

# Preparation of Subject Heading Proposals H 200

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## H 200 Preparation of Subject Heading Proposals

**BACKGROUND:** *Headings that are in one of the following categories are authorized to be assigned as subject headings: (1) name headings established in the LC/NACO Name Authority File (cf. H 430); (2) subject headings and subdivisions established for inclusion in the authoritative LCSH database, Classification Web (cf. H 40); (3) subject headings constructed by using free-floating subdivisions under established name or subject headings (cf. H 1095); and (4) subject headings consisting of free-floating phrases appended to established name or subject headings (cf. H 362). Any other subject heading must be proposed by a cataloger and approved during the editorial process for inclusion in Library of Congress Subject Headings before its use as a subject heading is authorized. This instruction sheet explains the general requirements for new subject heading proposals and lists the steps to follow to create a subject authority record using the Subject Heading Proposal System. These procedures apply only to the creation of new authority records. For the procedures to follow in making changes to existing records, see H 193-196.*

### **GENERAL REQUIREMENTS FOR SUBJECT HEADING AUTHORITY RECORDS**

*Note: These instructions provide tagging and subfield coding information for the most common situations that are encountered in creating subject authority records. In more complex situations it may be necessary to consult the MARC 21 authority format for detailed content designation information.*

#### **1. Accessing the system.**

##### **LC catalogers**

Go to URL: <https://lcconline.info/Menu/>  
Click on: **Proposal system** under LC Subject Headings  
Click on: **Propose a New Heading**  
Click on: The category of subject heading to be proposed (see sec. 2, below)  
Login: Key the username and password.

##### **SACO members**

Go to URL: <https://classweb.org/Proposal/>  
Click on: **Proposal system** under LC subject headings  
Click on: The category of subject heading to be proposed (see sec. 2, below)  
Login: Key the username and password.

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**2. Accessing templates for new headings.** On the New LC Subject Heading Proposal Menu, click on the appropriate option for the type of heading being established. This retrieves one of the various templates, or forms, that have been designed for creating different categories of headings.

*Note: Subject headings and references are tagged according to the definitions in the MARC 21 Format for Authority Data. For heading-subdivision combinations in 1XX, 4XX, or 5XX fields, the tag is based on the \$a subfield, and the corresponding template is used to create it. For example, since the heading **Jesus Christ—Date of death** is tagged **100** (based on the \$a subfield **Jesus Christ**), the Personal Name Heading template is used to create it; since **Harvard University—Student housing** is tagged **110** (based on the \$a subfield **Harvard University**), the Corporate Body Heading (Buildings, etc.) template is used; since **Beowulf—Characters** is tagged **130** (based on the \$a subfield **Beowulf**), the Uniform Title Heading template is used; etc.*

Each of the templates is discussed specifically in sections 2.a-2.i, below.

**a. Topical heading.** Use this template to establish topical subject headings, including events that are not subdivisions under places, groups of legendary characters and deities, etc.

**b. Geographic heading.** Use this template to establish geographic features and named entities that have been designated as geographic in nature (see H 405). Also use this template to establish time periods and events that are subdivisions under places.

**c. Group of fictitious characters heading.** Use this template to establish headings for groups of characters, e.g., **Teenage Mutant Ninja Turtles (Fictitious characters)** (see H 1610).

**d. Family name heading.** Use this template to establish family name headings used as subjects, e.g., **Smith family** (see H 1631).

**e. Corporate body heading (Buildings, etc.).** Use this template to establish subdivisions under named entities that are corporate bodies, and to establish subject headings for named entities that have been designated as similar to corporate bodies and tagged 110 (see H 405).

**f. Meeting heading.** Use this template to establish subdivisions under headings for meetings and events that are tagged 111, e.g., **Super Bowl—Records**.

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### 2. *Accessing templates for new headings.* (Continued)

**g. Personal name heading.** Use this template to establish subdivisions under personal names, e.g., **Jesus Christ—Betrayal**.

