BASIC SUBJECT CATALOGING USING LCSH

Trainee 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

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Editor:

Lori Robare
University of Oregon

Assistant Editors:

Lynn El-Hoshy
Library of Congress

Bruce Trumble
Harvard University

Carol Hixson
University of Oregon

Developed as a joint effort of the

Program for Cooperative Cataloging, Standing Committee on Training (PCC/SCT)

and the

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

Washington, DC
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ALCTS/SAC-PCC/SCT Joint Initiative on Subject Training Materials

Committee Members

SAC Subcommittee on Subject Training Materials

Lori Robare, University of Oregon, Chair
Michael Colby, University of California, Davis
Lynn El-Hoshy, Library of Congress
Linda Gabel, OCLC
Daniel Lovins, Yale University
Dale Swensen, Brigham Young University
Bruce Trumble, Harvard University

PCC/SCT Task Group on Subject Analysis Training Materials

Carol Hixson, University of Oregon, Chair
Ana Cristán, Library of Congress
Bill Garrison, Syracuse University
John Mitchell, Library of Congress
Lori Robare, University of Oregon
Adam Schiff, University of Washington

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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.
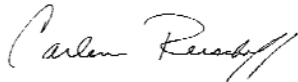
The idea for the partnership to create a training program for subject analysis was put forward in 2001 by the members of the ALCTS Subject Analysis Committee (SAC), chaired by Lori Robare, and the PCC's Standing Committee on Training (SCT), chaired by Carol Hixson. In a survey of educational needs in 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

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Basic Subject Cataloging Using LCSH

1

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

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Subject Analysis Principles

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?

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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

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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)

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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

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Types of concepts to identify

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

8

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

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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

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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.

11

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

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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)

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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

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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!

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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.

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Summary

- 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

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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.

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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 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_____

6_____

6_____

6_____

6_____

6_____

6_____

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.

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:

6_____

6_____

6_____

6_____

6_____

6_____

6_____

6_____

History and Principles of LCSH

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

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

Origin of *LCSH*

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

4

Recent history of *LCSH* (1)

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

5

Recent history of *LCSH* (2)

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

6

Principles of LCSH

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

7

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

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

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

Unique heading

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

   Venus (Planet)   **Stilts**
   Venus (Roman deity)   **Stilts (Birds)**

- Or, a [heading]—[subdivision] combination is created to provide context

   Roads $x Shoulders
   not Shoulders (Roads)

11

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

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

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

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

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

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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

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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

Examples of recent changes

Handicapped

→ **People with disabilities**

Internet (Computer network)

→ **Internet**

Machine-readable dictionaries

→ **Electronic dictionaries**

Medicine, State

→ **National health services**

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Precoordination and postcoordination

- 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.

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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

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Structure and Syntax of LCSH

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

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

Topical headings

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

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

4

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

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

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

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

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

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

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

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

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

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

Single noun headings

- Represent an object or concept

CD-ROMs	Heat
Scooters	Love

- Adjective or participle noun-equivalents

  Blind

  Poor

15

Articles

- Articles are not in the initial position

  Arts

  not

  The arts

- Articles may be retained for grammatical purposes

  State, The

  Comic, The

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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**

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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

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Multiple concept headings

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

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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**

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Classes of persons and occupations

- Preposition "as"

    Authors as teachers

    Physicians as musicians

- Preposition "in"

    Women in medicine

    Asian Americans in motion pictures

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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

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Headings, Inverted

- Used to be more common:

  Chemistry, Organic

  Insurance, Accident

- Current practice: most headings in direct form
- Inverted headings retained for some categories

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Headings, Inverted (cont.)

- Language, nationality or ethnic group qualifiers

  Art, American

  Cooking, Ethiopian

- Headings qualified by time period

  History, Modern

  Philosophy, Ancient

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Headings, Inverted (cont.)

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

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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

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Headings, Inverted (cont.)

- Fictitious and legendary characters

  Bond, James (Fictitious character)

  Bunyan, Paul (Legendary character)

- Royal houses

  Habsburg, House of

  Windsor, House of

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Qualification of headings

- Parenthetical: discipline or topic

  Waste (Economics)

- Parenthetical: category of object

  Plates (Engineering)

  Plates (Tableware)

- Adjectival:

  Chemical bonds

  Nuclear fission

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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

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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

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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

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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

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

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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

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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

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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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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]

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[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

38

[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

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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

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

Syndetic structure: references

- Equivalence relationships

- Hierarchical relationships

- Associative relationships

42

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**

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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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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

Hierarchical references: broader terms and narrower terms

- 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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Three types of hierarchical references

- Genus/species (or class/class member)

Dog breeds	**Poodles**
NT **Poodles**	BT **Dog breeds**

- Whole/part

Foot	**Toes**
NT **Toes**	BT **Foot**

- Instance (or generic topic/proper-named example)

Mississippi River	**Rivers—United States**
BT **Rivers—United States**	NT **Mississippi River**

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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

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Tools for Subject Analysis

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

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

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

Rec stat	c		Entered	20030227	Replaced	20081006125917.0		
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		sh 85076240
040		DLC ǂb eng ǂc DLC ǂd DLC
053	0	PN4400 ǂc History and criticism
053	0	PN6130 ǂb PN6140 ǂc Collections
150		Letters
360		ǂi headings for letters qualified by language, region, or nationality, e.g. ǂa American letters; European letters; Latin letters
450		Correspondence
550		Biographical sources ǂw g
550		Literature ǂw g
550		Letter writing

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

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

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

USE and UF (Used For)

Correspondence

USE **Letters**

Letters

UF   Correspondence

8

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

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

Narrower Term (NT)

Biographical sources
NT Letters

Literature
NT Letters

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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

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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

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
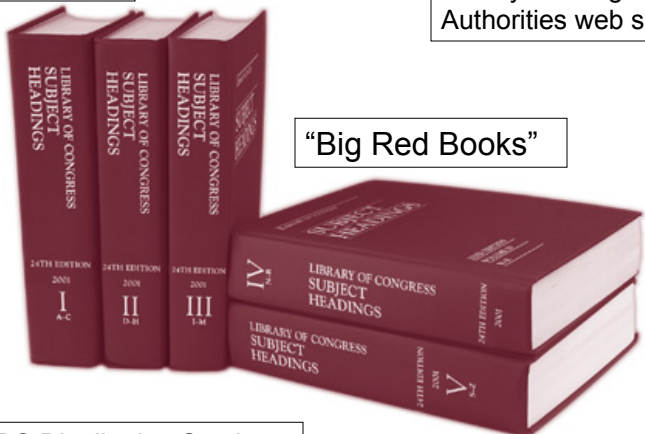
Correspondence files

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

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Versions of LCSH

Classification Web

Library of Congress
Authorities web site

"Big Red Books"

MARC Distribution Service:
Subject Authorities

Authority files in
bibliographic utilities

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

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)

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	select icon in first column to... View Authority Headings/References	Type of Heading
Authorized & References 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

LCSH: OCLC Connexion Browser

Authority File: Censorship			MARC Help	
ARN	2131914			

Rec stat	c	Entered	20021211		Replaced	20080206094252.0			
Type	z	Upd status	a	Enc lvl	n	Source	
Roman		Ref status	b	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			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

Tools for Applying Library of Congress Subject Headings

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Subject Headings Manual (SHM)
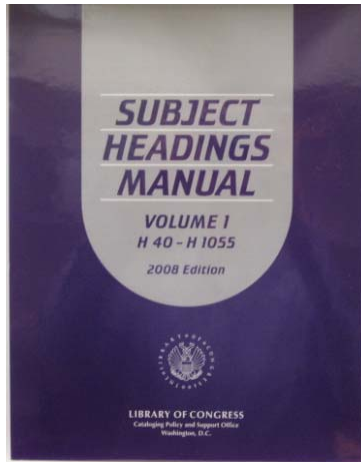
Subject Headings Manual
1st Edition

General Topics
Making Subject Heading Proposals
Formulating Subject Headings
References
Scope Notes
Name Headings as Subjects
Geographic Headings and Subdivisions
Subdivisions
Free-floating Subdivisions
Subdivisions Controlled by Pattern Headings
Special Topics, Materials, Subdivisions, Etc.
Appendix A: Abbreviations
Appendix B: Capitalization
Appendix C: Diacritics and Special Characters
Appendix D: Punctuation
Index
Most Recent Update

"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

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.

