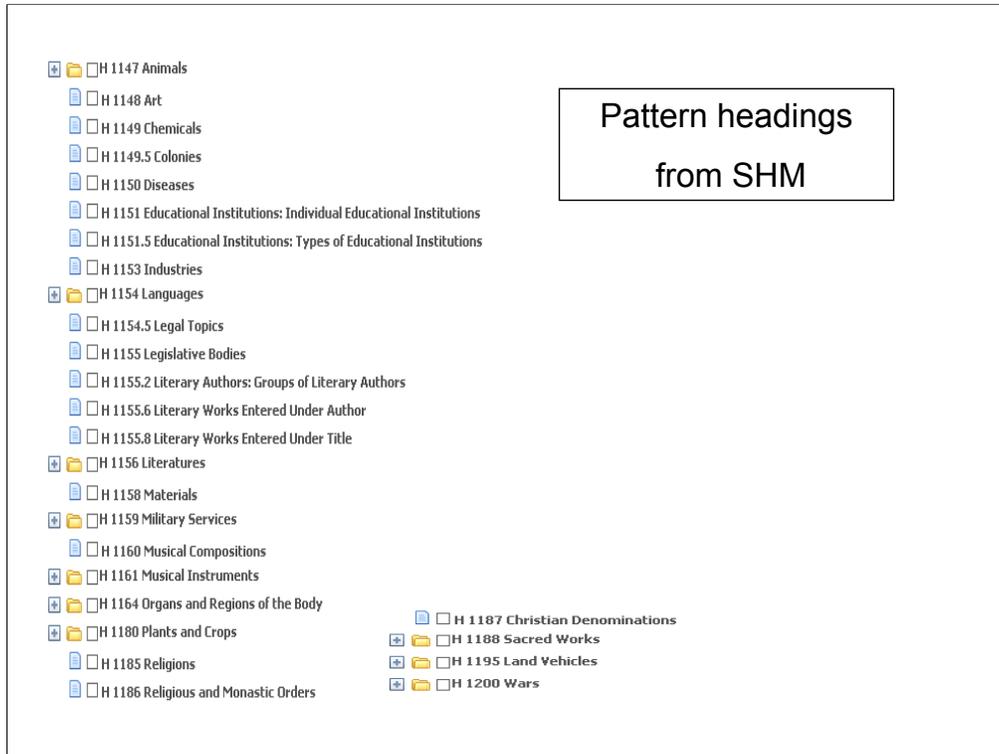
30

**Intro:** Now we'll move on to free-floating subdivisions controlled by pattern headings.

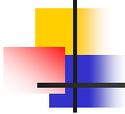
**1<sup>st</sup> & 2<sup>nd</sup> bullet:** *[text from entire slide]*

These are different from the lists we just looked at because subdivisions do appear in *LCSH* and the authority file under the heading used as the pattern.

**\*\*[NOTE:** *OCLC Help files include a list of pattern headings for each category]*



**Intro:** There are pattern heading for each of the categories in this list, from the Contents view of *SHM* on *Cataloger's Desktop*.



## Pattern headings

- **Corn** is the pattern heading for the category **Plants and crops**
- List of authorized subdivisions is given in:
  - H 1180
  - *LCSH*: under the heading **Corn**
  - Authority file: under the heading **Corn**

32

**Intro:** let's look at an example of a pattern heading.

**1<sup>st</sup> & 2<sup>nd</sup> bullet:** *[text from entire slide]*

**\*\*[NOTE:** *Instructors may wish to open Contents for this section of SHM and show the list of pattern headings; open Plants and crops.]*

We'll look at one example of how the heading with subdivisions appears in the authority file.

**\*\*[NOTE:** *Instructors should be aware that in some cases, subdivisions that appear on a pattern list are not established under the pattern heading but under another heading that fits the pattern. For example, \$x **Population viability analysis** appears on H 1180 but is established under **Grasses**, not under **Corn**. A footnote in the SHM list explains this.]*

## OCLC authority file browse: Corn

Corn [150]
Corn #x Abnormalities [150]
Corn #x Adaptation [150]
Corn #x Age [150]
Corn #x Age determination [150]
Corn #x Aging [150]
Corn #x Aging #x Genetic aspects [150]
Corn #x Analysis [150]
Corn #x Anatomy [150]
Corn #x Biological control [150]
Corn #x Biotechnology [150]
Corn #x Biotechnology #v Handbooks, manuals, etc. [150]
Corn #x Breeding [150]

**Intro:** Here's an example of a browse display when searching the subject authority file on OCLC using Connexion. Subdivisions established under **Corn**, such as **Abnormalities**, **Adaptation**, and **Age** are shown on the lines ending with [150].



## Pattern headings (cont.)

Subdivisions authorized under **Corn** may be used on a free-floating basis under individual headings for plants and crops where they are appropriate

Thus this heading is valid:

**Legumes \$x Seeds \$x Harvesting**

Because:

**\$x Seeds \$x Harvesting**

has been established under **Corn**

34

**Intro:** *[text from entire slide]*

You do need to check the “Types of headings covered by the pattern” in each instruction sheet to be sure headings fit the pattern.

“Legumes” fits – so we should be able to use these subdivisions. Of course, we would still need to check for conflicts.



## Example: Pattern headings

- A book on the job market for high-tech workers in the United States
- Main heading: **High technology industries**
- Which list might we use?

35

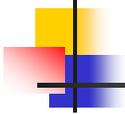
**Intro:** We'll work through an example using pattern headings together.

**1<sup>st</sup> & 2<sup>nd</sup> bullet:** You're cataloging a book on the job market for high-tech workers in the United States and have assigned the main heading **High technology industries**

**3<sup>rd</sup> bullet:** Which list might we use?

List: H 1153, Industries. There is a copy of this list in Appendix D.3.

Notice that there are two patterns that should be consulted when using this list: Construction industry and Retail trade.



## Example: Pattern headings (cont.)

- Browse list for relevant subdivisions
- Ideas?
- Heading so far:  
**High technology industries \$**
- Check authority file or *LCSH* for conflict

36

\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH ELEMENT

1<sup>st</sup> & 2<sup>nd</sup> bullet: *[text from slide]*

Looking for: **\$x Employees \$x Supply and demand**

3<sup>rd</sup> bullet: heading so far is: **High technology industries \$x Employees \$x Supply and demand**

4<sup>th</sup> bullet: The next step is to check for conflict with an established heading. We'll check *LCSH*.

\*\*[NOTE: H 1153 also includes the subdivision **\$x Job vacancies**. This subdivision is best used for works that discuss the actual jobs or positions that are open in an industry at any given time, such as a database listing job openings in the television industry. The subdivision **\$x Supply and demand** is used under headings for occupational groups and types of employees and **\$x Employees \$x Supply and demand** is the construction for industries. Generally, works that would get this subdivision are comparative and cover how many people are trained and available for work in a particular field or industry vs. how many may be needed. Such works may discuss the past or present or have projections for future needs and availability.]

## Checking *LCSH* (on *Classification Web*)

**High technology industries** (May Subd Geog)

[\[HC79.H53](#) (Economic history)]

[\[HD62.37](#) (Management)]

BT [Industries](#)

NT [Biotechnology industries](#)

[High technology services industries](#)

[Nanostructured materials industry](#)

**High technology industries--Employees**

High technology industries--Employees--Wages

USE [Wages--High technology industries employees](#)

Other aspects to bring out?

Resulting heading:

**High technology industries \$x Employees \$x Supply  
and demand \$z United States**

**Intro:** this is *LCSH* on *Classification Web*.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN *LCSH* DISPLAY**

Is there a conflict? [NO]

Since there is no conflict, we can apply the subdivision string **\$x Employees \$x Supply and demand** to this heading.

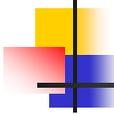
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN QUESTION** – [question disappears on next click]

**Other aspects to bring out?** – there is a geographic focus to our topic. We haven't covered this in detail yet, but we can bring this out with a geographic subdivision.

Look back at the list in H 1153 and at the subdivision string **\$x Employees \$x Supply and demand**. This string may be subdivided geographically. Since the focus is the United States, we'll add **\$z United States** to the end of the subject heading string.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN RESULTING HEADING**

**High technology industries \$x Employees \$x Supply and demand \$z United States.**



## Multiple subdivisions (H 1090)

“Multiples” are subdivisions with bracketed terms, generally followed by “etc.”

- Names, Personal \$x **Scottish**, [**Spanish, Welsh, etc.**]
- Abortion \$x Religious aspects \$x **Buddhism**, [**Christianity, etc.**]
- English language \$v **Dictionaries** \$x **French**, [**Italian, etc.**]

The brackets indicate that similar subdivisions may be used without being separately established.

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**Intro:** “Multiples” are a different type of free-floating subdivision.

*[text from entire slide]*

**\*\*[NOTE: Here are some additional examples of “multiples”:]**

***Piano \$v Methods (Jazz, [Rock, Bluegrass, etc.]***

***Subject headings \$x Aeronautics, [Education, Latin America, Law, etc.]***

***Information storage and retrieval systems \$x Accounting, [China, Electronics, Korea, etc.]***



## “Multiples” (cont.)

The following headings do not appear in the authority file, but their usage is authorized by the “multiples” in the previous slide:

**Names, Personal \$x Arabic**

**Abortion \$x Religious aspects \$x Judaism**

**Swedish language \$v Dictionaries \$x Norwegian**

39

*[text from entire slide]*

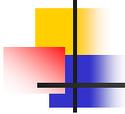
“Multiples” may be found on the free-floating lists in the *SHM* or in *LCSH* and authority records.

Authorization for the first two examples is found in *LCSH* and the authority file.

**Names, Personal--Scottish, [Spanish, Welsh, etc.]**

**Abortion--Religious aspects--Buddhism, [Christianity, etc.]**

The “Dictionaries” example is given in H 1154 Languages (for which English language is the pattern heading). Since subdivisions on this list may be used under headings for other individual languages, the use of **\$v Dictionaries \$x Norwegian** is authorized under the heading **Swedish language**.



## Phrase headings vs. headings with subdivisions

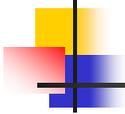
- Many topics represented by [heading]— [free-floating subdivision] combinations could be expressed as phrase headings
- Current practice favors use of headings with subdivisions over phrase headings, unless the phrase heading is well known in that exact form

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**Intro:** As we have seen in many of the examples from this session, there is not absolute consistency in the use of phrase headings vs. headings with subdivisions in LCSH.

**1<sup>st</sup> & 2<sup>nd</sup> bullet:** *[text from entire slide]*

Why not favor phrase headings? Use of free-floating subdivisions allows for consistency in how a concept is expressed and can be easily applied to a broad range of headings without requiring individual phrase headings to be established.



## Phrase headings (cont.)

- Check *LCSH* or the authority file for possible conflicts
- If a phrase heading is used instead, there will be a USE reference from the [heading]—[subdivision]:  
**Prisoners--Abuse of**  
(authorized by free-floating list, no conflict)  
**Children--Abuse of**  
USE **Child abuse**

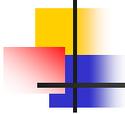
41

**1<sup>st</sup> bullet:** Check for possible conflicts whenever you want to use a [heading]—[free-floating subdivision] combination.

**2<sup>nd</sup> bullet:** *[text from main point]*

**Example:** Here's an example where the same subdivision from the list of free-floating subdivisions under classes of persons (**--Abuse of**) is valid in one case and not in another.

The term "Child abuse" is very well known in that exact form, so the phrase heading is used in this case.



## Exercises

- Complete subject heading strings by applying free-floating subdivisions
- Titles and descriptions of subject content are provided
- Main headings are already assigned
- Use authority records, printouts from *LCSH* and lists from the *SHM*

42

**Intro:** Now you'll gain some practice using the free-floating subdivisions lists on your own. You've been given titles and descriptions of the subject contents of two works, and the main headings that have already been assigned. Look back at slide 22 from earlier in this session as a reminder of what steps to follow. [*Instructor may wish to project this slide during this exercise.*]

You also have authority records for those main headings, the *LCSH* entry for the main headings, and the free-floating lists that we've already been working with (from Appendix D). After you've had a chance to try these on your own, we'll discuss them together.

*[give attendees 10-15 minutes on their own]*

OR

*[Work through the exercises as a group if time is short and/or the comfort level of the group indicates that that approach would work better]*

Subdivision Exercises: Exercise 1

*Retire rich : the baby boomer's guide to a secure future.*

Practical advice on how to plan, save and invest to build a secure retirement, aimed at baby boomers in the United States who are still earning a steady income.

Heading: **Baby boom generation**

Use the free-floating lists, printouts from *LCSH* and authority records to complete subject heading strings.

Subdivision Exercises: Exercise 2

*Television under the Tories: broadcasting policy, 1979-1997.*

A history of television broadcasting policy in Great Britain.

Heading: **Television broadcasting**

Use the free-floating lists, printouts from *LCSH* and authority records to complete subject heading strings.

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Subdivision Exercises: Resources for Exercise 1

Authority Record from OCLC Connexion Browser: for **Baby boom generation**

<b>ARN</b> 02057330	
<b>Rec stat</b> c	<b>Entered</b> 19860211 <b>Replaced</b> 19941109095304.4
<b>Type</b> z	<b>Upd status</b> a <b>Enc lvl</b> n <b>Source</b>
<b>Roman</b>	<b>Ref status</b> b <b>Mod rec</b> <b>Name use</b> b
<b>Govt agn</b>	<b>Auth status</b> a <b>Subj</b> a <b>Subj use</b> a
<b>Series</b> n	<b>Auth/ref</b> a <b>Geo subd</b> i <b>Ser use</b> b
<b>Ser num</b> n	<b>Name</b> n <b>Subdiv tp</b> n <b>Rules</b> n
<a href="#">010</a>	sh 85010752
<a href="#">040</a>	DLC ‡c DLC ‡d DLC
<a href="#">150</a>	Baby boom generation
<a href="#">450</a>	Baby boomers
<a href="#">450</a>	Boomers, Baby
<a href="#">450</a>	Generation, Baby boom
<a href="#">450</a>	Post-war generation
<a href="#">450</a>	Postwar generation
<a href="#">550</a>	<a href="#">Population</a> ‡w g
<a href="#">670</a>	Work cat.: C'eravamo tanto a(r)mati : gli anni '70. Vibo Valentia, c1984.
<a href="#">670</a>	NYT index ‡b (Baby boom; under Population; United States--Population and Vital Statistics)
<a href="#">670</a>	Readers' guide ‡b (Baby boom; under United States--Population)
<a href="#">670</a>	Soc. Sci. index ‡b (Baby boom; numerous citations under Population forecasting; Population--United States)
<a href="#">670</a>	Second Barnhart dict. new English ‡b (Baby boom; baby boom; baby boomer)
<a href="#">670</a>	The post-war generation and establishment religion, 1994.
<a href="#">680</a>	‡i Here are entered works on members of the generation born following World War II, especially between 1947 and 1961, who came of age and joined the work force in the 1970's.

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**LCSH entry for Baby boom generation****Baby books** (May Subd Geog) [[R](#) [S](#)][[HQ779](#)] [[B](#) [L](#) [S](#)]BT [Blank-books](#)[Infants' supplies](#)**Baby boom generation** (May Subd Geog) [[R](#) [S](#)]

Here are entered works on members of the generation born following World War II, especially between 1947 and 1961, who came of age and joined the work force in the 1970's.

UF Baby boomers

Boomers, Baby

Generation, Baby boom

Post-war generation

Postwar generation

BT [Population](#)NT [Church work with the baby boom generation](#) [[R](#)]

Baby boomers

USE [Baby boom generation](#) [[R](#)]**Baby Bop (Fictitious character)** (Not Subd Geog) [[R](#) [S](#)]

UF Bop, Baby (Fictitious character)

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## Subdivision Exercises: Resources for Exercise 2

Authority Record from OCLC Connexion Browser: for **Television broadcasting**

<b>ARN</b>	02014029				
<b>Rec stat</b>	c	<b>Entered</b>	19860211	<b>Replaced</b>	19900209144122.4
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	b	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	i
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n
<a href="#">010</a>	sh 85133500				
<a href="#">040</a>	DLC †c DLC †d DLC				
<a href="#">053</a>	HE8700 †b HE8700.9				
<a href="#">150</a>	Television broadcasting				
<a href="#">450</a>	Television †x Broadcasting				
<a href="#">450</a>	Television industry †w nne				
<a href="#">550</a>	<a href="#">Broadcasting</a> †w g				
<a href="#">550</a>	<a href="#">Mass media</a> †w g				
<a href="#">680</a>	†i Here are entered works on the transmission of television programs that are intended for general public reception. Works on the technical aspects of television transmission, including television transmitters, are entered under †a Television--Transmitters and transmission.				
<a href="#">681</a>	†i Note under †a Television--Transmitters and transmission				

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Browsing subdivisions under <b>Television broadcasting</b> in LCSH:
---

**Television broadcasting--Finance** [[R](#) [S](#)]

**Television broadcasting--Finance--Law and legislation** (May Subd Geog) [[R](#) [S](#)]

Television broadcasting--Government policy

USE [Television broadcasting policy](#) [[R](#)]

**Television broadcasting--Great Britain** [[R](#) [S](#)]

**Television broadcasting--Influence** [[R](#) [S](#)]

**Television broadcasting--International cooperation** [[R](#) [S](#)]

NT [Spacebridges](#) [[R](#)]

Television broadcasting--Law and legislation

USE [Television--Law and legislation](#) [[R](#)]

Television broadcasting--Lighting

USE [Television--Lighting](#) [[R](#)]

USE [Television broadcasting of music](#) [[R](#)]

-----  
-----

Television broadcasting of weather

USE [Television weathercasting](#) [[R](#)]

**Television broadcasting policy** (May Subd Geog) [[R](#) [S](#)]

UF Television broadcasting--Government policy

Television broadcasting and state

BT [Broadcasting policy](#)

Television broadcasting, Subscription

USE [Subscription television](#) [[R](#)]

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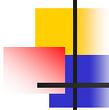


# Geographic Subdivision

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## Session 8

1



## Application of geographic subdivisions

- Which headings or subdivisions may be subdivided geographically?
- What form of the geographic name is used?
- Where in the subject heading string should the geographic subdivision appear: directly after the topic? after the name of a larger entity? after a topical subdivision?
- If a geographic name includes a qualifier, how is it used as a subdivision?

2

**Object:**

The object of this session is to give an overview of general practices in assigning geographic subdivisions and to identify important exceptions to general practices.

**Intro:** Geographic areas and features can play a key role in the contents of a work and need to be reflected in the assigned headings. Many subject headings and subdivisions in *LCSH* may be subdivided by place in order to bring out the geographic aspect of a topic.

In this session, attendees will learn to how to assign geographic subdivisions correctly. By the end of the session, attendees should understand how to use cataloging tools to answer the following questions: *[text from entire slide]*

**Instructor references:**

The instructor is advised to review:

SHM            H 830-870  
                  H 810  
                  H 1075



## Tools for geographic subdivision

- *SHM*
  - H 830 Geographic Subdivision
  - H 832 Geographic Subdivision to the City Level
  - H 835-836 Geographic Subdivision Information in Name and Subject Authority Records
  - H 860 Subdivisions Further Subdivided by Place
  - H 870 Interposition of Geographic Subdivisions
- Authority records
- *LCSH*

3

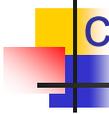
**Intro:** these are the most important tools you will use when assigning geographic subdivisions.

**1<sup>st</sup> bullet:** *[text from slide]*

H 830 is the place to start: it explains the basic principles and practices of geographic subdivision using *LCSH*.

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** *[text from slide]*

In addition to these cataloging tools, catalogers may consult atlases or gazetteers to identify or clarify information on geographic entities.



## Which headings and subdivisions can be subdivided by place?

- Generally, topics that can be treated from a geographic point of view are authorized for geographic subdivision
- Authorization for geographic subdivision can be found in:
  - *LCSH* (for subject headings)
  - *SHM* (for free-floating subdivisions)
  - Authority records (for both)

4

**Intro:** How do catalogers know which headings and subdivisions may be subdivided by place?

**1<sup>st</sup> bullet:** *[text from slide]* Examples of topics that could have a geographic orientation are Women, Dogs, Sports. Examples of topics that don't lend themselves to geographic treatment: **Truth, Reality, Space and time.**

There are also some compound headings that seem that they would lend themselves to geographic treatment, e.g.:

**Women in literature**

**Dogs in motion pictures**

**Sports in art**

However, they are not authorized for geographic subdivision, because it would not be clear which part of the compound concept the geographic subdivision applied to. For example: Women in literature—United States. Is this about women from the U.S. in the literature of any country, or about women from any country in the literature of the U.S.? Because of the ambiguity, these headings are not authorized for geographic subdivision.

**2<sup>nd</sup> bullet:** *[text from slide]*

The next slides show some examples from these sources, for both subject headings and subdivisions.

If a subject heading is authorized for geographic subdivision:

- the entry in *LCSH* will have the notation (May Subd Geog)

**Art festivals** (May Subd Geog)   
UF Arts festivals  
BT [Festivals](#)  
NT [Performing arts festivals](#)

5

*[text from entire slide]*

This example is from *LCSH* on Classification Web.

- field 008/06 in the authority record will have the value “i” for “indirect”

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20100903093058.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh 85007997
040		DLC #b eng #c DLC #d DLC
150		Art festivals
450		Arts festivals
550		Festivals #w g

6

**1<sup>st</sup> bullet:** *[text from slide]*

This is a screen shot from OCLC Connexion. Field 008/06 has the label “Geo subd”.

If a free-floating subdivision may be further subdivided by place:

- the notation (*May Subd Geog*) will appear in the relevant instruction sheet in the *SHM*:

--Labeling (May Subd Geog)

Use as a topical subdivision under types of products.

UF --Labelling

7

*[text from entire slide]*

This example is from H 1095, Form and Topical Subdivisions of General Application.

- field 008/06 in the subdivision authority record will have the value “i” for “indirect”

<a href="#">Rec stat</a>	c	Entered	20000503	Replaced	20060306085559.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	n	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	d	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	a
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Ser use</a>	b
<a href="#">Subj use</a>	b	<a href="#">Rules</a>	n		

010		sh 00006378
040		IEN #b eng #c DLC #d DLC
073		H 1095 #z lcsh
180		#x Labeling
480		#x Labelling
680		#i Use as a topical subdivision under types of products.
681		#i Reference under the heading #a Labels

8

*[text from slide]*

This example is from OCLC Connexion.



## Can't subdivide by place?

- If a topic lends itself to geographic treatment but the heading is not authorized for geographic subdivision, LC practice may be to formulate the heading as **[Place]—[Topic]**
- The authority record for the heading provides guidance in how to bring out the geographic aspect

9

**Intro:** For some topics, you may find that a heading cannot be subdivided by place even though it can be treated from a geographic point of view.

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]* An example of this is in the next slide.

Example: The heading **Commerce** may not be subdivided by place.

The 360 field in the authority record indicates that **Commerce** may be used as a subdivision under names of places.

Rec stat	c	Entered	19860211	Replaced	19950320131226.3
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	b	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	
Ser num	n	Name	n	Subdiv tp	n
010		sh	85028901		
040		DLC #b eng #c DLC #d DLC			
150		Commerce			
360		#i subdivision #a Commerce #i under names of countries, cities, etc., and ethnic groups			

*[text from entire slide]*

If you had a work on commerce in the state of Georgia, how would you formulate the heading? *[Answer: **Georgia \$x Commerce.**]*

Another good resource for this situation is H 1140 Names of Places, which lists the subdivisions that are free-floating under names of places. Perusing this list can give you a feel for the topics that might be expressed as **[Place]—[Topic]** rather than **[Topic]—[Place]**.

The free-floating subdivision **\$x Commerce** may be subdivided geographically:

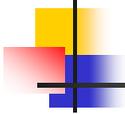
**China \$x Commerce \$z Canada**

**Canada \$x Commerce \$z China**

Rec stat	c	Entered	19990225	Replaced	20060505121048.0
Type	z	Urd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	n	Subj	a
Series	n	Auth/ref	d	Geo subd	i
Ser num	n	Name	n	Subdiv to	a
				Source	
				Name use	b
				Subj use	b
				Ser use	b
				Rules	n
010		sh	99001412		
040		IEN #b	eng #c DLC #d DLC		
073		H 1103 #a	H 1140 #a H 1149.5 #z lch		
180		#x	Commerce		
480		#x	Commercial trade		
480		#x	Foreign trade		
480		#x	Trade		
667			For works on reciprocal trade between countries, cities, etc., assign a combination of headings: [place A]–Commerce–[place B]; [place B]–Commerce–[place A].		
680		#	Use as a topical subdivision under names of countries, cities, etc., and ethnic groups for the foreign or domestic trade of the place or group.		

Though the heading **Commerce** may not be subdivided geographically, the subdivision **\$x Commerce** may.

This is the authority record for **\$x Commerce** as a free-floating subdivision. Note that field 008/06 has the value “i” for “indirect”. In addition, field 667 gives some additional guidance on the use of the subdivision for works on reciprocal trade between countries. The two headings in this example would be appropriate for a work on trade between China and Canada.



## Form of the geographic name

- Use the form of the geographic name as established in the authority file
- When the name of a place has changed over the course of its existence, LC policy is to use the latest name

**Tea trade \$z Sri Lanka**  
*not*  
Tea trade \$z Ceylon

12

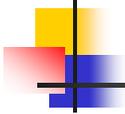
**Intro:** Once you've determined that a heading may be subdivided by place, which form of the place name should you use?

**1<sup>st</sup> bullet:** *[text from slide]*

Some complications arise when geographic names include qualifiers; these will be discussed in more detail later in this session.

**2<sup>nd</sup> bullet:** *[text from slide]*

This practice is followed regardless of the form of the name or the period covered in the work cataloged. For example, the title *A Hundred Years of Ceylon Tea, 1867-1967*, would still get the subject heading **Tea trade \$z Sri Lanka**



## One subfield \$z or two?: direct and indirect subdivision

- Direct: the geographic subdivision is assigned in a single subfield \$z, without interposing the name of a larger place.
- General rule: for places at the country level or above, subdivide directly:  
**Biodiversity \$z Nepal**  
**Economic stabilization \$z Middle East**

13

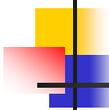
**Intro:** Once you know that your heading is authorized for geographic subdivision and you know the correct form of the geographic name to use, you need to know whether to use direct or indirect subdivision; in other words, do you need one subfield \$z or two? Note that these are the only choices; you may not have more than two subfield \$z's (more on this later).

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH ELEMENT**

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]*

There are notable exceptions to this general policy, however, which we'll examine in a moment.



## One subfield \$z or two?: direct and indirect subdivision (2)

- **Indirect:** the name of a larger place is given in one subfield \$z, followed by the name of a more specific local place in a separate subfield \$z.
- **General rule:** for places within a country, subdivide indirectly, with the name of the country in the first subfield \$z:

**Housing \$z India \$z New Delhi**

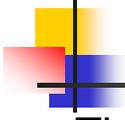
14

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH ELEMENT**

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]*

Again, there are several exceptions to this general rule. These are described in detail in H 830. We'll go over the most important ones in the following slides.



## Exceptional countries

The first-order political divisions of:

- Canada (provinces)
- Great Britain (constituent countries)
- United States (states)

...follow the topical element directly:

**Education, Bilingual \$z Ontario**  
**Dance music \$z Scotland**  
**Energy conservation \$z California**

15

**Intro:** here's an important exception to the general rule.

*[text from entire slide]*

**\*\*[NOTE:** *The first order political divisions of countries are called departments, provinces, republics, states, etc.]*



## Exceptional countries (2)

When subdividing these entities further by a local place (e.g., city or county), the name of the first-order political division is interposed:

**Arts \$z British Columbia \$z Vancouver**  
**Shipping \$z England \$z Thames River**  
**Plants \$z California \$z Los Angeles**

16

*[text from entire slide]*

For each example, it may be helpful to emphasize the distinction made for these exceptional countries:

**1<sup>st</sup> example:** *NOT* Arts \$z Canada \$z Vancouver

**2<sup>nd</sup> example:** *NOT* Shipping \$z Great Britain \$z Thames River

**3<sup>rd</sup> example:** *NOT* Plants \$z United States \$z Los Angeles



## Inverted headings for regions

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Inverted headings for specific regions of countries (or first-order political divisions above), such as:

**Scotland, Central**

**China, Southeast**

are assigned directly after topics:

**Bicycle touring \$z Scotland, Central**

**Temples \$z China, Southeast**

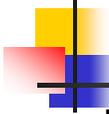
17

*[text from entire slide]*

Again, for each example, it may be helpful to emphasize the distinction made for these exceptional countries:

**1<sup>st</sup> example:** *NOT* Bicycle touring \$z Scotland \$z Scotland, Central

**2<sup>nd</sup> example:** *NOT* Temples \$z China \$z China, Southeast



## Regions larger than countries

Jurisdictions or regions larger than a single country (or first-order political divisions above) are assigned directly after topics.

These may include historical kingdoms, regions of the U.S., and geographic features:

**Criminal law \$z Holy Roman Empire**

**Hurricane protection \$z South Atlantic States**

**Animal behavior \$z Rocky Mountains**

18

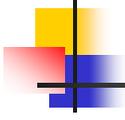
*[text from entire slide]*

**\*\*ASK attendees:** what would you do if you had a work about just a portion of one of these entities – for example,

animal behavior within the Colorado Rockies?

Since the heading **Rocky Mountains** represents a geographic feature that spans more than one state – in fact, more than one country (U.S. and Canada)—it cannot be assigned indirectly (not \$z Colorado \$z Rocky Mountains). Instead, assign an additional heading to reflect the partial geographic coverage: **Animal behavior \$z Colorado**. Another option is to check to see if some other heading has been established for the subpart of the geographic feature covered. The following headings for portions of the Rocky Mountains have been established: **Front Range (Colo. and Wyo.)**, **Canadian Rockies (B.C. and Alta.)**.

**\*\*[NOTE:** *This is explained in H 830 5.c]*



## Exceptional cities

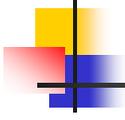
- Two cities, Jerusalem and Washington (D.C.), are assigned directly after topics:  
**Manuscripts, Hebrew \$z Jerusalem**  
**Architecture \$z Washington (D.C.)**
- New York (N.Y.) was formerly assigned directly, but is now treated as other cities:  
**Baseball \$z New York (State) \$z New York**

19

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]* This change occurred in February 1996. Some records may still reflect the older practice.

**\*\*[NOTE:** *be aware that **Vatican City** is treated as a country and assigned directly; see H 1045 for details. Palestine, Gaza Strip, and West Bank are also treated as countries and assigned directly.]*



## Islands

- Islands present a number of complex issues in subject cataloging! See H 807 for details.
- Names of islands or island groups generally follow standard geographic subdivision procedures:
  - Indirectly through country that has jurisdiction
  - Or directly, if island is autonomous
- Exceptions apply, relating to distance from a controlling jurisdiction and to islands in a group. See H 807!

20

**Intro & 1<sup>st</sup> bullet:** Islands and island groups present a number of complex issues in subject cataloging, and we won't go into them in detail here. Just be aware that they are complicated, and that H 807 provides guidance.

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** *[text from slide]*



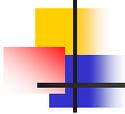
## Antarctica

- Entities on the continent of Antarctica or within the Antarctic regions are divided through Antarctica:  
**Emperor penguin \$z Antarctica \$z Antarctic Peninsula**  
**Oceanography \$z Antarctica \$z Weddell Sea**

21

*[text from entire slide]*

This is the last of the exceptions to the general rule for direct and indirect subdivision. Now we will work through a few exercises together.



## Geographic subdivision exercises 1-5

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms
- Use the accompanying authority files

22

**Intro:** there are 10 exercises in this session to allow you to practice assigning geographic subdivisions. At this point we will do the first five.

The exercises are at the end of the handouts for this session in your binder.

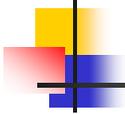
In addition to the exercises, you'll find authority files which provide the authorized headings for the geographic names, subjects, and subdivisions you'll use in these exercises.

Remember: we're just doing the first five exercises at this point!

**\*\*[NOTE:** Allow 10-15 minutes for attendees to complete on their own and then go over the answers

*OR*

*Allow 5 minutes for attendees to look over the materials and then walk through them as a group.]*



## Levels of geographic subdivision

No more than two levels of geographic subdivision may be used in a heading:

**Education \$z New York (State) \$z Buffalo**

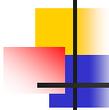
*not:*

**Education \$z New York (State) \$z Erie  
County \$z Buffalo**

28

**Intro:** Now that you've had some practice with direct and indirect subdivision, we'll discuss some additional practices related to levels of geographic subdivision.

*[text from entire slide]*



## Levels of geographic subdivision (2)

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Do not divide topics geographically below the level of a city or town.

Assign additional headings to bring out city sections, parks, streets, etc.

Title: *Going Hollywood : an insider's look at power and pretense in the movie business*

**Motion picture industry \$z California \$z Los Angeles**

**Hollywood (Los Angeles, Calif.)**

***not*** Motion picture industry \$z California \$z Los Angeles \$z Hollywood

***not*** Motion picture industry \$z California \$z Hollywood (Los Angeles)

29

*[text from entire slide]*

## Subdivisions further subdivided by place:

H 860, H 870

When a subject heading includes a topical subdivision, where is the geographic subdivision placed?

Preferred, when possible:

[Main heading] \$x [Topic] \$z [Place] \$y [Time]  
\$v [Form]

Sometimes necessary:

[Main heading] \$z [Place] \$x [Topic] \$y [Time]  
\$v [Form]

30

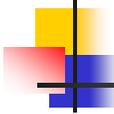
### \*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH PARAGRAPH

**Intro:** We've talked about whether to place the geographic subdivision directly after a topic or indirectly, interposing the name of a larger place. What happens if your heading includes a topical subdivision? Does the geographic subdivision precede it or follow it?

It depends upon whether the topical subdivision may be subdivided by place or not.

Here's a reminder of the Airlie House recommendation for preferred order of subdivisions. When possible, follow the standard order of main heading and topical subdivision before place, time and form. This preferred order is possible if the topical subdivision is authorized for geographic subdivision.

Since not all subdivisions are authorized for geographic subdivision, the second order shown here must sometimes be used. The main heading is subdivided by place, followed by the topical subdivision and subdivisions for time and form.



## Subdivisions further subdivided by place (2)

- Determine whether the topical subdivision may be subdivided geographically:
  - Labeling (May Subd Geog)
  - Use as a topical subdivision under types of products.
  - UF --Labelling

**Farm produce \$x Labeling \$z United States**

31

**1<sup>st</sup> bullet:** *[text from slide]*

At the beginning of this session, we discussed where to look for authorization for geographic subdivision. For free-floating subdivisions, you can look in the *SHM* or in subdivision authority records.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EXAMPLE FROM SHM**

This is an example from the *SHM*, H 1095, Form and Topical Subdivisions of General Application.

The subdivision **\$x Labeling** may be subdivided by place. Thus for a work on the labeling of farm produce in the United States, the geographic subdivision comes after the topical subdivision.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SUBJECT HEADING**

The subdivision **\$x Citizen participation** may NOT be subdivided by place:

<a href="#">Rec stat</a>	c	Entered	19990707	Replaced	20060509151824.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Rorman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	n	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	d	<a href="#">Geo subd</a>	<b>a</b>
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	a
				<a href="#">Source</a>	
				<a href="#">Name use</a>	b
				<a href="#">Subj use</a>	b
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	n

010		sh 99005035
040		IEN #b eng #c DLC #d DLC
073		H 1095 #z lcsh
180		#x Citizen participation
480		#x Participation, Citizen
680		#i Use as a topical subdivision under topical headings for works on the participation of citizens in carrying out an activity.
681		#i Reference under the headings #a Political participation; Social action

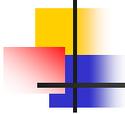
**Crime prevention \$z Ohio \$x Citizen participation**

Here we are checking a subdivision authority record in OCLC Connexion.