**h. Uniform title heading.** Use this template to establish subdivisions under uniform titles, e.g., **Bible—Quotations in the Book of Mormon**.

**i. General see reference.** Use this template to establish general see references (150/260) (see H 374).

### 3. *General information about entering data in the templates.*

**a. Fixed vs. editable data.** Some areas of the templates contain data that cannot be edited by the user. Other areas have fields in which the cursor can be placed and data can be entered or edited by the user. In many of these editable fields, some data has already been provided by the system. For example, in the 1XX field, the system includes the data **\$a** by default. Default data provided by the system can in most cases be edited or deleted by the user if necessary.

**b. Adding subfields in editable fields.** The system uses the dollar sign ( \$ ) to represent a delimiter. In order to add a new subfield to an existing field, type a dollar sign followed by the appropriate subfield code letter. *Example:*

```
150 $a Greenhouse gases [existing subfield]
150 $a Greenhouse gases $x Law and legislation [new subfield added]
```

**c. Adding new fields to the template.** Immediately above the first editable field in the template is an **Insert field** menu. If it is necessary to add a new field to the template, select the radio button of the existing field above which the new field is to be inserted. Then click the down arrow on the **Insert field** menu in order to display a list of available fields. Click on the desired field, and it will be inserted immediately above the field whose radio button was selected.

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### 3. *General information about entering data in the templates.* (Continued)

*Note:* If no radio button is selected, the system will automatically insert the new field before the next higher numbered tag in the template.

Generated by  Book  No Book  CIP  Coop  
008/06  May Subd Geog  Not Subd Geog  No attempt to code

0053 0  (LC class number)  
 0150  (Heading)

Buttons: Insert field, Remove field

*d. Fields that the user leaves blank.* Any field that appears in a basic template and is left blank by the user is automatically deleted by the system when the record is saved. It is not necessary for the user to take any action to remove an unneeded field from a template.

*Note:* If desired, a field may be removed by selecting the radio button of the field and clicking the **Remove Field** button.

### 4. “Generated by.” At the top of the form select the appropriate radio button.

*a. Library of Congress catalogers.* Library of Congress catalogers have four options from which to choose.

Generated by  Book  No Book  CIP  Coop  
008/06  May Subd Geog  Not Subd Geog  No attempt to code

0053 0  (LC class number)  
 0150  (Heading)

Buttons: Insert field, Remove field

**Book.** Select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, etc.

**No Book.** Select this button if no bibliographic item is being submitted with the proposal. For example, if the proposal is being made in order to correct an error or in response to correspondence, select **No book**.

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### 4. “Generated by.” (Continued)

*Note:* If the item that has generated the proposal is a rare book, printed music or a serial, cartographic, or audio-visual work, select **No Book** and do not submit the item with the proposal.

**CIP.** Select this button if the proposal is being made in connection with the cataloging of a CIP.

**Coop.** Select this button if the proposal is being input by an LC staff member on behalf of another library.

**b. Catalogers in SACO institutions.** Catalogers in SACO institutions have two options from which to choose.

<b>Generated by</b> <input checked="" type="radio"/> Not a Library of Congress CIP <input type="radio"/> Library of Congress CIP	
008/06 <input checked="" type="radio"/> May Subd Geog <input type="radio"/> Not Subd Geog <input type="radio"/> No attempt to code	
	<input type="button" value="Insert field"/> <input type="button" value="Remove field"/>
<input type="radio"/> 053 0	<input type="text" value="\$a"/> (LC class number)
<input type="radio"/> 150	<input type="text" value="\$a"/> (Heading)

**Not a Library of Congress CIP.** Select this button if the proposal is not being submitted in connection with the cataloging of an LC CIP.

**Library of Congress CIP.** Select this button if the proposal is being submitted in connection with the cataloging of an LC CIP.

*Note:* The Proposal System automatically codes SACO proposals as Coop, based on the user’s login information.