Cataloging Service Bulletin (CSB)

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**LIBRARY OF CONGRESS / WASHINGTON
LIBRARY SERVICES**

CATALOGING
SERVICE
BULLETIN

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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

Includes lists of changed and cancelled headings

Cancelled Heading	Replacement Heading	Subd Geog
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
Armiñon, Battle of, 1837	Armiñon, 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 Frankenhausen (Germany), Battle of, 1525	Frankenhausen, Battle of, Bad Frankenhausen, Germany, 1525	NO
Bait	Fishing baits	YES
	Fishing bait industry	YES
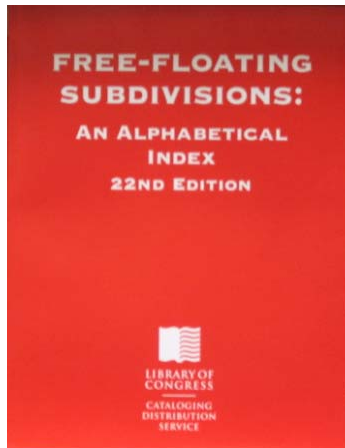
Free-Floating Subdivisions: An Alphabetical Index

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

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Sample entry from *Free-Floating Subdivisions*

SUB-DIVISION	SUBFIELD CODE(S)	FF LIST IN SHM	CATEGORY	USAGE GUIDELINES
--Statistics	v	H 1095	see *SHM*	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

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

Library of Congress Subject Headings Weekly Lists

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

MARC 21 Format Guides

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

Additional resources for use with LCSH

- 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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SACO Participants' Manual, by Adam Schiff

Library of Congress Online Catalog

catalog.loc.gov

Subject Authority Records

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

Sample Authority Record from OCLC

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 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)

Variable Fields

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

5

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

010 (cont.)

- 010 fields prior to 2001
  sh 97000372

- 010 fields from 2001 on
  sh2001011769

7

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

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

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

15X : Established Heading

- 150 Heading – Topical Term

- 151 Heading – Geographic Name

11

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

12

15X : Subfields

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

13

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.

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260 : Complex See Reference / General See Reference

Rec stat	c		Entered	20001114	Replaced	20001201111334.0		
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	b	Geo subd	n	Ser use	b	
Ser num	n	Name	n	Subdiv tp	n	Rules	n	

010		sh 89006725
040		DLC ǂb eng ǂc DLC ǂd DLC
150		Afro-American . . .
260		ǂi subject headings beginning with the words ǂa African American

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

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	Source		
Roman	■	Ref status	b	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		sh 85002415
040		DLC ǂb eng ǂc DLC ǂd DLC
053		S1 ǂb S790.3
150		Agriculture
360		ǂi subdivision ǂa Agriculture ǂi under ethnic groups; and headings beginning with the words ǂa Agricultural ǂi and ǂa Farm
450		Farming
450		Husbandry
550		Industrial arts ǂw g
550		Life sciences ǂw g
550		Food supply
550		Land use, Rural

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

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

Ex Libris OPAC display:

Browse List: Subject   ◀ Previous Page   Next Page ▶

No. of Recs	Entry	ⓘ Sorted Index
	Pinus excelsa - [Heading Information]	
	See: Norway spruce	
	Pinus flexilis - [Heading Information]	
	See: Limber pine	
	Pinus, G. V. (Georgiĭ Vladimirovich) - [Heading Information]	
	See: Pinus, Georgiĭ Vladimirovich.	

Innovative Interfaces OPAC display:

SUBJECT ▼ red planet   View Entire Collection ▼ Search

Red Planet is not used in this library's catalog.

Mars (Planet) is used instead.

SEARCH for **Mars (Planet)**

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

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

4XX : Subfield $w

4XX $w nne

earlier valid form of heading

150     $a Airplanes
450 $w nne $a Aeroplanes

23

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

667 : Nonpublic General Note

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

25

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

675 : Source Data Not Found

151     $a Ridge Basin (Calif.)

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

(subfield $a repeats)

27

68X fields

Rec stat	c		Entered	19860211	Replaced	19920605082011.9		
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		sh 85048469
040		DLC ǂb eng ǂc DLC ǂd DLC
053		TN305
150		Firedamp
450		Fire-damp ǂw nne
550		Mine gases ǂw g
550		Coalbed methane
670		Random House.
670		Web. 3.
680		ǂi 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 ǂa Coalbed methane.
681		ǂi Note under ǂa Coalbed methane

28

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

LIBRARY OF CONGRESS ONLINE CATALOG

Help ⓘ | New Search | Search History | Headings List | Ti[Start Over]quest 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
[MORE INFO] [1]	36	Firedamp	LC subject headings
[2]	1	Firedamp Bibliography.	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.

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

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

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

Sample Fixed Field : OCLC

Rec stat	c	Entered	19860211	Replaced	20061214105334.0
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

34

Sample Fixed Field : LC Authorities Online

008   020329|| anannbabn |n ana

35

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

008/09 : Kind of record

Auth/ref (OCLC)

a   Established heading
b   Untraced reference
c   Traced reference
d Subdivision

37

008/11 : Subject heading system / thesaurus

Subj (OCLC)

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

38

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

Example: 008/15: Heading use – subject added entry

Rec stat	c		Entered	19801007		Replaced	20031204071343.0	
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	■	Ref status	a	Mod rec		Name use	a	
Govt agn	■	Auth status	a	Subj	a	Subj use	b	
Series	n	Auth/ref	a	Geo subd	n	Ser use	b	
Ser num	n	Name	n	Subdiv tp	n	Rules	c	

010		n 50057161
040		DLC ǂb eng ǂc DLC ǂd DLC ǂd InU ǂd WaU
043		e-au—
151		Austro-Hungarian Monarchy
451		Austro-Hungarian Empire
451		Austro-Ugarska
451		Avstro-Vengriīˆaˆ
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.

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

008/29: Reference evaluation

Rec stat	c	Entered	19860211	Replaced	19950427143212.0		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	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		sh 85124003
040		DLC ǂb eng ǂc DLC ǂd DLC
053		H
150		Social sciences
450		Behavioral sciences
450		Human sciences
450		Sciences, Social
450		Social science
450		Social studies
550		Civilization ǂw g
670		LIV ǂb (Behavioral sciences, see Anthropology, Psychology, Social sciences, Sociology)
670		World Bank thes. ǂb (Behavioral sciences: includes the psychological aspects of the social sciences)

42

008/33 : Level of establishment

Auth status (OCLC)

a Fully   established

c Provisional

n   Not applicable

43

Example: 008/33: Level of establishment

Rec stat	c		Entered	19960819	Replaced	20010118153636.0	
Type	z	Upd status	a	Enc lvl	n	Source	c
Roman	▪	Ref status	a	Mod rec		Name use	b
Govt agn	▪	Auth status	c	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 96008781
040			Uk ǂb eng ǂc DLC ǂd DLC
151			Lake Hovsgol National Park (Mongolia)
550			National parks and reserves ǂz Mongolia ǂw g
670			Work cat.: Harper, L.C. Discovery Expeditions' final report of research carried out in Lake Hovsgol National Park, Mongolia, 1996.
675			Lippincott; ǂa Times atlas; ǂa Web. geog.; ǂa U.N. list nat. parks, 1993; ǂa Britannica Micro.
781	0		ǂz Mongolia ǂz Lake Hovsgol National Park