Because the subdivision **\$x Citizen participation** may NOT be subdivided by place, we must follow the order of [Topic]—[Place]—[Topic] for a heading such as:

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SUBJECT HEADING**

**Crime prevention \$z Ohio \$x Citizen participation.**



## More than one topical subdivision

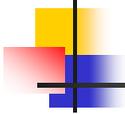
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SHM H 860: When combining a main heading with a place name and more than one topical subdivision, place any needed geographic subdivisions following the last subdivision that is authorized for further subdivision by place.

33

**Intro:** If you have more than one topical subdivision in a heading string, check each to see whether it may be subdivided by place.

According to SHM H 860, place any needed geographic subdivisions following the last subdivision that is authorized for further subdivision by place.



## Example: multiple topical subdivisions

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*Heading:*

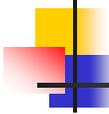
**Roads \$x Design and construction \$x  
Environmental aspects**

Where would the geographic subdivision  
**\$z Illinois** be placed?

34

**Intro:** Let's consider an example of a heading string with two topical subdivisions.

*[text from entire slide]*



## Multiple topical subdivisions (2)

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Authorized for geographic subdivision?

<i>Main heading:</i> <b>Roads</b>	YES
<i>Free-floating subdivision:</i>	
<b>Design and construction</b>	NO
<b>Environmental aspects</b>	YES

**Roads \$x Design and construction \$x  
Environmental aspects \$z Illinois**  
*but:* **Roads \$z Illinois \$x Design and  
construction**

35

**Intro:** Check each element to see whether it is authorized for geographic subdivision. (Rather than take time to consult the authority records or the SHM for the answers, we're just providing them here)

*[text from slide, covering each element Yes or No]*

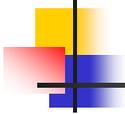
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

For this heading string, the final topical subdivision, **\$x Environmental aspects**, may be subdivided by place, so the **\$z Illinois** is placed after that subdivision.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SUBJECT HEADING**

If your heading string did NOT include **\$x Environmental aspects** (that is, just **Roads \$x Design and construction**), the geographic subdivision would need to be placed after **Roads** (**Roads \$z Illinois \$x Design and construction**).

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN FINAL EXAMPLE WITHOUT \$x Environmental aspects**



## Qualifiers in geographic subdivision: H 810

- Generally, the qualifier for a geographic name is the country in which it is located (or the AACR2 abbreviation)
- Exception: qualifier is first-order political division (or AACR2 abbreviation) for:
  - Australia
  - Canada
  - Great Britain
  - Malaysia
  - United States

36

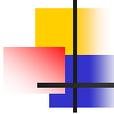
**Intro:** Many geographic name headings include qualifiers, and their use in geographic subdivision can be complicated.

If you want to know how qualifiers are used in **formulating** geographic headings, look at H 810, Qualification of Geographic Headings. In this session, we'll focus on using headings with qualifiers as geographic subdivisions, not on the rules for selecting qualifiers for headings.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1<sup>st</sup> & 2<sup>nd</sup> bullets:** *[text from entire slide]*

An example of an AACR2 abbreviation for a country is N.Z. for New Zealand.



## General subdivision practice for headings with qualifiers

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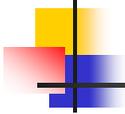
- When headings are subdivided indirectly, the name of the larger entity is used as the first subfield \$z.
- That name as a qualifier is dropped from the second subfield \$z to avoid redundancy:

*Heading:* **Barcelona (Spain)**

*Subdivision usage:* **Art \$z Spain \$z Barcelona**

37

*[text from entire slide]*



## General practice... (2)

- When interposing the name of a state, province, or country, use its name as established in the name authority file, not in the abbreviated form from the qualifier:

*Heading:* **New Orleans (La.)**

*Heading for state:* **Louisiana**

*Usage:* **Gardens \$z Louisiana \$z New Orleans**

38

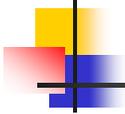
*[text from entire slide]*

**\*\*[NOTE:** *Additional example illustrating country as qualifier:*

*Heading:* **Great Cruz Bay (V.I.)**

*Heading for country:* **Virgin Islands of the United States**

*Usage:* **Fisheries \$z Virgin Islands of the United States \$z Great Cruz Bay]**



## General practice... (3)

- If the heading for the state, province, or country includes a qualifier, it is retained:

*Heading:* **Seattle (Wash.)**

*Heading for state:* **Washington (State)**

*Usage:* **Education \$z Washington (State)**  
**\$z Seattle**

39

*[text from slide]*

The heading for the state of Washington is qualified to distinguish it from **Washington (D.C.)**.

**\*\*[NOTE: Additional example illustrating country as qualifier:**

*Heading:* **Don River (Russia)**

*Heading for country:* **Russia (Federation)**

*Usage:* **Water quality \$z Russia (Federation) \$z Don River]**



## Complex qualifiers

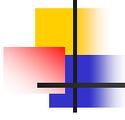
Some qualifiers include:

- Names of multiple jurisdictions
- A term describing the type of entity in the heading

**Clear Lake (Iowa : Lake)**  
**Diamond Lake (Douglas County, Or. : Lake)**  
**Whitewater River (Ind. and Ohio)**

40

*[text from entire slide]*

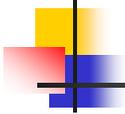


## Complex qualifiers (2)

- General principle: ALL of the information in the heading for the place must appear in the geographic subdivisions
- Subdivide through the country or first-order political division; delete that name from the qualifier
- Retain in the qualifier any information not represented elsewhere in the heading string

41

*[text from entire slide]*



## Examples: complex qualifiers (1)

*Heading:* **Clear Lake (Iowa : Lake)**

*Subdivision usage:*

Water quality \$z Iowa \$z Clear Lake (Lake)

42

**Intro:** The heading in this example includes a term describing the type of entity.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

**Heading:** *[text from slide]*

**\*\*[NOTE:** *In case attendees ask, the heading is formulated this way because there is a city named Clear Lake in Iowa; the term “Lake” is added to distinguish the lake from the city]*

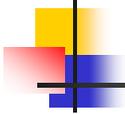
**Subdivision usage:**

**\*\*\*ANIMATION: CLICK TO BRING IN EACH SUBFIELD**

First, place the first-order political division (Iowa) in the first subfield \$z.

Delete the name Iowa from the qualifier.

Place the name of the lake in the second subfield \$z, retaining the term “Lake” in the qualifier, because all of the information in the heading for the place must appear in the geographic subdivisions.



## Examples: complex qualifiers (2)

*Heading:*  
**Diamond Lake (Douglas County, Or. :  
Lake)**

*Subdivision usage:*  
**Water quality \$z Oregon \$z Diamond  
Lake (Douglas County : Lake)**

43

**Intro:** The heading in this example includes multiple qualifiers and a term describing the type of entity.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

**Heading:** *[text from slide]*

**\*\*[NOTE:** *In case attendees ask why the heading has been qualified this way: there is a city named Diamond Lake in the state, so the term “Lake” has been added to distinguish the lake from the city; there is also another lake called Diamond Lake in a different county, so the name of the county, the next smallest jurisdiction, has been added per H 810.*

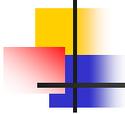
*If question arises, the term “City” is not used as a qualifier. In AACR2, headings for cities and municipalities can stand by themselves. Headings for larger jurisdictions or geographic features with the same proper name as a city need to be distinguished through the use of qualifiers.]*

**Subdivision usage:**

First, place the first-order political division (Oregon) in the first subfield \$z.

Delete name Oregon (Or.) from the qualifier.

Place the name of the lake in the second subfield \$z, retaining the two remaining elements in the qualifier: Douglas County and Lake.



**Examples: complex qualifiers (3)**

*Heading:*  
**Whitewater River (Ind. and Ohio)**

*Subdivision usage:*  
**Endangered species \$z Whitewater River (Ind. and Ohio)**

44

**Intro:** The heading in this example has a qualifier with multiple jurisdictions.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

**Heading:** *[text from slide]* Notice that both elements in the qualifier are first-order political divisions, because this river flows through both states.

**Subdivision usage:** *[text from slide]*

**\*\*[ASK ATTENDEES: Does anyone know why the heading would be subdivided this way – directly, with both elements retained in the qualifier?]**

*Answer:* Think back to the exceptions to the general rule for geographic subdivision. Jurisdictions or regions larger than a single country or first-order political division (including geographic features like rivers) are assigned directly after topics. Both elements in the qualifier must be retained because they have not been assigned in a first subfield \$z.

## Australia and Malaysia



- When subdividing by local places in Australia and Malaysia, assign the name of the country as the first subfield \$z, even though it does not appear in the qualifier (see H 810 & H 830):

*Heading:* **Sydney (N.S.W.)**

*Subdivision usage:*

**Harbors \$z Australia \$z Sydney (N.S.W.)**

45

**Intro:** Australia and Malaysia are exceptional countries in that headings for local places in these countries are qualified by first-order political divisions (states for Australia and Malaysia). But these countries follow the general rule for geographic subdivision: divide through the name of the country.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH ELEMENT**

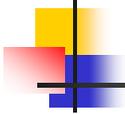
**1<sup>st</sup> bullet:** *[text from slide]*

**\*\*[NOTE:** *This concept can be confusing for new catalogers, so it may be helpful to cover in more detail as below, if attendees are confused]*

H 810 explains procedures for selecting qualifiers to use when formulating geographic headings. Most local places are qualified by the country or countries in which they are located.

Australia and Malaysia, along with Canada, Great Britain and the United States, are exceptional countries in that geographic headings are qualified by first-order political divisions rather than the name of the country.

But Australia and Malaysia are *not* considered exceptional countries in terms of H 830, Geographic Subdivision, so subdivision follows the general rule of subdividing indirectly through the country (rather than through the first-order political division).



## Example: subdividing through Malaysia

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*Heading:*

**Kinta (Perak)**

(a village in the state of Perak, in Malaysia)

*Subdivision usage:*

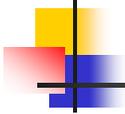
**Tin miners \$z Malaysia \$z Kinta (Perak)**

46

**Intro:** Here's an example of subdividing a heading through the country of Malaysia.

**Heading:** The heading for the village of Kinta is qualified by Perak, the state.

**Subdivision usage:** When this heading is used as a geographic subdivision, Malaysia, the country name, must be interposed in the first subfield \$z.



## Additional information in authority records

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- In February 1999, LC began using the 781 field (Subdivision Linking Entry—Geographic Subdivision) in new subject authority records
- Previously, guidance on geographic subdivision practice was given in some cases, in field 667 or 680

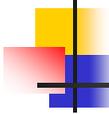
47

**Intro:** Additional information about geographic subdivision practice is now being added to authority records

**1<sup>st</sup> bullet:** *[text from slide]* At this time, LC also began a project to add the field retrospectively to existing geographic subject authority records. Virtually all subject authority records for geographics that are authorized for use as subdivisions now have the 781 field.

**2<sup>nd</sup> bullet:** *[text from slide]* We'll look at some examples in the following slides.

Note that H 835-836 Geographic Subdivision Information in Name and Subject Authority Records is a good source of information on this topic.



## Authority records: field 667

Prior to February 1999, field 667 had been used in name authority records when subdivision practice fell outside of the scope of standard rules:

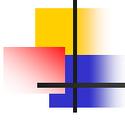
151 \$a Sabah

667 \$a SUBJECT USAGE: As a geographic subdivision, this heading is used indirectly through Malaysia.

48

*[text from entire slide]*

For subject authority records, such information was placed in the 680 field.



## Authority records: field 781

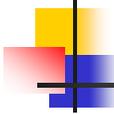
- 781 field conveys the same information in the form in which it will appear as a subdivision in bibliographic records
- The field can be found in nearly all subject authority records for geographic headings that may be used as geographic subdivisions
- The field is also being added to name authority records for geographic headings

49

**1<sup>st</sup> bullet:** *[text from slide]* This makes it possible for the field to be used for machine validation of subdivided headings.

**2<sup>nd</sup> bullet:** *[text from slide]* not just for those that are exceptions to standard practice. This should provide additional help for catalogers in understanding standard practice.

**3<sup>rd</sup> bullet:** *[text from slide]*



## Examples: 781 field

151     \$a Alice Springs (N.T.)  
781 \_0 \$z Australia \$z Alice Springs (N.T.)

151     \$a Johnson Creek (Whatcom County,  
         Wash.)  
781 \_0 \$z Washington (State) \$z Johnson  
         Creek (Whatcom County)

50

**Intro:** Here are two examples of geographic headings and the associated 781 fields that show how the heading is used as a geographic subdivision.

*[text from entire slide]*

The 781 field has been added to a small number of name authority records for jurisdictions. In the summer of 2003, NACO catalogers were given the option of adding the 781 field to the geographic name authority records that they create or revise. The long-range goal is to have either a 781 or 667 field in all subject and name authority records for geographics, but this will take some time.



## 667 field, not valid as subdivision

- Some geographic headings may not be used as geographic subdivisions:
  - Celestial bodies
  - Streets and roads within a city
  - Structures and parks in cities
- 667 field in the subject authority record indicates that the heading is not valid for use as a geographic subdivision

51

*[text from entire slide]*



## Examples:

667, not valid as subdivision

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151 \$a **Milky Way**

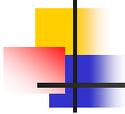
667 \$a This heading is not valid for use  
as a geographic subdivision.

151 \$a **Central Park (New York, N.Y.)**

667 \$a This heading is not valid for use  
as a geographic subdivision.

52

*[text from entire slide]*



## Geographic subdivision exercises 6-10

---

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms
- Use the accompanying authority files

53

**Intro:** now we'll finish the exercises for this session.

**\*\*[NOTE:** allow 10-15 minutes for attendees to complete on their own or walk through them as a group. Be aware of time constraints; this is a long session.]

## Geographic Subdivision Exercises

Formulate complete subject strings appropriate for the following titles by incorporating geographic terms with the topical terms provided. Use the accompanying authority files.

### Exercise 1

Title: *New York City traffic survey report.*  
Topical subject: **Traffic surveys**

### Exercise 2

Title: *The forests and flora of British Honduras.*  
Topical subjects: **Plants**  
**Forests and forestry**  
**Timber**

### Exercise 3

Title: *Telecommunications in northern Alberta.*  
Topical subject: **Telecommunication**

### Exercise 4

Title: *Cancer incidence, Texas Panhandle, 1976-1985.*  
Topical subjects: **Cancer--Statistics**  
**Medical statistics**

### Exercise 5

Title: *An adventure in the Amazon.*  
Summary: Follows Jacques Cousteau on an expedition along the Amazon River as he observes the native people and wildlife of the region.  
Topical subjects: **Cousteau, Jacques Yves** [authorized form]  
**Natural history**  
**Indians of South America**  
**Travel**

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**Exercise 6**

Title: *Magical nights at the theatre: a chronicle.*  
 Geographic focus: Melbourne, Australia [not necessarily an authorized form]  
 Topical subjects: **Music-halls (Variety-theaters, cabarets, etc.)**  
**Theater--History**  
**Entertainers**  
**Vaudeville--History**

**Exercise 7**

Title: *Take me to Coney Island.*  
 Geographic focus: Montreal, Canada (NOT Coney Island) [Note: "Montreal, Canada" is not necessarily an authorized form]  
 Topical subjects: **Jews--Social life and customs**  
**Children of immigrants**

**Exercise 8**

Title: *Assessment of regional earthquake hazards and risk along the Wasatch Front, Utah.*  
 Topical Subject: **Earthquake hazard analysis**

**Exercise 9**

Title: *History on the line: testimony in the cause of preservation.*  
 Geographic focus: Washington, D.C. [not necessarily an authorized form]  
 Topical subjects: **Historic preservation**  
**Historic buildings--Conservation and restoration**  
**Architecture--Conservation and restoration**

**Exercise 10**

Title: *Amawoti--responding to the needs and rights of people with disabilities.*  
 Geographic focus: The region around Durban, South Africa  
 Topical subjects: **People with disabilities--Social conditions**  
**People with disabilities--Civil rights**  
**People with disabilities--Services for Squatter settlements**

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## Geographic Authority Records

151 \_\_ |a Alberta

781 \_0 |z Alberta

151 \_\_ |a Alberta, Northern

451 \_\_ |a Northern Alberta

781 \_0 |z Alberta, Northern

151 \_\_ |a Amazon River Region

781 \_0 |z Amazon River Region

151 \_\_ |a Belize

551 \_\_ |w a |a British Honduras

151 \_\_ |a British Honduras

551 \_\_ |w b |a Belize

667 \_\_ |a SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Belize.

151 \_0 |a Durban (South Africa)

151 \_0 |a Durban Region (South Africa)

151 \_\_ |a Melbourne (Vic.)

151 \_\_ |a Montréal (Québec)

781 \_0 |z Québec (Province) |z Montréal

151 \_\_ |a New York (N.Y.)

451 \_\_ |w nnaa |a New York (City)

781 \_0 |z New York (State) |z New York

151 \_\_ |a New York (State)

781 \_0 |z New York (State)

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**151** \_\_ |a Québec (Province)

**781** \_0 |z Québec (Province)

**151** \_\_ |a Texas

**781** \_0 |z Texas

**151** \_\_ |a Texas Panhandle (Tex.)

**451** \_\_ |a Panhandle (Tex. : Region)

**781** \_0 |z Texas |z Texas Panhandle

**151** \_\_ |a Utah

**451** \_\_ |a Utah Territory

**781** \_0 |z Utah

**151** \_\_ |a Victoria

**781** \_0 |z Australia |z Victoria

**151** \_\_ |a Wasatch Range (Utah and Idaho)

**451** \_\_ |a Wasatch Front (Utah and Idaho)

**451** \_\_ |a Wasatch Mountains (Utah and Idaho)

**151** \_\_ |a Washington (D.C.)

**667** \_\_ |a SUBJECT USAGE: As a geographic subdivision, this heading is used directly.

**781** \_0 |z Washington (D.C.)

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**Subject Authority File**

**Architecture** (*May Subd Geog*)

**Cancer** (*May Subd Geog*)

**Children of immigrants** (*May Subd Geog*)

**Earthquake hazard analysis** (*May Subd Geog*)

**Entertainers** (*May Subd Geog*)

**Forests and forestry** (*May Subd Geog*)

**Historic buildings** (*May Subd Geog*)

**Historic preservation** (*May Subd Geog*)

**History**

SA subdivision History under names of countries, cities, etc., and individual corporate bodies, uniform titles of sacred works, classes of persons, ethnic groups, and topical headings

**Indians of South America** (*May Subd Geog*)

**Jews** (*May Subd Geog*)

**Medical statistics** (*Not Subd Geog*)

SA subdivision Statistics under individual diseases, e.g. Tuberculosis--Statistics; and subdivision Statistics, Medical under names of countries, cities, etc. for compilations of medical statistical data

**Music-halls (Variety-theaters, cabarets, etc.)** (*May Subd Geog*)

**Natural history** (*May Subd Geog*)

**People with disabilities** (*May Subd Geog*)

**Plants** (*May Subd Geog*)

**Squatter settlements** (*May Subd Geog*)

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**Telecommunication** (*May Subd Geog*)

**Theater** (*May Subd Geog*)

**Timber** (*May Subd Geog*)

**Traffic surveys** (*May Subd Geog*)

**Travel**

SA subdivision Description and travel under names of countries, cities, etc.; and subdivision Travel under names of individual persons and corporate bodies, classes of persons, and ethnic groups

**Vaudeville** (*May Subd Geog*)

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## Subject Subdivisions

### H 1095 Free-Floating Subdivisions

- \$x Conservation and restoration (*May Subd Geog*)
- \$x History
- \$v Statistics

### H 1100 Classes of Persons

- \$x Civil rights (*May Subd Geog*)
- \$x Services for (*May Subd Geog*)
- \$x Social conditions

### H 1103 Ethnic Groups

- \$x Social life and customs

### H 1110 Names of Persons

- \$x Travel (*May Subd Geog*)

Use for works about voyages and travels undertaken by the person. When the subdivision is further subdivided by place, assign an additional heading of the type [place]–Description and travel.

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# Chronological Subdivision

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## Session 9

1



## Chronological subdivision

- How are chronological aspects of a work expressed in LCSH?
- Where do chronological subdivisions occur in subject heading strings?
- How are established and free-floating chronological subdivisions applied?

2

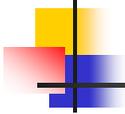
**Object:**

The object of this session is to give an overview of methods for expressing the chronological aspects of works in LCSH. Emphasis is placed on the use of chronological subdivisions and on the differences between established and free-floating chronological subdivisions.

**Instructor references:**

The instructor is advised to review:

*SHM*            H 620



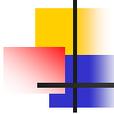
## Expressing chronological aspects of a work

- H 620 provides guidance
- Methods include use of headings or subdivisions
- Reflect the time period of the content of the work, not the time of publication
- Used extensively in social sciences and humanities, especially in history
- Subdivisions may be established or free-floating

3

**Intro:** In the session on the general principles of assigning and constructing subject headings, we noted that *SHM* H 180 instructs catalogers to bring out additional aspects of a topic such as its limitation to a specific time. Here is a summary of the points we will cover as we discuss how to express the chronological aspects of a work.

*[text from slide]*



## Overview: Main headings

Chronological aspects of a work may be expressed using headings:

- for time periods
  - Middle Ages**
  - Nineteen sixties**
- with inherent or implied chronological concepts
  - Psychedelic art**
  - Silent films**

4

**Intro:** This session will focus on the use of chronological subdivisions, but it is important to recognize that *LCSH* has many methods for expressing the chronological aspects of a work.

*[text from slide]*

*[NOTE: The new tags of 148 and 648 for chronological headings were added to MARC 21 in 2002. They are not yet used in LCSH. Until they are implemented, chronological headings remain tagged as 150 in authority records and assigned as 650 in bibliographic records.]*



## Overview: Main headings (2)

- With adjectival qualifiers
  - Greek drama, Modern**
  - Cooking, Medieval**
- With date qualifiers
  - Kobe Earthquake, Japan, 1995**
  - Swing Riots, England, 1830-1831**
- With subdivisions

5

*[text from slide]*

The rest of this session will focus on use of chronological subdivisions, so we'll see examples of these in the following slides.



## Forms of chronological subdivisions

- Unspecified starting date
  - Libraries \$x History \$y To 400**
  - Brazilian literature \$y To 1800**
- Unspecified ending date
  - World politics \$y 1989-**
  - Russia (Federation) \$x Intellectual life \$y 1991-**
- Geological time period
  - Paleontology \$y Jurassic**
  - Geology, Stratigraphic \$y Miocene**

6

**Intro:** There are several different methods for formulating chronological subdivisions.

**1<sup>st</sup> & 2<sup>nd</sup> bullets:** *[text from slide]*

**3<sup>rd</sup> bullet:** Geological/paleontological time periods are expressed with a term for the period rather than a starting or ending date.

Note that chronological subdivisions are coded as subfield \$y.



## Forms of subdivisions (2)

- Specific century or centuries
  - Wood engraving \$y 17th century**
  - Sicily (Italy) \$x History \$y 15th-18th centuries**
- Specific date spans or single dates
  - Music \$y 500-1400**
  - Jews \$x History \$y 1789-1945**
  - Depressions \$y 1929**

7

*[text from slide]*



## Forms of subdivisions (3)

- Specific date spans, or single dates, with explanatory words

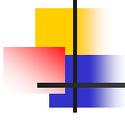
**Christian art and symbolism \$y Medieval, 500-1500**

**Yugoslavia \$x History \$y Axis occupation, 1941-1945**

**Panama \$x History \$y American Invasion, 1989**

8

*[text from slide]*



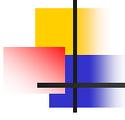
## Order of subdivisions

- Chronological subdivisions may follow different types of headings or subdivisions
- May be followed by other subdivisions
- Preferred order:

Topic \$x Topic \$z Place **\$y** **Period** \$v Form

9

**Intro:** Where do chronological subdivisions occur in subject heading strings?  
*[text from slide]*



## Examples of order

- Often follows the subdivision \$x History:

**Liberia \$x History \$y 1971-1980**

**Science \$x Study and teaching \$z France  
\$x History \$y 19th century**

**Baseball \$z United States \$x History \$y  
19th century**

10

**Intro:** We'll look at some examples of the location of chronological subdivisions in subject heading strings.

Very often, a chronological subdivision follows the subdivision **\$x History** in a subject heading string.

*[text from slide]*



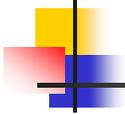
## Examples of order (2)

- May follow other subdivisions:
  - Germany \$x Religious life and customs**  
**\$y Middle Ages, 843-1517**
  - Architecture \$z United States \$y 20th century**
- May follow main headings:
  - Philosophy, Dutch \$y 20th century**
  - Solar eclipses \$y 1991**

11

**1<sup>st</sup> bullet:** A chronological subdivision may follow subdivisions other than **\$x History**, topical or geographic.

**2<sup>nd</sup> bullet:** A chronological subdivision may follow a main heading.

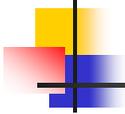


## Examples of order (3)

- May be followed by form, topical or geographic subdivisions:  
**Authors, English \$y 18th century \$v  
Biography**  
**English drama \$y 17th century \$x Study  
and teaching**  
**Depressions \$y 1929 \$z Europe**

12

*[text from slide]*



## Assigning chronological subdivisions

- Reflect the contents of the work (not the time of publication)
  - Exception: form subdivisions such as **\$v Early works to 1800**
- Omit for topics limited to a particular century
 

**Phonocylinders \$x History**  
*not Phonocylinders \$x History \$y 20th century*
- Determine whether established or free-floating chronological subdivision is appropriate

13

**Intro:** Now that we've reviewed the types and placement of chronological subdivisions, let's talk about general practices relating to the assignment of such subdivisions.

**1<sup>st</sup> bullet:** *[text from slide]*

The form subdivision **\$v Early works to 1800** is used in some cases to collocate early texts on a subject. H 1576 provides details on use of this subdivision, and it is discussed later in the workshop (in the Specialized Subject Areas and Formats session) as well.

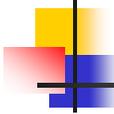
**\*\*[NOTE:** *Other similar subdivisions also exist, such as:*

***\$v Early works to 1900***

***\$v Dictionaries \$v Early works to 1700***

***\$v Pre-Linnean works]***

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** *[text from slide]*



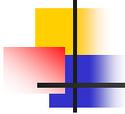
## Established chronological subdivisions

- Specific dates or spans of dates
- Correspond to generally recognized periods as reflected in literature of the field
- Used extensively under names of places
  - Denote reign or administration of a chief of state
  - Significant events: wars, revolutions, etc.
- Also established under other types of headings
  - **World politics \$y 1945-1989**
  - **Painting, Japanese \$y Edo period, 1600-1868**

14

**Intro:** It's important for catalogers to understand the distinction between established and free-floating chronological subdivisions. First we will discuss the characteristics of established chronological subdivisions.

*[text from slide]*



## Examples: periods established under a country

France \$x History \$y Louis XIV, 1643-1715

France \$x Politics and government \$y 1643-1715

France \$x Civilization \$y 1789-1830

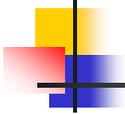
France \$x History \$y July Revolution, 1830

France \$x History \$y Revolution, 1789-1799

15

**Intro:** These are just a few examples of chronological subdivisions established under the name of a country. A great deal of literature has been written about the history of France, and many specific chronological subdivisions have been established.

For France, many of the ranges of dates established under the subdivision **\$x History** correspond with the reign of a monarch, as in the first example. Note that the same range of dates has also been established under the subdivision **\$x Politics and government**, but without the intervening term Louis XIV. This is generally the case for chronological subdivisions established under **[Place] \$x Politics and government**.



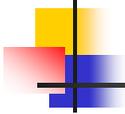
## Choosing among multiple established subdivisions

- Period subdivisions for the history of a country are not necessarily exclusive:
  - Great Britain \$x History \$y George III, 1760-1820
  - Great Britain \$x History \$y 1760-1789
  - Great Britain \$x History \$y 1789-1820

16

*[text from slide]*

**\*\*[NOTE:** *In case someone asks what happened in 1789 that resulted in the need for the second two headings: scholars have written a great deal about Great Britain during the time of the American Revolution (1775-1783) and during the time of the French Revolution (1789-1799), so it is useful to have separate headings for these distinct periods during the reign of George III.]*



## Choosing among multiple established subdivisions (2)

- When assigning chronological subdivisions, find the best match for the specific period of time discussed in the work cataloged:

Title: *The war for America : 1775-1783*

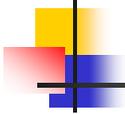
**United States \$x History \$y Revolution, 1775-1783.**

**Great Britain \$x History \$y 1760-1789.**

17

**Intro:** When assigning chronological subdivisions, find the best match for the specific period of time discussed in the work being cataloged.

In this example, there is a chronological subdivision established under **United States \$x History** that exactly matches the period discussed in the book. The book also discusses the history of Great Britain during this period, however, and the date ranges established under **Great Britain \$x History** do not correspond precisely to the dates discussed in the work (because it is framed in terms of U.S. history, in this case). The established chronological subdivision **\$y 1760-1789** provides the closest match.



## Free-floating century subdivisions: H 1095

- Free-floating under names of countries, cities, etc., individual corporate bodies, classes of persons, ethnic groups, and topical headings:

**\$x History \$y 16th century**

**\$x History \$y 17th century**

**\$x History \$y 18th century**

**\$x History \$y 19th century**

**\$x History \$y 20th century**

**\$x History \$y 21st century**

18

**Intro:** The century subdivisions shown here are free-floating under many types of headings, when paired with the subdivision **\$x History**.

Note that the period subdivisions alone (e.g., **\$y 19th century**) are not free-floating under these types of headings; it is the subdivision string (**\$x History \$y 19th century**) that is free-floating.

H 1095 also includes the subdivision **\$x History \$y To 1500** which may be used on a free-floating basis under topical headings (but would need to be established under the other types of headings shown here).

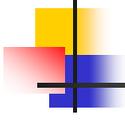
*[NOTE: The differences in scope notes for \$y 19th century and \$x History \$y 19th century:*

*\$x History \$y 19th century:*

*680 Use as a topical subdivision under names of countries, cities, etc., and corporate bodies, and under classes or persons, ethnic groups, military services, Christian denominations, and topical headings.*

*\$y 19th century.*

*680 Use as a chronological subdivision under headings for art and art forms of all nations, regions, and ethnic groups, except those headings for art and art forms of China and Korea. Also use under individual languages and groups of languages, groups of literary authors, individual literatures, including drama, and forms and types of musical compositions.]*

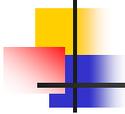


## Additional free-floating century subdivisions

- Free-floating lists for Classes of Persons (H 1100), Ethnic Groups (H 1103), and Names of Places (H 1140) include topical subdivisions with further subdivision by century:
  - \$x Economic conditions
  - \$x Intellectual life
  - \$x Politics and government (H 1103 & H 1140)
  - \$x Social conditions
  - \$x Social life and customs

19

**Intro:** Other free-floating and pattern lists of subdivisions in the SHM include free-floating chronological subdivisions. In particular, lists for Classes of Persons, Ethnic Groups, and Names of Places include several topical subdivisions with further subdivision by century (beginning with **\$y 16<sup>th</sup> century** and ending with **\$y 21<sup>st</sup> century**).



## Examples of headings with free-floating century subdivisions

Witchcraft \$x **History \$y To 1500**

English language \$x Lexicography \$x **History \$y 19th century**

Older women \$z Iraq \$x **History \$y 20th century**

African Americans \$z California \$z Richmond \$x **Social conditions \$y 20th century**

Venice (Italy) \$x **Intellectual life \$y 16th century**

China \$x **Politics and government \$y 21st century**

20

These examples show the use of free-floating century subdivisions from different lists in the *SHM*:

Witchcraft \$x **History \$y To 1500** (H 1095, General Application)

\*\*English language \$x Lexicography \$x **History \$y 19th century** (H 1095, General Application) – note that this heading comes from The Professor and the Madman exercise

Older women \$z Iraq \$x **History \$y 20th century** (H 1100 Classes of Persons)

African Americans \$z California \$z Richmond \$x **Social conditions \$y 20th century** (H 1103 Ethnic Groups)

Venice (Italy) \$x **Intellectual life \$y 16th century** (H 1140 Names of Places)

China \$x **Politics and government \$y 21st century** (H 1140 Names of Places)



## Welcome to the 21st century!

- Reminder: chronological subdivisions for a century are not assigned when the topic is by nature limited to that century
- Some topics that were previously unique to the 20th century could now have century subdivision:  
**Space flight \$x History \$y 20th century**  
**AIDS (Disease) \$x Patients \$x Social conditions \$y 20th century**

21

*[text from slide]*

**\*\*[NOTE: Instructors may wish to raise the question for discussion: should catalogers now go back and revise headings to add \$y 20th century for works that cover only the 20th century? LC is not doing anything systematically to revise such headings.]**



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# ■ Exercises

22

## Chronological Subdivision: Exercise 1

Consider the following established and free-floating subdivisions and complete the headings for the titles below:

Established headings:

Balkan Peninsula \$x Politics and government \$y 1945-1989

Balkan Peninsula \$x Politics and government \$y 1989-

Balkan Peninsula \$x Politics and government \$y 20th century

From H 1140 Names of Places:

**\$x Politics and government \$y 21st century**

With the cautionary note: “Assign these century subdivisions only where there is no conflict with chronological subdivisions established in the subject authority file.”

Which heading(s) would you assign to:

1) *Experimenting with democracy : regime change in the Balkans*  
(published in 2000, provides an analysis of transitions and regime change since the collapse of communist systems in 1989)

Balkan Peninsula \$x Politics and government \$y

2) *Ideologies and national identities : the case of twentieth-century Southeastern Europe.*

Balkan Peninsula \$x Politics and government \$y

3) *Balkans since the second World War.* (published in 2002)

Balkan Peninsula \$x Politics and government \$y

4) *Southeast European politics today.* (published in 2003, emphasis on events and conditions after 2001 but includes background from the 1990s)

Balkan Peninsula \$x Politics and government \$y

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## Chronological Subdivision: Exercise 2

Consider the following established and free-floating subdivisions and complete the headings for the titles below:

Established headings:

Jews \$x History \$y 70-1789  
 Jews \$x History \$y 1789-1945  
 Jews \$x History \$y 1945-  
 Judaism \$x History \$y Modern period, 1750-

From H 1103 Ethnic Groups:

**\$x History \$y 18th century**  
**\$x History \$y 19th century**  
**\$x History \$y 20th century**  
**\$x History \$y 21st century**

Which heading(s) would you assign to:

1) *Jews in the post-war world.*

Jews \$x History \$y

2) *Jews in the modern world : a history since 1750.* (published in 2002)

Jews \$x History \$y

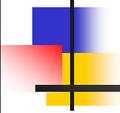
3) *A history of the Jews in the nineteenth century.*

Jews \$x History \$y

4) *Two generations in perspective : notable events and trends, 1896-1956.* (published in 1957)

Jews \$x History \$y

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# Names as Subjects

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## Session 10

1



## Names as subjects

- How are names used as subject headings in LCSH?
- Where do catalogers find authorized headings for names?
- How are subdivisions used with name headings?
- How do name changes affect subject cataloging?

2

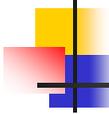
**Object:**

The object of this session is to focus on the use of names as subject headings in LCSH. This concept has been mentioned in previous sessions but without much detail about how to assign such headings.

**Instructor References**

The trainer is advised to review:

*SHM*            H 405  
                      H 430  
                      H 460  
                      H 708-710  
                      H 1435  
                      H 1592



## Names as subjects

---

- *LCSH* must be used in conjunction with the LC/NACO Authority File
- *LCSH* contains headings for:
  - topics and concepts
  - geographic features
  - non-corporate named entities
  - historical events, natural disasters, riots, etc.
  - family names

3

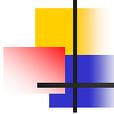
**Intro:** Library materials are about many subjects and subject headings are needed to represent all those types of subjects.