**5. Field 008/06 (Geographic subdivision).** The values that appear as radio buttons for the 008/06 field in the templates are as follows:

May Subd Geog = Subdivided geographically - indirect

Not Subd Geog = Not subdivided geographically

No Attempt to Code [This value also indicates that the heading is not currently divided geographically]

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### 5. Field 008/06 (Geographic subdivision). (Continued)

Generated by  Book  No Book  CIP  Coop

008/06  May Subd Geog  Not Subd Geog  No attempt to code

Insert field Remove field

053 0 \$a (LC class number)

0150 \$a (Heading)

H 364 provides guidelines on how to choose the appropriate code for geographic subdivision. Following those guidelines, select the appropriate radio button.

*Note:* Field 008/06 does not appear in the templates for certain types of headings because it is set by default and cannot be edited. For example, in the template for family name headings, the 008/06 is set to **Not Subd Geog** and may not be changed.

6. **053 field (LC Class Number).** Follow the rules and guidelines in H 365 to determine whether to assign a class number to the heading. Enter each number or span of numbers in a separate **053** field. For a single number, use the \$a subfield. For a span of numbers, use the \$a subfield for the beginning number of the span and add a \$b subfield for the ending number. Provide the full class number (including class letters) in both the \$a and \$b subfields. Do not key a hyphen. Enter the appropriate qualifying term, if any, in a \$c subfield. Do not enclose data in the \$c subfield in parentheses. *Example:*

053 #0 \$a HG289 \$b HG297 \$c Finance

053 fields left blank will be automatically deleted by the system when the record is saved (see sec. 3.d, above).

If an additional 053 field is required, or if the template does not provide an 053 field but one is needed, add it by using the appropriate technique described in sec. 3.c., above.

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7. **The heading.** Enter the text of the proposed heading in the 1XX field. If a heading-subdivision combination is being proposed, create the necessary subfields using the technique described in sec. 3.b., above.

### 8. *Tracings and references.*

**a. General rule.** Record all UF, BT, or RT references as tracings, that is, as 4XXs or 5XXs. Determine by searching the subject headings in *Classification Web* that any proposed 4XX does not conflict with an existing heading or UF reference and that any proposed 5XX exists as a currently valid heading.

**Reference patterns.** Many new headings belong to special categories having their own prescribed sets of references, such as names of individual structures, monuments, or geographic features. Specific subdivisions also have characteristic reference patterns. These can be determined by consulting individual instruction sheets in the *Subject Headings Manual* and/or by examining existing subject authority records for other headings in the category. Use only authority records whose references have been *evaluated* (that is, those with the value **a** in field 008/29) as patterns for new proposals.

**b. 4XXs.** Follow the rules and guidelines in H 373 for making UF references. Record UF references in 4XX fields. Use the technique described in sec. 3.c, above, to add additional blank 4XX fields to the template. List these fields in alphabetical order. Do not add \$w control subfields to 4XX fields except under the conditions described in the note below. Provide authority to support variant forms of names and alternate terminology for subjects in 670 fields (see sec. 9). *Example:*

```
150 ## $a French fries
450 ## $a Chips (French fries)
450 ## $a French fried potatoes
450 ## $a French frieds
450 ## $a Fries, French
```

*Note: New subject authority records are sometimes created because a subject heading is being canceled and replaced by two or more new headings (cf. H 193). In those cases, add a 4XX field to each of the new authority records containing the old form of the heading. Identify this as the earlier form of the heading by adding, at the beginning of the field, a \$w control subfield with the data **nne**.*



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### 8. *Tracings and references.* (Continued)

*c. 5XXs (BTs and RTs).* Follow the principles in H 370 for making broader term and related term references. Record BT references in 5XX fields that have a \$w control subfield containing the value **g**. This control subfield identifies references as broader terms. List them in alphabetical order. Record RT references in 5XX fields that have no \$w control subfield. The absence of the control subfield identifies the reference as a related term. List them in alphabetical order immediately following the list of broader term references. Use the technique described in sec. 3.c, above, to add additional blank 5XX fields to the template, as needed. *Example:*

```
150 $a Carpets
550 $w g $a Floor coverings [a broader term]
550 $a Rugs [a related term]
```

*Note:* For each related term 5XX, a reciprocal 5XX must be added to the authority record for the heading being used as a reference. To do this, follow the procedure described in H 195, *Changing References in Subject Authority Records*.