008/39 : Cataloging source

Source (OCLC)

\#   National bibliographic agency

c   Cooperative cataloging program

45

Other Types of Subject Authority Records

- Personal name (including family names)
- Corporate bodies (including buildings, etc.)
- Uniform title
- Fictitious character
- Reference record
- Subdivision

46

Personal Name Subject Authority Record

Rec stat	c		Entered		19910624	Replaced		20050701142445.0
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			sh 91003048
040			DLC ǂb eng ǂc DLC ǂd DLC
053		0	PR2892
100	1		Shakespeare, William, ǂd 1564–1616 ǂv Indexes
400	1		Shakespeare, William, ǂd 1564–1616 ǂv Dictionaries, indexes, etc. ǂw nne

47

Corporate Body Subject Authority Record

Rec stat	c		Entered		20010927	Replaced		20011115144539.0
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			sh 92006328
040			DLC ǂb eng ǂc DLC ǂd DLC
110	2		Harvard University ǂx Buildings ǂx Barrier-free design
410	2		Harvard University ǂx Buildings ǂx Access for the physically handicapped ǂw nne
681			ǂi Example under ǂa Barrier-free design; School buildings—Barrier-free design

48

Uniform Title Subject Authority Record

Rec stat	n		Entered	19950520	Replaced	19950705112657.9
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			sh 95004217
040			DLC ǂb eng ǂc DLC
130		0	Bible ǂx Buddhist interpretations
450			Buddhist interpretations of the Bible
670			Work cat.: The Gospel of Mark : a Mahāyāna reading, 1995.

49

Fictitious Character Subject Authority Record

Rec stat	c		Entered	19880107	Replaced	19960722150615.8
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		sh 88000093
040		DLC ǂb eng ǂc DLC ǂd DLC
150		Cadfael, Brother (Fictitious character)
450		Brother Cadfael (Fictitious character)
670		Work cat.: Bourgeau, A. Mystery lover's companion, 1986 ǂb (Cadfael, Brother)
670		Hennepin ǂb (Cadfael, Brother)
675		Britannica 15; ǂa Web. 3; ǂa NYT index; ǂa Readers' guide; ǂa Collier's

50

Reference Record

Rec stat	c		Entered	19870902	Replaced	20000228140224.0	
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	b	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

010		sh 87005579
040		DLC ǂb eng ǂc DLC ǂd DLC
150		Design and construction
260		ǂi subdivision ǂa Design and construction ǂi 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. ǂa Automobiles–Design and construction

51

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

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

18X : Subfields

- $v - Form subdivision
- $x - General subdivision
- $y - Chronological subdivision
- $z - Geographic subdivision

54

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

008/17 : Type of subject subdivision

Subdiv tp (OCLC)

a   Topical
b   Form
c   Chronological
d   Geographic
n   Not applicable

56

Authority Record for a General Subdivision

Rec stat	c	Entered	20021108	Replaced	20060505115746.0		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	b
Govt agn	■	Auth status	n	Subj	a	Subj use	b
Series	n	Auth/ref	d	Geo subd	■	Ser use	b
Ser num	n	Name	n	Subdiv tp	a	Rules	n

010		sh 99001278
040		IEN ǂb eng ǂc DLC ǂd DLC
073		H 1140 ǂa H 1149.5 ǂz lcsh
180		ǂx Description and travel
480		ǂx Description ǂw nne
480		ǂx Description, geography ǂw nne
680		ǂi Use as a topical subdivision under names of countries, cities, etc.
681		ǂi Reference under the headings ǂa Travel; Voyages and travels

57

Authority Record for a Form Subdivision

Rec stat	c	Entered	19990301	Replaced	20060508112753.0		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	b
Govt agn	■	Auth status	n	Subj	a	Subj use	b
Series	n	Auth/ref	d	Geo subd	■	Ser use	b
Ser num	n	Name	n	Subdiv tp	b	Rules	n

010		sh 99001678
040		IEN ǂb eng ǂc DLC ǂd DLC
073		H 1095 ǂa H 1100 ǂa H 1103 ǂa H 1105 ǂa H 1110 ǂa H 1120 ǂa H 1140 ǂz lcsh
185		ǂv Poetry
485		ǂv Poems
680		ǂi 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		ǂi Reference under the heading ǂa Poetry

58

EXERCISES

- Examine the following authority records

- Answer the questions

59

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?

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?

Subject Authority Records: Exercise 3

Rec stat: c   Entered: 19860211   Replaced: 19941229135629.9
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   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?

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?

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 lcsh
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?

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?

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

Tricks of the trade

- 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?

3

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

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

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

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

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

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

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

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

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

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
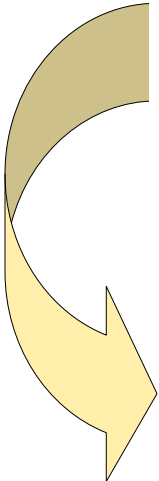
English language--Lexicography ☐
        UF English language--Dictionaries--History and criticism

---

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

14

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

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

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

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

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

19

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

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*

21

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

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

23

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**

24

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

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

26

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

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

28

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)

29

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

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

31

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

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

Checking results

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?

34

Checking results (cont.)

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?

35

EXERCISES

36

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*

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

Application of Subdivisions

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

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

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

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

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

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

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
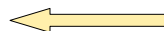
Application of free-floating subdivisions

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

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

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

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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

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)

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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)

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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!

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H 1095 examples (1)

$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.

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H 1095 examples (2)

$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.

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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

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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.

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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

Free-floating subdivisions under specific types of headings (H 1100-1145.5)

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

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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.)

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Example

- Proceedings of a conference on how diet affects the performance of soccer players

- Main heading: **Soccer players**

- Which list might we use?

23

Example (cont.)

- Browse list for relevant subdivisions
- Ideas?

- Heading so far:
  Soccer players $

24

Example (cont.)

- Check **Soccer players $x Nutrition** combination for possible conflict with established headings

- Check *LCSH* or subject authority file

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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

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)

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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)

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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

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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

```
⊞ 📁 ☐ H 1147 Animals
   📄 ☐ H 1148 Art
   📄 ☐ H 1149 Chemicals
   📄 ☐ H 1149.5 Colonies
   📄 ☐ H 1150 Diseases
   📄 ☐ H 1151 Educational Institutions: Individual Educational Institutions
   📄 ☐ H 1151.5 Educational Institutions: Types of Educational Institutions
   📄 ☐ H 1153 Industries
⊞ 📁 ☐ H 1154 Languages
   📄 ☐ H 1154.5 Legal Topics
   📄 ☐ H 1155 Legislative Bodies
   📄 ☐ H 1155.2 Literary Authors: Groups of Literary Authors
   📄 ☐ H 1155.6 Literary Works Entered Under Author
   📄 ☐ H 1155.8 Literary Works Entered Under Title
⊞ 📁 ☐ H 1156 Literatures
   📄 ☐ H 1158 Materials
⊞ 📁 ☐ H 1159 Military Services
   📄 ☐ H 1160 Musical Compositions
⊞ 📁 ☐ H 1161 Musical Instruments
⊞ 📁 ☐ H 1164 Organs and Regions of the Body
⊞ 📁 ☐ H 1180 Plants and Crops
   📄 ☐ H 1185 Religions
   📄 ☐ H 1186 Religious and Monastic Orders
```

```
📄 ☐ H 1187 Christian Denominations
⊞ 📁 ☐ H 1188 Sacred Works
⊞ 📁 ☐ H 1195 Land Vehicles
⊞ 📁 ☐ H 1200 Wars
```

> Pattern headings
>
> from SHM

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**

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OCLC authority file browse: Corn

Corn [150]
Corn ǂx Abnormalities [150]
Corn ǂx Adaptation [150]
Corn ǂx Age [150]
Corn ǂx Age determination [150]
Corn ǂx Aging [150]
Corn ǂx Aging ǂx Genetic aspects [150]
Corn ǂx Analysis [150]
Corn ǂx Anatomy [150]
Corn ǂx Biological control [150]
Corn ǂx Biotechnology [150]
Corn ǂx Biotechnology ǂv Handbooks, manuals, etc. [150]
Corn ǂx Breeding [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**

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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?