**\*\*\*ANIMATED SLIDE: CLICK TO ADVANCE EACH BULLET / SUB-BULLET**

**1<sup>st</sup> bullet:** *LCSH* is not complete and is not meant to be used by itself; it is intended to be used in conjunction with the LC/NACO Authority File (previously known as the Name Authority File or NAF).

**2<sup>nd</sup> bullet:** *LCSH* contains headings that represent primarily topics and concepts, non-jurisdictional geographic features, non-corporate named entities (for example, buildings, lighthouses, racetracks), historical events, and family names.

**\*\*[NOTE:** *The Name Authority File was officially named the LC/NACO Authority File in June 2004. The Subject Authority File was named the LC/SACO Authority File. Short forms of the names were not announced at the time, so these have been given in the traditional forms, NAF and SAF, when used in the course materials.]*



## Names as subjects (2)

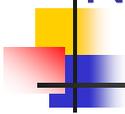
- LC/NACO Authority File contains headings for:
  - persons
  - corporate bodies
  - conferences and meetings
  - ad hoc events (athletic contests, fairs, festivals)
  - jurisdictions (geographic place names)
  - uniform titles
- Headings in the NAF are established according to AACR2 and the *LCRI*s

4

**1<sup>st</sup> bullet:** The NAF contains headings for persons, corporate bodies, conferences and meetings, ad hoc events (that is, those events that are organized and planned in advance like athletic contests, fairs, and festivals), jurisdictions, and uniform titles.

**2<sup>nd</sup> bullet:** Headings in the NAF are established according to AACR2 and the *LCRI*s.

*\*\*[NOTE: the background statement to H 1592 explains an important change that took place in 1996 regarding the type of events established as subjects vs. events established as names. Prior to 1996, fairs and some formally organized festivals were established as name headings, but athletic contests and competitions were established as subjects. After that date those events that are formally convened, directed toward a common goal, capable of being reconvened, and that have formal names, locations, dates, and durations that can be determined in advance are established as name headings (tagged 611). The impromptu messy events (natural disasters, riots, unplanned demonstrations, massacres, strikes, etc.) that generally acquire their names after the fact are still done as subjects.]*



## Names as subjects (3)

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- Name headings are generally authorized for use as subjects
  - 008/15 coded “a”
- H 430 provides guidance on the use of names as subjects
- Headings are not duplicated in *LCSH* and the LC/NACO Authority File

5

**1<sup>st</sup> bullet:** Most headings in the NAF are coded as authorized for use as subjects (008/15 “a”) and may be assigned as subject headings in bibliographic records. (008/15 is labeled **Subj use** in OCLC)

**2<sup>nd</sup> bullet:** Instruction sheet H 430 contains the basic information on use of name headings as subjects.

**3<sup>rd</sup> bullet:** Headings are not duplicated in *LCSH* and the NAF. Together *LCSH* and the NAF constitute the universe from which catalogers select appropriate subject headings.



## Personal names

- Subdivisions for topics unique to certain persons are found in *LCSH*
  - Columbus, Christopher \$x Landfall**
  - McCartney, Paul \$x Death hoax**
- Free-floating subdivisions from H 1110 may be used with any personal name
  - Einstein, Albert, \$d 1879-1955 **\$v Quotations**
  - Capote, Truman, \$d 1924-1984 **\$x Childhood and youth**

6

**Intro:** For personal names used as subject headings, catalogers may assign the name heading found in the NAF on its own, or may need to bring out additional aspects by using subdivisions.

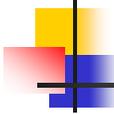
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1<sup>st</sup> bullet:** Some topics are unique to certain individuals. In such cases, personal name/subdivision combinations have been established and may be found in LCSH (also: **Presley, Elvis, 1935-1977—Sightings**).

**2<sup>nd</sup> bullet:** For other topics, personal name headings established in the NAF may be used as subject headings in combination with the free-floating subdivisions listed in H 1110.

**\*\*[OPEN H 1110 to show]**

At the end of this session, we'll do an exercise using the personal names we identified as subjects in *The Professor and the Madman*.



## Personal names: Pseudonyms

- Use the heading that serves as the “base heading” for the author (H 1330)

**Twain, Mark, \$d 1835-1910**  
*not* the heading for Samuel Langhorne Clemens

**Plaidy, Jean, \$d 1906-**  
*not* the heading for Philippa Carr, Victoria Holt, etc.

7

**Intro:** For authors who have written under more than one name, there will be multiple authority records in the NAF. Use the heading that serves as the “base heading” for the author.

The base heading is the heading that has the complete set of references.

*[examples from slide]*

**\*\*[NOTE:** *Instructors may wish to mention that AACR2 & LCRI 22.2B explain how to establish headings for authors who write under various names. The LCRI explains the “base heading” concept and the types of references that are made on the authority records.]*

## Authority record for Clemens is coded: not authorized for use as a subject heading

Rec stat	c	Entered	19931008	Replaced	19940404094336.1
Type	z	Und status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv to	n
				Source	
				Name use	a
				Subj use	b
				Ser use	b
				Rules	c

010		n 93099439 #z n 88274847
040		DLC #b eng #c DLC #d DLC
100	1	Clemens, Samuel Langhorne, #d 1835-1910
400	1	Klemens, Samiʿuʿel, #d 1835-1910
400	1	Klemens, Seimeul Lenghom, #d 1835-1910
400	1	K'o-lan-man-ssu, Sai-mi-erh Lang-en, #d 1835-1910
500	1	Twain, Mark, #d 1835-1910 #w nnc
663		Works by this author are usually entered under Twain, Mark, 1835-1910. For a listing of other names used by this author, search also under #b Twain, Mark, 1835-1910
667		SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Twain, Mark, 1835-1910

**Intro:** In the case of Mark Twain, the authority record for Clemens is explicitly coded as not authorized for use as a subject (008/15 “b”). This is not always the case.

**\*\*[NOTE: some 4XX references were edited out of this authority record display in order to get the 663 and 667 fields on the slide]**

## Authority record for Carr is NOT explicitly coded to caution against use as a subject heading

Rec stat	c	Entered	19880621	Replaced	20101101171335.0
Type	z	Und status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	■
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv to	n
		Source	■	Name use	a
		Subj use	a	Ser use	b
		Rules	c		

008/15 Subj use should be "b"

010	n	88137934
040	DLC #b eng #c DLC #d DLC #d OCoLC #d WaU #d DLC #d WaU #d DLC	
053	0	PR6015.I3
100	1	Carr, Philippa, #d 1906-1993
400	1	Karr, Filippa, #d 1906-1993
500	1	Plaidy, Jean, #d 1906-1993 #w nnnc
663	Works by this author are entered under the name used in the item. For a list of other names used by this author, search also under #b Plaidy, Jean, 1906-1993	

663 note: base heading is Plaidy, Jean, 1906-1993

**Intro:** The authority record for Philippa Carr is NOT explicitly coded to show that it should not be used as a subject heading. 008/15 should be coded "b" to show that the heading is not appropriate for use as a subject heading.

The 663 note indicates that this author uses multiple names and serves as a pointer to the base heading (Plaidy, Jean, 1906- ) under which all of the pseudonyms are listed. Works about this author should have a subject heading for Plaidy, even if the work identifies the subject as Philippa Carr (or Victoria Holt, etc.).

*[NOTE: From H 430 Names as subjects*

*All newly created name authority records are automatically assigned value a in field 008/15. The value is changed to b only when a proposal has been made and approved to have a 667 SUBJECT USAGE note added to the record to explicitly prohibit use of the heading as a subject (cf. H 432). Thus the presence of the value a in field 008/15 means only that no conscious decision has been made that the heading is inappropriate for use as a subject, and does not in itself mean that the heading is appropriate without regard to the other criteria listed in this section.]*

## Corporate names

- Subdivisions for topics unique to certain corporate names are found in *LCSH*
  - Great Britain. \$b Army \$x Camel troops**
  - United Nations \$x Language policy**
- Free-floating subdivisions from H 1105 may be assigned to corporate names
  - General Electric Company **\$x Accounting**
  - McDonald's Corporation **\$x Trials, litigation, etc.**

10

**Intro:** For corporate names used as subject headings, catalogers may assign the name heading found in the NAF on its own, or may need to bring out additional aspects by using subdivisions.

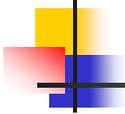
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1<sup>st</sup> bullet:** As with personal names, some corporate names have topics that are unique to them. In such cases, the corporate name/subdivision combination is established and is added to *LCSH*.

**2<sup>nd</sup> bullet:** For most works about corporate bodies, assign the corporate name heading from the NAF as a subject heading and assign free-floating subdivisions from H 1105 as appropriate.

**\*\*[OPEN H 1105 to show]**

Of course, it is appropriate in many cases to assign the corporate name as a subject heading without any subdivisions. The heading **McDonald's Corporation** is shown in the example here with a free-floating subdivision, but for the *Golden Arches East* example, the corporate name heading would be assigned without subdivision.



## Corporate names: Auxiliary lists

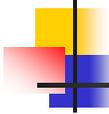
- In addition to H 1105, consult additional free-floating lists for specific types of institutions:
  - Educational institutions (H 1151)
  - Legislative bodies (H 1155)
  - Military services (H 1159)
  - Religious and monastic orders (H 1186)
  - Christian denominations (H 1187)

11

While the majority of authorized free-floating subdivisions for corporate bodies come from H 1105, additional free-floating subdivisions for certain types of corporate bodies come from auxiliary lists. If the corporate name you are working with belongs to one of these categories, consult these lists first. The subdivisions on these lists are especially relevant to these types of corporate bodies (for example, the list for educational institutions includes subdivisions such as **\$x Admission, \$x Faculty, \$x Students, \$x Tuition**).

*\*\*[NOTE: instructors may wish to use the name of a local educational institution as an example here.]*

Subdivisions from H 1105 may also be applied to headings for these types of corporate names where there is no conflict with the more specific list. In the case of a conflict, the more specific list takes precedence. For example, the subdivision – Rules and practice is authorized for use under corporate bodies on H 1105, but the subdivision – Regulations is used under individual educational institutions (H 1151) and military services (H 1159) instead.



## Corporate names: Administrations, reigns, etc.

- Do not assign corporate names representing administrations, reigns, etc., as subject headings  
*NOT* United States. \$b President (1993-2001 : Clinton)
- Use the corresponding personal name instead  
**Clinton, Bill, \$d 1946-**

12

Corporate headings that are established to represent the administrations, reigns, etc., of government leaders, popes, etc., are by tradition not assigned as subjects. Instead, the personal name heading for the head of state, etc., is assigned.

**\*\*[NOTE: This point is mentioned in H 430 and H 1330.]**

## Authority records for U.S. presidential administrations are coded as “not authorized for use as subjects”

<a href="#">Rec stat</a>	c	Entered	19930319	Replaced	20061226126659.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	n
<a href="#">Series</a>	n	<a href="#">Authref</a>	a	<a href="#">Geo subd</a>	n
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv to</a>	n
		<a href="#">Source</a>	c	<a href="#">Name use</a>	a
		<a href="#">Subj use</a>	b	<a href="#">Ser use</a>	b
		<a href="#">Rules</a>	c		

010		no 93007825
040		DGPO #b eng #c DGPO #d DLC #d MoSU-L #d P #d DLC
110	1	United States. #b President (1993-2001 : Clinton)
500	1	Clinton, Bill, #d 1946-
667		SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Clinton, Bill, 1946-
670		His Emergency supplemental appropriations request, 1993: #b t.p. (communication from the President of the United States) p. 1 (William J. Clinton)

**Intro:** Name authority records for U.S. presidential administrations **have** been coded as not authorized for use as subjects (008/15 “b”). In addition, these records have 667 subject usage notes telling catalogers to assign the corresponding personal name instead.

**Warning: Authority records for other headings of this type have NOT been consistently coded to caution against use as a subject heading**

<a href="#">Rec stat</a>	c	Entered	19850722	Replaced	20080116112508.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	n
<a href="#">Series</a>	n	<a href="#">Authref</a>	a	<a href="#">Geo subd</a>	n
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv to</a>	n
		<a href="#">Source</a>		<a href="#">Name use</a>	a
		<a href="#">Subj use</a>	b	<a href="#">Ser use</a>	b
		<a href="#">Rules</a>	c		

010		n	85125640
040		DLC #b eng #c DLC #d DLC	
110	1	Spain. #b Sovereign (1975- : Juan Carlos I)	
500	0	Juan Carlos #b I, #c King of Spain, #d 1938-	
667		SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Juan Carlos I, King of Spain, 1938-	
670		Its Mensajes de la Corona, 1976-	

**Intro:** For other headings of this type, such coding has NOT consistently been done. This one is ok, though.

*[NOTE: NACO libraries are instructed to encode these correctly. See Descriptive Cataloging Manual, section Z1, Name and Series Authority Records.]*

## Geographic names

- Two types of geographic names
  - non-jurisdictional geographic names are found in *LCSH*
  - jurisdictions are found in *NAF*
- Headings for jurisdictions represent government or territory
- Both types of geographic names are established as 151 and assigned as 651

15

**Intro:** Geographic names are also used as subject headings.

**1<sup>st</sup> bullet:** Non-jurisdictional geographic names include geographic regions and features (rivers, mountain ranges, parks, etc.). They are found in *LCSH*.

Names of jurisdictions are found in the *NAF*.

**2<sup>nd</sup> bullet:** Name headings for jurisdictions represent a dual concept for subject cataloging purposes. They represent the jurisdiction as a corporate body that issues laws, employs civil servants, and collects taxes; they also represent the territory that the government controls.

**3<sup>rd</sup> bullet:** Both types of geographic names are established as 151s and are used as 651s as needed for subject access.

For example, you might assign a subject heading **651 \_0 Canada \$x Officials and employees** where “Canada” represents the jurisdiction.

You might assign a **651 \_0 Canada \$x Description and travel** where “Canada” represents the geographic territory.



## Geographic names

- Subdivisions for topics unique to certain geographic names are established in LCSH

**United States \$x History \$y Civil War, 1861-1865**

**Asia \$x Civilization \$x African American influences**

- Free-floating subdivisions from H 1140 may be assigned to geographic names

**Australia \$x Cultural policy**

**East Asia \$x Social life and customs**

**Nevada \$x Geography**

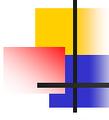
16

### \*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET

**1<sup>st</sup> bullet:** To represent unique concepts in relation to a geographic name, such as historical events and significant periods in the history of a place, subdivisions are established in *LCSH* under the name of a place. But the name of the place without subdivisions does not appear here. It is in the names file.

**2<sup>nd</sup> bullet:** *[text from slide]*

The second example here shows a heading that would be appropriate for the Golden Arches East example: the heading for the region **East Asia** with the free-floating subdivision **\$x Social life and customs**.



## Uniform Titles

- H 1435 describes subject cataloging practices for commentaries on individual works
- Assign a subject heading for the work being discussed
  - name/title for works entered under author
  - uniform title for works entered under title
- Determine whether companion subject headings are appropriate
  - in some cases, the same topical headings assigned to an edition of the work are also assigned to commentaries

17

**Intro:** Uniform titles are also named entities that may be used as subject headings.

**1<sup>st</sup> bullet:** *[text from slide]*

A commentary is defined in H 1435 as a work that criticizes or comments on another work.

**2<sup>nd</sup> & 3<sup>rd</sup> bullets:** *[text from slide]*

The exercises at the end of this session will include the *OED* example from *The Professor and the Madman*.

## Uniform Titles

- When assigning name/title or uniform titles as subject headings:
  - omit initial articles from title
  - omit additional elements such as language subfield, translator, etc.

**Sartre, Jean Paul, \$d 1905- \$t Être et le néant**

*not* Sartre, Jean Paul, \$d 1905- \$t Être et le néant. \$l English

*not* Sartre, Jean Paul, \$d 1905- \$t Being and nothingness
- EXCEPT when assigning headings for sacred works or anonymous classics
  - Bible. \$l English \$x Versions \$x History**

18

**Intro:** let's look at a couple of practices for assigning uniform titles as subject headings using the example of the book *Being and Nothingness*, the English translation of Jean Paul Sartre's *L'être et le néant*.

For descriptive cataloging purposes, an English translation would have a uniform title entry as shown in the middle of the slide with the language of the translation added in subfield \$l:

**Sartre, Jean Paul, \$d 1905- \$t Être et le néant. \$l English**

However, a commentary discussing the English translation would have a uniform title subject heading as shown here, without the subfield showing the language of the translation.

Note that the initial article (L') is omitted from the uniform title.

## Name changes

- Geographic names:
  - use the latest name for linear name changes (H 708)
  - use appropriate name for time period for mergers and splits (H 710)
- Corporate names:
  - use appropriate heading for time period (H 460)

19

**1<sup>st</sup> bullet:** A **linear name change** is one in which the territorial identity remains essentially the same. For such cases, use the latest form of the geographic name, regardless of the name used on the item. As we saw in an earlier example, the heading for **Ceylon** is not valid for use as a subject; **Sri Lanka** is used instead.

For **mergers and splits** of jurisdictions, all established headings are available for use. Different headings may be appropriate depending on the area and the time period being discussed. For example, the nation of Czechoslovakia split into the Czech Republic and Slovakia. The heading **Czechoslovakia** is used for works on the entire nation for the pre-split period. The separate headings **Czech Republic** and **Slovakia** could be applied to works about the pre-split period (when discussing the area corresponding to one of the jurisdictions) and to works about the post-split period (works about one of the nations treated individually would have a heading for the individual nation; works about both nations would have both headings). *[H 710 has more help on this issue!]*

**\*\*[NOTE:** *it may be helpful to use a visual aid on a flip chart or whiteboard to illustrate a split: when headings for Czechoslovakia, Czech Republic, and/or Slovakia would be used.]*

Examples of mergers include Yemen (the People's Democratic Republic of Yemen and the Yemen Arab Republic merged in 1990) and the reunification of Germany.

**2<sup>nd</sup> bullet:** Headings for all earlier and later forms of corporate names are available for use as subject headings, depending on the time period covered in the work. For a comprehensive work on a corporate body, assign the heading for the name used by the body during the latest period covered. Earlier well-known names may also be assigned if they are prominently featured in the work.

Railroads are a good example of corporate names that change frequently. For example, the Pennsylvania Railroad Company merged with several other railroad companies to form the Penn Central Transportation Company, which later became ConRail. Any of these corporate names would be available for use as a subject heading; catalogers would use the name that corresponded to the coverage of the item.

## When is a subject not a name and vice-versa

- H 405 covers headings for various types of named entities:
  - which rules to follow when establishing individual headings
    - AACR2/LCRIs for name headings
    - SHM for subject headings
  - which MARC tag to use
- Alphabetical listing on PCC website provides a chart

20

For ambiguous named entities, H 405 is the instruction sheet that tells whether a category of named entities is established as a name heading following rules in AACR2/LCRIs, or whether it is established as a subject heading following rules and guidelines in the SHM. It also prescribes which MARC tag to use. It is often referred to as the Division of the World.

For catalogers who are creating name authorities (through NACO) or making subject heading proposals (through SACO), this instruction sheet is extremely important.

For catalogers who just need to search and select appropriate headings to assign to bibliographic records, this instruction sheet provides background information about why a heading is formulated the way it is and why it is tagged as it is. It also helps catalogers determine how and where to search for an authority record (e.g., if established as a name, it won't be worthwhile to search LCSH in *Classification Web* for that heading).

**GROUP ONE - NAME AUTHORITY GROUP HEADINGS:** Named entities always established according to descriptive cataloging conventions with authority records that always reside in the name authority file.

<i>Category</i>	<i>MARC tag</i>
Abbeys	<a href="#">110</a>
Academies	<a href="#">110</a>
Airplanes, Named	<a href="#">110</a>
Airports	<a href="#">110</a>
Almshouses	<a href="#">110</a>
Aquariums, Public	<a href="#">110</a>

**GROUP TWO - SUBJECT AUTHORITY GROUP HEADINGS:** Named entities always established according to subject cataloging conventions with authority records that reside in either the name authority file or the subject authority file.

<i>Category</i>	<i>MARC tag</i>
Amusement parks	<a href="#">151</a>
Apartment houses	<a href="#">110</a>
Aqueducts	<a href="#">151</a>
Arches	<a href="#">150</a>
<a href="#">Artists' groups</a>	<a href="#">150</a>
Asian conglomerate corporations	<a href="#">110</a>
Astronomical features (asteroids, comets, galaxies, planets, etc.)	<a href="#">151</a>

Here's a screen shot the lists in SHM H 405

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**Names as Subjects: Exercises for Group Discussion**

Consider the following authority records for the named entities in *The Professor and the Madman* and *Golden Arches East*. Questions for discussion:

- What type of heading does the record represent?
- Can you use the 1XX heading as a subject heading?

1)

<b>Rec stat</b>	n	<b>Entered</b>	19820624	<b>Replaced</b>	19840322000000.0
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	n	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	a	<b>Subdiv tp</b>	n
<a href="#">010</a>	n		82072956		
<a href="#">040</a>			DLC ‡c DLC		
<a href="#">100</a>	1_		Murray, James Augustus Henry, ‡c Sir, ‡d 1837-1915.		
<a href="#">670</a>			His New English dictionary.		

2)

<b>Rec stat</b>	n	<b>Entered</b>	19980203	<b>Replaced</b>	19980203101105.8
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	a	<b>Subdiv tp</b>	n
<a href="#">010</a>	n		98010316		
<a href="#">040</a>			DLC ‡c DLC		
<a href="#">100</a>	1_		Minor, William Chester		
<a href="#">400</a>	1_		Minor, W. C. ‡q (William Chester)		
<a href="#">670</a>			Winchester, S. Mad for words, 1998: ‡b CIP galley (Dr. William Chester Minor; W.C. Minor)		

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3)

<b>Rec stat</b>	c	<b>Entered</b>	19850731	<b>Replaced</b>	19990508051941.6
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n
<b>Source</b>		<b>Name use</b>	a	<b>Subj use</b>	a
<b>Rules</b>		<b>Ser use</b>	b	<b>Rules</b>	c

010 n 85201132

040 DLC ‡c DLC ‡d InU ‡d IAhCCS

130 \_0 Oxford English dictionary

430 \_0 OED

530 \_0 [New English dictionary on historical principles](#)

670 The Concise Oxford dictionary of current English, 1982: ‡b t.p. (Oxford English dictionary)

670 LC manual cat. ‡b (The Oxford English dictionary, 1933)

670 Oxford English dict., 1933: ‡b v. 1, p. v (reissue of A new English dictionary on historical principles as the Oxford English dictionary)

670 The professor and the madman, p1998: ‡b container (Oxford English dictionary; OED)

4)

<b>Rec stat</b>	n	<b>Entered</b>	19950113	<b>Replaced</b>	19950114053159.7
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n
<b>Source</b>		<b>Name use</b>	a	<b>Subj use</b>	a
<b>Rules</b>		<b>Ser use</b>	b	<b>Rules</b>	c

010 no 95002678

040 InU ‡c InU

130 \_0 New English dictionary on historical principles

530 \_0 [Oxford English dictionary](#)

670 A new English dictionary on historical principles, 1888-1928.

670 Oxford English dict., 1933: ‡b v. 1, p. v (reissue of A new English dictionary on historical principles as the Oxford English dictionary)

670 LC database, 12/7/94 ‡b (hdg.: New English dictionary on historical principles)

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5)

<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	a
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n	<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	c

<a href="#">010</a>		n 50000582					
<a href="#">040</a>		DLC ‡c DLC ‡d DLC ‡d MiU					
<a href="#">110</a>	2_	McDonald's Corporation.					
<a href="#">410</a>	2_	McDonald's System, Inc.					
<a href="#">410</a>	2_	McDonald's (Firm : U.S.)					
<a href="#">410</a>	2_	Mac Donald (Firm : U.S.)					
<a href="#">410</a>	2_	Mac Do (Firm : U.S.)					
<a href="#">670</a>		Kroc, R. Grinding it out. c1977.					
<a href="#">670</a>		Map of Washington D.C. central business district, 1976?: ‡b map recto (McDonald's)					
<a href="#">670</a>		Jeunes professions, professions de jeunes? 1991: ‡b t.p. (Mac Do) p. 151, etc. (... des restaurants Mac Donald; Le Mac Donald)					

6)

<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	b
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>		<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	n

<a href="#">010</a>		sh 85040525					
<a href="#">040</a>		DLC ‡c DLC ‡d DLC					
<a href="#">151</a>		East Asia					
<a href="#">451</a>		Asia, East					
<a href="#">451</a>		Asia, Eastern					
<a href="#">451</a>		East (Far East) ‡w nne					
<a href="#">451</a>		Eastern Asia					
<a href="#">451</a>		Far East					
<a href="#">551</a>		Orient ‡w g					
<a href="#">680</a>		‡i Here are entered works dealing collectively with China, Japan, North Korea, South Korea, and Taiwan.					
<a href="#">681</a>		‡i Note under ‡a Orient					
<a href="#">781</a>	0	‡z East Asia					

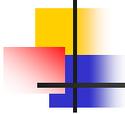
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# MARC Coding for Library of Congress Subject Headings

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## Session 11



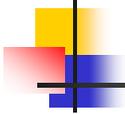
## MARC Coding for Library of Congress Subject Headings

- How do we interpret information in subject authority records and apply it correctly in bibliographic records?
- What are the principal elements of authority records to consider before assigning a heading in a bibliographic record?
- What are some of the pitfalls and how can they be avoided?

2

**Intro:** *[text from slide]*

Most authorized headings can also be used as subjects, so it is necessary to look at authority records for names and titles, as well as subjects, when analyzing the subject content of a work and deciding how to provide access to that subject in the bibliographic record.



## Outline of Fields in Authority Records

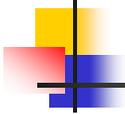
---

00x	control fields
1xx	headings
260/360	complex (general) references
4xx	see from tracing
5xx	see also from tracing
663-666	complex name references
667-68x	notes
7xx	linking entry

3

**Intro:** To review, the general outline of fields in authority records: *[text from slide]*

Understanding and using an authority record correctly depends upon reading the data stored in both fixed-length and variable-length fields, including indicators and subfields. It is as important to look at the 008 fixed field elements and various 6XX fields of an authority record as it is to look at the 1XX field when deciding how to construct and assign a subject heading. Scope notes and reference records are especially important when assigning Library of Congress subject headings correctly in bibliographic records.



## Conversion Chart

Authority record	Bibliographic record
100	600
110	610
111	611
130	630
150	650
151	651 or \$z of 6XX
[155]	655

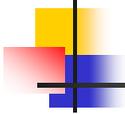
4

**Intro:** There is a direct correspondence between the tag in the authority record for the established heading and the tag in the assigned subject heading, as shown in the chart. The exception is [155] → 655 (because 155s do not yet exist in LCSH).

As we saw in the session on Subject Authority Records, simply finding an authority record with a term in a 1XX field is not a guarantee that it is appropriate to use that term as a subject heading in a bibliographic record. It is important to look at other elements of the authority record as well as the 1XX. For example, field 150 may contain a term used as an established subject or an established subject and subdivision. It could also contain a term that is not valid as a heading because it serves as a reference. Some examples of this will be given later on.

Up to this point in the workshop, when we've talked about MARC, we have focused on the *MARC 21 Format for Authority Data*. When assigning and coding LC subject headings in bibliographic records, you will use information from authority records but will also need to use the *MARC 21 Format for Bibliographic Data*.





## Application to Bibliographic Record : Personal Name as Subject

100 1_	Wilson, Charis, \$d 1914-
245 10	Through another lens : \$b my years with Edward Weston / \$c Charis Wilson and Wendy Madar.
<b>600 10</b>	<b>Weston, Edward, \$d 1886-1958.</b>

6

**Intro:** If you were assigning this heading to a bibliographic record, you would code it as shown here, to correspond with the tagging in the authority record.

Note that the second indicator of the 600 field is “0”. In the *MARC 21 Format for Bibliographic Data*, the second indicator of 6XX fields specifies the subject heading system or thesaurus used. “0” indicates that the subject heading conforms to and is appropriate for use in *Library of Congress Subject Headings* (LCSH). This includes names headings from the NAF that are authorized for use as subject headings.

Note that the 600 field ends with a period. The punctuation **within** the heading (such as the comma preceding the \$d in this example) is specified by the descriptive cataloging rules used to establish the name heading.

For help with other aspects of punctuation, such as ending punctuation, you can find guidance in *SHM Appendix D: Punctuation* and also in the *MARC 21 Format for Bibliographic Data*.

## SHM Appendix D: Punctuation

### Appendix D: Punctuation

**1. Period at the end of a heading.** Place a period at the end of a subject heading.

*Examples:*

```
600 10 $a Reagan, Ronald.  
650 #0 $a Presidents $z United States $v Biography.
```

*Exception:* Omit the final period if the final element in the heading is a closing parenthesis, an open date, or a mark of ending punctuation. *Examples:*

```
650 #0 $a Seasonal variations (Economics)  
650 #0 $a Education $z Washington (D.C.)  
651 #0 $a United States $x Economic policy $y 2001-  
600 10 $a Capote, Truman, $d 1924-  
600 10 $a Sienkiewicz, Henryk, $d 1846-1916. $t Quo vadis?
```

SHM Appendix D provides guidance on punctuation of all types of subject heading in one concise document. It includes guidance on the use of spaces within abbreviations and a section on name headings used as subject headings.

## MARC 21 Format for Bibliographic Data

### X00 Personal Names—General Information

#### Input Conventions

---

#### Punctuation

The punctuation of the subelements of a heading is generally dictated by descriptive cataloging or subject heading system/thesaurus rules. These input conventions clarify MARC punctuation practices. Fields 100, 600, 700, and 800 end with a mark of punctuation or a closing parenthesis. If the final subfields are subfield \$2, \$3, \$4, or \$5, the mark of punctuation or closing parenthesis precedes those subfields.

```
600 10 $aCapote, Truman,$d1924- $xCriticism and
      interpretation.
700 1# $aEllington,
      Duke,$d1899-1974.$tSelections;$oarr.$f1986.
700 0# $aThomas$c (Anglo-Norman poet).$tRoman de
      Tristan.$lEnglish.
100 1# $aGrozelier, Leopold.$4art
```

---

**Intro:** Help with punctuation is also available in the *MARC 21 Format for Bibliographic Data*, which specifies punctuation practices for all MARC fields.

The Input Conventions area provides guidance on punctuation and spacing for those elements that are not dictated by the descriptive cataloging or subject heading system rules.

To avoid repetition, general information sections are provided for groups of fields with similar characteristics, such as X00 fields for Personal Names, as shown here.

Here we see that 600 fields end with a mark of punctuation or a closing parenthesis. “Mark of punctuation” is defined in the introduction as a period, a question mark, an exclamation mark, or a hyphen.

**\*\*[NOTE: there is another slide showing punctuation guidelines for 650 fields following an example of a topical heading.]**

**Corporate Body Authority Record**

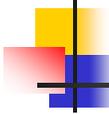
Rec stat	c	Entered	19790726	Replaced	19990813160549.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	■
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	n	Subdiv tp	n
				Source	■
				Name use	a
				Subj use	a
				Ser use	b
				Rules	c

010	1	n	79079580
040		DLC #b eng #c DLC #d DLC #d TNJ #d CU-SB	
110	2	American Civil Liberties Union	
410	2	ACLU	
410	2	A.C.L.U.	
410	2	Organización Americana de Libertades Civiles	
510	2	National Civil Liberties Bureau (U.S.) #w a	
670		Its Handbook (ser.) Gillers, S. #b The rights of lawyers and clients, c1979: t.p. (American Civil Liberties Union)	
670		La lucha contra los abusos de la policía, c1992: #b t.p. (ACLU, Organización Americana de Libertades Civiles)	
678		Founded 1917 as the Civil Liberties Bureau within the American Union Against Militarism; #a became independent 10/17 under the name: National Civil Liberties Bureau; #a name changed to American Civil Liberties Union, 12/20.	

Note that 008/15 **Subj use** is coded “a” for *Appropriate for use as a subject access entry in a bibliographic record*.

Also note the 510 indicating an earlier form of the name. *SHM H 460* says that in the case of corporate bodies that have undergone name changes, "Assign the heading for the name used by the body during the latest period covered by the work being cataloged." It also authorizes the assignment of an earlier name IF it was well-known and is prominently featured in the work.



## Application to Bibliographic Record : Corporate Body as Subject

- 110 2\_ American Civil Liberties Union.  
245 10 Records, \$f 1917-  
520 Includes correspondence (1927-1928), reports of program work, literature, and information about the American Civil Liberties Foundation's Project on Amnesty (1973-1975); includes one folder each of printed information and newsletters of ACLU branches in Washington D.C., California, Illinois, Indiana, Massachusetts, New York, Oregon, Tennessee, and Washington State and eight folders of information about the ACLU of Pennsylvania and the Greater Philadelphia Branch; also includes biographical information about Roger Baldwin.
- 610 20 American Civil Liberties Union \$v Archives.**

10

**Intro:** The 110 2\_ coding from the authority record becomes 610 20 in the bibliographic record. Here again, the second indicator of the 610 field is “0” to indicate that it conforms to LCSH.

This record represents a collection of documentary material about the ACLU. According to LC practice, the form subdivision **\$v Archives** would be added to the subject heading for the corporate body.

**\*\*[NOTE: the use of the subdivision is specified in H 1230 Archives and Archival Resources; it comes up again in the next session.]**

There is no 610 for the earlier form of the name because materials about the earlier body are not prominently featured in the collection.

## Topical Heading Subject Authority Record

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20090224134400.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	b	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>		<a href="#">Rules</a>	n		

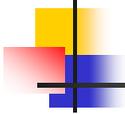
010	sh	85026282
040	DLC	#b eng #c DLC #d DLC
053	0	HT165.5 #b HT169.5 #c Urban sociology
053	0	NA9000 #b NA9284 #c Architecture
150		City planning
450		Cities and towns #x Planning #w nne
450		City planning #x Government policy
450		Civic planning

11

**Intro:** Now we'll consider some topical headings.

Note that the 008/06 **Geo subd** is coded "i" for *Subdivided geographically indirect*. This indicates that the heading may be subdivided geographically, according to indirect subdivision practice outlined in *SHM H 830*.

053 fields give suggested class numbers or class number ranges from the Library of Congress Classification.



## Application to Bibliographic Record : Topical Subject

<b>050 00</b>	<b>HT166 \$b .D3867 2003</b>
245 00	Designing cities : \$b critical readings in urban design / \$c edited by Alexander R. Cuthbert.
260	Malden, MA : \$b Blackwell Pub., \$c 2003.
<b>650 _0</b>	<b>City planning.</b>

12

**Intro:** In the bibliographic record, the heading is coded 650 \_0.

Note that the call number falls within the range suggested in the first 053 of the authority record.

Although the subject heading is one which may be subdivided geographically, in this case it is appropriate without any further subdivision because this work covers the topic in general.

Also note the ending punctuation. We'll look at the guidelines in the *MARC Format for Bibliographic Data* again.

## Topical Heading Subject Authority Record

Rec stat	c	Entered	19860211	Replaced	19971205151310.9
Type	z	Und status	a	Enc lvl	n
Roman	■	Ref status	b	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Authref	a	Geo subd	i
Ser num	n	Name	n	Subdiv to	n
Source		Name use	b	Subi use	a
		Ser use	b	Rules	n

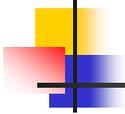
  

010	sh 85074353
040	DLC #b eng #c DLC #d DLC
053	HD1391
150	Land use, Urban
450	Urban land use
550	Cities and towns #w g
550	Urban economics #w g
550	Urban policy #w g
550	Urban renewal
680	# Here are entered general works on urban land use and works limited to urban land use in regions, counties, states, etc. Works on land use in individual cities, city regions, or metropolitan areas are entered under the heading #a Land use #i with local subdivision.