There must be an authority record in the subject authority file for each subject heading used as a 5XX. In cases where a 5XX is made from a generic term divided by place or from a topic divided by a free-floating subdivision, for example, **Mountains—Colorado** or **Oxygen—Toxicology**, an authority record for the generic term divided by the specific place or for the specific heading-subdivision combination needed in the 5XX may not yet have been created. In these cases, it is not necessary for the cataloger to create the authority record; editorial staff will create it.

*d. Narrower terms (NTs).* Make references from the new heading being proposed to existing narrower headings by adding the new heading as a BT (that is, a 5XX field having a \$w control subfield containing the value **g**) to the existing authority records for the narrower terms. Do this by following the procedures in H 195 for changing references in existing subject authority records and submitting a printout of each changed record together with the proposal for the new heading. Although the MARC 21 format provides value **h** to identify narrower terms in a \$w control subfield of 5XX fields, the Library of Congress does not use this value nor include narrower terms in records for broader terms.

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**9. Citation of sources.** Use the **670** and **675** fields to cite sources that were consulted in preparing the proposal. See H 202 for instructions on the authority research required for subject heading proposals. See H 203 Citation of Sources for instructions on how to format the information.

**a. Work cataloged.** Cite the work for which the heading is being proposed as the first 670 field. When establishing both a new heading and a new subdivision for the same work, cite the work in both authority records. Include in a \$b subfield information from the work that will be useful in evaluating the proposal.

**b. Other sources in which the heading was found.** Use additional 670 fields to cite sources that support the form of the proposal or references. *Examples:*

```
670 ## $a Rieger, R. Glossary of genetics, 1990 $b (genotype-  
environment interaction)
```

```
670 ## $a MEDLINE on 1stsearch, Feb. 15, 1996 $b (genotype-envi-  
ronment interaction; genotype by environment interaction; gene-  
environment interaction; genotype x environment interaction)
```

Do not cite LC patterns or the *Subject Headings Manual* in 670 fields. Instead, use the 952 (LC pattern) field, as described in sec. 15, below.

**c. Sources in which the heading was not found.** Use a single 675 field to cite sources that were consulted but do not include the term or any variation of it. *Example:*

```
675 ## $a Lippincott; $a Columbia Gaz.; $a Times atlas; $a  
Britannica online, June 28, 2013
```

**10. Scope note.** Follow the guidelines in H 400 for determining whether a scope note is appropriate. If a scope note is being provided for the heading being established, enter it in a 680 field. Use the technique described in sec. 3.c to add a blank 680 field to the template. Use \$i subfields for explanatory text and \$a subfields for headings or subdivision terms that are used to amplify or illustrate the text contained in the \$i subfields. *Example:*

```
150 ## $a Developmental neurobiology  
680 ## $i Here are entered works on the growth and  
differentiation of the nervous system. Works limited to the  
growth of the nervous system are entered under $a Nervous system-  
-Growth.
```

*Note:* The introductory phrase, "Here are entered works on," is system-supplied.

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**11. Geographic subdivision information.** For geographic subject headings, enter data in the 781 field showing the form of the heading when it is used as a geographic subdivision, following the guidelines in H 830.

*Note: If the heading is not valid for use as a geographic subdivision, leave the 781 field blank. When the record is saved, the system will automatically add a 667 field stating that the heading is not valid for use as a geographic subdivision. See the detailed guidelines in H 836.*

**12. General see also references.** None of the basic templates include a blank 360 field. If one is required, add it to the template using the technique described in sec. 3.c, above. Enter the text of the reference in the blank 360 field, creating \$a and \$i subfields as needed, using the technique described in sec. 3.b, above. Use \$i subfields for explanatory text and \$a subfields for the heading(s) or subdivision(s) referred to. *Example:*

```
150 ## $a Apologetics
360 ## $i subdivision $a Apologetic works $i under individual
denominations, e.g., $a Catholic Church--Apologetic works
```

Rules and guidelines for making general see also references are provided in H 371.

