

## L 460 - Changing References in Demographic Group Authority Records

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

- L 410 - Broader and Narrower Term References
- L 415 - Related Term References
- L 420 - “Used for” References

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

**2. Adding or editing 450 fields (UF references).** Add, edit, or delete 450 fields as necessary, keeping all 450 fields together in a single alphabetical list. Provide supporting authority in 670 fields according to the instructions in L 440 - Authority Research and Citations for LCDGT Proposals.

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

<i>Broader terms</i>	<b>150 ## \$a Librarians</b> 550 ## \$w g \$a Information scientists 550 ## \$w g \$a Library employees
<i>Related terms</i>	<b>150 ## \$a Ichthyologists</b> 550 ## \$a Fisheries scientists
	<b>150 ## \$a Fisheries scientists</b> 550 ## \$a Ichthyologists

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

<i>Related terms</i>	150 ## \$a <b>Figure skaters</b> 550 ## \$a Ice dancers
	150 ## \$a <b>Ice dancers</b> 550 ## \$a Figure skaters

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

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

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

**5. Submitting the proposal.** When a proposal is ready to be evaluated by the LCDGT Advisory Group, send an email to [lcdgt@loc.gov](mailto:lcdgt@loc.gov). Include “Proposal” in the subject line, and provide the LCCN and/or 150 field for each proposal.