**Intro:** Here is the authority record for the topical heading **Land use, Urban**.

In addition to noting the **Geo subd** code of “i”, it is also important to follow the instructions in the 680 field. Simply looking at the 008 can mislead a cataloger to assign this heading incorrectly. If you had a resource on land use in a specific city or metropolitan area, it would not be appropriate to use this heading subdivided by that local place, even though the fixed field coding indicated that the heading may be subdivided geographically.

Note the two 550 fields with a subfield \$w coded “g” in byte 0 to reflect that these see also from entries are broader terms for the heading in the 150 field. The third 550, without a subfield \$w, is a related term see also reference. Narrower term references are not listed on LCSH authority records.



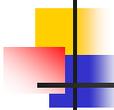
## Application to Bibliographic Record : Topical Subject

---

100 1\_ Feagin, Joe R.  
245 10 Building American cities : \$b the  
urban real estate game / \$c by Joe  
R. Feagin and Robert Parker.  
**650 \_0 Land use, Urban \$z United States.**  
650 \_0 Housing \$z United States.

14

Note that the heading has been subdivided geographically, at the appropriate level.



## Application to Bibliographic Record : Topical Subject

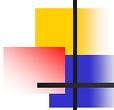
100 1_	Gandy, Matthew.
245 10	Concrete and clay : \$b reworking nature in New York City / \$c Matthew Gandy.
650 _0	Urban ecology \$z New York (State) \$z New York.
650 _0	Human ecology \$z New York (State) \$z New York.
650 _0	City planning \$x Environmental aspects \$z New York (State) \$z New York.
<b>650 _0</b>	<b>Land use, Urban \$z New York (State) \$z New York.</b>

Incorrect usage!

15

**Intro:** Here the same heading has been assigned to a work about the topic in New York City.

According to the 680 field in the authority record, the heading has been applied incorrectly. Instead of subdividing this heading to the city level, the subject heading **Land use** should have been applied to reach the city level.



## Application to Bibliographic Record : Topical Subject

100 1_	Gandy, Matthew.
245 10	Concrete and clay : \$b reworking nature in New York City / \$c Matthew Gandy.
650 _0	Urban ecology \$z New York (State) \$z New York.
650 _0	Human ecology \$z New York (State) \$z New York.
650 _0	City planning \$x Environmental aspects \$z New York (State) \$z New York.
<b>650 _0</b>	<b>Land use \$z New York (State) \$z New York.</b>

Correct usage!

16

Correct application: the heading **Land use** with geographic subdivision to reach the city level.

## Topical Heading Subject and Subdivision Authority Record

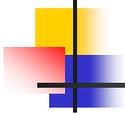
Rec stat	c	Entered	19860211	Replaced	19911022080414.3
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	■
Ser num	n	Name	n	Subdiv tp	n
010		sh	85026023		
040		DLC #b	eng #c DLC #d DLC		
053		TR	858		
150		Cinematography #x	Special effects		
450		Motion pictures #x	Special effects		
450		Special effects (Cinematography)			
550		Trick cinematography			

17

This is an example of when the established heading in the 150 includes the main heading as well as a subdivision.

Note that this heading string may NOT be subdivided geographically.

The main heading Cinematography MAY be subdivided geographically.



## Application to Bibliographic Record : Topical Subject and Subdivision

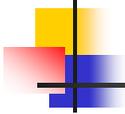
100 1_	Adeyemi, Taiwo.
245 14	The aesthetic value of special effects cinematography in Nigeria / \$c Taiwo Adeyemi.
<b>650 _0</b>	<b>Cinematography \$z Nigeria \$x Special effects.</b>

18

Here the heading string is applied to a work that has a geographic focus.

The name of the place is interposed between the main heading and the topical subdivision in cases like this where the heading is authorized for geographic subdivision and the topical subdivision is not.

**\*\*[NOTE: This is specified in H 870, section 1. A cataloger could also formulate a SACO proposal to authorize the subdivision \$x Special effects for geographic subdivision.]**



## Reference Record

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20031103144528.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	n	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	n	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	b	<a href="#">Geo subd</a>	n
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv to</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Ser use</a>	b
<a href="#">Subi use</a>	b	<a href="#">Rules</a>	n		

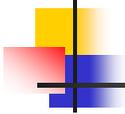
  

010	sh	85023267
040	DLC #b eng #c DLC #d DLC	
150	Chicano language	
260	#i subdivisions #a Dialects #i and #a Provincialisms #i under #a Spanish language #i divided by United States or specific locality in the United States, e.g. #a Spanish language--Dialects--United States; Spanish language--Provincialisms--Southwestern States	

19

**Intro:** This is an example of a situation in which the terms in a 150 field of an authority record may not be assigned as a subject heading in a bibliographic record. The Subj use code of “b” (may not be used as a subject) and the Auth/ref code of “b” (untraced reference) reveal the nature of the record. This illustrates why the fixed field (008) of an authority record must always be consulted before headings are assigned to bibliographic records.

The 260 field provides guidance on appropriate subject headings to be assigned to cover the topic.



## Application to Bibliographic Record : Based on Reference Record

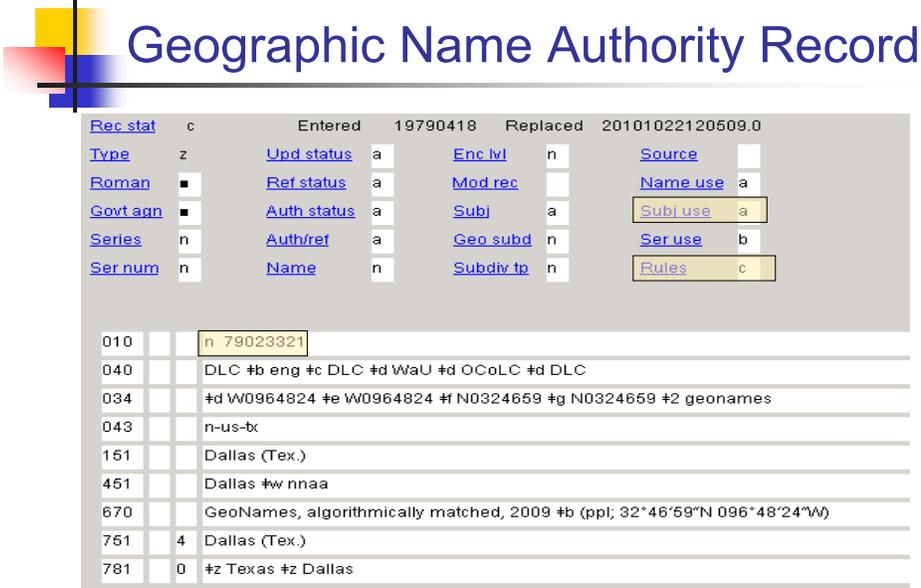
245 03 El dialecto chicano de Texas : \$b  
Mexican American dialectology course /  
\$c Department of Spanish and  
Portuguese, University of Texas.

650 \_0 **Spanish language \$x Provincialisms \$z  
Texas.**

650 \_0 **Spanish language \$x Dialects \$z Texas.**

20

The term Chicano language from the 150 of the reference record does not appear at all in the bibliographic record. Instead, the concept is covered through the two other subject headings, as stipulated in the 260 field of the authority record.



**Geographic Name Authority Record**

<a href="#">Rec stat</a>	c	Entered	19790418	Replaced	20101022120509.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	n
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
				<a href="#">Source</a>	
				<a href="#">Name use</a>	a
				<a href="#">Subj use</a>	a
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	c

010		n 79023321
040		DLC #b eng #c DLC #d WaU #d OCoLC #d DLC
034		#d W0964824 #e W0964824 #f N0324659 #g N0324659 #2 geonames
043		n-us-bx
151		Dallas (Tex.)
451		Dallas #w nnaa
670		GeoNames, algorithmically matched, 2009 #b (ppt; 32°46'59"N 096°48'24"W)
751	4	Dallas (Tex.)
781	0	#z Texas #z Dallas

21

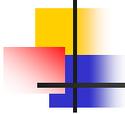
**Intro:** Next we'll examine the use of information from geographic name authority records.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN RED CIRCLES**

Note that this is a name authority record: the control number in the 010 field has an "n" prefix; 008/10 (Rules) is coded to show the descriptive cataloging code used (c is AACR2).

**Subj use** is coded "a" for valid for use as a subject.

The established heading in the **151** field is Dallas (Tex.).



## Application to Bibliographic Record : Geographic Heading

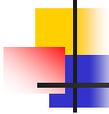
100 1_	Hanson, Royce
245 10	Civic culture and urban change : \$b governing Dallas / \$c Royce Hanson.
<b>651 _0</b>	<b>Dallas (Tex.)</b> \$x Politics and government \$y 20th century.
<b>650 _0</b>	Political culture <b>\$z Texas \$z Dallas</b> \$x History \$y 20th century.
<b>651 _0</b>	<b>Dallas (Tex.)</b> \$x Economic conditions \$y 20th century

22

**Intro:** We need to use Dallas as a main heading and as a geographic subdivision in this record.

In main headings (651 fields), the geographic name is used exactly as it appears in the authority record.

As a geographic subdivision, the name is split apart into its component parts, with the qualifying jurisdiction spelled out in its full, established form. The names are entered in separate \$z subfields in indirect order – the larger jurisdiction appearing before the smaller jurisdiction.



## Summary of Geographic Names

Name authority record:

151 Canada

Bibliographic records:  
Used as corporate main or added entry:

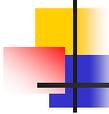
110 1\_ Canada.  
710 1\_ Canada.

23

**Intro:** Having a single name authority record for a jurisdiction, tagged 151, sometimes confuses people when they need to use that jurisdiction name in different ways, as corporate main entry or as the basis for a corporate name heading in a 610 or 710.

Catalogers use geographic name authority records to help them come up with the corporate name headings beginning with a jurisdictional name. The summary on the next few screens provides a reminder of the possible applications in bibliographic records for jurisdictional headings tagged 151.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**



## Summary of Geographic Names (2)

Name authority record:

151 Canada

Bibliographic records:  
Used as subject heading alone, or with topical or form subdivisions:

651 \_0 Canada.  
651 \_0 Canada \$x History.  
651 \_0 Canada \$x Officials and employees.  
651 \_0 Canada \$v Biography.

24

In addition, based on the same name authority record for Canada (which has the fixed field **Subj use** coded “a” for valid use as a subject), catalogers may assign **Canada** as a subject heading coded 651 \_0 in a bibliographic record.



## Summary of Geographic Names (3)

---

### Name authority records:

151 Canada

110 1\_ Canada. \$b Ministry of Transport

### Bibliographic records:

Used as corporate main or added entry for subordinate body:

110 1\_ Canada. \$b Ministry of Transport.

710 1\_ Canada. \$b Ministry of Transport.

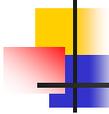
25

### \*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE

According to AACR2, many government agencies are entered subordinately, that is, with the name of the jurisdiction in subfield \$a and the name of the agency in subfield \$b. The name authority record for Canada provides the correct form to be used in the subfield \$a of the heading for the corporate body shown here, the Ministry of Transport.

In the authority record, the heading **Canada. \$b Ministry of Transport** is coded 110. When used as a corporate main or added entry in bibliographic records, it is coded 110 or 710.

If you needed to assign a corporate main or added entry for a government agency entered subordinately but no authority record existed for that agency, you would use the heading for the jurisdiction as in the name authority record, add the name of the agency in subfield \$b, and code the heading 110 or 710 in your bib record. (This is greatly simplified and catalogers should refer to chapter 24 of AACR2 and the LCRIs for guidance!)



## Summary of Geographic Names (4)

Name authority records:

- 151 Canada
- 110 1\_ Canada. \$t Access to Information Act
- 110 1\_ Canada. \$t Treaties, etc. \$d 1992 Oct. 7.

Bibliographic records:

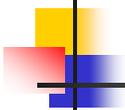
Used as author/title (or author/uniform title) added entry:

- 710 1\_ Canada. \$t Access to Information Act.
- 710 1\_ Canada. \$t Treaties, etc. \$d 1992 Oct. 7.

26

Name/title headings for laws or treaties of a jurisdiction are also based on the form of the name in the name authority record.

**\*\*[NOTE: The second uniform title heading is the authorized heading for NAFTA (North American Free Trade Agreement.)]**



## Summary of Geographic Names (5)

---

### Authority records:

151        Canada  
110 1\_    Canada. \$b Ministry of Transport  
110 1\_    Canada. \$t Treaties, etc. \$d 1992 Oct. 7

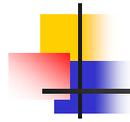
### Bibliographic records:

Used as subject heading for subordinate body or for author/title (or author/uniform title), with or without topical or form subdivisions:

610 10    Canada. \$b Ministry of Transport.  
610 10    Canada. \$b Ministry of Transport \$v Directories.  
610 10    Canada. \$t Treaties, etc. \$d 1992 Oct. 7.  
610 10    Canada. \$t Treaties, etc. \$d 1992 Oct. 7 \$x Electronic information resources.

27

**Intro:** Here are examples of how such headings would be tagged when used as subject headings in a bibliographic record. Free-floating subdivisions have been added to some of the examples.



## Exercises

---

Provide the MARC coding for the subject heading strings on your worksheet.

Note: not all subject headings that would be assigned are shown.

**MARC Coding: Exercises**

Provide the MARC coding for the subject heading strings below.  
(Note: not all subject headings that would be assigned are shown)

*Sports hero : Henry Aaron.*

- 6\_\_ \_\_ Aaron, Hank, \$\_\_ 1934- \$\_\_ Juvenile literature.  
6\_\_ \_\_ African American baseball players \$\_\_ Biography \$\_\_ Juvenile literature.

*Microsoft in the mirror : nineteen insiders reflect on the experience.*

- 6\_\_ \_\_ Microsoft Corporation \$\_\_ Employees \$\_\_ Biography.  
6\_\_ \_\_ Computer software industry \$\_\_ United States.

*Canada-Japan : policy issues for the future.*

- 6\_\_ \_\_ Canada \$\_\_ Economic conditions \$\_\_ 1945- \$\_\_ Congresses.  
6\_\_ \_\_ Canada \$\_\_ Foreign economic relations \$\_\_ Japan \$\_\_ Congresses.  
6\_\_ \_\_ Japan \$\_\_ Foreign economic relations \$\_\_ Canada \$\_\_ Congresses.

*Union list of serials in Canada Department of Agriculture Libraries.*

- 6\_\_ \_\_ Canada. \$\_\_ Dept. of Agriculture. \$\_\_ Library \$\_\_ Catalogs.  
6\_\_ \_\_ Agriculture \$\_\_ Periodicals \$\_\_ Bibliography \$\_\_ Union lists.  
6\_\_ \_\_ Catalogs, Union \$\_\_ Canada.

*Saying it's so : a cultural history of the Black Sox scandal.*

- 6\_\_ \_\_ Chicago White Sox (Baseball team) \$\_\_ History.  
6\_\_ \_\_ World Series (Baseball) \$\_\_ (1919)

*The Brontës A to Z : the essential reference to their lives and work.*

- 6\_\_ \_\_ Brontë family \$\_\_ Encyclopedias.  
6\_\_ \_\_ Authors, English \$\_\_ 19th century \$\_\_ Biography \$\_\_ Encyclopedias.

*The Empire State Building.*

- 6\_\_ \_\_ Empire State Building (New York, N.Y.) \$\_\_ Pictorial works.  
6\_\_ \_\_ Skyscrapers \$\_\_ New York (State) \$\_\_ New York \$\_\_ Design and construction \$\_\_ Pictorial works.

*Lewis & Clark in North Dakota.*

- 6\_\_ \_\_ Lewis and Clark Expedition \$\_\_ (1804-1806) \$\_\_ Exhibitions.  
6\_\_ \_\_ North Dakota \$\_\_ Discovery and exploration \$\_\_ Exhibitions.

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FOR DOUBLE SIDED COPY*

**Note:** all name headings that are needed are provided here to assist with coding. Not all subject headings used in the exercises are listed below. Assume that subject headings may be subdivided geographically if the headings above have geographic subdivision.

**Name Authority file:**

100 1 \_ Aaron, Hank, \$d 1934-  
151 \_ \_ Canada  
110 1 \_ Canada. \$b Dept. of Agriculture. \$b Library  
110 2 \_ Chicago White Sox (Baseball team)  
151 \_ \_ Japan  
111 2 \_ Lewis and Clark Expedition \$d (1804-1806)  
110 2 \_ Microsoft Corporation  
111 2 \_ World Series (Baseball)

**Subject Authority file:**

100 3 \_ Brontë family  
110 2 \_ Empire State Building (New York, N.Y.)

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FOR DOUBLE SIDED COPY*

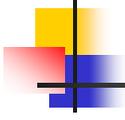


# Evaluating Existing Headings

---

## Session 12

1



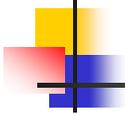
## Evaluating existing headings

- How do catalogers evaluate LC subject headings on cataloging copy?
- What tools should be used?

2

**Object:**

This session is intended to give attendees some guidance in evaluating existing subject headings when copy cataloging. The examples should also help reinforce concepts covered in earlier sessions.



## Tools

- Name and subject authority records
- *Free-Floating Subdivisions: An Alphabetical Index*
- Instruction sheets in the *SHM* may need to be used

3

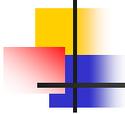
**Intro:** First, let's talk about the tools that are needed for evaluating headings.

\*\*\*[*ANIMATED SLIDE: click to bring in each bullet*]

**1<sup>st</sup> bullet:** Name and subject authority records will provide much guidance in the correct application of subject headings in bibliographic records, sometimes by means of codes, other times with explicit notes.

**2<sup>nd</sup> bullet:** *Free-Floating Subdivisions: An Alphabetical Index* can be very useful for quickly identifying the categories of headings under which each subdivision appears, usage guidelines in the *SHM*, and subfield codes.

**3<sup>rd</sup> bullet:** Sometimes it is necessary to consult instruction sheets in the *SHM* in conjunction with authority records to determine whether or not a heading has been formulated correctly.



## Keep in mind...

- The absence of an authority record for a subject heading string does NOT mean that the heading is invalid
- Bibliographic records in a database have been created over a period of years
  - Forms of headings change
  - Policies and practices for application change
  - New headings are established
  - Headings in older records should be reviewed using current standards

4

**1<sup>st</sup> bullet:** Catalogers should **not** assume that the absence of an authority record means that a heading they see on a bibliographic record is invalid. They must also apply the principles laid out in the *SHM* and follow the guidelines in specific instruction sheets to help them evaluate the subject headings in a bibliographic record. As we've seen in earlier sessions, there are many cases where a subdivision may be correctly applied to an authorized heading without the need to have an authority record for the [heading]—[subdivision] combination. There are also some phrase headings that may be constructed without the need to establish them in the subject authority file.

**2<sup>nd</sup> bullet:** When evaluating headings on existing catalog records to determine whether they are appropriate or constructed correctly, bear in mind that the bibliographic records in any database have been created over a period of many years. Over the years, forms of headings change, as do policies and practices regarding the application of specific headings and subdivisions. New subject headings are continually being established that could be applied to works cataloged previously. Headings in older bibliographic records should be reviewed using the most current authority records, instruction sheets, and other guidelines.

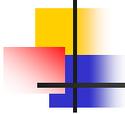


## Evaluating headings

- When evaluating headings, consider:
  - Do the headings assigned reflect the content of the work being cataloged?
  - Is the heading string valid?
    - Are the elements authorized by authority records or by the *SHM*?
    - Is the order of subdivisions appropriate (placement of geographic subdivision, etc.)?
  - Is the MARC coding correct?

5

*[text from slide]*



## Example 1

---

245 00 Individuals, essence, and identity : \$b  
themes of analytic metaphysics / \$c  
edited by Andrea Bottani, Massimiliano  
Carrara, and Pierdaniele Giaretta.

650 \_0 Ontology.

650 \_0 Metaphysics.

6

**Intro:** We will go through eight examples as if copy cataloging and evaluate some or all of the subject headings that have been assigned. The first example is the title *Individuals, essence and identity*.

This record has two LC subject headings: **Ontology** and **Metaphysics**. We'll check authority records for both.

## Authority record for 1st heading

Rec stat	c	Entered	19860211	Replaced	20060214103525.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	b	Mod rec	■
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	■
Ser num	n	Name	n	Subdiv tp	n
Source	■	Name use	b	Subj use	a
Ser use	b	Rules	n		

010		sh 85094833
040		DLC #b eng #c DLC #d DLC
053	0	BD300 #b BD444
150		Ontology
450		Being
550		Philosophy #w g
550		Metaphysics
550		Necessity (Philosophy)
550		Substance (Philosophy)

**Intro:** The authority record for **Ontology** shows that it is an authorized LC subject heading.

The **008/09** field (Kind of record; labeled **Auth/ref** in this OCLC display) is coded “a” : established heading.

The **008/15** field (Heading use, subject added entry; **Subj use** in this display) is coded “a” : appropriate for use as a subject.

The **008/11** field (Subject heading system thesaurus; labeled **Subj** in this display) is coded “a” : Library of Congress Subject Headings.

Notice that **Metaphysics**, the other heading assigned to the record, appears as a 550 related term reference in this record.

MARC coding: this is a topical heading coded 150, so the heading in the bibliographic record was correctly coded 650\_0.

**\*\*[NOTE: Definition from American Heritage dictionary of the English language:**

ontology: the branch of metaphysics that deals with the nature of being.]

## Authority record for 2nd heading

Rec stat	c	Entered	19860211	Replaced	19900116103011.5
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	■
Ser num	n	Name	n	Subdiv tp	n
Source					
Name use	b				
Subj use	a				
Ser use	b				
Rules	n				

010		sh 85084286
040		DLC #b eng #c DLC #d DLC
053		BD
150		Metaphysics
550		God
550		Ontology
550		Philosophy #w g
550		Philosophy of mind

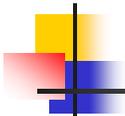
**Intro:** This authority record shows that **Metaphysics** is also an authorized LC subject heading. Notice that **Ontology** appears as a 550 related term reference on this record.

Determining that a term is a valid heading is only part of the process of evaluating it. It's also necessary to determine if it's appropriate for the work being cataloged. When a subject term in a bibliographic record is unfamiliar and the authority record does not provide a definition or scope note, looking at related and broader or narrower terms may help determine if the heading is appropriate for the work. Further help about the application of a heading may be found in the *SHM*, discipline-specific dictionaries, or by looking at how the term has been used in other libraries' catalogs.

\*\*[ASK attendees: Do these headings seem appropriate for this work?]

\*\*[NOTE: Definition from American Heritage dictionary of the English language:

Metaphysics: 1. (used with a sing. verb) *Philosophy* The branch of philosophy that examines the nature of reality, including the relationship between mind and matter, substance and attribute, fact and value.]



## Example 2

---

100 1 Goldberg-Hiller, Jonathan, \$d 1958-  
245 14 The limits to union : \$b same-sex marriage  
and the politics of civil rights / \$c Jonathan  
Goldberg-Hiller.

650 \_0 Same-sex marriage \$x Law and legislation  
\$z United States.

650 \_0 Gays \$x Civil rights \$z United States.

9

**Intro:** The next example is the title *The limits to union*.

A cataloger evaluating these subject headings might begin by looking for an authority record for the term **Same-sex marriage** and find that it is an authorized LC subject heading and may be subdivided geographically. It is followed by the subdivision **\$x Law and legislation**.

**\*\*[ASK attendees: what would you do next to determine whether \$x Law and legislation may be used here?]**

Rec stat	n	Entered	19970616	Replaced	19970811081859.2
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Authref	a	Geo subd	i
Ser num	n	Name	n	Subdiv tp	n
010		sh	97004784		
040		DLC #b eng #c DLC			
150		Same-sex marriage #x Law and legislation			
550		Marriage law #w g			
670		Work cat.: 97-110835; Michigan Legislative Research Bureau. Same-sex marriages, 1996.			

Rec stat	c	Entered	20000607	Replaced	20071106132533.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	n	Mod rec	
Govt agn	■	Auth status	n	Subj	a
Series	n	Authref	d	Geo subd	i
Ser num	n	Name	n	Subdiv tp	a
010		sh	99004848		
040		IEN #b eng #c DLC #d DLC			
073		H 1147 #a H 1149 #a H 1150 #a H 1151.5 #a H 1153 #a H 1158 #a H 1180 #a H 1195 #a H 1200 #z lcsb			
180		#x Law and legislation			
667		Further subdivide by subdivisions used under legal topics.			
680		#i Use as a topical subdivision under individual animals and groups of animals, individual chemicals and groups of chemicals, individual diseases and types of diseases, types of educational institutions, types of industries, individual materials and types of materials, individual plants and groups of plants, individual land vehicles and types of land vehicles, and individual wars.			

**Intro:** There are a couple of different approaches you could take.

If you searched for an authority record, you would find that **\$x Law and legislation** is established under the heading **Same-sex marriage**, and that the entire heading string may be subdivided geographically.

\*\*\*ANIMATED SLIDE: CLICK TO BRING IN SUBDIVISION AUTHORITY RECORD

Some catalogers might begin by checking the subdivision authority record, *Free-Floating Subdivisions*, or the *SHM* to see if **\$x Law and legislation** could be applied on a free-floating basis. If you did that, you would find that it may be used on a free-floating basis under certain types of headings, as seen in the subdivision authority record here. In the *SHM*, it appears on several pattern lists (Animals, Chemicals, Diseases, etc.). It is not, however, free-floating under topical headings. It must be established under topical headings such as **Same-sex marriage**.

The work being cataloged has a geographic focus and the heading string may be subdivided geographically. The form of the geographic name in the \$z is correct (we won't take the time now to check the authority record for this one).

Given the information in these authority records, the first subject heading in the bib record (**Same-sex marriage \$x Law and legislation \$z United States**) is correctly formulated.

<a href="#">Rec stat</a>	c	Entered	19941201	Replaced	19980926105225.2
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh 94009215
040		DLC #b eng #c DLC #d DLC
053		HQ76.5 #b HQ76.8 #c Sociology
150		Gay rights
450		Gay and lesbian rights
450		Gay men #x Civil rights
450		Gays #x Civil rights
450		Lesbian rights

Gays \$x Civil rights is not an authorized heading. The heading in the bib record should be changed to: **Gay rights \$z United States**

The second heading in the bibliographic record, Gays \$x Civil rights, is NOT valid for use as a Library of Congress subject heading, even though **\$x Civil rights** appears on the free-floating list H 1100 Classes of Persons. The term Gays \$x Civil rights appears as a 450 see reference to the authorized heading **Gay rights**.

The cataloger would need to change the heading in the bibliographic record to **Gay rights \$z United States**.

### Example 3

100 1	Christensen, Harriet Hilda.
245 10	Bystander reactions to illegal littering behavior in a forested recreation area / \$c by Harriet Hilda Christensen.
<b>650 _0</b>	<b>Forest litter.</b>

**Intro:** The next example is the title *Bystander reactions to illegal littering behavior in a forested recreation area*.

For this record, we will examine only one of the headings assigned: **Forest litter**.

## Authority record

Rec stat	c	Entered	19991228	Replaced	20081212110218.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	b	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	i
Ser num	n	Name	n	Subdiv to	n
				Source	
				Name use	b
				Subj use	a
				Ser use	b
				Rules	n

010	sh 85050699
040	DLC #b eng #c DLC #d WaU
150	Forest litter
450	Forest tree litter
450	Litter, Forest
450	Tree litter, Forest
550	Forest soils #w g
650	Plant litter #w g
670	The dict. of forestry, c1998 #b (litter: the surface layer of the forest floor that is not in an advanced stage of decomposition, usually consisting of freshly fallen leaves, needles, twigs, stems, bark, and fruits—see duff, duff: the partially decomposed organic material of the forest floor beneath the litter of freshly fallen twigs, needles, and leaves)

**Intro:** Take a moment to look over this authority record.

**\*\*[ASK attendees: Is this an authorized heading? YES**

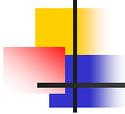
*Is it appropriate to use for the work being cataloged? (reminder of the title: Bystander reactions to illegal littering behavior in a forested recreation area) NO]*

At first glance, it might seem appropriate – the authorized term seems to fit with the concept expressed in the title of the book. However, closer examination of the record (Broader Term references and the definition in the 670 field) makes it clear that this heading is used to represent a natural, rather than a man-made phenomenon.

## Another authority record

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	19880407115727.8
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	b	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv to</a>	n
<a href="#">Source</a>		<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
		<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n
010		sh 85077671			
040		DLC #b eng #c DLC #d DLC			
053		TD813 #b TD870			
150		Litter (Trash)			
450		Littering			
550		Refuse and refuse disposal #w g			

**Intro:** Here is an authority record for a heading that would be appropriate to describe the concept of litter that is discussed in the book. Other headings would be assigned to provide subject access to other aspects of the work.



## Example 4

- 100 1 Halliwell-Phillips, J. O. \$q (James Orchard), \$d 1820-1889.
- 245 12 A hand-book index to the works of Shakespeare / \$c by J.O. Halliwell.
- 500 Reprint of the 1866 ed. published by J.E. Adlard, London.
- 600 10 Shakespeare, William, \$d 1564-1616.  
\$x Dictionaries, indexes, etc.

15

**Intro:** the next example is *A hand-book index to the works of Shakespeare*. It has a personal name heading with a subdivision.

In evaluating this heading, the cataloger needs to consider whether the form of the name heading used is correct and whether the use of the subdivision is correct.

For personal names, the first step is to search the name authority file. In this case, the cataloger would find that the form of the name used here is correct.

**\*\*[ASK attendees: what would you do as a next step?]**

For most personal names, the next step might be to check SHM H 1110 Names of Persons to see if the subdivision is free-floating under personal names, and also the list of general application (H 1095).

*[\$v Dictionaries and \$v Indexes appear on H 1095 with usage note: Use under subjects. The subdivision as it appears here is not in H 1110 or H 1095]*

Shakespeare is unusual in that many subdivisions have been established in the subject authority file under his name. A cataloger who is aware of this might begin by searching the subject authority file for this heading string.

## Subject authority record

Rec stat	c	Entered	19910624	Replaced	20050701142445.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	
Ser num	n	Name	n	Subdiv tp	n
		Source		Name use	b
		Subi use	a	Ser use	b
		Rules	n		
010		sh	91003048		
040		DLC #b eng #c	DLC #d DLC		
053	0	PR2892			
100	1	Shakespeare, William, #d	1564-1616 #v	Indexes	
400	1	Shakespeare, William, #d	1564-1616 #v	Dictionaries, indexes, etc. #w	nne

Heading in bib record should be:

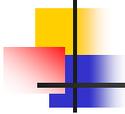
600 10 Shakespeare, William, \$d 1564-1616 \$v  
Indexes.

**Intro:** This subject authority record indicates that both the form of the subdivision used in the bibliographic record and the coding for it (topical vs. form) are incorrect.

The 400 field in this authority record is coded \$w nne, which indicates that is an earlier form of the subdivision. It is not uncommon to find outdated headings and subdivisions in bibliographic records for older items on the utilities.

\*\*\*[ANIMATED SLIDE: click to bring in correct heading]

The heading in the bib record should be: *[text from slide]*



## Example 5

245 04 The Loma Prieta earthquake and its effects on the California wine industry.

650 \_0 Wine industry \$z California, Northern.

650 \_0 Earthquakes \$z California, Northern \$x Economic aspects.

17

**Intro:** next, *The Loma Prieta earthquake and its effects on the California wine industry*.

These are just two of the LC subject headings assigned to this record.

Both of the main headings, **Wine industry** and **Earthquakes**, are authorized LC subject headings and may be subdivided geographically.

**\*\*[ASK attendees: what else do we need to know to evaluate these subject headings?]**

Answer: we need to know whether the form of the geographic subdivision is correct, the form of the topical subdivision is correct, and whether the order of subdivisions in the second heading is correct.

One other thing to note here is that there has been a change in subject cataloging policy regarding individual earthquakes. When this work was first cataloged, LC had a policy of NOT establishing headings for names of individual earthquakes, but that policy changed in 2003. There is a heading for this one: **Loma Prieta Earthquake, Calif., 1989**. Someone cataloging this book today should add that heading.

**\*\*[NOTE: Current policy regarding individual earthquakes is described in H 1560, sec. 4.]**

Rec_stat	c	Entered	19860211	Replaced	20101023135202.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	■
Govt agn	■	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	■
Ser num	n	Name	n	Subdiv tp	n
		Source		Name use	b
		Subj use		Ser use	b
		Rules			n
010		sh	85018897		
040		DLC #b eng #c DLC #d DLC			
151		California, Northern			
451		Northern California			
781	0	#z California, Northern			

### Entry from SHM H 1095:

**\$x Economic aspects** (*May Subd Geog*)

Use under topical headings.

See also –**Economic conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups, including occupational groups, for works discussing the economic history or economic conditions in general of a place, class of persons, or ethnic group.

Heading should be:

Earthquakes \$x Economic aspects \$z California, Northern

**Intro:** The authority record confirms that the form of the geographic name and its use as a subdivision is correct.

To evaluate the topical subdivision, a cataloger might begin with *Free-Floating Subdivisions* or begin with the *SHM*.

The entry from *Free-Floating Subdivisions* shows that the subdivision may be subdivided geographically and refers you to H 1095 for usage guidelines.

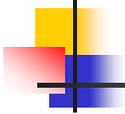
**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN ENTRY FROM H 1095**

Here's the entry from H 1095. The geographic subdivision should come **AFTER \$x Economic aspects**.

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN HEADING**

The second subject heading in the bib record should be:

**Earthquakes \$x Economic aspects \$z California, Northern.**



## Example 6

---

245 14 The Elvis treasures.

500 Includes facsims. of documents from  
the Graceland Archives.

600 10 Presley, Elvis, \$d 1935-1977 **\$x  
Archives.**

650 \_0 Rock musicians \$x United States  
\$v Biography.

19

**Intro:** Example 6 is the title: *The Elvis treasures*.

For this record, we will evaluate the use of the topical subdivision **\$x Archives**.

From *Free-Floating Subdivisions: An Alphabetical Index*

SUB-DIVISION	SUBFIELD CODE(S)	FF LIST IN SHM	CATEGORY	USAGE GUIDELINES
--Archives	v	H 1095	see SHM	H 1230
		H 1100	Classes pers	H 1230
		H 1103	Ethnic groups	H 1230
		H 1105	Corp bodies	H 1230
		H 1110	Indiv pers	H 1230
		H 1120	Families	H 1230
		H 1151.5	Types schools	H 1230
		H 1159	Military srvces	H 1230

**Intro:** This is the entry for the subdivision **--Archives** in *Free-Floating Subdivisions: An Alphabetical Index*. It appears on several free-floating lists, including H 1110 Names of Persons (abbreviated here as Indiv pers).

Note that you are directed to H 1230 for usage guidelines in all cases.

Note also that the subfield code indicated here is \$v. In the record, the subdivision was coded \$x, which may be correct, since nearly all form subdivisions may also be used as topical subdivisions. In such cases, it is always wise to consult the SHM instruction sheets indicated for guidance on application.

**\*\*[OPEN H 1230]**

H 1230 says to code **--Archives** as a \$v subfield if the work consists of collections of documentary material. Code it as an \$x subfield if the work discusses the documentary material.

## Authority record for the form subdivision

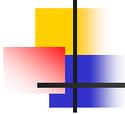
Rec stat	c	Entered	19990223	Replaced	20060505115338.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	n	Mod rec	■
Govt agn	■	Auth status	n	Subj	a
Series	n	Auth/ref	d	Geo subd	■
Ser num	n	Name	n	Subdiv tp	b
				Source	■
				Name use	b
				Subj use	b
				Ser use	b
				Rules	n

010	sh 99001262
040	IEN #b eng #c DLC #d DLC
073	H 1095 #a H 1100 #a H 1103 #a H 1105 #a H 1110 #a H 1120 #a H 1151.5 #a H 1159 #z lcsh
185	#v Archives
680	#i Use as a form subdivision under names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, types of corporate bodies and educational institutions, and military services for collections of documents or historical records, including notes, correspondence, minutes, photographs, legal papers, etc., pertaining to those persons or organizations.
681	#i Reference under the heading #a Archives

**Intro:** Here is the authority record for the form subdivision **\$v Archives**. There is a separate authority record for the topical subdivision **\$x Archives** (coded as 180). The scope notes in the subdivision authority records also guide application of the subdivision. In the bibliographic record, the subdivision was incorrectly coded as **\$x Archives**. In many cases, such subdivisions were correctly coded at the time of cataloging, because form subdivisions have been coded \$v for only a few years.