**13. General see references.** To create a general see reference, use the General See Reference template. Enter the term from which the reference is being made in the 150 field. Enter the text of the reference in the blank 260 field, creating \$a and \$i subfields as needed, using the technique described in sec. 3.b, above. Use \$i subfields for explanatory text and \$a subfields for the heading(s) or subdivision(s) referred to. *Example:*

```
150 ## $a Controversial literature
260 ## $i subdivision $a Controversial literature $i under
names of individual religious and monastic orders, individual
religions, Christian denominations, and uniform titles of sacred
works for works that argue against or express opposition to those
groups or works
```

Rules and guidelines for making general see references are provided in H 374.

**14. Bibliographic file maintenance.** Before submitting a completed proposal to the Policy, Training, and Cooperative Programs Division, search the LC Database to locate existing bibliographic records that should be updated as a result of the new proposal. Enter the total number of records to be changed in the 952 (Bib record changes) field. If there are none, enter 0 after the standard text, "Bib. Records to be changed." Submit information about the bibliographic records to be updated in the email notifying the Policy, Training, and Cooperative Programs Division that the proposal is ready to be processed.

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### 14. *Bibliographic file maintenance. (Continued)*

*Note: SACO participants are encouraged, but not required, to submit information about bibliographic records to be updated in the LC Database. If doing so, provide the LCCNs of the pertinent records in either the 952 (Bib record changes) field, or in the email notifying the Policy, Training, and Cooperative Programs Division that the proposal is ready to be processed.*

For detailed information about bibliographic file maintenance, see H 165.

**15. LC pattern.** When it is appropriate to cite an LC pattern (see H 202), enter it into the 952 (LC pattern) field. Since the field already contains the words “LC pattern:” it is not necessary for the user to key in that text. *Example:*

```
150 ## $a Poets, Zimbabwean
952 ## $a LC pattern: Authors, Zimbabwean
```

This information is permanently retained in the authority record for the new heading, but is not distributed outside the Library of Congress.

*Note: If no pattern is being cited, leave the remainder of the field blank and it will be automatically deleted by the system when the record is saved.*

**Citing the Subject Headings Manual.** If the heading and/or its reference structure is being established according to a pattern prescribed in a specific instruction sheet in the *Subject Headings Manual*, add a 952 (cataloger’s comments) field containing the number of the instruction sheet. Use the abbreviation **SHM**. *Example:*

```
952 ## $a SHM H 1334
```

**16. Comments accompanying proposal.** Enter any comments that are pertinent to the new heading, and that are intended to be a permanent part of the authority record, in the 952 (Cataloger’s comments) field. These include a description of special problems or considerations that were factors in selecting the form of the heading or references, the impact that the new proposal might have on the assignment of other headings, or other relevant facts accumulated in doing authority research for the proposal. Communicate information that is only of transitory interest while the proposal is going through the editorial process by including that information in the email notifying the Policy, Training, and Cooperative Programs Division that the proposal is ready to be processed.

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**17. Providing an email address.** Enter an email address to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Provide only one email address, or leave the field blank to avoid receiving these messages. NOTE: Multiple email addresses will cause the system to fail, and no email will be sent.

<input type="radio"/> 675	\$a	(Sources not found)
<input type="radio"/> 952	\$a Bib. records to be changed:	(Bib. record changes)
<input type="radio"/> 952	\$a LC pattern:	(LC pattern)
<input type="radio"/> 952	\$a	(Cataloger's comments)
	<input type="button" value="Insert field"/> <input type="button" value="Remove field"/>	
<input type="text" value="Email"/>		(Optional notification)

**18. Saving and viewing the proposal.** When finished filling out the template for the proposed new heading, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. An LCCN is automatically generated and a screen appears confirming that the proposal has been saved. The proposed heading is now searchable within the system. Search for the proposed heading in the browse display. The text of the heading is displayed in green, indicating that it is proposed and not yet approved.