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Example: Pattern headings (cont.)

- Browse list for relevant subdivisions
- Ideas?
- Heading so far:

    High technology industries $

- Check authority file or *LCSH* for conflict

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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**

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.

38

"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

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

40

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**

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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*

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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.

Subdivision Exercises: Resources for Exercise 1

Authority Record from OCLC Connexion Browser: for **Baby boom generation**

ARN	02057330					

Rec stat c	**Entered** 19860211	**Replaced** 19941109095304.4				
Type z	**Upd status** a	**Enc lvl** n		**Source**		
Roman		**Ref status** b	**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		sh 85010752
040		DLC ‡c DLC ‡d DLC
150		Baby boom generation
450		Baby boomers
450		Boomers, Baby
450		Generation, Baby boom
450		Post-war generation
450		Postwar generation
550		Population ‡w g
670		Work cat.: C'eravamo tanto a(r)mati : gli anni '70. Vibo Valentia, c1984.
670		NYT index ‡b (Baby boom; under Population; United States--Population and Vital Statistics)
670		Readers' guide ‡b (Baby boom; under United States--Population)
670		Soc. Sci. index ‡b (Baby boom; numerous citations under Population forecasting; Population--United States)
670		Second Barnhart dict. new English ‡b (Baby boom; baby boom; baby boomer)
670		The post-war generation and establishment religion, 1994.
680		‡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.

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)

Subdivision Exercises: Resources for Exercise 2

Authority Record from OCLC Connexion Browser: for **Television broadcasting**

ARN	02014029					
Rec stat c		**Entered** 19860211		**Replaced** 19900209144122.4		
Type	z	**Upd status**	a	**Enc lvl**	n	**Source**
Roman	|	**Ref status**	b	**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		sh 85133500
040		DLC ‡c DLC ‡d DLC
053		HE8700 ‡b HE8700.9
150		Television broadcasting
450		Television ‡x Broadcasting
450		Television industry ‡w nne
550		Broadcasting ‡w g
550		Mass media ‡w g
680		‡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.
681		‡i Note under ‡a Television--Transmitters and transmission

Browsing subdivisions under **Television broadcasting** 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]

Geographic Subdivision

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

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

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

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

• field 008/06 in the authority record will have the value "i" for "indirect"

Rec stat	c		Entered	19860211	Replaced	20100903093058.0	
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			sh 85007997
040			DLC ǂb eng ǂc DLC ǂd DLC
150			Art festivals
450			Arts festivals
550			Festivals ǂw g

6

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

• field 008/06 in the subdivision authority record will have the value "i" for "indirect"

Rec stat	c	Entered	20000503	Replaced	20060306085559.0			
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	■	Ref status	a	Mod rec		Name use	b	
Govt agn	■	Auth status	n	Subj	a	Subj use	b	
Series	n	Auth/ref	d	Geo subd	i	Ser use	b	
Ser num	n	Name	n	Subdiv tp	a	Rules	n	

010		sh 00006378
040		IEN ǂb eng ǂc DLC ǂd DLC
073		H 1095 ǂz lcsh
180		ǂx Labeling
480		ǂx Labelling
680		ǂi Use as a topical subdivision under types of products.
681		ǂi Reference under the heading ǂa Labels

8

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

<u>Example</u>: 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	Source	
Roman	■	Ref status	b	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 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

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	Upd status	a	Enc lvl	n	Source			
Roman	￭	Ref status	a	Mod rec		Name use	b		
Govt agn	￭	Auth status	n	Subj	a	Subj use	b		
Series	n	Auth/ref	d	Geo subd	i	Ser use	b		
Ser num	n	Name	n	Subdiv tp	a	Rules	n		

010			sh 99001412
040			IEN ‡b eng ‡c DLC ‡d DLC
073			H 1103 ‡a H 1140 ‡a H 1149.5 ‡z lcsh
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			‡i 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.

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

One subfield $z or two?: direct and indirect subdivision

- <u>Direct</u>: the geographic subdivision is assigned in a single subfield $z, without interposing the name of a larger place.
- <u>General rule</u>: for places at the country level or above, subdivide directly:

  Biodiversity $z Nepal

  Economic stabilization $z Middle East

13

One subfield $z or two?: direct and indirect subdivision (2)

- <u>Indirect</u>: 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.
- <u>General rule</u>: 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

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

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

Inverted headings for regions

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

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

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

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

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

Geographic subdivision exercises 1-5

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms

- Use the accompanying authority files

22

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

Levels of geographic subdivision (2)

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

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

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

The subdivision **$x Citizen participation** may NOT be subdivided by place:

Rec stat	c		Entered	19990707	Replaced	20060509151824.0
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	b
Govt agn	■	Auth status	n	Subj	a	Subj use	b
Series	n	Auth/ref	d	Geo subd	(■)	Ser use	b
Ser num	n	Name	n	Subdiv tp	a	Rules	n

010			sh 99005035
040			IEN ǂb eng ǂc DLC ǂd DLC
073			H 1095 ǂz lcsh
180			ǂx Citizen participation
480			ǂx Participation, Citizen
680			ǂi Use as a topical subdivision under topical headings for works on the participation of citizens in carrying out an activity.
681			ǂi Reference under the headings ǂa Political participation; Social action

Crime prevention $z Ohio $x Citizen participation

More than one topical subdivision

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

Example: multiple topical subdivisions

Heading:

Roads $x Design and construction $x Environmental aspects

Where would the geographic subdivision **$z Illinois** be placed?

34

Multiple topical subdivisions (2)

Authorized for geographic subdivision?
Main heading: **Roads**   YES
Free-floating subdivision:
   Design and construction   NO
   Environmental aspects   YES

Roads $x Design and construction $x Environmental aspects $z Illinois
but: **Roads $z Illinois $x Design and construction**

35

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   Malaysia
  Canada   United States
  Great Britain

36

General subdivision practice for headings with qualifiers

- 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

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

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

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

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

Examples: complex qualifiers (1)

Heading: **Clear Lake (Iowa : Lake)**

Subdivision usage:

Water quality $z Iowa $z Clear Lake (Lake)

42

Examples: complex qualifiers (2)

Heading:
Diamond Lake (Douglas County, Or. : Lake)

Subdivision usage:
Water quality $z Oregon $z Diamond Lake (Douglas County : Lake)

43

Examples: complex qualifiers (3)

Heading:

Whitewater River (Ind. and Ohio)

Subdivision usage:

Endangered species $z Whitewater River (Ind. and Ohio)

44

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

Example: subdividing through Malaysia

Heading:

Kinta (Perak)

  (a village in the state of Perak, in Malaysia)

Subdivision usage:

Tin miners $z Malaysia $z Kinta (Perak)

46

Additional information in authority records

- 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

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

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

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

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

Examples:
667, not valid as subdivision

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

Geographic subdivision exercises 6-10

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms

- Use the accompanying authority files

53

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

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

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)

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.)

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*)

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*)

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.