## Example 7

---

245 14 The wet engine : \$b exploring the mad  
wild miracle of the heart.

650 \_0 Heart \$x Religious aspects \$x  
Christianity.

650 \_0 Heart \$x Diseases \$x Religious aspects  
\$x Christianity.

23

**Intro:** the next example is *The wet engine : exploring the mad wild miracle of the heart*.

In reviewing the 650 fields in the bibliographic record above, a cataloger might wonder if the topical subdivision “religious aspects” is valid and whether it correctly appears in a different place in each subject string.

\$x Cytopathology  
\$x Differentiation  
\$x Dilatation (*May Subd Geog*)  
 \$x Diseases (*May Subd Geog*)  
\$x Dislocation (*May Subd Geog*)  
\$x Displacement  
\$x Dissection (*May Subd Geog*)  
\$x Effect of chemicals on (*May Subd Geog*)

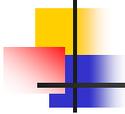
\$x Regeneration (*May Subd Geog*)  
\$x Reimplantation (*May Subd Geog*)  
 \$x Religious aspects  
\$x Religious aspects \$x Buddhism, [Christianity, etc.]  
\$x Reoperation (*May Subd Geog*)  
\$x Rupture (*May Subd Geog*)  
\$x Secretions  
\$x Sex differences (*May Subd Geog*)

**SHM H 1164, H 1150 provide guidance**

**Intro:** Subdivisions for Heart are authorized by instruction sheet H 1164 Organs and regions of the body. Both Diseases and Religious aspects appear on this sheet. Religious aspects is a multiple, so the use of the subdivision Christianity is correct.

But what about subdividing Diseases? Another instruction sheet, H 1150 Diseases, authorizes the use of Religious aspects after this subdivision.

The headings in the bib record are correctly formulated.



## Example 8

---

245 10 Afloat on the Ohio : \$b an historical pilgrimage of a thousand miles on a skiff, from Redstone to Cairo.

651 \_0 Ohio River \$x Description and travel.

651 \_0 Ohio River Region \$x Social life and customs.

25

**Intro:** Finally, *Afloat on the Ohio : an historical pilgrimage of a thousand miles on a skiff, from Redstone to Cairo.*

Again with this example, we are examining just two of the subject headings assigned to this work.

For these geographic headings, we need to know whether the form of the geographic name is correct and whether the subdivisions can be assigned under names of places.

Ohio River [151]
Ohio River #x Navigation [151]
Ohio River Islands National Wildlife Refuge [151]
Ohio River Scenic Byway [151]
Ohio River Valley [151]
Ohio River Valley #x Antiquities [151]

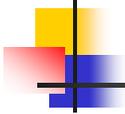
<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20010524095249.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lvl</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	■
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>				<a href="#">Name use</a>	b
				<a href="#">Subj use</a>	a
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	n

010		sh 85094289
040		DLC #b eng #c DLC #d DLC
151		Ohio River
550		Rivers #z United States #w g
781	0	#z Ohio River

**Intro:** We see here the authority record for the Ohio River. The heading for the river in the bib record is formulated and tagged correctly.

What about the Ohio River Region? There is no authority record, as you can see from the browse display from OCLC Connexion.



## H 362 Free-Floating Terms and Phrases

- Excerpt from H 362: Formulate and assign the following types of phrase headings without submitting proposals to establish them in the subject authority files
  - (several omitted here, see H 362)
  - **[name of river, as established in the subject authority file] Region [qualifier, if part of the name as established] *Example:***  
**Tweed River Region (Scotland and England)**

27

**Intro:** This is another case in which catalogers need to be familiar with subject cataloging practices as outlined in the *SHM*. There are a few types of headings that may be formulated on a free-floating basis without the need for an authority record. H 362 provides a complete list of such cases, and specific instruction sheets provide further guidance.

**\*\*[OPEN H 362 if times allows]**

For example, H 800 Rivers, Valleys, Watersheds, etc. provides more guidance on headings for river regions.

The heading for the **Ohio River Region** in the bib record is correct, even though there is no authority record.



## Subdivisions under names of places

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### H 1140 Names of Places

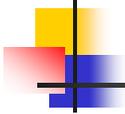
**\$x Description and travel** (*H 1530; H 1845*)

**\$x Social life and customs** (*H 1627; H 1845; H 2057*)

28

**Intro:** To determine whether the subdivisions **\$x Description and travel** and **\$x Social life and customs** have been used correctly in these headings, check SHM H 1140 Names of Places. The description of “Types of Headings Covered” includes names of bodies of water and headings for geographic regions. Both subdivisions appear on the list, with references to specific instruction sheets for further guidance.

Both headings in the bibliographic record have been correctly formulated.

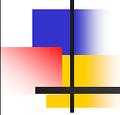


## Summary: Evaluating existing headings

---

- Use name and subject authority records
- Use *Free-Floating Subdivisions: An Alphabetical Index* as an index to the *SHM*
- Understand subdivision practice as described in the *SHM*
  - Consult free-floating lists and other instruction sheets to determine whether subdivisions have been assigned correctly

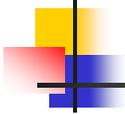
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# Checklist of steps and testing results

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## Session 13



## Checklist of steps and testing results

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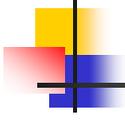
- What are the general steps to follow when doing subject cataloging using LCSH?
- How can catalogers evaluate the effectiveness of the headings assigned?

2

**Intro:** This session provides a review of the general steps followed in subject analysis and assignment of LC subject headings.

It also provides suggestions for evaluating the results of your work from the perspective of the catalog user.

Acknowledgment: material in this session was drawn from a handout prepared by Barbara Conaty, formerly of the Library of Congress.



## Checklist of steps in subject analysis

- Analyze the subject focus of the work being cataloged
  - Summarize the contents of the work as a whole
  - Bring to the attention of the catalog user the most important topics discussed
  - Assign headings for topics that comprise at least 20% of the work

3

*[text from slide]*

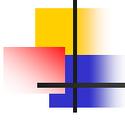


## Checklist of steps (2)

- Sources of information:
  - Title
  - Table of contents
  - Introduction/preface
  - Jacket blurbs
  - Bibliography
  - Editorial statement on content/instructions to authors
- It can be helpful to make a free-form list of topics in natural language, as a first step

4

*[text from slide]*



## Checklist of steps (3)

- Within the controlled vocabulary of LCSH, assign headings that are authorized in the authority files
- To find the appropriate LCSH headings for your topics:
  - Search LCSH in print or online
  - Search the authority file
  - Search by keyword in online catalogs for similar works

5

*[text from slide]*

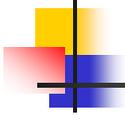


## Checklist of steps (4)

- When searching LCSH:
  - Follow the hierarchical structure of broader and narrower terms to find as close a match as possible
  - Use scope notes to help decide whether a heading is appropriate
- Your strategy may vary depending on your familiarity with the topic. However you find LCSH headings, be sure to check the authority file to make sure they're valid.

6

*[text from slide]*



## Checklist of steps (5)

- Use free-floating subdivisions after consulting the appropriate instruction sheets in the *SHM*
- Be guided by the rule of specificity to express the predominant topics of the material
- Verify that the string of elements in each heading is logical and correct
- Verify that the order of the headings reflects the predominant topic

7

*[text from slide]*



## Checklist of steps (6)

- Use valid geographic names as topics and as subdivisions
- Recognize when a new subject heading is needed and a proposal must be prepared
- Use the instruction sheets in the *SHM* to guide the assignment of headings for special categories of material and for special combinations of headings for subjects such as biography, folklore, and local history

8

*[text from slide]*



## Testing results

- After completing the analysis, use the following test questions to check the suitability of analysis and the assignment of headings:
  - Do the assigned headings express what is needed and intended?
  - Would a researcher look under these headings for this type of material?
  - Do the headings capture the essence and spirit of the work?

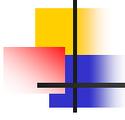
9

*[1<sup>st</sup> bullet]*

In many cases the meaning of headings can best be comprehended by reading them backwards.

*[NOTE: Some of the headings assigned to Golden Arches and The Professor and the Madman on slides 11 and 12 could be tried out in this way.]*

*[text from slide]*



## Testing results (2)

- Test questions (cont.):
  - Will the assigned headings retrieve this work with similar works in the collection?
  - Do the assigned headings express what is special or unique about the work being cataloged?
  - Are the assigned headings misleading about the content of the work?

10

*[text from slide]*



Headings assigned to:

---

*Golden arches east : McDonald's in East Asia*

610 20 | a McDonald's Corporation.  
650 \_0 | a Fast food restaurants | x Social aspects | z East Asia.  
651 \_0 | a East Asia | x Social life and customs.

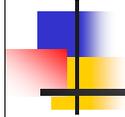
11

**Intro:** We'll end this session with a summary of the headings that were assigned to the two books we started with in session 1: *Golden arches east* and *The professor and the madman*.

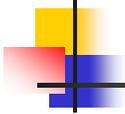
**Headings assigned to: *The professor and the madman***

- 630 00 Oxford English dictionary.
- 630 00 New English dictionary on historical principles.
- 650 \_0 English language \$x Lexicography \$x History \$y 19th century.
- 600 10 Murray, James Augustus Henry, \$c Sir, \$d 1837-1915.
- 650 \_0 Lexicographers \$z Great Britain \$v Biography.
- 600 10 Minor, William Chester.
- 650 \_0 Psychiatric hospital patients \$z Great Britain \$v Biography.
- 651 \_0 United States \$x History \$y Civil War, 1861-1865 \$x Veterans \$v Biography.
- 650 \_0 English language \$x Etymology.

# Specialized Subject Areas and Formats



Session 14



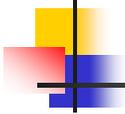
## Specialized subject areas and formats

---

- A quick tour of special practices in subject cataloging for selected:
  - subject areas
    - History, Music, Literature
  - publication types
    - Serials
  - formats
    - Electronic resources, Cartographic materials

2

**Intro:** Instruction sheets in the *SHM* provide guidance for many special topics, types of material, etc., beginning with H 1205 Abstracts and continuing through H 2400 Yearbooks. This session highlights just a few of these subject areas, publication types, and formats. There isn't sufficient time in this basic workshop to go into any of these in depth; the goal here is to raise awareness of some practices and to direct you to the instruction sheets in the *SHM* that explain these practices.



## History

- H 1647 provides detailed instructions on the use of the subdivision **–History**
  - general rule for use
  - restrictions on its use
- Use of the related subdivision **–History and criticism** is mentioned
  - reference to instruction sheets under literatures and literary genres (H 1156) and music (H 1160)

3

**Intro:** The topical subdivision **–History** is used under most headings to designate a historical treatment of the topic.

**1<sup>st</sup> bullet:** *SHM* instruction sheet H 1647 provides detailed instructions on the use of the subdivision **–History**. It also enumerates the cases in which this subdivision is not used, including a list of subdivisions not further divided by **--History**.

**\*\*[NOTE:** *Open H 1647 and note a few cases in which –History is not used. The section “Do not use –History under...:” should be visible on the first screen. In particular it may be useful to follow the link in the first bullet point to sec. 3, to show examples of headings that already denote history, and perhaps to follow the further link to sec. 9 which shows a list of subdivisions not further subdivided by –History.]*

**2<sup>nd</sup> bullet:** The use of the related subdivision **–History and criticism** is mentioned briefly here, but catalogers are referred to instruction sheets under literatures and literary genres (H 1156) and music (H 1160) for more complete instructions.

**--History and criticism** may also be used under headings for film and television genres and forms.



## History (2)

- Subdivisions
  - History
  - &
  - History and criticism

are always coded as topical subdivisions (\$x), never as form (\$v)

4

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH LINE**

**Intro:** Note that the subdivisions **–History** and **–History and criticism** are always coded as topical subdivisions, never as form, even though some catalogers and users may think of these terms as representing the form of a work (e.g., something that is a history or historical treatment of a topic).



## History (3)

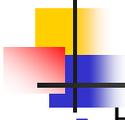
- H 1845 Local History and Genealogical Source Materials
  - guidelines for providing at least one heading of the type ***[place]—[topic]*** for materials of interest to local historians and genealogists

5

**Intro:** H 1845 provides additional instructions for subject analysis of local history and genealogical source materials.

*[text from sub-bullet]*

**\*\*[NOTE:** *Open H 1845 to show]*



## Other instruction sheets relating to history

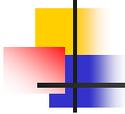
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- H 715 Extinct Cities
- H 1225 Archaeological Works
- H 1250 Art and Fine Art
- H 1285 Battles
- H 1330 Biography
- H 1367 Chronology
- H 1370 Civilization
- H 1530 Description and Travel
- H 1560 Disasters, Riots, Demonstrations, Etc.
- H 1564 Discovery and Exploration
- H 1574 Dynasties, Royal Houses, Etc.

6

**Intro:** Numerous other instruction sheets in the *SHM* deal with works about history and historical topics, including:

*[text from slide]*



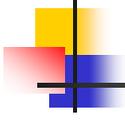
## Other instruction sheets relating to history (2)

---

- H 1592 Events
- H 1631 Genealogy
- H 1676 Inquisition
- H 1775-H 1828 Literature
- H 1916.3-H 1917.5 Music
- H 1928 Personal Narratives
- H 1942 Politics and Government
- H 1995 Regimental Histories
- H 1996 Relations and Military Relations
- H 2080 Sources

7

*[text from slide]*



## H 1576 Early Works

- For materials of historical value because of their early publication date, use form subdivisions such as:
  - \$v Early works to 1800**
- Collocates early texts on a subject
- Separates early works from more current works

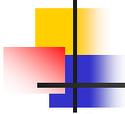
8

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

*[text from slide]*

Modern republications of early works would also get this subdivision.

**\$v Early works to 1800** is free-floating under most topics, but there are restrictions on its use.



## H 1576 Early Works (2)

---

Check for conflicts

- in some cases, other [heading]—[subdivision] combinations have been established

**Psychiatry \$v Early works to 1900**

**Botany \$v Pre-Linnean works**

- in some cases, free-floating subdivisions are different

**\$v Bibliography \$v Early (H 1095)**

**\$v Dictionaries \$v Early works to 1700 (H 1154)**

9

**1<sup>ST</sup> bullet:** *[text from slide]*

The Swedish scientist Carolus Linnaeus developed his classification in the eighteenth century, so **\$v Early works to 1800** does not work for botany.

**2<sup>nd</sup> bullet:** *[text from slide]*

H 1095 defines \$v Bibliography \$v Early as bibliographies issued before 1800.



## H 1576 Early Works (3)

- Do not use an early works subdivision for historical works and chronologies  
*not* **Medicine \$x History \$v Early works to 1800**  
*not* **Popular music \$z United States \$v Chronology \$v Early works to 1800**

10

*[text from slide]*

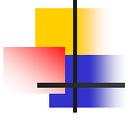


# Music

- H 1916.3 Music: General
  - provides a general overview of assignment of subject headings for all materials in the field of music
  - includes list of additional instruction sheets for specific kinds of materials and types of music

11

*[text from slide]*

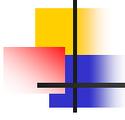


## Music (2)

- Headings for musical forms, types, and styles are established in the plural
  - Fanfares**
  - Piano quartets**
- For works about these compositions, the heading is subdivided by **–History and criticism**
  - Fanfares \$x History and criticism**
  - Piano quartets \$x History and criticism**

12

*[text from slide]*



## Music (3)

- Exceptional cases: two separate headings
  - singular (for works about a musical form or genre)  
**Symphony**
  - plural (for examples of the form or genre)  
**Symphonies**

13

**Intro:** In numerous exceptional cases, *LCSH* has two separate headings in the singular and the plural to distinguish between materials about a musical form or genre and materials that are examples of it, e.g., **Symphony** and **Symphonies**.

**\*\*[NOTE:** Other examples include **Concerto** and **Concertos**, **String quartet** and **String quartets**, **Opera** and **Operas**.]



## Music (4)

- Musical form headings are assigned unsubdivided to represent sound recordings
  - Flute and guitar music**
- Form subdivisions may be added to designate other types of materials
  - Flute and guitar music \$v Discography**
  - Flute and guitar music \$v Scores**

14

**\*\*\*ANIMATED SLIDE: CLICK TO BRING IN EACH BULLET**

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** *[text from slide]*

**Flute and guitar music \$v Discography** (for a text listing sound recordings)

**Flute and guitar music \$v Scores** (for a score)



## Music headings: tagging

- Headings for musical form, genre, type, medium of performance, and style are assigned using MARC tag 650 (topical heading), rather than 655 (genre/form)
  - even when the material being cataloged is an example of the form, genre, style, etc.

15

*[text from slide]*



## Music: authority records

- Authority records for music form/genre headings that include medium of performance are no longer made (with some exceptions)
- Example: no authority record:  
**Sextets (Piano, clarinet, flute, percussion, violin, violoncello)**

16

**Intro:** With some exceptions, authority records for music form/genre headings that include medium of performance are no longer made.

*[text from slide]*



## Music: authority records (2)

- Catalogers are free to create new subject headings for these types of headings without authorization of an authority record
- H 1917.5 provides instruction on formulating, and on when authority record is still required
- Examples: authority records required:  
**Synthesizer ensembles**  
**Bassoon and accordion music**

17

**1<sup>st</sup> bullet:** Catalogers are free to create new subject headings for these types of headings without the authorization of an authority record.

**2<sup>nd</sup> bullet:** H 1917.5 provides instructions on the proper formulation of these headings and on when subject authority records are required (which can be proposed through SACO if necessary).

**3<sup>rd</sup> bullet:** *[text from slide]*



## Help with subject headings for music

- *Music Subject Headings* / Harriette Hemmasi.
- *Music Coding and Tagging : MARC 21 Content Designation for Scores and Sound Recordings* / Jay Weitz.
- *Music Cataloging Bulletin* / Music Library Association.
- *Music OCLC Users Group Newsletter*.

18

**Intro:** While numerous publications have been issued providing training and guidance in descriptive cataloging of music materials, little has been published on subject analysis other than various compilations of authorized *LCSH* headings.

Hemmasi's work includes a substantial introduction by J. Bradford Young on the formulation and use of Library of Congress music subject headings.

Weitz's work contains a helpful section on subject headings.

The last two publications may also be useful to music catalogers and others who regularly catalog music materials.

**\*\*[NOTE: full citations are in the appendix]**



## Literature

- H 1775: general overview, references to other instruction sheets
- H 1780 Drama
- H 1790 Fiction
- H 1795 Legends and Romances
- H 1800 Poetry

19

**Intro:** *SHM* instruction sheets H 1775-H 1828 provide guidance on the assignment of subject headings in the field of literature.

H 1775 gives a general overview of this topic and refers catalogers to numerous other instruction sheets covering such topics as place as a theme in literature, commentaries on individual works, fictitious characters, folklore, juvenile literature, and translations.

There are also separate instruction sheets for drama (H 1780), fiction (H 1790), legends and romances (H 1795), and poetry (H 1800).



## Pattern headings for literature

- H 1156 Literatures

Pattern: English literature

- H 1155.2 Groups of Literary Authors

Pattern: Authors, English

- H 1155.6 Literary Works Entered Under Author

Pattern: Shakespeare, William, 1564-1616. Hamlet

- H 1155.8 Literary Works Entered Under Title

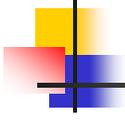
Pattern: Beowulf

20

**Intro:** We talked about pattern headings in the first day of the workshop. There are four pattern headings for free-floating subdivisions for literature included in the *SHM*.

*[text from slide]*

In addition, H 1110 Names of Persons lists free-floating subdivisions for use under personal name headings, including literary authors.



## Commonly expressed concepts

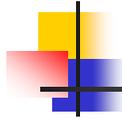
- Nationality  
American, Mexican, Swiss
- Form or Genre  
poetry, short stories, one-act plays
- Theme or Topic  
love, mystery, Napoleon, Korean War
- Time Period  
20th century, Renaissance

21

**Intro:** H 1775 lists the most commonly expressed concepts brought out in the cataloging of literary materials:

*[text from slide]*

## Commonly expressed concepts (2)

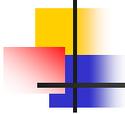


- Special Group of Authors  
Jews, women, prisoners
- Translations  
from French into English
- Movements  
Romanticism, Surrealism
- Language  
Basque, Yiddish, Indonesian
- Locality Where Written  
New York City, Normandy, Southern States

22

**Intro:** These concepts are expressed in the assignment of subject headings according to the type of literary material that is being cataloged.

*[text from slide]*



## Categories of material

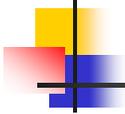
- Collections of literary texts by several authors
- Collections of literary texts by one author
- Single literary text
- Discussion of several authors
- Discussion of one author
- Discussion of a single literary text

23

*[text from slide]*

In general, current LC practice is to code form and genre headings for collections of literature and for individual works of poetry and drama using MARC tag 650 and for individual novels using MARC tag 655 (see the section in H 1790 entitled *Special Provisions for Increased Subject Access to Fiction*).

In addition to form and genre headings, the following types of access may also be appropriate for an individual work of fiction, drama, or poetry: character access, setting access, and topical access. *Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD)* is another important tool, and should be consulted by catalogers working with literary materials.



## Examples: collections

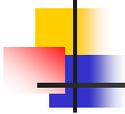
- Collections of texts by several authors
  - Maine lines : 101 contemporary poems about Maine.*
  - 650 0 \$a **American poetry** \$y **20th century.**
  - 651 0 \$a **Maine** \$x **Description and travel** \$v **Poetry.**
- Collections of texts by one author
  - Selected stories of Eudora Welty.*
  - (no subject headings assigned in this case)
  - Gulliver the Great, and other dog stories.*
  - 650 0 \$a **Dogs** \$v **Fiction.**
  - Collected sonnets of Edna St. Vincent Millay.*
  - 650 0 \$a **Sonnets, American.**

24

**1<sup>st</sup> bullet:** For collections of texts by several authors, any of the concepts listed in earlier slides may be brought out. Form or genre is normally combined with nationality or language in a phrase heading, for example, **American poetry**, often with a subdivision for the time period. Themes or topics might be expressed as [topic]—[subdivision] as shown here, or as a phrase heading, such as **Detective and mystery stories**.

**2<sup>nd</sup> bullet:** For collections of text by one author, theme or topic is expressed if appropriate (often there is no discernable theme or unifying topic for such a collection, but in the second example here, there is).

Form or genre may be expressed if highly specific and emphasized in the work (such as **Fairy tales; Sonnets, American**) but is not brought out for general forms such as short stories. Nationality or language is expressed only if combined with genre or theme in a phrase heading (**Sonnets, American; Love stories, French**).



## Examples: single literary text

- **A single play**

*You have the right to remain dead : an audience-participation comedy mystery.*  
650 0 \$a Participatory theater.  
650 0 \$a Detective and mystery plays, American.
- **A single novel**

*The Da Vinci code.*  
600 00 \$a Leonardo, \$c da Vinci, \$d 1452-1519 \$x Appreciation \$v Fiction.  
650 0 \$a Grail \$v Fiction.  
650 0 \$a Cryptographers \$v Fiction.  
655 7 \$a Mystery fiction. \$2 gsafd

25

**1<sup>st</sup> bullet:** Individual poems or plays are assigned headings for theme and for highly specific forms, for example, **Christmas–Poetry; Monodramas.**

**2<sup>nd</sup> bullet:** Individual works of fiction are assigned headings for persons, historical events or periods, and animals, for example, **Washington, George, 1732-1799–Fiction; Thirty Years' War, 1618-1648–Fiction; Horses–Fiction.**

However, as of January 2001, LC has applied special provisions for increased subject access to fiction as internal resources permit (focusing on current cataloging for American novels and novels of other English-language literatures). Headings for form/genre, character, setting, or topic might be appropriate for an individual work of fiction. H 1790 Literature: Fiction explains these special provisions and should be consulted for providing this type of access.

In this example, the first subject heading for Leonardo da Vinci would have been assigned according to the general guidelines for fiction (assigning headings for persons). The second and third are topical headings assigned in accordance with the special provisions for increased subject access to fiction.

**\*\*[NOTE: The LC catalog record for *Da Vinci code* has the following subject headings:**

*600 00 Leonardo, \$c da Vinci, \$d 1452-1519 \$x Appreciation \$v Fiction.*

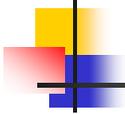
*650 0 Art museum curators \$x Crimes against \$v Fiction.*

*650 0 Secret societies \$v Fiction.*

*650 0 Cryptographers \$v Fiction.*

*651 0 Paris (France) \$v Fiction.*

*650 0 Grail \$v Fiction.*



## Examples: discussion of authors

- Discussion of several authors

*Love American style : divorce and the American novel, 1881-1976.*

650 0 \$a American fiction \$y 20th century \$x History and criticism.

650 0 \$a Divorce in literature.

650 0 \$a American fiction \$y 19th century \$x History and criticism.

650 0 \$a Domestic fiction, American \$x History and criticism.

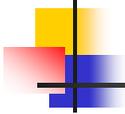
650 0 \$a Marriage in literature.

650 0 \$a Love in literature.

26

**Intro:** For discussions of several authors, any of the concepts listed in the earlier slides may be expressed.

Subdivisions must be added to literary form headings to show that the work is about literature, not a collection of texts; the most common of these subdivisions is **–History and criticism**. Themes or topics are usually expressed as [topic] in literature, [name of corporate body, person, place, etc.]–In literature, or [topic] and literature.



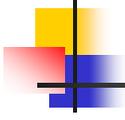
## Examples: discussion of authors (2)

- Discussion of one author  
*James Joyce and the fabrication of an Irish identity.*  
600 10 \$a Joyce, James, \$d 1882-1941 \$x Criticism and interpretation.  
650 0 \$a National characteristics, Irish, in literature.
- Discussion of single literary text  
*Alice Walker's The color purple.*  
600 10 \$a Walker, Alice, \$d 1944- \$t Color purple.  
650 0 \$a African American women in literature.

27

**1<sup>st</sup> bullet:** For a discussion of one author, such as James Joyce, the major subject heading assigned is the name of the author discussed. Subdivisions may be added as appropriate from the pattern lists of free-floating subdivisions. This is a critical analysis of James' work, so the subdivision **\$x Criticism and interpretation** is appropriate. Theme or topic may also be expressed, as shown in the second heading.

**2<sup>nd</sup> bullet:** For a discussion of a single literary text, the major subject heading assigned is the uniform title for the work, usually as an author-title subject entry, as shown here for *The color purple*. Subdivisions may be assigned from the appropriate pattern list. Theme or topic may also be expressed, as in the second heading assigned here, **African American women in literature**.



## Serials

- Subject cataloging practices vary based on the type of serial being cataloged
- Separate instruction sheets for:
  - newspapers on special topics and ethnic newspapers (H 1920)
  - periodicals (H 1927)
  - yearbooks (H 2400)

28

**Intro:** Serials are continuing resources issued in a succession of discrete parts, usually bearing numbering, that have no predetermined conclusion. Examples include scholarly journals, magazines, e-journals, continuing directories, annual reports, newspapers, and monographic series.

*[text from slide]*



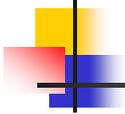
## Serials (2)

---

- Other instruction sheets must be consulted when a serial occurs in a specific form:
  - abstracts (H 1205)
  - catalogs (H 1360, H 1361, H 1965)
  - congresses (H 1460)
  - directories (H 1558)
  - electronic serials (H 1580.5)
  - guidebooks (H 1645)
  - indexes (H 1670)
  - reviews (H 2021)
  - statistics (H 2095)

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*[text from slide]*



## Serials and specificity

- Subject headings assigned should be as broad as the scope of the serial
  - may be very specific because the scope of the serial is narrowly focused  
**Beetles \$v Periodicals**
  - may be very broad because the scope of the serial is wide-ranging  
**Science \$v Periodicals**

30

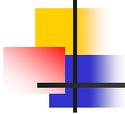
**Intro:** While the principle of specificity of subject headings is also applicable to serials, catalogers must keep in mind that a serial may cover a wide variety of topics.

Subject headings assigned to a serial should be as broad as the scope of the serial.

In some cases, the subject heading(s) will be very specific because the scope of the serial is narrowly focused, or very broad because the scope of the serial is wide-ranging. Remember that you are assigning subject headings for the serial as a whole and not for the individual issue(s) in hand.

Because the scope of a serial may change over time, catalogers may need to change or add subject headings assigned to serials if they become aware of a change of scope.

**\*\*[NOTE: Interesting trivia: there are quite a few serials focusing on beetles. An OCLC search on Feb. 23, 2004 for “find su beetles and su periodicals” retrieved 61 records with titles such as *Baltic journal of coleopterology*; *Coleopterists newsletter*, etc. A search for “find su science and su periodicals” retrieved 23,255 records.]**



## \$v Periodicals (H 1927)

- Most commonly used form subdivision for serials
- Used on all headings assigned to serials that conform to the subject cataloging definition of periodicals
- H 1927 provides detailed information on when to assign and when not to

31

**1<sup>st</sup> bullet:** The most commonly used form subdivision for serials is **\$v Periodicals**.

**2<sup>nd</sup> bullet:** It is used on all headings (topical, personal name, corporate, geographic, etc.) assigned to serials, including annual reports, that conform to the subject cataloging definition of periodicals:

*\*\*[NOTE: this definition is given in the first sentence of H 1927; instructors may wish to open H 1927 and read the definition from there]*

*A publication other than a newspaper that is actually or purportedly issued according to a regular schedule (monthly, quarterly, biennially, etc.) in successive parts, each of which bears a numerical or chronological designation, and that is intended to be continued indefinitely.*

**3<sup>rd</sup> bullet:** H 1927 provides detailed information on when to assign the subdivision **\$v Periodicals** and when not to. Section 2 of the instruction sheet lists form subdivisions for which **\$v Periodicals** is not added as a further subdivision (such as **\$v Congresses**; **\$v Directories**; **\$v Guidebooks**; **\$v Registers**).



## Electronic resources

- Subject cataloging practices are generally the same as for non-electronic resources
- Some form subdivisions are used only for electronic resources:
  - \$v Blogs**
  - \$v Computer games**
  - \$v Electronic discussion groups**
  - \$v Interactive multimedia**
  - \$v Juvenile software**
  - \$v Online chat groups**
  - \$v Software (see H 2070)**

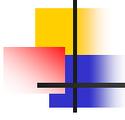
32

**Intro & 1<sup>st</sup> bullet:** Subject cataloging for electronic resources is generally no different than for their non-electronic counterparts. In most cases, the same heading that would be assigned to the same resource in some other form would be assigned to the electronic resource.

An electronic edition of, say, *The Professor and the Madman* on CD-ROM or from NetLibrary would have the very same subject headings as the print edition; nothing in the subject headings would bring out its electronic format.

**2<sup>nd</sup> bullet:** There are, however, a few form subdivisions that are used only for electronic resources to bring out the form of the resource.

*[examples from slide]*



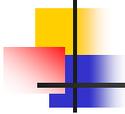
## Common errors, misunderstandings

- Subdivisions:
  - \$x Computer network resources**
  - \$x Computer programs**
  - \$x Electronic information resources**are not valid for use as a form, **only** as a topic (for works *about* computer network resources, computer programs, etc.)

33

**Intro:** Here are some common errors and misunderstandings in subject cataloging for electronic resources.

*[text from slide]*



## Examples of correct application

*Religion online : finding faith on the Internet.*

650 0 **Religion \$x Computer network resources.**

*A simple guide to SPSS for Windows.*

630 00 **SPSS for Windows.**

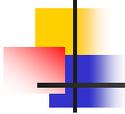
650 0 **Social sciences \$x Statistical methods \$x  
Computer programs.**

*Electronic information and communication in  
mathematics.*

650 0 **Mathematics \$x Electronic information resources.**

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*[text from slide]*



## Common errors (2)

- Form subdivision:  
**\$v Databases**  
has a very specific meaning in LCSH
- Not assigned to show that a resource is in electronic form
- H 1520 provides definition and guidance
- Resources that are essentially textual are not considered databases, even if searching is available

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**1<sup>st</sup> & 2<sup>nd</sup> bullets:** The form subdivision \$v **Databases** has a very specific meaning in the context of LCSH and should not be assigned to show that a resource is in electronic form.

**3<sup>rd</sup> bullet:** H 1520 provides specific guidance on when this form subdivision is appropriate. In short, to use this subdivision, the resource has to be a true collection of logically interrelated data stored together in one or more files, usually created and managed by a database management system.

**4<sup>th</sup> bullet:** Electronic resources that are essentially textual in nature, even if there is some kind of searching available, do not qualify as databases (e.g., reference-type works such as directories, dictionaries, encyclopedias, indexes, etc.). Neither do collections of non-textual data that are not specifically formatted and encoded for the purposes of manipulation of the data (e.g., a collection of digital sound files).



## Common errors (3)

- Do not assign topical subject headings for the form of the resource:

**Electronic journals**

**Online databases**

**Web sites**

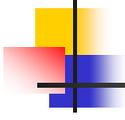
- Use such headings for works *about* these topics only
- If you wish to assign as form headings, use 655:

655 \_7 Web sites. \$2 local

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**1<sup>st</sup> & 2<sup>nd</sup> bullets:** Do not assign topical subject headings for the form of the resource. Headings such as **Electronic journals**, **Online databases**, **Web sites**, **CD-ROMs**, **Children's electronic reference sources**, and **Electronic dictionaries** are used for works *about* these topics only.

**3<sup>rd</sup> bullet:** However, if a library wishes to group examples of these types of resources together in its catalog, it could decide to assign headings such as these as form headings coded MARC 655. If headings that are not considered to be form headings in LCSH are assigned as form headings in 655 fields, they should be coded with a second indicator value of 7 and with "local" in subfield 2: **655 \_7 Web sites. \$2 local**



## Cartographic materials

- H 1865: materials in which cartographic content is secondary
- Map headings assigned if at least 20% of total content of a work discusses or consists of maps
- Instructions on providing subject access for maps and atlases in *Map Cataloging Manual*

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**Intro:** Finally, a few things to note about subject cataloging practices for cartographic materials.

**1<sup>st</sup> bullet:** Instruction sheet H 1865 covers the assignment of headings to materials that contain cartographic content but in which the cartographic content is secondary.

**2<sup>nd</sup> bullet:** Map headings are assigned only if at least 20% of the total content of a work discusses or consists of maps.

**3<sup>rd</sup> bullet:** Instructions on providing subject access for maps and atlases themselves are found in the *Map Cataloging Manual* (available from Cataloging Distribution Service, Library of Congress; included in *Cataloger's Desktop* and available online; details in appendix).



## Cartographic materials (2)

- Every map of an identifiable place must have a subject heading for the area
- *Map Cataloging Manual* includes:
  - “Subject Headings Decision Table”: how many headings to assign
  - Instructions for specific types of material (ancillary maps, bus lines, tourist maps, etc.)
- Consult *SHM H 690-H 810* to formulate headings for geographic features
- Consult *AACR2* and *LCRIs* to formulate headings for jurisdictions

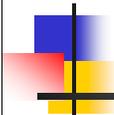
38

**1<sup>st</sup> bullet:** Every map of an identifiable place must have a subject heading for the area. Maps of places that cannot be identified receive no geographic subject headings.

**2<sup>nd</sup> bullet:** There is no limit imposed on the number of subject headings that can be given to a particular item for full-level cataloging, provided they are properly applied. The *Map Cataloging Manual* has a “Subject Headings Decision Table” that provides guidance on how many headings to assign based on the content of a map and the number of existing headings and their hierarchical relationship. The manual also has a lengthy set of instructions for specific types of material or headings (e.g., ancillary maps, inserts, bus lines, tourist maps).