**19. Submitting the proposal to the Policy, Training, and Cooperative Programs Division (for LC catalogers).** Send a separate email to [proposals@loc.gov](mailto:proposals@loc.gov) for each work being cataloged. Include all subject and classification proposals for that work in the email.

Indicate in the message line whether the email includes subject proposals, classification proposals, or both, using one of the following options:

- Subject proposal
- Class proposal
- Subject and class proposals

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### *19. Submitting the proposal to the Policy, Training, and Cooperative Programs Division (for LC catalogers). (Continued)*

Provide the following information in the body of the email.

- The LCCN and title of the work being cataloged
- A list of all of the subject proposals
- A list of all of the classification proposals
- A list of the LCCNs of the bibliographic records to be revised (the BFM), annotated to indicate the revisions that need to be made

Attach a PDF copy of each of the proposals to the email. Use the heading or classification number proposed as the name of each PDF.

Hold the book at your desk until PTCP has made a decision on the proposal(s). The proposal system will send you an automatic email when the editorial process is complete if you input your email address into the proposal (see sec. 17).

After the editorial process is complete, adjust the bibliographic record in accordance with the decision, if necessary, then finish processing the book according to the standard workflow.

For CIPs, submit the following material in a red CIP folder, using one folder per CIP:

- one printout of the bibliographic record
- one printout of the newly created authority record
- printouts of authority records for any headings that have been changed to add the newly proposed heading as a 5XX (BT or RT)
- printouts or listings of bibliographic records to be changed (see H 165 for procedures for preparing and marking printouts)
- notes, if any, addressed to the Policy, Training, and Cooperative Programs Division

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**20. Changing a proposal record after it has been created and saved.** Catalogers may make changes to any proposal record that they themselves created up until the time that the proposal has been forwarded to the Policy, Training, and Cooperative Programs Division for processing. If any additions or changes need to be made after the proposal has been forwarded, telephone or email an assistant specialist or the subject cataloging policy specialist in PCTP who is responsible for the subject area into which the proposal falls (e.g., for a proposal to establish a heading for a battle, contact the specialist who is responsible for the discipline of history).

*Note: SACO participants may make changes to any proposal that they themselves have created until they have emailed [saco@loc.gov](mailto:saco@loc.gov) saying that the proposal is ready for processing. If any additions or changes need to be made after sending the email, send an additional email explaining the change to [saco@loc.gov](mailto:saco@loc.gov).*

A cataloger may never make changes to a proposal that was created by another cataloger or contributing library. Comments on proposals that were made by someone else should be directed to the subject cataloging policy specialist who is responsible for the tentative list on which the proposal appears or will appear.

*Note: In order to determine the list number for which a given proposal has been scheduled, view the full MARC record for the heading in question. The tentative list number appears in the 907 \$t subfield. If a 0 appears in that subfield, the proposal has not yet been scheduled.*

In order to make a change to an existing proposal, click on the icon at the right of the heading in the browse display, and in the dropdown menu select **Modify or delete this proposal**. The template form is redisplayed. Make any changes that are needed. Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. To delete a proposal, click on the wrench icon in the upper right-hand corner to reveal the Tools and menu and click the **Delete** button.

### **21. Submitting the proposal.**

*Library of Congress.* After the proposal has received any necessary review in the cataloging section, send the proposal to the Policy, Training, and Cooperative Programs Division (see sec. 19, above). Once the proposal has been printed and submitted to PCTP, make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 20, above.

*SACO.* After the proposal has received any necessary review in the SACO library, send a message to [saco@loc.gov](mailto:saco@loc.gov) (see sec. 19, above). Make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 20, above.