Chronological Subdivision

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Names as Subjects

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

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

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 *LCRIs*

4

Names as subjects (3)

- 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

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

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

Authority record for Clemens is coded: not authorized for use as a subject heading

Rec stat	c	Entered	19931008	Replaced	19940404094335.1				
Type	z	Upd status	a	Enc lvl	n	Source			
Roman	■	Ref status	a	Mod rec		Name use	a		
Govt agn	■	Auth status	a	Subj	a	Subj use	b		
Series	n	Auth/ref	a	Geo subd	n	Ser use	b		
Ser num	n	Name	a	Subdiv tp	n	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, Samiˆuˋèl, ‡d 1835-1910
400	1	Klemens, Seĭmeul Lenghorn, ‡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 nnnc
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

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	Upd status	a	Enc lvl	n	Source		
Roman	■	Ref status	a	Mod rec		Name use	a	
Govt agn	■	Auth status	a	Subj	a	Subj use	a	
Series	n	Auth/ref	a	Geo subd	n	Ser use	b	
Ser num	n	Name	a	Subdiv tp	n	Rules	c	

008/15 Subj use should be "b"

010			n 88137934
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd OCoLC ǂd WaU ǂd DLC ǂd WaU ǂd DLC
053		0	PR6015.I3
100	1		Carr, Philippa, ǂd 1906-1993
400	1		Karr, Filippa, ǂd 1906-1993
500	1		Plaidy, Jean, ǂd 1906-1993 ǂw 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 ǂb Plaidy, Jean, 1906-1993

663 note: base heading is Plaidy, Jean, 1906-1993

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

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

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

Authority records for U.S. presidential administrations are coded as "not authorized for use as subjects"

Rec stat	c		Entered	19930319	Replaced	20061226125659.0	
Type	z	Upd status	a	Enc lvl	n	Source	c
Roman	■	Ref status	a	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	n	Subj use	b
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	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)

Warning: Authority records for other headings of this type have NOT been consistently coded to caution against use as a subject heading

Rec stat	c		Entered	19850722	Replaced	20080116112508.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	n	Subj use	b
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	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-

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

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

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

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

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

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

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.

Category	MARC tag
Abbeys	110
Academies	110
Airplanes, Named	110
Airports	110
Almshouses	110
Aquariums, Public	110

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.

Category	MARC tag
Amusement parks	151
Apartment houses	110
Aqueducts	151
Arches	150
Artists' groups	150
Asian conglomorate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151

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)

Rec stat n		**Entered** 19820624		**Replaced** 19840322000000.0			
Type	z	**Upd status**	a	**Enc lvl**	n	**Source**	
Roman			**Ref status**	n	**Mod rec**		**Name use**	a
Govt agn			**Auth status**	a	**Subj**	a	**Subj use**	a
Series	n	**Auth/ref**	a	**Geo subd**	n	**Ser use**	b
Ser num	n	**Name**	a	**Subdiv tp**	n	**Rules**	d

010		n 82072956
040		DLC ‡c DLC
100	1_	Murray, James Augustus Henry, ‡c Sir, ‡d 1837-1915.
670		His New English dictionary.

2)

Rec stat n		**Entered** 19980203		**Replaced** 19980203101105.8			
Type	z	**Upd status**	a	**Enc lvl**	n	**Source**	
Roman			**Ref status**	a	**Mod rec**		**Name use**	a
Govt agn			**Auth status**	a	**Subj**	a	**Subj use**	a
Series	n	**Auth/ref**	a	**Geo subd**	n	**Ser use**	b
Ser num	n	**Name**	a	**Subdiv tp**	n	**Rules**	c

010		n 98010316
040		DLC ‡c DLC
100	1_	Minor, William Chester
400	1_	Minor, W. C. ‡q (William Chester)
670		Winchester, S. Mad for words, 1998: ‡b CIP galley (Dr. William Chester Minor; W.C. Minor)

3)

Rec stat	c	Entered	19850731	Replaced	19990508051941.6			
Type	z	**Upd status**	a	**Enc lvl**	n	**Source**		
Roman	|	**Ref status**	a	**Mod rec**		**Name use**	a	
Govt agn	|	**Auth status**	a	**Subj**	a	**Subj use**	a	
Series	n	**Auth/ref**	a	**Geo subd**	n	**Ser use**	b	
Ser num	n	**Name**	n	**Subdiv tp**	n	**Rules**	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)

Rec stat	n	Entered	19950113	Replaced	19950114053159.7			
Type	z	**Upd status**	a	**Enc lvl**	n	**Source**	c	
Roman	|	**Ref status**	a	**Mod rec**		**Name use**	a	
Govt agn	|	**Auth status**	a	**Subj**	a	**Subj use**	a	
Series	n	**Auth/ref**	a	**Geo subd**	n	**Ser use**	b	
Ser num	n	**Name**	n	**Subdiv tp**	n	**Rules**	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)

5)

Type	z	Upd status	a	Enc lvl	n	Source	
Roman	|	Ref status	a	Mod rec		Name use	a
Govt agn	|	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	c

010		n 50000582
040		DLC ‡c DLC ‡d DLC ‡d MiU
110	2_	McDonald's Corporation.
410	2_	McDonald's System, Inc.
410	2_	McDonald's (Firm : U.S.)
410	2_	Mac Donald (Firm : U.S.)
410	2_	Mac Do (Firm : U.S.)
670		Kroc, R. Grinding it out. c1977.
670		Map of Washington D.C. central business district, 1976?: ‡b map recto (McDonald's)
670		Jeunes professions, professions de jeunes? 1991: ‡b t.p. (Mac Do) p. 151, etc. (... des restaurants Mac Donald; Le Mac Donald)

6)

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		sh 85040525
040		DLC ‡c DLC ‡d DLC
151		East Asia
451		Asia, East
451		Asia, Eastern
451		East (Far East) ‡w nne
451		Eastern Asia
451		Far East
551		Orient ‡w g
680		‡i Here are entered works dealing collectively with China, Japan, North Korea, South Korea, and Taiwan.
681		‡i Note under ‡a Orient
781	0	‡z East Asia

MARC Coding for Library of Congress Subject Headings

Session 11

1

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

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

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

Personal Name Authority Record

Rec stat	c	Entered	19790412	Replaced	20020130052911.0		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	n	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	a	Subdiv tp	n	Rules	c

010			n 79021948
040			DLC ǂb eng ǂc DLC ǂd NjP
100	1		Weston, Edward, ǂd 1886-1958
670			Armitage, M. Henrietta Shore ... 1933.
670			Edward Weston, c2001: ǂb p. 15 (1886-1958; photographer)

5

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.

600 10 Weston, Edward, $d 1886-1958.

6

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?
```

MARC 21 Format for Bibliographic Data
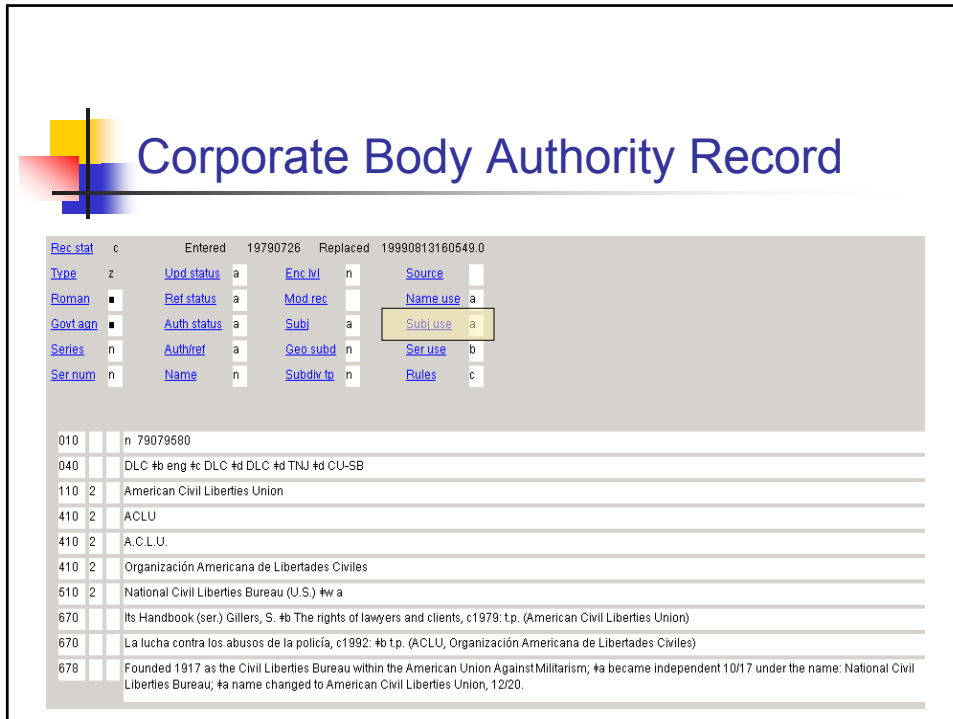
X00 Personal Names—General Information

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
```

