MAKING A NEW SACO SUBJECT PROPOSAL IN MINARET

Please note that the Minaret Subject Proposal System will not be available for use until Monday, August 1, 2011

Proposing a geographic heading as an example

Go to the Minaret Main Menu:  http://classificationweb.net/Menu/subject.html

Click on LC Subject Heading Proposal System:

In the Subject Heading Proposal Menu, click on Propose a New Heading:
Click on the appropriate template—in this example, **Geographic Heading:**

At this point you will need to login to the system:

At the top of the template select the radio button **SACO/Coop.**

Note that the 008/06 Direct or Indirect Geographic Subdivision does not need to be coded explicitly in this example, since the heading is a geographic name and 008/06 “No decision” is the default value.

Begin to key in the data, using the dollar sign ($) to represent a delimiter, followed by the subfield code, followed by a space, followed by the data:
If you want to insert a new field, highlight the radio button of the field below where you want the new field to appear. The new field will appear above that line. Use the drop down menu at the bottom of the template to select the desired tag for the new field to be inserted.
The new 670 field is added before the 781 field.

To remove a field, use the radio button of the field to be removed, then click the “Remove field” button at the bottom of the template:

Any field in which you do not key data will be deleted automatically at the point of saving the proposal.

By filling in the email notification field, you will receive an email message when your proposal is scheduled for a monthly list, and a second email message after the PSD Editorial Meeting, notifying you that your proposal was either: 1) approved; 2) not approved; or, 3) approved with changes.

Save the proposal. Saving will generate the LCCN which appears on the screen of the saved record.

You now must notify LC’s Cooperative Programs Section (saco@loc.gov) that a new SACO proposal is ready for processing and forwarding to the Policy and Standards Division for posting to a monthly list. In your email message to Coop, please use the Subject Line: SACO proposal ready for review. Please include the LCCN of the proposal and the 1xx heading in the body of the message. You may include more than one LCCN and more than one 1xx heading in the same email.

You may update your proposals as necessary. However, please do not update your proposals once you have notified Coop as outlines above. If you need to request a change to a proposal once you have notified Coop, please send an email message to saco@loc.gov, including the changes you would like to be made.

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