

Establishing New Subdivisions Having General Application H 205

BACKGROUND: Occasionally a work being cataloged generates a proposal for a new generic heading and for a corresponding subdivision that is applicable not only under the heading being assigned to the new work, but also under other headings as well. In such cases, it is useful to propose the subdivision under all of the appropriate headings at the same time. This serves to establish the new concept and its pattern of usage firmly in the subject authority file.

1. General rule. When establishing a new subdivision that is applicable to many different topics, make a reasonable effort to locate the other appropriate topics under which the subdivision should also be established. *Example:*

When the heading **Contracting out** and the subdivision **-Contracting out** were established for a work on contracting out of municipal services, the subdivision was established not only under **Municipal services** but also under **Corrections; Police; Public welfare; Social service; and Wildfires-Prevention and control**. These usages were all justified by titles that had been previously cataloged.

2. Representative sample of topics. If the new subdivision is applicable to so many topics that it would be virtually impossible to establish it under them all, establish it at least under a representative sample of the most important topics in order to illustrate how it is to be used.

LC practice:

3. Bibliographic database maintenance. In accordance with standard procedures for new subject heading proposals given in H 200, sec. 14, submit printouts of all obtainable records whose subject assignments will require correction because of the new subdivision being established.