Corporate Body Authority Record

Rec stat	c			Entered	19790726	Replaced	19990813160549.0	
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	■	Ref status	a	Mod rec		Name use	a	
Govt agn	■	Auth status	a	Subj	a	Subj use	a	
Series	n	Auth/ref	a	Geo subd	n	Ser use	b	
Ser num	n	Name	n	Subdiv tp	n	Rules	c	

010			n 79079580
040			DLC ǂb eng ǂc DLC ǂd DLC ǂd TNJ ǂd 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.) ǂw a
670			Its Handbook (ser.) Gillers, S. ǂb The rights of lawyers and clients, c1979: t.p. (American Civil Liberties Union)
670			La lucha contra los abusos de la policía, c1992: ǂb t.p. (ACLU, Organización Americana de Libertades Civiles)
678			Founded 1917 as the Civil Liberties Bureau within the American Union Against Militarism; ǂa became independent 10/17 under the name: National Civil Liberties Bureau; ǂa name changed to American Civil Liberties Union, 12/20.
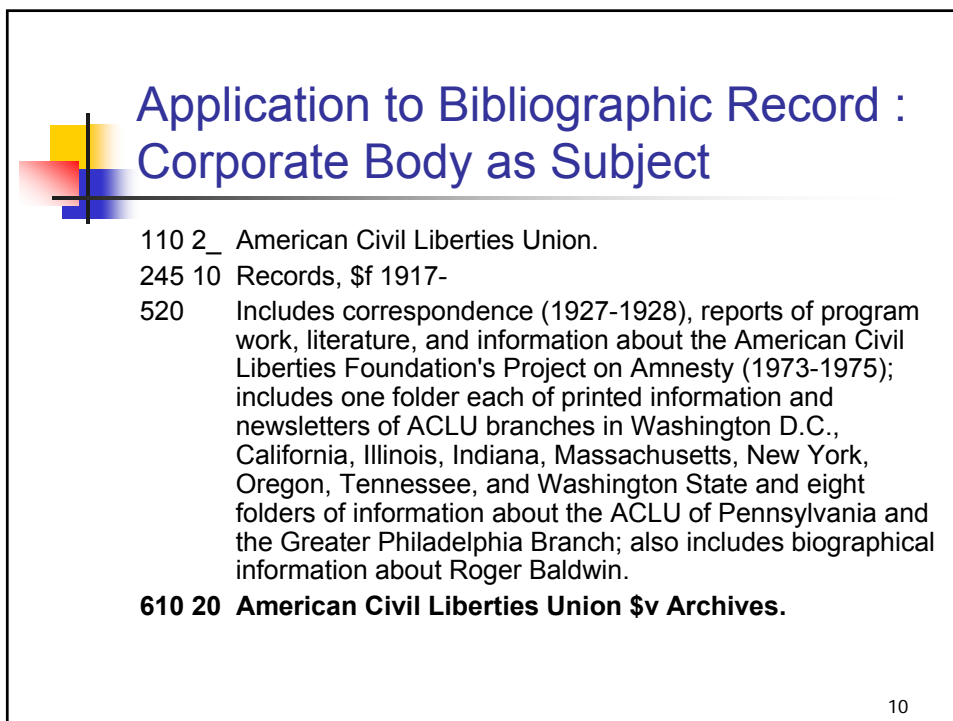
Application to Bibliographic Record : Corporate Body as Subject

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

Topical Heading Subject Authority Record

Rec stat	c		Entered	19860211	Replaced	20090224134400.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	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			sh 85026282
040			DLC ǂb eng ǂc DLC ǂd DLC
053	0		HT165.5 ǂb HT169.5 ǂc Urban sociology
053	0		NA9000 ǂb NA9284 ǂc Architecture
150			City planning
450			Cities and towns ǂx Planning ǂw nne
450			City planning ǂx Government policy
450			Civic planning

11

Application to Bibliographic Record : Topical Subject

050 00   **HT166 $b .D3867 2003**

245 00   Designing cities : $b critical readings in urban design / $c edited by Alexander R. Cuthbert.

260   Malden, MA : $b Blackwell Pub., $c 2003.

650 _0   **City planning.**

12

Topical Heading Subject Authority Record

Rec stat	c		Entered	19860211	Replaced	19971205151310.9		
Type	z	Upd status	a	Enc lvl	n	Source		
Roman	▪	Ref status	b	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		sh 85074353
040		DLC ǂb eng ǂc DLC ǂd DLC
053		HD1391
150		Land use, Urban
450		Urban land use
550		Cities and towns ǂw g
550		Urban economics ǂw g
550		Urban policy ǂw g
550		Urban renewal
680		ǂi 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 ǂa Land use ǂi with local subdivision.

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

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.
650 _0	**Land use, Urban $z New York (State) $z New York.**

Incorrect usage!

15

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.
650 _0	**Land use $z New York (State) $z New York.**

Correct usage!

16

Topical Heading Subject and Subdivision Authority Record

Rec stat	c		Entered	19860211	Replaced	19911022080414.3	
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		sh 85026023
040		DLC ǂb eng ǂc DLC ǂd DLC
053		TR858
150		Cinematography ǂx Special effects
450		Motion pictures ǂx Special effects
450		Special effects (Cinematography)
550		Trick cinematography

17

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.

**650 _0   Cinematography $z Nigeria $x Special
               effects.**

18

Reference Record

Rec stat	c		Entered	19860211	Replaced	20031103144528.0	
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	b	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	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

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

Geographic Name Authority Record

Rec stat	c	Entered	19790418	Replaced	20101022120509.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	a	Mod rec		Name use	a
Govt agn	■	Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd	n	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	c

010		n 79023321
040		DLC ǂb eng ǂc DLC ǂd WaU ǂd OCoLC ǂd DLC
034		ǂd W0964824 ǂe W0964824 ǂf N0324659 ǂg N0324659 ǂ2 geonames
043		n-us-tx
151		Dallas (Tex.)
451		Dallas ǂw nnaa
670		GeoNames, algorithmically matched, 2009 ǂb (ppl; 32°46′59″N 096°48′24″W)
751	4	Dallas (Tex.)
781	0	ǂz Texas ǂz Dallas

21

Application to Bibliographic Record : Geographic Heading

100 1_	Hanson, Royce
245 10	Civic culture and urban change : $b governing Dallas / $c Royce Hanson.
651 _0	**Dallas (Tex.)** $x Politics and government $y 20th century.
650 _0	Political culture **$z Texas $z Dallas** $x History $y 20th century.
651 _0	**Dallas (Tex.)** $x Economic conditions $y 20th century

22

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

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

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

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

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

Exercises

Provide the MARC coding for the subject heading strings on your worksheet.

Note: not all subject headings that would be assigned are shown.

28

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.

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.)