**3<sup>rd</sup> bullet:** If you need to formulate headings for geographic features, consult *SHM H 690-H 810*.

**4<sup>th</sup> bullet:** If you need to formulate headings for jurisdictions, consult *AACR2* and the *LCRIs*.

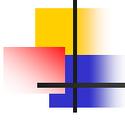


# SACO: Subject Authority Cooperative Program

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Session 15

1



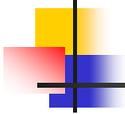
## What is SACO?

- A component of the Program for Cooperative Cataloging (PCC)
- A means for libraries to propose:
  - new Library of Congress Subject Headings
  - new Library of Congress Classification numbers
  - changes to existing subject headings and classification

2

*[text from slide]*

**\*\*[ASK ATTENDEES: How many have had the experience of cataloging a work and not finding an appropriate heading in LCSH to represent the topic?]**



## SACO membership

- Institutions that participate in other PCC programs are automatically considered SACO members
- Non-PCC libraries can submit application for membership
- No formal training is required
- Participants do not gain “independent” status; all proposals are reviewed at LC (and may be approved or not)

3

**Intro:** SACO has differed from other components of the PCC in some important respects. When SACO began, catalogers at any institution who wished to prepare and submit proposals were free to do so. In 2004, SACO became an institution-based program.

**1<sup>st</sup> bullet:** *[text from slide]*

**2<sup>nd</sup> bullet:** Institutions that do not participate in other PCC programs need to submit an application for SACO-only membership and commit to submitting 10-12 proposals per year. Those who do not wish to become institutional members but still have an occasional need to submit a proposal have two options. They can contact a PCC-member institution and ask to submit a proposal through their contribution mechanism. They can also consider entering into or establishing a SACO "funnel" cooperative project with other institutions that are in the same area or that catalog similar kinds of materials.

**3<sup>rd</sup> bullet:** *[text from slide]*

SACO training has been provided by LC staff during conferences of the American Library Association and other organizations, but it is not required.

**4<sup>th</sup> bullet:** *[text from slide]*

In other PCC programs, participants work independently after a period of training and review. Since SACO participants propose additions or changes to the subject list maintained by the Library of Congress, all proposals receive editorial review.

**\*\*[NOTE:** *more information about SACO membership is available on the SACO home page]*



## Overview of SACO process

- Cataloger recognizes need for new subject heading and prepares proposal
- Proposal is submitted to LC via the Cooperative Cataloging Team for initial review
- Proposal is further reviewed by Policy and Standards Division (PSD) & placed on tentative weekly list

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**1<sup>st</sup> bullet:** *[text from slide]* This includes searching both subject and name authority files to make sure that the subject is not already covered by existing headings; verifying the concept in reference sources; deciding on the form of the heading and determining the reference structure.

**2<sup>nd</sup> bullet:** *[text from slide]* Proposals may be submitted using a web form, e-mail or fax. A member of the Coop Team will notify the submitting library if there are major problems or missing elements in a proposal so that the proposal can be revised and resubmitted, or if the proposal is not viable because it does not follow current rules and policies.

**3<sup>rd</sup> bullet:** After review by the Coop Team, the proposal is forwarded to the Policy and Standards Division and assigned to a list for review at a weekly editorial meeting. “Tentative” weekly lists are made available for review by LC catalogers and policy specialists and posted on the SACO web site.

## Tentative Weekly Lists:

[www.loc.gov/catdir/pcc/tentative/twls.html](http://www.loc.gov/catdir/pcc/tentative/twls.html)

```
(C) 151 San Francisquito Canyon (Calif.) [sp2004007753]
    451 UF San Franciesquito Canyon (Calif.)
    550 BT Canyons--California

    150 School songbooks, Finnish [May Subd Geog] [sp2004003822]
    450 UF Finnish school songbooks

(C) 151 Selinus (Extinct city) [sp 91003755 ]
  * 451 UF Selinous (Extinct city)

(C) 110 Senator Paul Simon Federal Building (Carbondale, Ill.)
    [sp2004007751]
    410 UF Paul Simon Federal Building (Carbondale, Ill.)
    410 UF Simon Federal Building (Carbondale, Ill.)
    550 BT Public buildings--Illinois

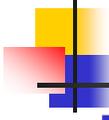
(C) 150 Sexual consent in literature [Not Subd Geog] [sp2004007013]

    151 Sierra Sur Region (Jaen, Spain) [sp2004005510]
    550 BT Comarcas--Spain

(C) 150 Single mothers in motion pictures [sp2004006763]
    550 BT Motion pictures

    150 Skiers with disabilities [May Subd Geog] [sp2004003229]
    550 BT Athletes with disabilities
    550 BT Skiers
```

This is an excerpt from a tentative weekly list (from Tentative Weekly List 26, June 30, 2004). A (C) in front of a heading on the list indicates a SACO proposal. An asterisk indicates a proposed change to an existing heading.

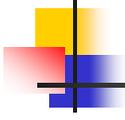


## Overview of SACO (2)

- Proposal undergoes final review at weekly editorial meeting
- Approved subject headings are:
  - posted to the weekly lists of new and changed subject headings on the PSD web page
  - distributed as subject authority records by Cataloging Distribution Service
  - included in printed *LCSH* and Classification Web

6

*[text from slide]*

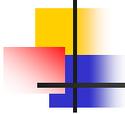


## Requirements for participation

- Familiarity with *LCSH* and basic principles of assigning subject headings
- Knowledge of the procedures and guidelines in the *SHM*
- Access to online LC authority files for searching
- Familiarity with:
  - *Free-Floating Subdivisions: An Alphabetical Index*
  - *MARC 21 Format for Authority Data*

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**Intro:** Here are the requirements for participation in SACO:  
*[text from slide]*



## Resources

- SACO home page:  
[www.loc.gov/catdir/pcc/saco.html](http://www.loc.gov/catdir/pcc/saco.html)
  - Proposal forms
  - Guidelines for formulating proposals
  - Web resources for use in preparing proposals
- *SACO Participants' Manual*, by Adam Schiff
  - Available in print and on *Cataloger's Desktop* from CDS and as PDF file on SACO home page
- SHM H 187-H 250 Making Subject Heading Proposals

8

**Intro:** A number of resources are available to help catalogers formulate subject heading proposals.

**1<sup>st</sup> bullet:** There is a great deal of help available on the SACO home page. It includes forms that can be submitted via the web, e-mail or fax, and guidelines for formulating proposals and completing the forms.

**2<sup>nd</sup> bullet:** The *SACO Participants' Manual* includes numerous examples of different types of proposals.

**3<sup>rd</sup> bullet:** [text from slide]

**SACO home page: [www.loc.gov/catdir/pcc/saco.html](http://www.loc.gov/catdir/pcc/saco.html)**

**SACO** Subject Authority Cooperative Program of the PCC

Home Find  in SACO Pages

**LCSH and LCC Proposals**

[Proposal Forms and SACO Resources](#)

[Web proposal form](#)

[Proposal Workflow](#) (monitor the status of a proposal)

[Weekly Lists & Editorial Meetings](#)

[Search subject authorities](#) (including proposed headings)

**Inside SACO**

[About SACO](#) (program, mission, goals)

[Membership / SACO Application](#), FAQ on membership, Funnels

[Contact us:](#) / liaisons, coordinators, SACO-Only, etc.

[SACO listserv](#) and how to subscribe

[SACO Archives](#) of the PCC Archives

**Workshops**

[SACO Training by PCC Members](#)

**What's New:**

**NEW!** [SACO-At-Large Agenda](#) for ALA Annual 2009 in Chicago

**NEW!** [PowerPoint Presentation](#) used at the ALA Midwinter 2009 SACO-At-Large Meeting [PPT; 142 KB, 11 slides]

ALA Annual Anaheim - June 29, 2008  
[SACO-At-Large meeting summary](#)

[PCC calendar](#)

**Documentation:**

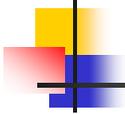
[FAQ on SACO Heading Proposals](#)

[Alphabetic list of ambiguous entities](#)

[SACO Participants' Manual, 2nd edition](#) published in May 2007 [PDF; 3.87 MB, 306 pp.]

[SACO Participants' Manual](#) - 1st edition, 2001 [PDF; 994.89 KB, 218 pp.]

The SACO home page.



## When to make a SACO proposal

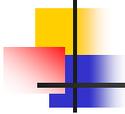
- *LCSH* does not include a heading you need for a work you're cataloging
  - Existing headings are not specific enough to provide adequate access to the work
  - Not possible to bring out the concept using a [heading]—[free-floating subdivision] combination

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**Intro:** When should you make a SACO proposal?

*[text from slide]*

It is important for participants to understand *LCSH* well enough to recognize when a concept might be expressed by applying a free-floating subdivision to an existing heading. For example, a cataloger might be working with an item on teaching children to play the piano. While the subject heading **Piano lessons** does not exist, the concept is expressed by assigning the heading **Piano** and the free-floating subdivision **\$x Instruction and study**, so there is no need to propose a new heading through SACO.



## Examples: headings proposed by SACO participants

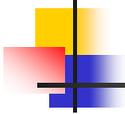
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- Accounting fraud**
- Biodiversity \$x Monitoring**
- Cootie catchers**
- Cross-functional teams**
- Customs inspection**
- Distracted driving**
- Former communist countries**
- Golden Crescent (Asia)**
- Human-wolf encounters**

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**Intro:** These are just a few examples of authorized subject headings that were proposed by SACO participants.

In the second example, the heading **Biodiversity** had already been established. A proposal was submitted to establish the subdivision **\$x Monitoring** under that heading.



## Examples: headings proposed by SACO participants (2)

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**Integrating resources (Publications)**

**Interplanetary navigation**

**Luxembourg \$x History \$y German  
occupation, 1940-1944**

**Mars (Planet) \$x Gravity**

**Operation Allied Force, 1999**

**Race riots**

**Wagon trains**

**Women authors, Puerto Rican**

12

The third example, **Mars (Planet) \$x Gravity**, is another case where a proposal was made to establish a subdivision under an existing heading.



## Authority research

When preparing a proposal, a cataloger must do research in authoritative sources to determine:

- the form of the heading
  - based on terminology used in current literature
  - consistent with the language, construction and style of LCSH
- variant forms to be used as cross-references
- broader or related terms

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**Intro:** Catalogers who wish to propose subject headings need to do research in authoritative reference sources to support the proposal.

*[text from slide]*

Authoritative reference sources include dictionaries (Webster's 3<sup>rd</sup>, for example), glossaries, thesauri, and encyclopedias. For topics limited to a specific discipline, reference works in that discipline should be consulted.

PCC Subject Authority Proposal Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Today's date:

008/06 Direct or indirect geographic subdivision:  
 Select decision from pull down tab (cf. SCM H364, sec. 3)

040:  \*(Input institutional MARC 21 code; **not utility code**)

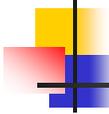
053:  Input classification number, if appropriate (cf. SCM H365)

\* Select 1XX from pull-down tab. [Diacritics list](#)

Select 4XX from pull-down tab.

**Intro:** This is an example of the web form from the SACO home page that can be used to submit a subject heading proposal. The red asterisks indicate required fields.

We'll use an example of a heading that was proposed through SACO and talk very briefly about the decisions that the cataloger made when completing the form to propose the heading. We don't have the time in this session to go into great detail about the process, but this overview should give you a sense of how a proposal is formulated.



## Sample SACO proposal

Work being cataloged: *Vernal pools of northern Santa Barbara County, California.*

Existing LCSH, **Ponds**, is too broad for this work.

Heading proposed: **Vernal pools**

15

**Intro:** A cataloger is working on the title: *Vernal pools of northern Santa Barbara County, California.*

The cataloger discovers that vernal pools are temporary ponds that occur during a spring thaw in areas with poor drainage.

The existing heading **Ponds** is too broad for this work. The cataloger does research to determine whether vernal pools is the preferred term for the concept and whether there are any variant forms, and decides to propose the heading **Vernal pools**.

**008/06: Direct or indirect geographic subdivision**

“May subd geog” selected from the pull-down list, as this heading could be discussed in relation to a place.

008/06 Direct or indirect geographic subdivision:

Select decision from pull down tab (cf. SCM H364, sec. 3)

040:  \*(Input institutional MARC 21 code; **not utility code**)

053:  Input classification number, if appropriate (cf. SCM H365)

**040: Requestor’s MARC 21 identification code**

Proposal was prepared by the California Academy of Sciences, code CSfA

**Intro:** The cataloger decides whether the heading should be authorized for geographic subdivision. Most headings should, even if the work that prompted the proposal doesn’t need a geographic subdivision. In this case, it’s clear from the title of the work that the topic is treated from a geographic point of view.

**040:** do not confuse a MARC 21 identification code with a bibliographic utility code. Many libraries already have a code assigned (these were used as institutional identifiers in the National Union Catalog); you can search the *MARC Code List for Organizations* (URL in bibliography) to determine whether your library has a code. If not, a code can be obtained from the Network Development and MARC Standards Office at LC.

**053** field is for a Library of Congress Classification number. Many headings do not require a 053, and that is the case with this heading, so the field is left blank. SHM H 365 provides guidance on when to add the 053 field.

**1XX: Proposed new heading**

Tag 150 selected from the pull-down list.

**4XX: Cross-references**

Variant terms for the heading entered in alphabetical order, with tag 450.

150	<input type="checkbox"/>	* Select 1XX from pull-down tab. <a href="#">Diacritics list</a>
Vernal pools		
450	<input type="checkbox"/>	Select 4XX from pull-down tab.
Hog wallows		
450	<input type="checkbox"/>	Select 4XX from pull-down tab.
Hogwallows		

**1XX:** The 1XX field is used for the proposed new heading or an existing heading with a proposed non-free-floating subdivision. 150 is selected as the tag since this is a topical heading.

**\*\*[NOTE:** *Instructors may wish to note that for some subject heading proposals you would select:*

*100: Family names, royal houses and dynasties, personal name with non-free-floating subdivision*

*110: Corporate names established as subjects (buildings, racetracks, resorts, etc.); corporate bodies with non-free-floating subdivisions*

*111: Conference names, headings for repeatable events, festivals, competitions, etc. with non-free-floating subdivision*

*130: Uniform title with non-free-floating subdivision*

*151: Geographic features (rivers, lakes, mountains, regions), jurisdictional geographic headings with non-free-floating subdivision]*

**4XX:** While researching the term Vernal pools, the cataloger discovered these variant terms used for the same concept. They are entered in alphabetical order, with tag 450, and must be justified in 670 fields (or by policies in the *SHM*).

**5XX: Broader and related terms**

**Ponds** is the appropriate Broader Term

No additional Broader Terms, no Related Terms needed for this heading

550	<input type="checkbox"/>	Broader Term (BT) select 5XX from pull-down tab. Do not input subfields \$w or \$a; Subfield information is supplied based on selection of this field.
Ponds		
	<input type="checkbox"/>	Broader Term (BT) select 5XX from pull-down tab. Do not input subfields \$w or \$a.
	<input type="checkbox"/>	Related Term (RT) select 5XX from pull-down tab. Subfield information is supplied based on selection of this field. Note: RTs require an accompanying change proposal or an accompanying new reciprocal heading; please note this in comments field below.

**5XX, Broader term:** This is the next broader term in the hierarchy and must be an established LC subject heading (or an accompanying proposal must be sent). In MARC 21, Broader Terms (BT) contain a subfield \$w with a “g” in the initial position; this is supplied automatically when catalogers select this field. Arrange BTs alphabetically if more than one.

**5XX, Related term:** used sparingly, in order to link two headings that are neither broader nor narrower than each other (**Rugs** and **Carpets**, for example). SHM H 370 provides guidance in when to make related term references.

**670: Source citations**1<sup>st</sup> 670 for work being cataloged

Additional 670s for additional sources found

670 Work cat.: (Include <b>subfield \$b</b> when appropriate)
Olson, M. Vernal pools of northern Santa Barbara County, California, 1992.
670 Additional Sources: (cf. <b>SCM H202, paragraph 2.a.(1)</b> )
Acad. Press dict. sci. tech., 1992 \$b (vernal pool: ecology, a temporary pool of water formed during a spring thaw)

**Intro:** 670 fields are used for source citations.

**670:** The first 670 is referred to as the “Work cat” field and is used to cite the work being cataloged. Citations should include the main entry (just initials for forenames), title proper, and date of publication (subtitle may be given if it provides additional information about the heading). Sometimes this citation alone provides enough information to justify the heading, because the term is included in the title (that is the case in this example). If not, information found within the source is given in a subfield \$b.

**Additional 670s** are given for each source consulted in which information about the heading was found. It is very important to consult additional sources and not cite only the work cataloged. This is different from NACO, the name authority component of the PCC, where in many cases it is only necessary to create a single 670.

The second 670 in this example demonstrates that the cataloger consulted an authoritative reference source (*Academic Press Dictionary of Science and Technology*) and found the term there, along with a definition. This citation helps support the form of the heading proposed.

## Additional 670s

670 Additional Sources:

Schoenherr, A.A. A natural history of California, 1992: \$b p. 395-396 ("The temporary ponds that occur in areas with poor drainage are known as vernal pools or hogwallows ... These pools are formed by runoff during winter rains, but the water does not percolate

670 Additional Sources:

Web. 3 \$b (hog wallow)

675 Sources not found: (When supplying more than one title precede each with a **subfield \$a**)

Gloss. of hydrology, 1992; \$a GeoRef thes.

## 675: Sources not found

**670s:** Here we see two more 670s showing the results of the cataloger's authority research. Both provide variant terms for the proposed heading: hogwallows (one word) and hog wallows (two words). These citations provide justification for the cross-references in the 4XX fields.

**675:** This field is used for sources that were consulted but in which **NO** information about the heading was found. This field is not repeatable, so citations to multiple sources are recorded in a single 675 field in separate subfield \$a's. Here, the cataloger had consulted the *Glossary of Hydrology* and the *GeoRef Thesaurus* but found no information about the term vernal pools. Citations in the 675 field help demonstrate that the cataloger has properly investigated the concept by checking relevant sources. Proposals can be reviewed more efficiently because reviewers do not need to retrace those steps.

Cataloger completes the proposal form by including name and e-mail address and clicking "Submit"

952: LC pattern or SCM instruction sheet. (Do not key any subfields in this area; use dashes to indicate subdivisions)

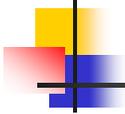
Comments/Additional 4XX, 5XX, or 670 fields

\* Name of cataloger: (Include name of SACO coordinator at this institution, if different from person submitting the proposal)

\* E-mail:

**Intro:** There are a number of other fields that might be completed for other proposals, but these are sufficient for the proposed heading **Vernal pools**. The cataloger provides name and e-mail address and submits the form.

The proposal then goes through the review process described earlier: initial review within the Coop Team, further review by PSD and final review at a weekly editorial meeting. Generally, authority records for new headings can be found in the utilities six weeks after a proposal is submitted. The process can take considerably longer when the proposals submitted haven't had the appropriate research done.



## Summary

- For more guidance, consult the resources noted earlier:
  - SACO home page
  - *SACO Participants' Manual*
  - SHM H 187-250
- Attend a SACO workshop
- Try it out! Next time you need a subject heading that is not in *LCSH*, propose it!

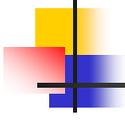
22

**1<sup>st</sup> bullet:** This has been a very quick overview of the SACO process. Much more detailed information is available in the resources we talked about earlier.

**2<sup>nd</sup> bullet:** SACO workshops at conferences such as ALA are great opportunities to learn more about preparing good proposals. Details are on the SACO home page.

**3<sup>rd</sup> bullet:** Try it out! You can serve your patrons better by providing subject access at the appropriate level of specificity. You'll also have the satisfaction of knowing that your contribution to *LCSH* can be used by the entire library community.

If your institution already participates in another PCC program, you are already a SACO member. If not, consider asking your institution to join as a member, or contact another PCC institution for assistance in submitting a proposal.



## Exercises

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- Proposal for topical heading
- Proposal for geographic heading

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## SACO Exercise 1

You are cataloging a cookbook with the title:  
*The Joy of Baking Christmas Cookies.*

You search LCSH and find the following headings:

**Cookies** (*May Subd Geog*)  
*Geog*)

[TX772]  
UF Biscuits, English  
BT Cake  
NT Bars (Desserts)  
Biscotti  
Brownies (Cooking)  
Chocolate chip cookies  
Fortune cookies  
Gingerbread houses  
Gingerbread men  
Girl Scout cookies  
Moon Pies  
Shortbread  
Tea cakes

**Christmas cooking** (*May Subd*

[TX739.2.C45]  
UF Cooking, Christmas  
BT Holiday cooking  
NT Christmas cakes

**Christmas cakes** (*May Subd Geog*)

BT Cake  
Christmas cooking

You search OCLC WorldCat and find the following titles:

*Cookies for Christmas*, by Jennifer D. Darling  
*The Christmas Cookie Book*, by Lou Seibert Pappas  
*The Christmas Cookie Book*, by Judy Knipe and Barbara Marks  
*Rose's Christmas Cookies*, by Rose Levy Beranbaum  
*FamilyFun's Cookies for Christmas : 50 Recipes for You and Your Kids*, by Deanna F. Cook

1. What established subject heading(s) would you assign to this work?

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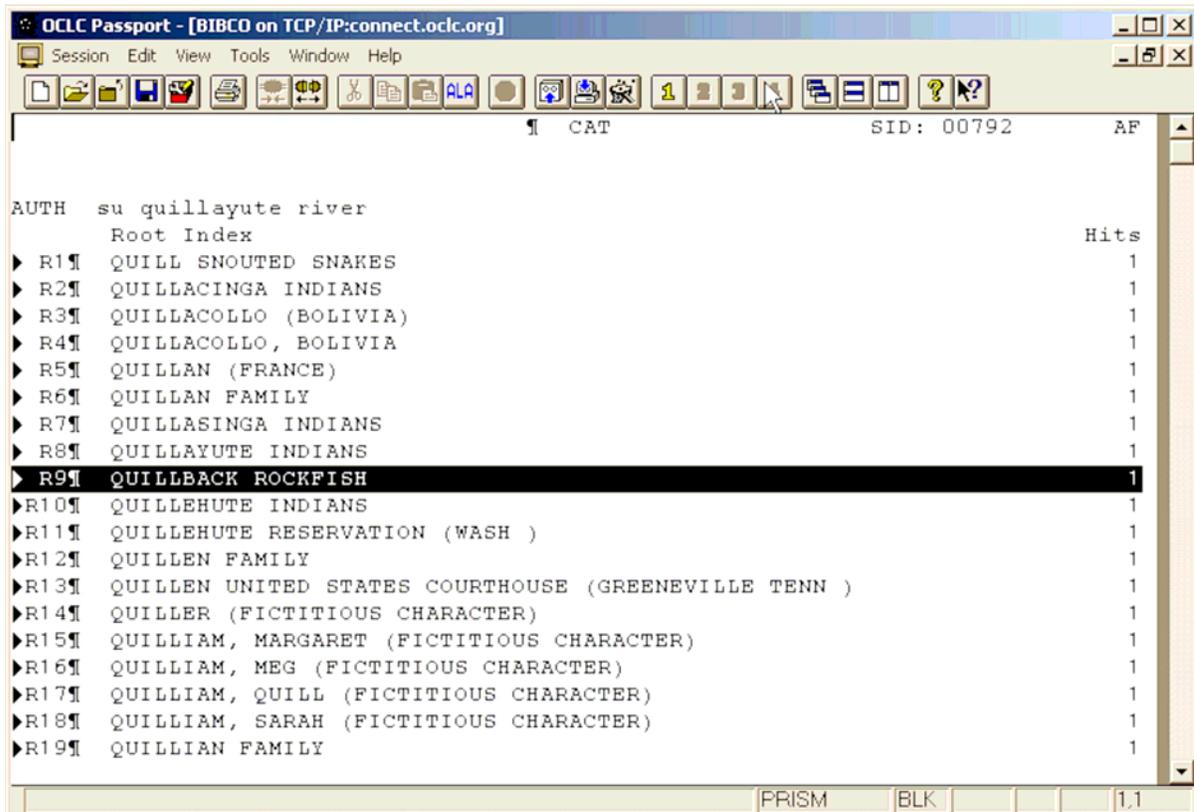
2. Based on the principle of specificity, could you think of a heading that would be as specific as the subject of the book?
3. What would you need to do to propose a new subject heading?
4. What would the heading be? What, if any, would the UF reference(s) be? What would the BT reference(s) be?

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## SACO Exercise 2

You are cataloging a publication dealing with environmental conditions in the Quillayute River in Washington State.

You search the online authority file in OCLC and find that there is no authority record for this river (screen shot from subject browse shown below):



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### Questions

- 1) Is a SACO proposal for this geographic feature warranted? What would be the benefits of making a SACO proposal? What kinds of reference sources should you consult?
- 2) Below are screen shots from two online reference sources.

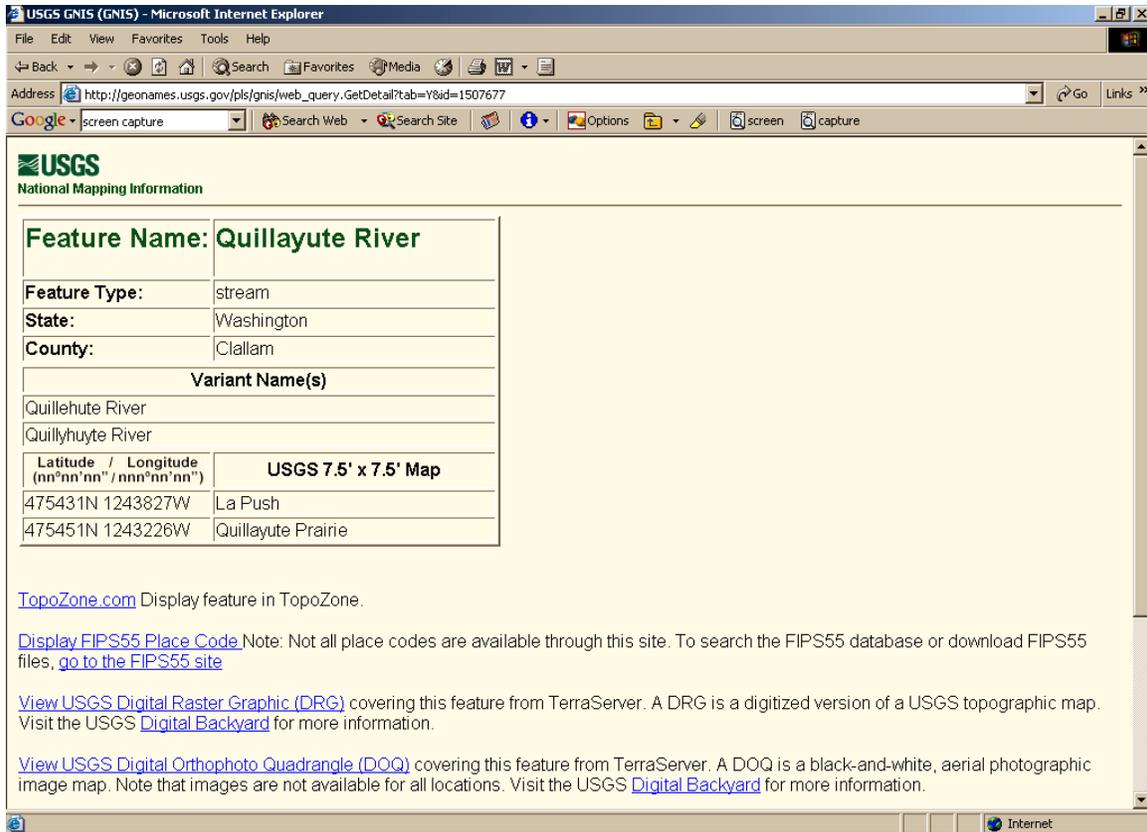
### Geographic Names Information System (GNIS)

The screenshot shows a web browser window displaying the USGS National Mapping Information page. The page title is "USGS GNIS (GNIS) - Microsoft Internet Explorer". The address bar shows the URL: [http://geonames.usgs.gov/pls/gnis/web\\_query.gnisprod?f\\_name=Quillayute&variant=Y&f\\_state=&f\\_cnty=&f\\_ty=&selev1=&selev2=&cell=&my\\_function=Send+Query&last\\_n](http://geonames.usgs.gov/pls/gnis/web_query.gnisprod?f_name=Quillayute&variant=Y&f_state=&f_cnty=&f_ty=&selev1=&selev2=&cell=&my_function=Send+Query&last_n). The page content includes the USGS logo and the text "9 feature records have been selected from GNIS." Below this is a table with 9 rows and 8 columns: Feature Name, St, County Equivalent Name, Type, Latitude, Longitude, and USGS 7.5' Map. The table lists various features in Quillayute, WA, including a reservation, populated place, cemetery, pillar, flat, stream, airport, school, and national wildlife refuge. At the bottom of the page, there is contact information for the U.S. Department of the Interior, U.S. Geological Survey, including the address, URL, maintainer email, and last modified date.

Feature Name	St	County Equivalent Name	Type	Latitude nn°nn'nn"	Longitude nnn°nn'nn"	USGS 7.5' Map
<a href="#">Quileute Indian Reservation</a>	WA	Ciallam	reserve	475408N	1243656W	Quillayute Prairie
<a href="#">Quillayute</a>	WA	Ciallam	populated place	475636N	1243228W	Quillayute Prairie
<a href="#">Quillayute Cemetery</a>	WA	Ciallam	cemetery	475636N	1243226W	Quillayute Prairie
<a href="#">Quillayute Needles</a>	WA	Ciallam	pillar	475302N	1243807W	La Push
<a href="#">Quillayute Prairie</a>	WA	Ciallam	flat	475652N	1243148W	Quillayute Prairie
<a href="#">Quillayute River</a>	WA	Ciallam	stream	475431N	1243827W	La Push
<a href="#">Quillayute State Airport</a>	WA	Ciallam	airport	475603N	1243339W	Quillayute Prairie
<a href="#">Quillayute Valley High School</a>	WA	Ciallam	school	475655N	1242255W	Forks
<a href="#">Quillayute Needles National Wildlife Refuge</a>	WA	Jefferson	park	474900N	1242954W	Hoh Head

U.S. Department of the Interior | U.S. Geological Survey  
 12201 Sunrise Valley Drive, Reston, VA 20192, USA  
 URL: [http://geonames.usgs.gov/pls/gnis/web\\_query.gnis\\_web\\_query\\_form](http://geonames.usgs.gov/pls/gnis/web_query.gnis_web_query_form)  
 Maintainer: [gnis\\_manager@usgs.gov](mailto:gnis_manager@usgs.gov)  
 Last modified: November 1, 2000  
[USGS Privacy Policy and Disclaimers](#)

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**USGS**  
National Mapping Information

<b>Feature Name:</b>	<b>Quillayute River</b>
<b>Feature Type:</b>	stream
<b>State:</b>	Washington
<b>County:</b>	Clallam
<b>Variant Name(s)</b>	
Quillehute River	
Quillyhuyte River	
<b>Latitude / Longitude</b> (nn°nn'nn" / nnn°nn'nn")	<b>USGS 7.5' x 7.5' Map</b>
475431N 1243827W	La Push
475451N 1243226W	Quillayute Prairie

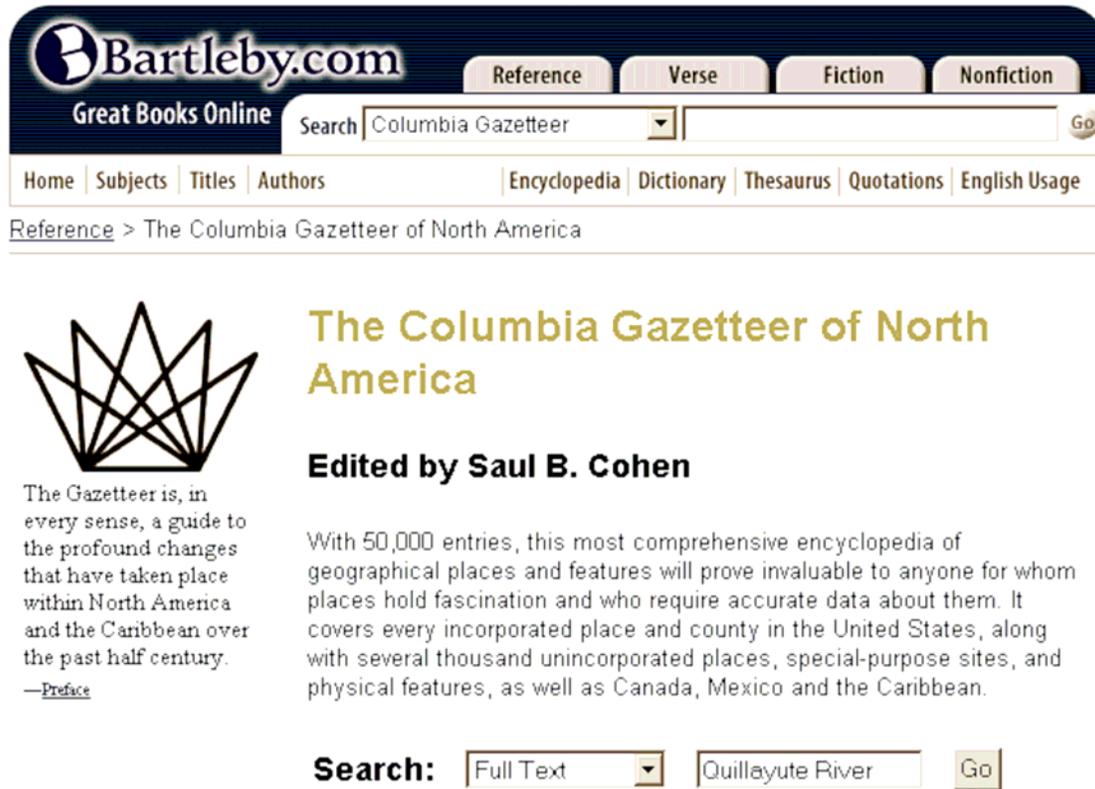
[TopoZone.com](#) Display feature in TopoZone.

[Display FIPS55 Place Code](#) Note: Not all place codes are available through this site. To search the FIPS55 database or download FIPS55 files, [go to the FIPS55 site](#)

[View USGS Digital Raster Graphic \(DRG\)](#) covering this feature from TerraServer. A DRG is a digitized version of a USGS topographic map. Visit the USGS [Digital Backyard](#) for more information.

[View USGS Digital Orthophoto Quadrangle \(DOQ\)](#) covering this feature from TerraServer. A DOQ is a black-and-white, aerial photographic image map. Note that images are not available for all locations. Visit the USGS [Digital Backyard](#) for more information.

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The screenshot shows the Bartleby.com website interface. At the top, the logo 'Bartleby.com' is displayed next to 'Great Books Online'. Navigation tabs for 'Reference', 'Verse', 'Fiction', and 'Nonfiction' are visible. A search bar contains the text 'Columbia Gazetteer' with a 'Go' button. Below the search bar, a navigation menu includes 'Home', 'Subjects', 'Titles', 'Authors', 'Encyclopedia', 'Dictionary', 'Thesaurus', 'Quotations', and 'English Usage'. The breadcrumb trail reads 'Reference > The Columbia Gazetteer of North America'.



**The Columbia Gazetteer of North America**

**Edited by Saul B. Cohen**

The Gazetteer is, in every sense, a guide to the profound changes that have taken place within North America and the Caribbean over the past half century.  
—[Preface](#)

With 50,000 entries, this most comprehensive encyclopedia of geographical places and features will prove invaluable to anyone for whom places hold fascination and who require accurate data about them. It covers every incorporated place and county in the United States, along with several thousand unincorporated places, special-purpose sites, and physical features, as well as Canada, Mexico and the Caribbean.