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### *CHECKLIST FOR NEW SUBJECT HEADING PROPOSALS*

Before submitting a new subject heading proposal to the Policy, Training, and Cooperative Programs Division, check to see that the following procedures have all been properly followed:

#### *GENERAL*

- Proposal is necessary, i.e., does not use a free-floating subdivision or phrase (see H 362, H 1095-H 1200)
- Proposed heading does not duplicate an existing heading, or has not already been established in another form

#### *SUBJECT AUTHORITY PROPOSAL TEMPLATE*

- The appropriate radio button has been selected for “Generated by”
- The appropriate radio button has been selected for field 008/06 (Geographic subdivision), where applicable
- Class number(s) have been provided in 053 fields, where appropriate
- Number of records to be changed is shown in 952 field (0 if none)
- Proper source information has been provided in 670 field(s) and/or relevant LC pattern or instruction sheet number cited in 952 field
- Work generating the proposal, if any, has been cited in 670 field

#### *REFERENCES*

- Required pattern references have been made
- Proposed 4XXs do not conflict with existing headings or references, and are listed in alphabetical order
- Proposed 5XXs are currently valid headings or proposed new headings. Broader terms are in one alphabetical list followed by related terms in a separate alphabetical list
- For each 5XX that is a related term reference, there is an accompanying proposal for the existing heading revised to add a 5XX field with the new heading as related term
- Narrower term references have been made by following procedures in H 195 and submitting a printout of each authority record that has been changed to add the proposed heading as a 5XX(g)

#### *RECORDS TO BE CHANGED*

- A list of bibliographic records has been included with the proposal (see H 165 for detailed information about bibliographic file maintenance)



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### *APPENDIX I*

#### ***ORDER OF FIELDS IN SUBJECT AUTHORITY RECORDS***

*The following is the proper order of fields for subject authority records:*

**010** *[system generated]*  
**040** *[system generated]*  
**053** *[repeatable]*  
**1XX**  
**260**  
**360** *[repeatable]*  
**4XX** *[repeatable]*  
**5XX** *[repeatable]*  
**667** *[repeatable]*  
**670** *[repeatable]*  
**675**  
**680** *[repeatable]*  
**681** *[repeatable]*  
**781**  
**952** *[repeatable]*  
**907** *[system generated]*  
**910** *[system generated]*

## H 200 Preparation of Subject Heading Proposals

### APPENDIX II

#### ORIGINAL VALUES IN FIELD 008

*Following are the default values for the 008 field in LC subject heading authority records. The 008 fields in some Subject Heading Proposal System templates are coded differently, due to the nature of the heading being proposed (i.e., in the Family Name Heading template, 008/06 is set to **Not Subd Geog** because family names may not be geographically subdivided).*

Direct/indirect geographic subdivision (008/06)	: No attempt to code
Romanization scheme (008/07)	: No attempt to code
Language of catalog (008/08)	_ : No information provided
Kind of record (008/09)	a : Established heading
Descriptive cataloging rules (008/10)	n : Not applicable
Subject heading system/thesaurus (008/11)	a : Library of Congress Subject Headings
Type of series (008/12)	n : Not applicable
Numbered or unnumbered series (008/13)	n : Not applicable
Heading use-main or added entry (008/14)	b : Not appropriate
Heading use-subject added entry (008/15)	a : Appropriate
Heading use-series added entry (008/16)	b : Not appropriate
Type of subject subdivision (008/17)	n : Not applicable
Type of government agency (008/28)	: No attempt
Reference evaluation (008/29)	a : Tracings are consistent with the heading
Record update in process (008/31)	n : Proposed new heading (Subject only-record can't be used but is not in update)
Undifferentiated personal name (008/32)	n : Not applicable
Level of establishment (008/33)	a : Fully established
Modified source (008/38)	_ : Not modified
Cataloging source (008/39)	: No attempt to code <sup>1</sup>

### NOTES

<sup>1</sup> The default value for 008/39 was # (blank), national bibliographic agency, until February 2021.