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

Tools

- Name and subject authority records
- *Free-Floating Subdivisions: An Alphabetical Index*
- Instruction sheets in the *SHM* may need to be used

3

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

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

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

Authority record for 1st heading

Rec stat	c		Entered	19860211	Replaced	20050214103525.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	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 85094833
040			DLC ǂb eng ǂc DLC ǂd DLC
053		0	BD300 ǂb BD444
150			Ontology
450			Being
550			Philosophy ǂw g
550			Metaphysics
550			Necessity (Philosophy)
550			Substance (Philosophy)

Authority record for 2nd heading

Rec stat	c		Entered	19860211	Replaced	19900116103011.5	
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			sh 85084286
040			DLC ǂb eng ǂc DLC ǂd DLC
053			BD
150			Metaphysics
550			God
550			Ontology
550			Philosophy ǂw g
550			Philosophy of mind

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

Rec stat	n	Entered	19970616	Replaced	19970811081859.2

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	sh 97004784
040	DLC ǂb eng ǂc DLC
150	Same-sex marriage ǂx Law and legislation
550	Marriage law ǂw 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	Source	
Roman	■	Ref status	n	Mod rec		Name use	b
Govt agn	■	Auth status	n	Subj	a	Subj use	b
Series	n	Auth/ref	d	Geo subd	i	Ser use	b
Ser num	n	Name	n	Subdiv tp	a	Rules	n

010	sh 99004848
040	IEN ǂb eng ǂc DLC ǂd DLC
073	H 1147 ǂa H 1149 ǂa H 1150 ǂa H 1151.5 ǂa H 1153 ǂa H 1158 ǂa H 1180 ǂa H 1195 ǂa H 1200 ǂz lcsh
180	ǂx Law and legislation
667	Further subdivide by subdivisions used under legal topics.
680	ǂi 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.

Rec stat	c		Entered	19941201	Replaced	19980925105225.2	
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			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**

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.

650 _0   Forest litter.

Authority record

Rec stat	c		Entered	19991228	Replaced	20081212110218.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	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			sh 85050599
040			DLC ǂb eng ǂc DLC ǂd WaU
150			Forest litter
450			Forest tree litter
450			Litter, Forest
450			Tree litter, Forest
550			Forest soils ǂw g
550			Plant litter ǂw g
670			The dict. of forestry, c1998 ǂb (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)

Another authority record

Rec stat	c		Entered	19860211	Replaced	19880407115727.8	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	■	Ref status	b	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			sh 85077671
040			DLC ǂb eng ǂc DLC ǂd DLC
053			TD813 ǂb TD870
150			Litter (Trash)
450			Littering
550			Refuse and refuse disposal ǂw g

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

Subject authority record

Rec stat	c		Entered	19910624	Replaced	20050701142445.0		
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			sh 91003048
040			DLC ǂb eng ǂc DLC ǂd DLC
053		0	PR2892
100	1		Shakespeare, William, ǂd 1564-1616 ǂv Indexes
400	1		Shakespeare, William, ǂd 1564-1616 ǂv Dictionaries, indexes, etc. ǂw nne

Heading in bib record should be:

600 10 Shakespeare, William, $d 1564-1616 $v Indexes.

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

Rec stat	c		Entered	19860211	Replaced	20101023135202.0		
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		sh 85018897
040		DLC ǂb eng ǂc DLC ǂd DLC
151		California, Northern
451		Northern California
781	0	ǂz 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

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

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

Authority record for the form subdivision

Rec stat	c		Entered	19990223	Replaced	20060505115338.0		
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	d	Geo subd	∎	Ser use	b	
Ser num	n	Name	n	Subdiv tp	b	Rules	n	

010			sh 99001262
040			IEN ǂb eng ǂc DLC ǂd DLC
073			H 1095 ǂa H 1100 ǂa H 1103 ǂa H 1105 ǂa H 1110 ǂa H 1120 ǂa H 1151.5 ǂa H 1159 ǂz lcsh
185			ǂv Archives
680			ǂi 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			ǂi Reference under the heading ǂa Archives

Archives [150]

ǂv Archives [185]

ǂx Archives [180]

Archives ǂx Abstracting and indexing [150]

Archives ǂx Access control [150]

Archives ǂx Access control ǂz Africa [150]

Archives ǂx Access control ǂz Africa ǂv Congresses [150]

Archives ǂx Access control ǂz Australia [150]

Archives ǂx Acc

Rec stat	c		Entered	20040421	Replaced	20040627135136.0	
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	∎	Ref status	b	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		sh 85006913
040		DLC ǂb eng ǂc DLC ǂd DLC
053	0	CD931 ǂb CD4279
150		Archives
360		ǂi subdivision ǂa Archival resources ǂi under topical headings and under names of countries, cities, etc.; and subdivision ǂa Archives ǂi under types of corporate bodies, classes of persons, and ethnic groups, and under names of individual persons, families, and corporate bodies for collections of documents or historical records, including notes, correspondence, minutes, photographs, legal papers, etc.

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

$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

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

Ohio River [151]
Ohio River ǂx Navigation [151]
Ohio River Islands National Wildlife Refuge [151]
Ohio River Scenic Byway [151]
Ohio River Valley [151]
Ohio River Valley ǂx Antiquities [151]

Rec stat	c		Entered	19860211	Replaced	20010524095249.0	
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		sh 85094289
040		DLC ǂb eng ǂc DLC ǂd DLC
151		Ohio River
550		Rivers ǂz United States ǂw g
781	0	ǂz Ohio River

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

Subdivisions under names of places

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

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

29

Checklist of steps and testing results

Session 13

1

Checklist of steps and testing results

- What are the general steps to follow when doing subject cataloging using LCSH?
- How can catalogers evaluate the effectiveness of the headings assigned?

2

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

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

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

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

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

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

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

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

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

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.

12

Specialized Subject Areas and Formats

Session 14

1

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

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

History (2)

- Subdivisions

  --History

  &

  --History and criticism

  are always coded as topical subdivisions ($x), never as form ($v)

4

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

Other instruction sheets relating to history

- 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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)

29

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

$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

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

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

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**.

34

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

35

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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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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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

SACO:
Subject Authority Cooperative Program

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

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

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

4

Tentative Weekly Lists:

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
```

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

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*

7

Resources

- SACO home page: 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

SACO home page: www.loc.gov/catdir/pcc/saco.html

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

10

Examples: headings proposed by SACO participants

Accounting fraud
Biodiversity $x Monitoring
Cootie catchers
Cross-functional teams
Customs inspection
Distracted driving
Former communist countries
Golden Crescent (Asia)
Human-wolf encounters

11

Examples: headings proposed by SACO participants (2)

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

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

13

PCC Subject Authority Proposal Form - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Today's date: [   ]

008/06 Direct or indirect geographic subdivision:
[No decision ▾] 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)

[150 ▾] [ ] * Select 1XX from pull-down tab. Diacritics list

[▾] [ ] Select 4XX from pull-down tab.

[▾] [ ] Select 4XX from pull-down tab.

[▾] [ ] Select 4XX from pull-down tab.

[▾] [ ] Select 4XX from pull-down tab.

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

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:
[May subd geog ▼] Select decision from pull down tab (cf. SCM H364, sec. 3)

040: [CSfA] *(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

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 ▾	☐	* Select 1XX from pull-down tab. Diacritics list
Vernal pools		

450 ▾	☐	Select 4XX from pull-down tab.
Hog wallows		

450 ▾	☐	Select 4XX from pull-down tab.
Hogwallows		

5XX: Broader and related terms

Ponds is the appropriate Broader Term

No additional Broader Terms, no Related Terms needed for this heading

550 ▾	☐	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		

▾	☐	Broader Term (**BT**) select 5XX from pull-down tab. **Do not input subfields $w or $a.**

▾	☐	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.**

670: Source citations

1st 670 for work being cataloged

Additional 670s for additional sources found

670 Work cat.: (Include **subfield $b** when appropriate)