**Search:**

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The screenshot shows the Bartleby.com website interface. At the top left is the Bartleby.com logo and the text 'Great Books Online'. To the right are navigation tabs for 'Reference', 'Verse', 'Fiction', and 'Nonfiction'. Below these is a search bar containing the text 'Columbia Gazetteer' and a 'Go' button. A secondary navigation bar includes links for 'Home', 'Subjects', 'Titles', 'Authors', 'Encyclopedia', 'Dictionary', 'Thesaurus', 'Quotations', and 'English Usage'. Below this, a breadcrumb trail reads 'Reference > The Columbia Gazetteer of North America'. At the bottom of the screenshot, there are navigation links: '< Quill Lakes' on the left and 'Quillingok >' on the right.

[CONTENTS](#) · [ENTRY INDEX](#) · [BIBLIOGRAPHIC RECORD](#)

The Columbia Gazetteer of North America. 2000.

### Quillayute River

**Quillayute River** (kwil-ah-YOOT), c. 6 mi/9.7 km long, Clallam co., NW Wash., short stream of Olympic Peninsula; formed by junction of Soleduck (Sol Duc) and Bogachiel rivers E of La Push; flows W to Pacific Ocean, in coastal section of Olympic Natl. Park, where its estuary is harbor of La Push. Quillayute Needles Natl. Wildlife Refuge extends S from La Push in offshore rocks and isls.

The Columbia Gazetteer of North America. Copyright © 2000 Columbia University Press.

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Based on the information found in the sources above, fill in the following fields (if appropriate) for a proposed subject authority record for this geographic feature:

1\_\_ Authorized heading:

---

4\_\_ UF:

---

4\_\_ UF:

---

4\_\_ UF:

---

5\_\_ BT:

---

5\_\_ BT:

---

5\_\_ RT:

---

781 \_0 \$z \_\_\_\_\_ \$z \_\_\_\_\_

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## Answers to Session 5 Exercises: Subject Authority Records

### Exercise 1: Internet voting

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 053 field indicate?

Consider classing in JF1032.

3. What information do you find in the 4XX and 5XX fields?

The 4XX fields are See From / UF tracings for variant forms of the term Internet voting.

The 5XX field is a See Also reference that is a broader term.

**Exercise 2: Fools Hollow Lake (Ariz.)**

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established heading for a geographic feature.

2. What does the 040 field indicate?

The heading was proposed by a SACO participating library (AzTeS = Arizona State University) and transcribed into machine-readable form by the Library of Congress.

3. What information do you find in the 4XX and 5XX fields?

The 4XX field is a See From / UF tracing for a variant form of the name.

The 5XX fields are See Also references that are broader terms.

4. What does the 781 field tell you?

The 781 field tells the cataloger how to use the heading as a geographic subdivision.

**Exercise 3: Rural conditions**

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 360 field indicate?

The 360 field translates as “See Also.” The cataloger may need to use the subdivision --**Rural conditions** under names of countries, etc.

3. Can the term in the 150 field be subdivided geographically?

No.

4. Would you use this heading for a work on rural conditions in Afghanistan?

No, you would use the subdivision --**Rural conditions** under the heading for Afghanistan.

5. Would you use this heading for a memoir about growing up in rural Ireland?

No, the scope note indicates that the heading **Rural conditions** would not be appropriate for such a work. Instead, you would use a heading such as **Country life--Ireland**.

#### Exercise 4: Foreign relations

1. Is this an established heading? If so, what type of heading? If not, why not?

No, this is a reference record, as indicated by fixed field codes and the 260 field.

2. Which fixed field elements are critical in understanding this authority record?

Auth/status: n (no level of establishment)  
Auth/ref: c (traced reference)  
Subj use: b (not appropriate for use as a subject added entry)

3. What does the 260 field indicate?

Use the subdivision --**Foreign relations** under names of countries, instead of using the term Foreign relations as a heading.

### **Exercise 5:** Foreign relations

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical subdivision authority record.

2. What does the scope note indicate?

**\$x Foreign relations** is a topical subdivision which can be used under names of countries, etc., and individual Christian denominations.

3. What information do you find in the 480 field?

The 480 field is a UF reference for the earlier valid form of the subdivision.

4. What does the 073 field indicate?

This subdivision appears on the free-floating lists H 1140 (Names of Places) and H 1187 (Christian Denominations) in the *SCM:SH*.

5. Could the term in the 180 field be subdivided geographically?

Yes.

### **Exercise 6: Premature babies**

1. Is this an established heading? If so, what type of heading? If not, why not?

This is an established heading, but in the Library of Congress subject headings for children list. This is a separate subject vocabulary used in the cataloging of juvenile materials.

2. Which fixed field element is critical in understanding this authority record?

Subj: b (subject heading system/thesaurus is LC subject headings for children)

3. What does the 010 field indicate?

The “sj” prefix is another indication that this is a juvenile subject heading.

Answers to Session 6 Exercises:  
Application of Main Headings

1. *Encyclopedia of mules and horses.*

**Mules.**

**Horses.**

2. *Encyclopedia of horses, donkeys, and mules.*

**Horses.**

**Donkeys.**

**Mules.**

3. *Horses, swine, and other four-legged farm animals.*
- a. *Coverage: horses 30%, swine 30%, others 40%*
- Livestock.**
- Horses.**
- Swine.**
- b. *Coverage: no animal constitutes 20%*
- Livestock.**

One of the things this example illustrates is that you cannot always rely solely on the title to determine the subject content, and that based on the actual content, the subject headings assigned may be different.

4. *Cows, ewes, hens, and mares of the farm.*

**Female livestock.**

5. *Guide to cows, bulls, and calves.*

**Cattle.**

6. *Farm animals : a guide for sheep, pigs, and goats.*

**Sheep.**

**Swine.**

**Goats.**

7. *Farm animals : a guide for chicken, ducks, geese, and turkeys.*

**Poultry.**

8. *How to tell male and female livestock apart.*

**Male livestock.**

**Female livestock.**

**OR propose new heading:  
Livestock--Sexing.**

Answers to Session 7 Exercises:  
Application of Subdivisions

1. *Retire rich : the baby boomer's guide to a secure future.*

Heading: **Baby boom generation**

Free-floating list: **H 1100 Classes of Persons**

Headings with subdivisions:

**Baby boom generation \$z United States  
\$x Finance, Personal.**

**Baby boom generation \$x Retirement  
\$z United States.**

Does the heading fit one of the lists? YES: H 1100 Classes of persons list—"Types of headings covered" includes "age and sex groups."

2) Browse list for appropriate subdivisions: what did you find? Two free-floating subdivisions on this list are applicable:

\$x **Finance, Personal** (*H 1624*)

\$x **Retirement** (*May Subd Geog*)

Note that for **\$x Finance, Personal** you are referred to H 1624 Finance, which gives fuller information on application of the subdivision. [open this and show scope note for use of the subdivision]

3) Is there a conflict with an established heading? NO. Look at the *LCSH* entry for **Baby boom generation**; there are no established subdivisions following the main heading.

4) Are there other aspects to bring out? YES. There is a geographic focus to this work: the United States. The heading **Baby boom generation** may be subdivided geographically (see authority record, *LSCH* entry). The subdivision **\$x Retirement** may be subdivided geographically. That subject heading string will be: **Baby boom generation \$x Retirement \$z United States.**

The subdivision **\$x Finance, Personal** may NOT. The geographic subdivision must follow the main heading and precede the topical subdivision:

**Baby boom generation \$z United States \$x Finance, Personal**

2. *Television under the Tories : broadcasting policy, 1979-1997.*

Heading: **Television broadcasting**

Free-floating list: **H 1153 Industries**

Heading with subdivisions:

**Television broadcasting policy \$z Great Britain \$x History \$y 20<sup>th</sup> century.**

Does the heading fit one of the lists? *YES*: H 1153 Industries. This may not be obvious because the heading does not include the word “industry.” Note the sentence in the “Types of headings covered” paragraph that addresses this, and also that the authority record shows that the former heading was Television industry.

2) Browse list for appropriate subdivisions: what did you find?

Looking for: **\$x Government policy**

3) Is there a conflict? *YES*

In *LCSH*, you find Television broadcasting—Government policy USE **Television broadcasting policy**

4) Other aspects to bring out? *YES*, the geographic focus of the work and the fact that it is a historical treatment.

The heading **Television broadcasting policy** may be subdivided geographically.

Remember that subdivisions from H 1095 may be assigned, if appropriate.

**\$x History** is appropriate, in this case. It may not be subdivided geographically. Chronological subdivisions will be discussed in depth in Session 9.)

The resulting heading is:

**Television broadcasting policy \$z Great Britain \$x History**

*[Instructor may wish to note that in the real life cataloging of this book, the subject heading **Television and politics \$z Great Britain \$x History** was also assigned.]*

**Answers to Session 8 Exercises:  
Geographic Subdivision**

**Exercise 1**

Title: *New York City traffic survey report.*

Heading:

**Traffic surveys--New York (State)--New  
York**

The form of the geographic name comes from the 781 field in the authority record for New York (N.Y.)

**Exercise 2**

Title: *The forests and flora of British Honduras.*

Headings:

**Plants--Belize**

**Forests and forestry--Belize**

**Timber--Belize**

The authority record for British Honduras gives a subject usage note, indicating to use the form Belize.

**Exercise 3**

Title: *Telecommunications in Northern Alberta.*

Heading:

**Telecommunication--Alberta, Northern**

Inverted headings for regions of countries of first-order political divisions are assigned directly (cf. slide 17); this is also indicated by the 781 field in the authority record for Alberta, Northern.

**Exercise 4**

Title: *Cancer incidence, Texas Panhandle, 1976-1985.*

Headings:

**Cancer--Texas--Texas Panhandle--Statistics**

**Texas Panhandle (Tex.)--Statistics, Medical**

The form for the geographic region is found in the 781 field of the authority record. Its treatment differs from that of Northern Alberta because the heading is not inverted. The subdivision "Statistics, Medical" is found in a note for the heading Medical statistics.

**Exercise 5**

Title: *An adventure in the Amazon.*

Headings:

**Cousteau, Jacques Yves--Travel--Amazon River  
Region**

**Natural history--Amazon River Region**

**Indians of South America--Amazon River  
Region**

**Amazon River Region--Description and travel**

Use of the term “Region” with geographic names is discussed in Session 12 (slide 12-27).

The subdivision “Travel” is found in H1110 Names of Persons.

“Description and travel” is found in the subject authority record for Travel.

## **Answers to Session 8 Exercises: Geographic Subdivision**

### **Exercise 6**

Title: *Magical nights at the theatre : a chronicle.*

Headings:

**Music-halls (Variety-theaters, cabarets, etc.)--  
Australia--Melbourne (Vic.)**

**Theater--Australia--Melbourne (Vic.)--History**

**Entertainers--Australia--Melbourne (Vic.)**

**Vaudeville--Australia--Melbourne (Vic.)--  
History**

[NOTE: not animated; all answers appear at once.]

Australia is not an exceptional country, so state is not interposed between country and city (cf. slide 45).

**Exercise 7**

Title: *Take me to Coney Island.*

Headings:

**Jews--Québec (Province)--Montréal--Social  
life and customs**

**Children of immigrants--Québec (Province)--  
Montréal**

Subdivision "Social life and customs" is found in H1103 Ethnic Groups.

**Exercise 8**

Title: *Assessment of regional earthquake hazards and risk along the Wasatch Front, Utah.*

Headings:

**Earthquake hazard analysis--Wasatch Range (Utah and Idaho)**

**Earthquake hazard analysis--Utah**

[NOTE: Answers appear in two separate arrow downs. ]

This region is larger than a first-order political division, so it is entered directly (cf. slide 18).

**Exercise 9**

Title: *History on the line : testimony in the cause of preservation.*

Headings:

**Historic preservation--Washington (D.C.)**

**Historic buildings--Conservation and restoration--Washington (D.C.)**

**Architecture--Conservation and restoration--Washington (D.C.)**

Note: LC also adds the heading **Washington (D.C.)--Buildings, structures, etc.--Conservation and restoration**

**Exercise 10**

Title: *Amawoti--responding to the needs and rights of people with disabilities.*

Headings:

**People with disabilities--South Africa--  
Durban Region--Social conditions**

**People with disabilities--Civil rights--South  
Africa--Durban Region**

**People with disabilities--Services for--South  
Africa--Durban Region**

**Squatter settlements--South Africa--Durban  
Region**

*[NOTE: All answers appear with a single arrow down.]*

Subdivisions “Civil rights” and “Services for” come from H 1100 Classes of Persons.

Region is not larger than a single country or first-order political division, hence entered directly.

## Answers to Session 9 Exercises: Chronological Subdivision

- 1) *Experimenting with democracy : regime change in the Balkans.*

Balkan Peninsula \$x Politics and government  
\$y **1989-**

- 2) *Ideologies and national identities : the case of twentieth-century Southeastern Europe.*

Balkan Peninsula \$x Politics and government  
\$y **20th century.**

3) *Balkans since the second World War.*

Balkan Peninsula \$x Politics and government  
\$y **1945-1989.**

Balkan Peninsula \$x Politics and government  
\$y **1989-**

4) *Southeast European politics today.*

Balkan Peninsula \$x Politics and government  
\$y **1989-**

**OR**

Balkan Peninsula \$x Politics and government  
\$y **21st century.**

[Notes for no. 4:

*ANIMATED: TWO DOWN ARROWS TO SHOW BOTH HEADINGS*

Depending on the balance of material, either heading might be appropriate. With the book in hand, you could more easily review the contents of the work to determine this. Also consider existing headings in your catalog: which heading would place this book with like materials?]

5) *Jews in the post-war world.*

Jews \$x History \$y **1945-**

6) *Jews in the modern world : a history since 1750.*

Jews \$x History \$y **1789-1945.**

Jews \$x History \$y **1945-**

**Judaism \$x History \$y Modern period, 1750-**

7) *A history of the Jews in the nineteenth century.*

Jews \$x History \$y **19th century.**

8) *Two generations in perspective : notable events and trends, 1896-1956.*

Jews \$x History \$y **20th century.**

This work focuses on the first part of the 20th century. The established date ranges that would provide coverage for this title extend far beyond the coverage of the work. The heading **Jews \$x History \$y 1789-1945** covers from the French Revolution through World War II, including all of the 19th century. The content of the work is better encompassed by the free-floating subdivision **\$x History \$y 20th century.**

**Answers to Session 11 Exercises:  
MARC Coding**

*Sports hero : Henry Aaron.*

**600 10** Aaron, Hank, **\$d** 1934- **\$v** Juvenile literature.

**650 \_0** African American baseball players **\$v** Biography **\$v** Juvenile literature.

*Microsoft in the mirror : nineteen insiders reflect on the experience.*

**610 20** Microsoft Corporation **\$x** Employees **\$v** Biography.

**650 \_0** Computer software industry **\$z** United States.

*[NOTE: Every code requires an arrow down in order to appear.]*

*Canada-Japan : policy issues for the future.*

**651 \_0** Canada **\$x** Economic conditions **\$y** 1945-  
**\$v** Congresses.

**651 \_0** Canada **\$x** Foreign economic relations **\$z**  
Japan **\$v** Congresses.

**651 \_0** Japan **\$x** Foreign economic relations **\$z**  
Canada **\$v** Congresses.

*[NOTE: Every code requires an arrow down in order to appear.]*

*Union list of serials in Canada Department of  
Agriculture Libraries.*

**610 10** Canada. **\$b** Dept. of Agriculture. **\$b**  
Library **\$v** Catalogs.

**650 \_0** Agriculture **\$x** Periodicals **\$v**  
Bibliography **\$v** Union lists.

**650 \_0** Catalogs, Union **\$z** Canada.

[NOTE: Every code requires an arrow down in order to appear.]

*Saying it's so : a cultural history of the Black Sox scandal.*

**610 20** Chicago White Sox (Baseball team) **\$x**  
History.

**611 20** World Series (Baseball) **\$d** (1919)

*The Brontës A to Z : the essential reference to their lives and work.*

**600 30** Brontë family **\$v** Encyclopedias.

**650 \_0** Authors, English **\$y** 19th century **\$v**  
Biography **\$v** Encyclopedias.

[NOTE: Every code requires an arrow down in order to appear.]

*The Empire State Building.*

**610 20** Empire State Building (New York, N.Y.) **\$v**  
Pictorial works.

**650 \_0** Skyscrapers **\$z** New York (State) **\$z** New  
York **\$x** Design and construction **\$v** Pictorial  
works.

*Lewis & Clark in North Dakota.*

**611 20** Lewis and Clark Expedition **\$d** (1804-1806)  
**\$v** Exhibitions.

**651 \_0** North Dakota **\$x** Discovery and exploration  
**\$v** Exhibitions.

[NOTE: Every code requires an arrow down in order to appear.]

## Answers to Session 15 Exercises: SACO

Work being cataloged: *The Joy of Baking Christmas Cookies.*

1) *What established subject heading(s) would you assign to this work?*

**Cookies**  
**Christmas cooking**

2) *Based on the principle of specificity, could you think of a heading that would be as specific as the subject of the book?*

**Christmas cookies**

Two headings would be needed: **Cookies** and **Christmas cooking**.

2. "Christmas cookies" is the most likely form of the heading. **Christmas cakes** has already been established and can be used as a pattern. Specific kinds of cookies have also been established, such as **Chocolate chip cookies** and **Girl Scout cookies**.

**3) *What would you need to do to propose a new heading?*****❖ research to justify heading and variants**

- **search relevant sources, including dictionaries, cooking reference sources, bibliographic databases, etc.**
- **demonstrate that proposed heading represents a discrete concept and that form selected reflects predominant usage**

**❖ determine the broader term(s) needed—how the proposed heading fits hierarchically into LCSH**

You would need to do authority research to justify the heading and to find any variant forms that would be cross-references. Research should be done in sources relevant to the topic being established. In this case, you might search general dictionaries and encyclopedias of cooking, and search bibliographic databases such as OCLC WorldCat to see if other books on Christmas cookies have been published.

It is not necessary to wait for several books to be published on a topic before proposing a subject heading for the topic, but it is important to demonstrate that the proposed heading represents a discrete, identifiable concept and that the form selected for the heading reflects predominant usage.

You would need to determine what the broader term(s) would be—how the proposed heading fits into the hierarchical structure of LCSH.

4) *What would the heading be?*

**Christmas cookies**



*What, if any, would the UF reference(s) be?*



**No UF references likely are needed  
(unless research turned up some variant  
terms for Christmas cookies)**

*What would the BT reference(s) be?*

**Christmas cooking  
Cookies**



**Work being cataloged: *a publication on environmental conditions in the Quillayute River in Washington State.***

**1) *Is a SACO proposal for this geographic feature warranted?***

**Yes. A heading for this specific river is needed for the work being cataloged and has not yet been established.**

1. Yes, a SACO proposal is warranted. A heading for this specific river is needed for the subject of the work being cataloged and no existing heading covers it.

*What would be the benefits of making a SACO proposal?*

- **Authority processing can verify heading on bibliographic records**
- **Authority record will be available in utilities and on the LC Authorities website**
- **Heading will be included in LCSH**
- **Cross-references in LCSH and in catalog will benefit users**
- **Research to determine name only has to be done once**

You could use the appropriate geographic heading without proposing it through SACO, but you would lose the ability to verify the subject heading through authority processing and your catalog users would not benefit from cross-references from variant forms of the name to the authorized form.

*What kinds of reference sources should you consult?*

- ***Geographic Names Information System (GNIS) for U.S. and Antarctica features***
- **gazetteers, atlases, maps, guidebooks, etc. as supplementary sources**
- ***GEOnet Names Server (GNS) for features outside of the U.S.***
- ***Web Resources for SACO Proposals on SACO home page links to many online geographic resources***

For geographic features in the U.S., the primary reference source is *Geographic Names Information System (GNIS)*. If a geographic name is found in GNIS, you would not need to check additional sources unless there were unresolved questions about the name. In this example, the name is found in GNIS and no additional research is required, but an additional source is shown to illustrate the type of information that might be found in a general gazetteer such as the *Columbia Gazetteer of North America*.

Other sources that may be useful include gazetteers for a particular state, atlases, maps, or guidebooks. For features outside the U.S., the online *GEOnet Names Server (GNS)* is an authoritative source that should be consulted if available. On the SACO home page, there is a resource entitled *Web Resources for SACO Proposals* that provides links to a large number of online resources for geographic names.

**2) *Based on the information found in the sources shown, fill in the subject authority proposal form.***

**151** Authorized heading: **Quillayute River (Wash.)**

**451** UF: **Quillehute River (Wash.)**

**451** UF: **Quillyhuyte River (Wash.)**

**550** BT: **Rivers \$z Washington (State)**

**781 \_0 \$z Washington (State) \$z Quillayute River**

A completed SACO proposal would also include:

- **008/06** – code for geographic subdivision or not
- **040** – proposing library’s MARC organization code
- **053** – classification number if appropriate
- **670** – citations of the work being cataloged that generated the SACO proposal and of other reference sources consulted along with information found to justify the heading and cross-references
- **675** – citations of sources consulted in which no relevant information was found
- **680** – scope note if appropriate
- **667** – nonpublic general note if appropriate (e.g., to indicate that a geographic heading is not valid for use as a geographic subdivision)

008/06 – geographic features are coded “no decision”

053 – in this case, 053 is not appropriate

670 – each source cited is put in its own 670 field

675 – field is not required, but can be used to show that the cataloger searched a relevant source or sources but didn’t find any information. Field is not repeatable; multiple sources are included in one 675 field, separated by separate subfield \$a’s.



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## APPENDIX A

### Brief History of *Library of Congress Subject Headings*

*Library of Congress Subject Headings (LCSH)* is an accumulation of the subject headings that have been established at the Library of Congress since 1898 and used in its cataloging. This document highlights key dates in the development of *LCSH*.

#### Origin

**1869** *Catalogue of the Library of Congress: Index of Subjects*, a two-volume alphabetico-classified subject index to works LC held. Subjects were grouped in broad classes with numerous alphabetic subdivisions.

**1898** After the Library of Congress moved into its new Capitol Hill building, it decided to switch to a dictionary catalog with subject headings based on the 1895 edition of the American Library Association's *List of subject headings for use in dictionary catalogs*.

**1902** LC began distributing its printed catalog cards to subscribers.

**1910-1914** The first *Subject headings used in the dictionary catalogues of the Library of Congress* was prepared and issued in parts. Successive cumulated editions followed at irregular intervals.

#### Recent history

**1975** Introduction of the full-fledged free-floating subdivision system, including subdivisions controlled by pattern headings, with the publication of the renamed 8<sup>th</sup> edition of *Library of Congress Subject Headings*.

**1982-1984** ALA-sponsored regional institutes on *LCSH* held around the country; formation of Cooperative Subject Cataloging Projects (CSCP) for enriching *LCSH*; publication of *Subject Cataloging Manual: Subject Headings*.

**1986** Conversion of *LCSH* to machine-readable form and beginning of the weekly tape distribution service of subject authority records.

**1987** The printed volumes of *LCSH* became an annual publication.

**1988** LC began to welcome subject heading proposals from other libraries, first those libraries in formal cooperative programs, and then any library willing to follow the stated policies and submit proposals by mail, fax, or Internet email.

**1989** Publication of first edition of *Free-Floating Subdivisions: An Alphabetical Index*; issuance of *CDMARC Subjects*, a quarterly subscription service offering *LCSH* on a single CD-ROM disk.

**1991** Airlie House Subject Subdivisions Conference convened. Based on its recommendations, efforts to standardize and simplify the system of subdivisions used in *LCSH* have occurred since the conference.

**1995** Subject Authority Cooperative Program (SACO) of the Program for Cooperative Cataloging (PCC) formed. Today over 100 libraries worldwide submit proposals through SACO.

**1996** Introduction of *Classification Plus*, a quarterly subscription service containing *Library of Congress Classification* schedules and *LCSH* on a single, Windows-based CD-ROM to replace *CDMARC Subjects*. Publication of the 5<sup>th</sup> edition of *Subject Cataloging Manual: Subject Headings* following a survey of user preferences and suggestions.

**1999** Implementation of MARC subfield code \$v to identify form subdivisions functioning as forms in LC subject heading strings. The project to create subdivision authority records to control free-floating subdivisions was started.

**2002** Launching of *Classification Web*, a subscription service offering access to both *Library of Congress Classification* and *LCSH*, which is updated weekly. Inauguration of *Web Authorities* to provide free access to LC authority records for names, subjects, and uniform titles via the Web.

**2004** Launching of Cataloger's Desktop on the Web.

**APPENDIX B****Sample Authority Records**

## Sample Authority Record from OCLC

ARN: 5878231

Rec stat: n	Entered: 20020925	Replaced: 20020925131150.0
Type: z	Upd status: a	Enc lvl: n Source:
Roman:	Ref status: a	Mod rec: Name use: b
Govt agn:	Auth status: a	Subj: a Subj use: a
Series: n	Auth/ref: a	Geo subd: Ser use: b
Ser num: n	Name: n	Subdiv tp: n Rules: n

010 sh2002004671

040 DLC \$b eng \$c DLC

151 Ridge Basin (Calif.)

550 Sedimentary basins \$z California \$w g

670 Work cat.: 2002033897: Evolution of Ridge Basin, southern California, 2003.

670 GeoRef \$b (Ridge Basin; S Calif. in Kern and Los Angeles cos.)

675 Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002

781 0 \$z California \$z Ridge Basin

### Sample Authority Record from LC Authorities Online

**LC Control Number:** sh2002003572

**HEADING:** English literature Asian authors

**000** 00902cz 2200217n 450

**001** 5614829

**005** 20020521235823.0

**008** 020329|| anannbabn |n ana

**035** \_\_ |a (DLC)5614829

**035** \_\_ |a (DLC)sh2002003572

**035** \_\_ |a (DLC)282169

**906** \_\_ |t 0218 |u te03 |v 1

**010** \_\_ |a sh2002003572

**040** \_\_ |a DLC |b eng |c DLC

**150** \_\_ |a English literature |x Asian authors

**670** \_\_ |a Work cat.: 2002025662: Innes, Catherine Lynette. A history of Black and Asian writing in Britain, 2002.

**680** \_\_ |i Here are entered works of English literature written in Britain by authors of Asian origin or ancestry. Works of literature written in Asia in the English language are entered under |a Oriental literature (English).

**681** \_\_ |i Note under |a Oriental literature (English)

**952** \_\_ |a 0 bib. record(s) to be changed

**952** \_\_ |a LC pattern: English literature--South Asian authors

**953** \_\_ |a lh06

## APPENDIX C

### Selected MARC 21 Content Designation for Subject Authority Records

<b>008 – Fixed-length data elements</b>	<b><u>OCLC</u></b>	<b>_____</b>
<b>008/06 : Direct or Indirect Geographic Subdivision</b>	Geo subd	
#	Not subdivided geographically	
i	Subdivided geographically indirect	
n	Not applicable	
	No attempt to code	
<b>008/09 : Kind of Record</b>	Auth/ref	
a	Established heading	
b	Untraced reference	
c	Traced reference	
d	Subdivision	
<b>008/11 : Subject Heading System / Thesaurus</b>	Subj	
a	Library of Congress Subject Headings	
b	Library of Congress Subject Headings for Children	
<b>008/15 : Heading Use – Subject Added Entry</b>	Subj use	
a	Appropriate for use as a subject added entry in a bibliographic record	
b	Not appropriate for use as a subject added entry in a bibliographic record	
<b>008/17 : Type of Subject Subdivision</b>	Subdiv tp	
a	Topical	
b	Form	
c	Chronological	
d	Geographic	
n	Not applicable	
<b>008/29 : Reference Evaluation</b>	Ref stat	
a	Tracings are consistent with the heading	
b	Tracings are not necessarily consistent with the heading	
n	Not applicable	
<b>008/33 : Level of Establishment</b>	Auth status	
a	Fully established	
c	Provisional	
n	Not applicable	

**008/39 : Cataloging Source**

Source

- # National bibliographic agency
- c Cooperative cataloging program

**010 : Library of Congress Control Number**

- \$a LC control number
- \$z Canceled/invalid LC control number

Prefixes:

- sh: subject authority record
- sj: juvenile subject authority record

**040 : Cataloging Source**

- \$a original cataloging agency
- \$b language of the catalog for which the record is intended
- \$c MARC 21 symbol/code of transcribing agency
- \$d MARC 21 symbol/code of modifying agency

**053 : LC Classification**

- \$a Classification number element—single number or beginning of a span
- \$b Classification number element—ending number of a span
- \$c Explanatory term

**073 : Subdivision Usage**

- \$a Subdivision usage
- \$z Code source

**15X : Established Heading**

150 Heading – Topical Term

151 Heading – Geographic Name

- \$a Topical term/Geographic name
- \$v Form subdivision
- \$x General subdivision
- \$y Chronological subdivision
- \$z Geographic subdivision

**18X : Subdivisions**

180 – General subdivision

181 – Geographic subdivision

182 – Chronological subdivision

185 – Form subdivision

- \$v – Form subdivision
- \$x – General subdivision
- \$y – Chronological subdivision
- \$z – Geographic subdivision

**260 : Complex See Reference / General See Reference**

- \$a Heading referred to
- \$i Explanatory text

**360 : Complex See Also Reference / General See Also Reference**

- \$a Heading referred to
- \$i Explanatory text

**45X : See From / UF (Used For) Tracings**

- 450 – See From tracing, topical term
- 451 – See From tracing, geographic name

**55X : See Also From Tracings**

- 550 – See Also From tracing, topical term
- 551 – See Also From tracing, geographic name

**4XX and 5XX subfields:** same as for 1XX fields, PLUS:

- \$w – control subfield
  - Position 1 (also called byte 0) – Special relationship
    - a – Earlier heading
    - b – Later heading
    - g – broader term
  - Position 2 (also called byte 1) – Tracing use restriction
  - Position 3 (also called byte 2) – Earlier form of heading
    - e – earlier established form of heading
  - Position 4 (also called byte 3) – Reference display

**667 : Nonpublic General Note****670 : Source Data Found**

- \$a Source citation
- \$b Information found

**675 : Source Data Not Found****680 : Public Display Note / Scope Note**

- \$a Heading or subdivision term
- \$i Explanatory text

**681 : Subject Example Tracing Note**

- \$a Subject heading or subdivision term
- \$i Explanatory text

**781 : Subdivision Linking Entry – Geographic Subdivision**

- \$z Geographic subdivision

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## APPENDIX D.1

### EXCERPTS from H 1095 Form and Topical Subdivisions of General Application (SCM:SH 5th ed., 2003 Update 2)

*NOTE:* H 1095 begins with a description of types of free-floating subdivisions and procedures for assigning free-floating subdivisions, which are not included here.

\*\*\*\*\* Indicates sections from list omitted in this selection!

#### *FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:*

Listed below are general free-floating form subdivisions and those topical subdivisions having general application, or an application not covered by the pattern and other lists of free-floating subdivisions outlined on p. 1. For subdivisions having applications governed solely by the other lists, consult the appropriate list(s). On this list, statements are given of the types of headings under which each subdivision may be used along with definitions of use in some cases. For subdivisions that may be used under all types of headings - geographic, personal, corporate, title, and topical - the statement reads, "Use under subjects." Subdivisions authorized for use under topical headings may be used under appropriate headings tagged 150 as well as under headings with other tags that are divided by topical subdivisions. For subdivisions of general application that also appear on other special lists, all uses are enumerated here. See also references are provided between related subdivisions on this list. See also references to closely related subdivisions on other special lists are also given. Appearing with each subdivision are references to instruction sheets in the *Subject Cataloging Manual* which explain or mention its use.

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

#### **\$x Abbreviations**

Use under topical headings for works about abbreviations pertaining to those topics.

See also –**Acronyms**

#### **\$x Abbreviations \$v Dictionaries**

Use under topical headings for lists of abbreviations pertaining to those topics.

#### **\$v Abbreviations of titles**

Use under types of periodicals, for example, **English periodicals–Abbreviations of titles.**

See also –**Periodicals–Abbreviations of titles**

\*\*\*\*\*

**\$v Bibliography** (*H 1205; H 1322; H 1325; H 1670*)

Use under subjects.

See also **–Imprints** under names of countries, cities, etc.

**\$v Bibliography \$v Catalogs** (*H 1361*)

Use under subjects.

**\$v Bibliography \$v Early** (*H 1576*)

Use under subjects for bibliographies issued before 1800.

\*\*\*\*\*

**\$v Biography** (*H 1330; H 1720; H 1845*)

Use under names of countries, cities, etc., names of individual corporate bodies, uniform titles of sacred works, and under classes of persons, ethnic groups, individual and groups of animals, and historic events.

**\$v Biography \$v Dictionaries**

Use under names of countries, cities, etc., names of individual corporate bodies, and under classes of persons, ethnic groups, and historic events.

**\$v Biography \$v Dictionaries \$x French, [Italian, etc.]**

**\$x Biography \$x History and criticism**

Use under names of countries, cities, etc., names of individual corporate bodies, and under classes of persons, ethnic groups, and historic events.

\*\*\*\*\*

**\$x Computer network resources**

Use under subjects for works on computer network resources available for research in various fields.

**\$x Computer networks** (*May Subd Geog*)

Use under subjects.

**\$x Computer networks \$x Security measures** (*May Subd Geog*)

Use under subjects.

**\$x Computer programs** (*H 2070*)

Use under topical headings for works on computer programs, whether or not lists of machine instructions are included.

See also **–Software**

**\$x Computer simulation** (*H 2040*)

Use under topical headings.

**\$v Concordances** (*H 1670*)

Use under names of individual persons, individual works (author-title or title entries), and uniform titles of sacred works, and under individual literatures and literary forms.

**\$v Congresses** (*H 1460*)

Use under subjects.

**\$x Congresses \$x Attendance** (*H 1460*)

Use under subjects.

**\$x Conservation and restoration** (*May Subd Geog*)

Use under types of art objects, library materials, types of architecture, types of buildings, etc., for works on preserving and restoring those items.

\*\*\*\*\*

**\$v Early works to 1800** (*H 1576*)

Use under names of countries, cities, etc., and appropriate topical headings to designate individual works written or issued before 1800.

**\$x Earthquake effects** (*May Subd Geog*)

Use under types of buildings, structures, facilities, and equipment.

**\$x Econometric models** (*H 2040*)

Use under topical headings for works that employ mathematical or statistical models used to test or measure economic phenomena.

**\$x Economic aspects** (*May Subd Geog*)

Use under topical headings.

See also –**Economic conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups, including occupational groups, for works discussing the economic history or economic conditions in general of a place, class of persons, or ethnic group.

**\$x Electromechanical analogies** (*H 2040*)

Use under scientific and technical topics.

**\$v Electronic discussion groups**

Use under subjects.

**\$x Electronic information resources**

Use under subjects.

**\$x Employees**

Use under names of individual nongovernmental corporate bodies and under types of industries, services, establishments, and institutions.

See also –**Officials and employees**

**\$v Encyclopedias** (*H 1540*)

Use under subjects.

**\$v Encyclopedias, Juvenile** (*H 1540*)

Use under subjects.

**\$x Endowments**

Use under names of individual corporate bodies and under types of corporate bodies and disciplines.

**\$x Energy conservation** (*May Subd Geog*)

Use under types of industries, facilities, etc.

**\$x Energy consumption** (*May Subd Geog*)

Use under types of industries, military services, and topical headings.

\*\*\*\*\*

**\$x History** (*H 1647; H 1845*)

Use under names of countries, cities, etc., and individual corporate bodies, uniform titles of sacred works, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y To 1500** (*H 1647*)

Use under topical headings.

**\$x History \$y 16th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 17th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 18th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 19th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 20th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 21st century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

\*\*\*\*\*

**\$x Research** (*May Subd Geog*) (*H 2020*)

Use under names of countries, cities, etc., individual corporate bodies, and classes of persons, ethnic groups, and topical headings.

**\$x Research grants** (*May Subd Geog*)

Use under names of individual corporate bodies and under topical headings. This subdivision may be further subdivided by place only under topical headings.

**\$v Reviews** (*H 2021*)

Use under the heading **Books** and headings for types of books for collections of descriptive and evaluative accounts of books on many subjects. Use under headings for nonbook materials for collections of descriptive and evaluative accounts of those materials. Also use under headings for mass media and the performing arts for collections of critical writings about programs, performances, etc.

**\$x Risk assessment** (*May Subd Geog*)

Use under topical headings with which risk is associated.

*\$v* **Romances** (*H 1795*)

Use under names of individual persons and legendary characters for texts of medieval (that is, pre-1501) European tales based chiefly on legends of chivalric love and adventure in which those persons or characters are the dominant character.

See also **–Legends**

*\$v* **Rules**

Use under names of individual religious and monastic orders, contests, and sport events and under types of games and activities.

## APPENDIX D.2

### EXCERPTS from H 1100 Classes of Persons (*SCM:SH 5th ed., 2003 Update 2*)

\*\*\*\*\* Indicates sections from list omitted in this selection!

**TYPES OF HEADINGS COVERED:** The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for classes of persons, including age and sex groups; social, economic, and political categories of persons; types of afflicted persons; members of particular religions; employees and occupational groups; etc. Examples: **Youth; Women; Fathers; Poor; Political prisoners; People with mental disabilities; Liver–Cancer–Patients; Catholics; Hare Krishnas; Fire fighters; Judges; Darts players; High technology industries–Employees.** The category includes headings for classes of persons that are formulated with subdivisions used under names of places or individual corporate bodies, for example, **Great Britain–Officials and employees; Stanford University–Faculty; United States. Navy–Officers.** Not included in this category are headings for social classes such as **Peasantry; Nobility; Middle class; Working class;** nor headings for ethnic groups and nationalities, such as **Hispanic Americans; Maori (New Zealand people); French.** For subdivisions used under ethnic groups and nationalities, see H 1103. However, headings for classes of persons qualified by ethnic or national adjectival qualifiers are included in this category, for example, **African American dentists; French students; Alien labor, Turkish.** Subdivisions from this list may be used under headings for groups of literary authors where there is no conflict with a subdivision designated for use under literary authors. Subdivisions specifically for use under literary authors are given in a separate list. For the additional subdivisions used under groups of literary authors, see H 1155.2. Headings for members of religious and monastic orders are also governed by a separate list. For subdivisions used under names of individual religious and monastic orders, see H 1186.

**CONFLICTS:** Determine if the use of a free-floating subdivision from this list conflicts with a previously established subject heading. In the event of a conflict between an established subject heading and a subdivision on this list, use the established heading unless a decision has been made to update or change all headings of that type. For example, use the established subject heading **Child abuse** rather than formulate a heading of the type **Children–Abuse of.** However, previously established headings of the type **Teachers, Training of** were changed to the form **Teachers–Training of.**

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

- \$x Abstracting and indexing** (*May Subd Geog*) (H 1205; H 1670)  
**\$v Abstracts** (H 1205)  
**\$x Abuse of** (*May Subd Geog*)  
**\$x Alcohol use** (*May Subd Geog*)  
**\$v Anecdotes**  
**\$x Anniversaries, etc.**  
 Use for works discussing or listing dates or commemorations of significant events for group members.  
**\$x Anthropometry** (*May Subd Geog*)  
*Appointment, qualifications, tenure, etc.*, see **–Selection and appointment**  
**\$v Archives** (H 1230)  
**\$x Assassination attempts** (*May Subd Geog*)  
*Assaults against*, see **–Violence against**  
**\$x Attitudes** (H 1955)  
 Use for works on attitudes or opinions held by members of the group.  
 For works on public opinion about the group, see **–Public opinion**.  
**\$v Autographs**  
**\$v Biography** (H 1330)  
*Biography–Anniversaries, etc.*, see **–Anniversaries, etc.**  
**\$v Biography \$v Dictionaries**  
**\$v Biography \$v Dictionaries \$x French, [Italian, etc.]**  
**\$x Biography \$x History and criticism**  
**\$v Biography \$v Pictorial works** (H 1935)  
**\$v Biography \$v Sources**  
**\$v Blogs**  
**\$x Bonding** (*May Subd Geog*)  
 Use under occupational groups and types of employees.

\*\*\*\*\*

- \$x Family relationships**  
**\$x Fees** (*May Subd Geog*)  
 Use under professional groups  
*Fellowships*, see **–Scholarships, fellowships, etc.**  
**\$v Fiction** (H 1790)  
**\$x Finance, Personal** (H 1624)  
**\$v Folklore** (H 1627)  
**\$v Genealogy** (H 1631)  
**\$x Government policy** (*May Subd Geog*) (H 1642)  
**\$v Handbooks, manuals, etc.** (H 1646)  
 Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Nurses' aides–Handbooks, manuals, etc.**  
*Haunts*, see **–Homes and haunts**

- \$x **Health and hygiene** (*May Subd Geog*)
- \$x **Health risk assessment** (*May Subd Geog*)
- \$x **Historiography**
- \$x **History** (*H 1647*)
- \$x **History \$y 16th century** (*H 1647*)
- \$x **History \$y 17th century** (*H 1647*)
- \$x **History \$y 18th century** (*H 1647*)
- \$x **History \$y 19th century** (*H 1647*)
- \$x **History \$y 20th century** (*H 1647*)
- \$x **History \$y 21st century** (*H 1647*)
- History—Anniversaries, etc., see –Anniversaries, etc.*
- \$x **History \$v Sources** (*H 2080*)

\*\*\*\*\*

- \$v **Longitudinal studies** (*H 1848*)
- \$x **Manuscripts**
- \$x **Medals** (*May Subd Geog*)
- \$x **Medical care** (*May Subd Geog*)
- \$x **Medical examinations** (*May Subd Geog*)
- \$x **Mental health** (*May Subd Geog*) (*H 1890*)
- \$x **Mental health services** (*May Subd Geog*) (*H 1890*)
- \$v **Miscellanea** (*H 1910*)
- \$x **Monuments** (*May Subd Geog*)
- \$x **Mortality**
  - Do not use under headings for persons with specific diseases. Use [*disease*]–**Mortality** instead (cf. *H 1150*).
- \$x **Museums** (*May Subd Geog*) (*H 1916*)
  - Music, see –Songs and music*
- \$x **Nursing home care** (*May Subd Geog*)
- \$x **Nutrition**
- \$x **Nutrition \$x Requirements**
- \$v **Obituaries**
- \$v **Online chat groups**
- \$v **Outlines, syllabi, etc.**
  - Outside employment, see –Supplementary employment*
- \$x **Pastoral counseling of** (*May Subd Geog*)

\*\*\*\*\*

- \$x **Public opinion** (*H 1955*)
  - Use for works on public opinion about the group. For works on attitudes or opinions held by members of the group, see –**Attitudes**.
  - Qualifications, see –Rating of; –Selection and appointment*
- \$v **Quotations** (*H 1969*)
  - Use for collections or discussions of quotations by or about the group.
  - Quotations, maxims, etc., see –Quotations*
- \$x **Rating of** (*May Subd Geog*)

- Reading habits or interests*, see **–Books and reading**
- \$x **Recreation** (*May Subd Geog*)
- \$x **Recruiting** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$v **Registers** (*H 1558*)
- \$x **Rehabilitation** (*May Subd Geog*)
- \$x **Reinstatement** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Religious life** (*May Subd Geog*) (*H 2015.5*)
- \$x **Relocation** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Reporting to** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Research** (*May Subd Geog*) (*H 2020*)
- \$x **Residence requirements** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Resignation** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Respite care** (*May Subd Geog*)
- \$x **Retirement** (*May Subd Geog*)  
*Salaries, allowances, etc.*, see **–Salaries, etc.**  
*Salaries, commissions, etc.*, see **–Salaries, etc.**
- \$x **Salaries, etc.** (*May Subd Geog*)  
Use under classes of professional or public employees. Headings for wages of non professional employees, workers, etc., are constructed in the form: **Wages–[industry or class of wage earners]**.
- \$x **Salaries, etc.** \$x **Cost-of-living adjustments** (*May Subd Geog*)  
*Salaries, pensions, etc.*, see **–Pensions**; **–Salaries, etc.**
- \$x **Scholarships, fellowships, etc.** (*May Subd Geog*)
- \$x **Selection and appointment** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Services for** (*May Subd Geog*)
- \*\*\*\*\*
- \$x **Time management** (*May Subd Geog*)
- \$x **Titles**
- \$x **Tobacco use** (*May Subd Geog*)
- \$x **Tombs** (*May Subd Geog*)
- \$x **Training of** (*May Subd Geog*) (*H 2217*)  
Use under occupational groups and types of employees.
- \$x **Transfer**
- \$x **Transportation** (*May Subd Geog*) (*H 2225*)
- \$x **Travel** (*May Subd Geog*)  
*Treatment*, see **–Care**
- \$x **Uniforms**
- \$x **Violence against** (*May Subd Geog*)

*\$x* **Vocational guidance** (*May Subd Geog*) (H 2232)

Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Allied health personnel–Vocational guidance**.

*Working conditions*, see **–Employment**

*\$x* **Workload** (*May Subd Geog*)

Use under occupational groups and types of employees.

*\$x* **Wounds and injuries** (*May Subd Geog*)

## APPENDIX D.3

### H 1153 Industries (*SCM:SH* 5th ed., 2003 Update 2)

**PATTERNS:** Construction industry; Retail trade

**TYPES OF HEADINGS COVERED BY THE PATTERN:** Headings for types of industries, including service industries as well as those based on commodities, manufactured goods, or natural resources. Examples: **Animal industry; Cobalt industry; Electronic industries; Food industry and trade; Gardening equipment industry; High technology industries; Laundry industry; Lumber trade; Macadamia nut industry; Wedding supplies and services industry.** Also included are headings which represent industries but do not explicitly include the term industry, for example, **Aeronautics, Commercial and Tourism.** The category does not include names of individual businesses or corporations, nor the general heading Industries. For subdivisions used under the names of individual businesses or corporations, see H 1105. Establish new subdivisions under **Construction industry**, if possible. If that is not possible, establish them under **Retail trade.**

**CONFLICTS:** Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to the category if it is appropriate and no conflict exists in the subject authority file. Subject authority records may exist for headings employing variant phrases or subdivisions equivalent to subdivisions on this list.

*LC practice:*

If an exceptional variant form is to be retained, make a UF reference from the equivalent free-floating subdivision form following the procedures in H 195 if the reference does not yet exist. Otherwise, submit a proposal to change the variant form along with all bibliographic records requiring correction following the procedures in H 193.

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

- \$x **Accidents** (*May Subd Geog*)
- \$x **Accounting**
- \$x **Accounting \$x Law and legislation** (*May Subd Geog*)
- \$x **Appropriate technology** (*May Subd Geog*)
- \$x **Auditing**
- \$x **Automation**
- \$x **Capital investments** (*May Subd Geog*)
- \$x **Capital productivity** (*May Subd Geog*)
- \$x **Certification** (*May Subd Geog*)
- \$x **Communication systems**
- \$x **Corrupt practices** (*May Subd Geog*)

- \$x **Cost control**
- \$x **Cost effectiveness**
- \$x **Costs**
- \$x **Credit ratings**
- \$x **Customer services** (*May Subd Geog*)
- \$x **Defense measures** (*May Subd Geog*)
- \$x **Deregulation** (*May Subd Geog*)
- \$x **Dust control** (*May Subd Geog*)
- \$x **Econometric models**
- \$x **Electric equipment** (*May Subd Geog*)
- \$x **Electronic equipment** (*May Subd Geog*)
- \$x **Employees**
- \$x **Employees \$x Diseases** (*May Subd Geog*)
- \$x **Employees \$x Effect of technological innovations on** (*May Subd Geog*)
- \$x **Employees \$x Health and hygiene** (*May Subd Geog*)
- \$x **Employees \$v Job descriptions** (*May Subd Geog*)
- \$x **Employees \$x Legal status, laws etc.** (*May Subd Geog*)
- \$x **Employees \$x Medical care** (*May Subd Geog*)
- \$x **Employees \$x Pensions** (*May Subd Geog*)
- \$x **Employees \$x Pensions \$x Law and legislation** (*May Subd Geog*)
- \$x **Employees \$x Supply and demand** (*May Subd Geog*)
- \$x **Employees \$x Training of** (*May Subd Geog*)
- \$x **Energy conservation** (*May Subd Geog*)
- \$x **Energy consumption** (*May Subd Geog*)
- \$x **Environmental aspects** (*May Subd Geog*)
- \$x **Equipment and supplies**
- \$x **Estimates** (*May Subd Geog*)
- \$x **Finance**
- \$x **Finance \$x Law and legislation** (*May Subd Geog*)
- \$x **Fires and fire prevention** (*May Subd Geog*)
- \$x **Foreign ownership**
- \$x **Fume control** (*May Subd Geog*)
- \$x **Government ownership** (*May Subd Geog*)
- \$x **Government policy** (*May Subd Geog*)
- \$x **Health aspects** (*May Subd Geog*)
- \$x **Industrial capacity** (*May Subd Geog*)
- \$x **Information resources management** (*May Subd Geog*)
- \$x **Information services**
- \$x **Information services \$x Law and legislation** (*May Subd Geog*)
- \$x **Information technology** (*May Subd Geog*)
- \$x **Insurance** (*May Subd Geog*)
- \$x **Insurance \$x Law and legislation** (*May Subd Geog*)
- \$v **Inventories**
- \$x **Inventory control** (*May Subd Geog*)
- \$x **Job vacancies** (*May Subd Geog*)
- \$x **Labor productivity** (*May Subd Geog*)

- \$x **Law and legislation** (*May Subd Geog*)
- \$x **Licenses** (*May Subd Geog*)
- \$x **Licenses \$x Fees** (*May Subd Geog*)
- \$x **Location** (*May Subd Geog*)
- \$x **Management**
- \$x **Management \$x Employee participation** (*May Subd Geog*)
- \$x **Management \$x Employee participation \$x Law and legislation** (*May Subd Geog*)
- \$x **Materials management** (*May Subd Geog*)
- \$x **Mergers** (*May Subd Geog*)
- \$x **Military aspects** (*May Subd Geog*)
- \$x **Noise**
- \$x **Ownership** (*May Subd Geog*)
- \$x **Personnel management**
- \$x **Planning**
- \$x **Political activity**
- \$x **Power supply** (*May Subd Geog*)
- \$x **Prices** (*May Subd Geog*)
- \$x **Prices \$x Government policy** (*May Subd Geog*)
- \$x **Prices \$x Law and legislation** (*May Subd Geog*)
- \$x **Production control** (*May Subd Geog*)
- \$x **Production standards** (*May Subd Geog*)
- \$x **Quality control**
- \$v **Records and correspondence**
- \$x **Safety measures**
- \$x **Safety regulations** (*May Subd Geog*)
- \$x **Sanitation** (*May Subd Geog*)
- \$x **Seasonal variations** (*May Subd Geog*)
- \$x **Security measures** (*May Subd Geog*)
- \$x **Self-regulation** (*May Subd Geog*)
- \$x **Social aspects** (*May Subd Geog*)
- \$v **Specifications** (*May Subd Geog*)
- \$x **Standards** (*May Subd Geog*)
- \$x **State supervision**
- \$x **Statistical methods**
- \$x **Statistical services**
- \$x **Subcontracting** (*May Subd Geog*)
- \$x **Technological innovations** (*May Subd Geog*)
- \$v **Telephone directories**
- \$v **Trademarks**
- \$x **Vertical integration** (*May Subd Geog*)
- \$x **Vocational guidance** (*May Subd Geog*)
- \$x **Waste disposal** (*May Subd Geog*)
- \$x **Waste minimization** (*May Subd Geog*)
- \$x **Water-supply**

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## APPENDIX E

### Bibliography

#### Books and Periodicals: General

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- Library of Congress Rule Interpretations*. 2nd ed. Washington, D.C.: Cataloging Distribution Service, 1989. 2v. (loose-leaf).
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### **Books and Periodicals: Special Subjects and Formats**

- Hemmasi, Harriette. *Music Subject Headings: Compiled from Library of Congress Subject Headings*. 2nd ed. Lake Crystal, Minn.: Soldier Creek Press, 1998.
- Map Cataloging Manual*. Washington, D.C.: Cataloging Distribution Service, 1991.
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- Weitz, Jay. *Music Coding and Tagging: MARC 21 Content Designation for Scores and Sound Recordings*. 2nd ed. Belle Plaine, Minn.: Soldier Creek Press, 2001.

### **Electronic Resources**

- Cataloger's Desktop*. Washington, D.C.: Cataloging Distribution Service, 1994. Available by subscription, CD-ROM or Web version. Updated quarterly. ISSN 1073-4929. Includes several tools used in this workshop: AACR2, LCRI's, MARC Formats, SACO Participants' Manual, Subject Cataloging Manual: Subject Headings, Map Cataloging Manual.

**Online Resources**

*Classification Web*. Available by subscription. See <http://classweb.loc.gov>

*Library of Congress Authorities*. <http://authorities.loc.gov>

*Library of Congress Online Catalog*. <http://catalog.loc.gov>

*Library of Congress Subject Headings Weekly Lists*. Access from <http://www.loc.gov/catdir/cpsocps.html#subjects>

**Web Sites**

Cataloging Distribution Service. [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov) or [www.loc.gov/cds](http://www.loc.gov/cds)

Cataloging Policy and Support Office (CPSO). <http://www.loc.gov/aba>

MARC Distribution Services. <http://www.loc.gov/cds/mds.html>

MARC Standards. <http://www.loc.gov/marc>

SACO (from the PCC home page). <http://www.loc.gov/catdir/pcc/saco.html>

**E-mail Discussion Lists**

*AUTOCAT*. <http://ublib.buffalo.edu/libraries/units/cts/autocat>

*OCLC-CAT*. Subscribe at <https://www3.oclc.org/app/listserv>

**Form Headings/Subdivisions**

The handouts, etc., from the Subject Analysis Committee's Subcommittee on Form Headings/Subdivisions Implementation educational forum that was held during ALA have been posted to the Subcommittee's website. The URL is: <http://www.pitt.edu/~agtaylor/ala/edforum.htm>

For the Subcommittee's website see:

<http://www.pitt.edu/~agtaylor/ala/implem.htm>

For background material on the form/genre issue please see:

<http://www.pitt.edu/~agtaylor/ala/alachtm.htm> and  
<http://www.pitt.edu/~agtaylor/ala/followup.htm>

For LC's description of the new subdivision authority records:

<http://www.loc.gov/catdir/cpsocps/subdauth.html>

Kathleen Wells, University of Southern Mississippi Libraries:

<http://www.lib.usm.edu/~techserv/cat/tools/formsubv.htm>

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## APPENDIX F

### Answers to Exercises Answers to Session 5 Exercises: Subject Authority Records

#### Exercise 1: Internet voting

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 053 field indicate?

Consider classing in JF1032.

3. What information do you find in the 4XX and 5XX fields?

The 4XX fields are See From / UF tracings for variant forms of the term Internet voting.  
The 5XX field is a See Also reference that is a broader term.

#### Exercise 2: Fools Hollow Lake (Ariz.)

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established heading for a geographic feature.

2. What does the 040 field indicate?

The heading was proposed by a SACO participating library (AzTeS = Arizona State University) and transcribed into machine-readable form by the Library of Congress.

3. What information do you find in the 4XX and 5XX fields?

The 4XX field is a See From / UF tracing for a variant form of the name. The 5XX fields are See Also references that are broader terms.

4. What does the 781 field tell you?

The 781 field tells the cataloger how to use the heading as a geographic subdivision.

**Exercise 3: Rural conditions**

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 360 field indicate?

The 360 field translates as “See Also.” The cataloger may need to use the subdivision **--Rural conditions** under names of countries, etc.

3. Can the term in the 150 field be subdivided geographically?

No.

4. Would you use this heading for a work on rural conditions in Afghanistan?

No, you would use the subdivision **--Rural conditions** under the heading for Afghanistan.

5. Would you use this heading for a memoir about growing up in rural Ireland?

No, the scope note indicates that the heading **Rural conditions** would not be appropriate for such a work. Instead you would use a heading such as **Country life--Ireland**.

**Exercise 4: Foreign relations**

1. Is this an established heading? If so, what type of heading? If not, why not?

No, this is a reference record, as indicated by fixed field codes and the 260 field.

2. Which fixed field elements are critical in understanding this authority record?

Auth/status: n (no level of establishment)

Auth/ref: c (traced reference)

Subj use: b (not appropriate for use as a subject added entry)

3. What does the 260 field indicate?

Use the subdivision **--Foreign relations** under names of countries, instead of using the term Foreign relations as a heading.

**Exercise 5:** Foreign relations

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical subdivision authority record.

2. What does the scope note indicate?

**\$x Foreign relations** is a topical subdivision which can be used under names of countries, etc., and individual Christian denominations.

3. What information do you find in the 480 field?

The 480 field is a UF reference for the earlier valid form of the subdivision.

4. What does the 073 field indicate?

This subdivision appears on the free-floating lists H 1140 (Names of Places) and H 1187 (Christian Denominations) in the *SCM:SH*.

5. Could the term in the 180 field be subdivided geographically?

Yes.

**Exercise 6:** Premature babies

1. Is this an established heading? If so, what type of heading? If not, why not?

This is an established heading, but in the Library of Congress subject headings for children list. This is a separate subject vocabulary used in the cataloging of juvenile materials.

2. Which fixed field element is critical in understanding this authority record?

Subj: b (subject heading system/thesaurus is LC subject headings for children)

3. What does the 010 field indicate?

The “sj” prefix is another indication that this is a juvenile subject heading.

## Answers to Session 6 Exercises: Application of Main Headings

1. *Encyclopedia of mules and horses.*

**Mules.**

**Horses.**

2. *Encyclopedia of horses, donkeys, and mules.*

**Horses.**

**Donkeys.**

**Mules.**

3. *Horses, swine, and other four-legged farm animals.*

- a. *Coverage: horses 30%, swine 30%, others 40%*

**Livestock.**

**Horses.**

**Swine.**

- b. *Coverage: no animal constitutes 20%*

**Livestock.**

4. *Cows, ewes, hens, and mares of the farm.*

**Female livestock.**

5. *Guide to cows, bulls, and calves.*

**Cattle.**

6. *Farm animals : a guide for sheep, pigs, and goats.*

**Sheep.**

**Swine.**

**Goats.**

7. *Farm animals : a guide for chicken, ducks, geese, and turkeys.*

**Poultry.**

8. *How to tell male and female livestock apart.*

**Male livestock** OR

**Female livestock**

Establish new heading?

(possibly **Livestock—Sexing**, following the pattern of **Fishes—Sexing**)

## Answers to Session 7 Exercises: Application of Subdivisions

1. *Retire rich : the baby boomer's guide to a secure future.*

Practical advice on how to plan, save and invest to build a secure retirement, aimed at baby boomers in the United States who are still earning a steady income.

Heading: **Baby boom generation**

Free-floating list: H 1100 Classes of Persons

Headings:

**Baby boom generation \$z United States \$x Finance, Personal.**

**Baby boom generation \$x Retirement \$z United States.**

2. *Television under the Tories : broadcasting policy, 1979-1997.*

A history of television broadcasting policy in Great Britain.

Heading: **Television broadcasting**

Free-floating list: H 1153 Industries

Heading: **Television broadcasting policy \$z Great Britain \$x History.**

## Answers to Session 8 Exercises: Geographic Subdivision

### Exercise 1

Title: *New York City traffic survey report.*

Heading:

**Traffic surveys--New York (State)--New York**

### Exercise 2

Title: *The forests and flora of British Honduras.*

Headings:

**Plants--Belize**

**Forests and forestry--Belize**

**Timber--Belize**

### Exercise 3

Title: *Telecommunications in Northern Alberta.*

Heading:

**Telecommunication--Alberta, Northern**

### Exercise 4

Title: *Cancer incidence, Texas Panhandle, 1976-1985.*

Headings:

**Cancer--Texas--Texas Panhandle--Statistics**

**Texas Panhandle (Tex.)--Statistics, Medical**

### Exercise 5

Title: *An adventure in the Amazon.*

Headings:

**Cousteau, Jacques Yves--Travel--Amazon River Region**

**Natural history--Amazon River Region**

**Indians of South America--Amazon River Region**

**Amazon River Region--Description and travel**

### Exercise 6

Title: *Magical nights at the theatre : a chronicle.*

Headings:

**Music-halls (Variety-theaters, cabarets, etc.)--Australia--Melbourne (Vic.)**

**Theater--Australia--Melbourne (Vic.)--History**

**Entertainers--Australia--Melbourne (Vic.)**

**Vaudeville--Australia--Melbourne (Vic.)--History**

### Exercise 7

Title: *Take me to Coney Island.*

Headings:

**Jews--Québec (Province)--Montréal--Social life and customs**

**Children of immigrants--Québec (Province)--Montréal**

**Exercise 8**

Title: *Assessment of regional earthquake hazards  
and risk along the Wasatch Front, Utah.*

Headings:

**Earthquake hazard analysis--Wasatch Range (Utah and Idaho)**

**Earthquake hazard analysis--Utah**

**Exercise 9**

Title: *History on the line : testimony in the cause of preservation.*

Headings:

**Historic preservation--Washington (D.C.)**

**Historic buildings--Conservation and restoration--Washington (D.C.)**

**Architecture--Conservation and restoration--Washington (D.C.)**

(Note: LC also adds the heading **Washington (D.C.)--Buildings, structures, etc.--  
Conservation and restoration**)

**Exercise 10**

Title: *Amawoti--responding to the needs and rights of  
people with disabilities.*

Headings:

**People with disabilities--South Africa--Durban Region--Social conditions**

**People with disabilities--Civil rights--South Africa--Durban Region**

**People with disabilities--Services for--South Africa--Durban Region**

**Squatter settlements--South Africa--Durban Region**

## Answers to Session 9 Exercises: Chronological Subdivision

Established headings:

***Balkan Peninsula \$x Politics and government \$y 1945-1989***

***Balkan Peninsula \$x Politics and government \$y 1989-***

***Balkan Peninsula \$x Politics and government \$y 20th century***

From H 1140 Names of Places:

***\$x Politics and government \$y 21st century***

- 1) **Experimenting with democracy : regime change in the Balkans**  
*(published in 2000, provides an analysis of transitions and regime change since the collapse of communist systems in 1989)*

Balkan Peninsula \$x Politics and government \$y 1989-

- 2) *Ideologies and national identities : the case of twentieth-century Southeastern Europe.*

Balkan Peninsula \$x Politics and government \$y **20th century.**

- 3) *Balkans since the second World War.* (published in 2002)

Balkan Peninsula \$x Politics and government \$y **1945-1989.**

Balkan Peninsula \$x Politics and government \$y **1989-**

- 4) *Southeast European politics today.* (published in 2003, emphasis on events and conditions after 2001 but includes background from the 1990s)

Balkan Peninsula \$x Politics and government \$y **1989-**

**OR**

Balkan Peninsula \$x Politics and government \$y **21st century.**

Depending on the balance of material, either heading might be appropriate. With the book in hand, you could more easily review the contents of the work to determine this.

Also consider existing headings in your catalog: which heading would place this book with like materials?

Established headings:

**Jews \$x History \$y 70-1789**

***Jews \$x History \$y 1789-1945***

***Jews \$x History \$y 1945-***

**Judaism \$x History \$y Modern period, 1750-**

From H 1103 Ethnic Groups:

**\$x History \$y 18th century**

**\$x History \$y 19th century**

**\$x History \$y 20th century**

**\$x History \$y 21st century**

5) *Jews in the post-war world.*

**Jews \$x History \$y 1945-**

6) *Jews in the modern world : a history since 1750.* (published in 2002)

**Jews \$x History \$y 1789-1945.**

**Jews \$x History \$y 1945-**

**Judaism \$x History \$y Modern period, 1750-**

7) *A history of the Jews in the nineteenth century.*

**Jews \$x History \$y 19th century.**

8) *Two generations in perspective : notable events and trends, 1896-1956.* (published in 1957)

**Jews \$x History \$y 20th century.**

This work focuses on the first part of the 20th century. The established date ranges that would provide coverage for this title extend far beyond the coverage of the work. The heading **Jews \$x History \$y 1789-1945** covers from the French Revolution through World War II, including all of the 19th century. The content of the work is better encompassed by the free-floating subdivision **\$x History \$y 20th century**.

## Answers to Session 11 Exercises: MARC Coding

*Sports hero : Henry Aaron.*

- 600 10** Aaron, Hank, **\$d** 1934- **\$v** Juvenile literature.  
**650 \_0** African American baseball players **\$v** Biography **\$v** Juvenile literature.

*Microsoft in the mirror : nineteen insiders reflect on the experience.*

- 610 20** Microsoft Corporation **\$x** Employees **\$v** Biography.  
**650 \_0** Computer software industry **\$z** United States.

*Canada-Japan : policy issues for the future.*

- 651 \_0** Canada **\$x** Economic conditions **\$y** 1945- **\$v** Congresses.  
**651 \_0** Canada **\$x** Foreign economic relations **\$z** Japan **\$v** Congresses.  
**651 \_0** Japan **\$x** Foreign economic relations **\$z** Canada **\$v** Congresses.

*Union list of serials in Canada Department of Agriculture Libraries.*

- 610 10** Canada. **\$b** Dept. of Agriculture. **\$b** Library **\$v** Catalogs.  
**650 \_0** Agriculture **\$x** Periodicals **\$v** Bibliography **\$v** Union lists.  
**650 \_0** Catalogs, Union **\$z** Canada.

*Saying it's so : a cultural history of the Black Sox scandal.*

- 610 20** Chicago White Sox (Baseball team) **\$x** History.  
**611 20** World Series (Baseball) **\$d** (1919)

*The Brontës A to Z : the essential reference to their lives and work.*

- 600 30** Brontë family **\$v** Encyclopedias.  
**650 \_0** Authors, English **\$y** 19th century **\$v** Biography **\$v** Encyclopedias.

*The Empire State Building.*

- 610 20** Empire State Building (New York, N.Y.) **\$v** Pictorial works.  
**650 \_0** Skyscrapers **\$z** New York (State) **\$z** New York **\$x** Design and construction **\$v** Pictorial works.

*Lewis & Clark in North Dakota.*

- 611 20** Lewis and Clark Expedition **\$d** (1804-1806) **\$v** Exhibitions.  
**651 \_0** North Dakota **\$x** Discovery and exploration **\$v** Exhibitions.

## Answers to Session 15 Exercises: SACO

### Exercise 1:

1. Two headings would be needed: **Cookies**  
**Christmas cooking**
2. “Christmas cookies” is the most likely form of the heading. **Christmas cakes** has already been established and can be used as a pattern. Specific kinds of cookies have also been established, such as **Chocolate chip cookies** and **Girl Scout cookies**.
3. You would need to do authority research to justify the heading and to find any variant forms that would be cross-references. Research should be done in sources relevant to the topic being established. In this case, you might search general dictionaries and encyclopedias of cooking, and search bibliographic databases such as OCLC WorldCat to see if other books on Christmas cookies have been published.

It is not necessary to wait for several books to be published on a topic before proposing a subject heading for the topic, but it is important to demonstrate that the proposed heading represents a discrete, identifiable concept and that the form selected for the heading reflects predominant usage.

You would need to determine what the broader term(s) would be—how the proposed heading fits into the hierarchical structure of LCSH.

4. The proposed heading would be: **Christmas cookies**.  
There would likely be no UF references in this case.  
BT references would be **Christmas cooking** and **Cookies**.

### Exercise 2:

1. Yes, a SACO proposal is warranted. A heading for this specific river is needed for the subject of the work being cataloged and no existing heading covers it. You could use the appropriate geographic heading without proposing it through SACO, but you would lose the ability to verify the subject heading through authority processing and your catalog users would not benefit from cross-references from variant forms of the name to the authorized form.

To determine the proper form of the heading to use in the catalog record, you would need to do authority research to determine what the authorized U.S. Board on Geographic Names form is, if there are conflicts with other features with the same name, etc. It’s not a great deal of extra work to then document this research and submit a SACO proposal. By creating an authority record for the feature, catalogers save themselves and other catalogers from having to repeat this research when they encounter another work dealing with the same feature.

For geographic features in the U.S., the primary reference source is *Geographic Names Information System (GNIS)*. If a geographic name is found in *GNIS*, you would not need to check additional sources unless there were unresolved questions about the name. In this example, the name is found in *GNIS* and no additional research is required, but an additional source is shown to illustrate the type of information that might be found in a general gazetteer such as the *Columbia Gazetteer of North America*.

Other sources that may be useful include gazetteers for a particular state, atlases, maps, or guidebooks. For features outside the U.S., the online *GEOnet Names Server (GNS)* is an authoritative source that should be consulted if available. On the SACO home page, there is a resource entitled *Web Resources for SACO Proposals* that provides links to a large number of online resources for geographic names.

2.

151 Authorized heading: Quillayute River (Wash.)

451 UF: Quillehute River (Wash.)

451 UF: Quillyhuyte River (Wash.)

4\_\_ UF: \_\_\_\_\_

550 BT: Rivers \$z Washington (State)

5\_\_ BT: \_\_\_\_\_

5\_\_ RT: \_\_\_\_\_

781 \_0 \$z Washington (State) \$z Quillayute River

In addition to the fields above, a completed SACO proposal would include the following:

008/06 - whether the heading may be subdivided geographically or not, or that no decision has been made (geographic features are coded for no decision)

040 \$a - the proposing library's MARC 21 code

053 - classification number if appropriate (it wouldn't be in this case)

670 - citations for the work being cataloged that generated the SACO proposal and for reference sources consulted to justify the form of the heading and any variant forms included as cross-references; each source cited is put in its own 670 field

675 - not required, but can be used to cite sources searched in which no relevant information was found

680 - scope note if appropriate

667 - nonpublic general note if appropriate (e.g., used to indicate that a geographic heading is not valid for use as a geographic subdivision)

A complete SACO proposal for the Quillayute River might look like this:

008/06: \_\_\_\_\_ (May Subd Geog) \_\_\_\_\_ (Not Subd Geog)   X   (No Decision)

040: Your MARC 21 Code \$b eng \$c DLC

151: Quillayute River (Wash.)

451: Quillehute River (Wash.)

451: Quillyhuyte River (Wash.)

550 BT: Rivers \$z Washington (State)

670 Work cat.: Main entry and title of work being cataloged, year published: \$b p. 3 (Bogachiel and Soleduck Rivers converge to form the Quillayute River about 6 mi. east of La Push)

670 GNIS, date viewed \$b (Quillayute River, stream, Washington, Clallam Co., variant names: Quillehute River, Quillyhuyte River)

670 The Columbia gazetteer of North America, via WWW, date viewed \$b (Quillayute River, c.6 mi/9.7 km long, Clallam co., NW Wash., short stream of Olympic Peninsula; formed by junction of Soleduck (Sol Duc) and Bogachiel rivers E of La Push; flows W to Pacific Ocean)

781 \_0 \$z Washington (State) \$z Quillayute River

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# APPENDIX G

## Evaluation Form Basic Subject Cataloging Using LCSH

**Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.**

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

	5	4	3	2	1	
a. was extremely valuable						was of little value
b. provided enough detail						was too general
c. was current & relevant						was outdated
d. was cohesive & logical						was fragmented/difficult to follow
e. was appropriate to my needs						was not at all appropriate
f. met its stated objectives						did not meet objectives

2. Presenter 1 \_\_\_\_\_:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

3. Presenter 2 \_\_\_\_\_:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

	5	4	3	2	1	
a. are excellent						are poor
b. followed course content						are disjointed/out of sequence
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

- a. were clear and easy to read
- b. were well organized
- c. illustrated concepts clearly
- d. covered an appropriate amount of information
- e. were visually effective
- f. were enhanced by and supported the presenter's remarks

5	4	3	2	1

- were hard to read
- were poorly organized
- were confusing
- contained too much or not enough information
- were not effective
- were poorly related to the presenter's remarks

**Please give the following information about yourself:**

- 6. Your level of knowledge in the subject of this workshop before today:    expert            5 4 3 2 1  
novice
- 7. Your level of experience in the subject of this workshop before today:    very experienced 5 4 3 2 1  
beginner
- 8. Other comments:

**Comments on specific sessions:**

THANK YOU!