```
Olson, M. Vernal pools of northern Santa Barbara County, California, 1992.
```

670 Additional Sources: **(cf. SCM H202, paragraph 2.a.(1))**

```
Acad. Press dict. sci. tech., 1992 $b (vernal pool: ecology, a temporary pool of water
formed during a spring thaw)
```

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

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:

Submit   Clear Form

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

Exercises

- **Proposal for topical heading**

- **Proposal for geographic heading**

23

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)*

        [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 Geog)*

        [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?

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?

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):
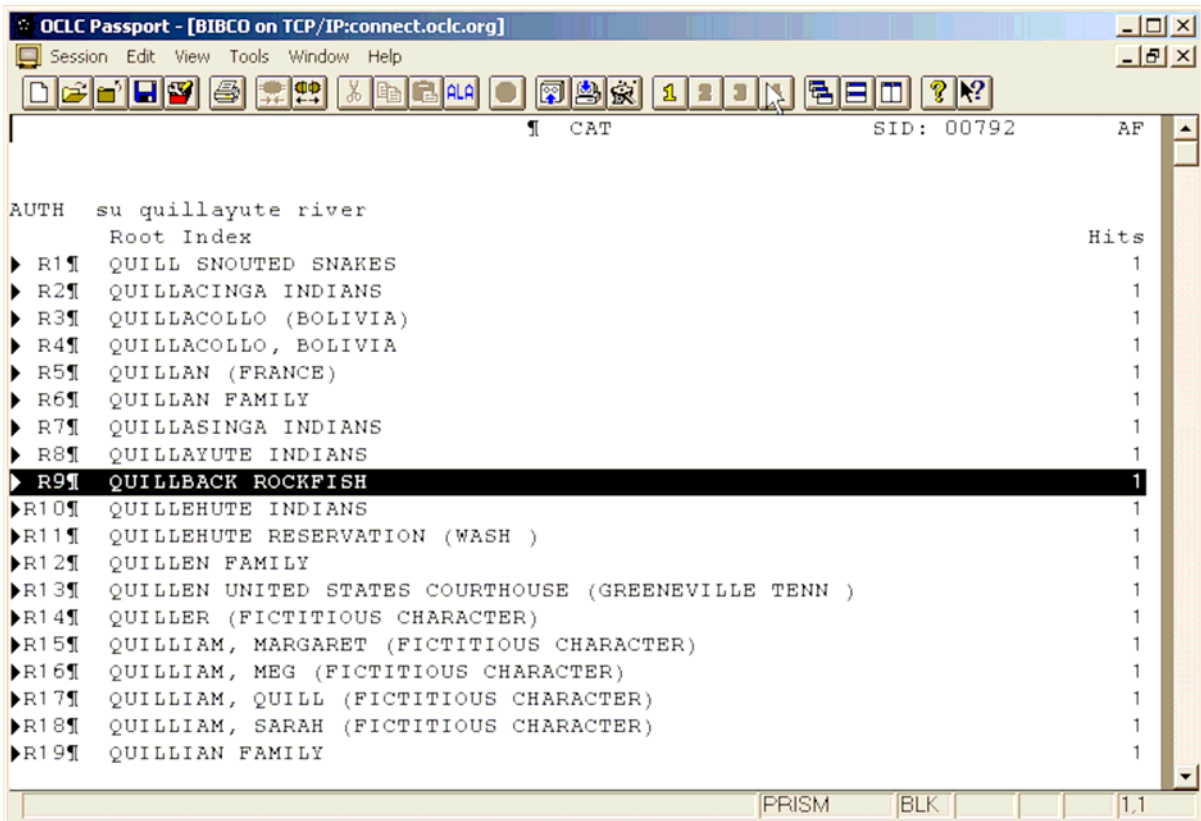
Questions

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)

9 feature records have been selected from GNIS.

Feature Name	St	County Equivalent Name	Type	Latitude nn°nn'nn"	Longitude nnn°nn'nn"	USGS 7.5' Map
Quileute Indian Reservation	WA	Clallam	reserve	475408N	1243656W	Quillayute Prairie
Quillayute	WA	Clallam	populated place	475636N	1243228W	Quillayute Prairie
Quillayute Cemetery	WA	Clallam	cemetery	475636N	1243226W	Quillayute Prairie
Quillayute Needles	WA	Clallam	pillar	475302N	1243807W	La Push
Quillayute Prairie	WA	Clallam	flat	475652N	1243148W	Quillayute Prairie
Quillayute River	WA	Clallam	stream	475431N	1243827W	La Push
Quillayute State Airport	WA	Clallam	airport	475603N	1243339W	Quillayute Prairie
Quillayute Valley High School	WA	Clallam	school	475655N	1242255W	Forks
Quillayute Needles National Wildlife Refuge	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
Maintainer: gnis_manager@usgs.gov
Last modified: November 1, 2000
USGS Privacy Policy and Disclaimers

USGS GNIS (GNIS) - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites   Media | | W |

Address   http://geonames.usgs.gov/pls/gnis/web_query.GetDetail?tab=Y&id=1507677 | Go   Links »

Google ▾ | screen capture | Search Web   ▾   Search Site | | ❶ ▾ | Options   ▾ | screen   capture

USGS
National Mapping Information

Feature Name:	Quillayute River
Feature Type:	stream
State:	Washington
County:	Clallam
Variant Name(s)	
Quillehute River	
Quillyhuyte River	

Latitude / Longitude (nn°nn'nn" / nnn°nn'nn")	USGS 7.5' x 7.5' Map
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.

Internet

Bartleby.com
Great Books Online

Reference | Verse | Fiction | Nonfiction

Search | Columbia Gazetteer | ▼ | | Go

Home | Subjects | Titles | Authors   Encyclopedia | Dictionary | Thesaurus | Quotations | English Usage

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: | Full Text | ▼ | Quillayute River | Go

Bartleby.com

Great Books Online

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‹ Quill Lakes   Quillingok ›

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.

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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 _____

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 8th 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 5th 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

008 – Fixed-length data elements   <u>**OCLC**</u>   ____

008/06 : Direct or Indirect Geographic Subdivision   Geo subd
    #   Not subdivided geographically
    i   Subdivided geographically indirect
    n   Not applicable
    | No attempt to code

008/09 : Kind of Record   Auth/ref
    a   Established heading
    b   Untraced reference
    c   Traced reference
    d   Subdivision

008/11 : Subject Heading System / Thesaurus   Subj
    a   Library of Congress Subject Headings
    b   Library of Congress Subject Headings for Children

008/15 : Heading Use – Subject Added Entry   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

008/17 : Type of Subject Subdivision   Subdiv tp
    a   Topical
    b   Form
    c   Chronological
    d   Geographic
    n   Not applicable

008/29 : Reference Evaluation   Ref stat
    a   Tracings are consistent with the heading
    b   Tracings are not necessarily consistent with the heading
    n   Not applicable

008/33 : Level of Establishment   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

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 techology** *(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**

APPENDIX E

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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, LCRIs, 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/cpso/cpso.html#subjects

Web Sites

Cataloging Distribution Service. cdsinfo@loc.gov or 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/alac.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/cpso/subdauth.html

Kathleen Wells, University of Southern Mississippi Libraries:
 http://www.lib.usm.edu/~techserv/cat/tools/formsubv.htm

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   Establish new heading?
   Female livestock   (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 indicated 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

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:

	5	4	3	2	1	
a. were clear and easy to read						were hard to read
b. were well organized						were poorly organized
c. illustrated concepts clearly						were confusing
d. covered an appropriate amount of information						contained too much or not enough information
e. were visually effective						were not effective
f. were enhanced by and supported the presenter's remarks						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!