

First Order Political Divisions of Countries H 713

BACKGROUND: *The first order political divisions of countries are called departments, provinces, republics, states, etc. For certain countries, topical headings have been established to refer to these divisions collectively, for example, **Canadian provinces** and **U.S. states**. These are used with appropriate subdivisions to bring out certain topics as they occur in the various first order divisions of the country in question. For topics that are expressed by using headings of the type **[topic]-[place]**, the following free-floating subdivisions are used to designate collectively the first order divisions of countries:*

- Autonomous communities
- Autonomous regions
- Cantons
- Departments
- Governorates
- Provinces
- Regions
- Republics
- States
- Union territories
- Voivodeships

This instruction sheet provides guidelines for assigning headings to works about topics in relation to the first order political divisions of a country.

1. Individual first order political divisions. To works on a topic as it occurs in an individual first order political division, assign headings of the type **[topic]-[place]**. *Examples:*

650 #0 \$a Agricultural laws and legislation \$z Manitoba.
650 #0 \$a Budget \$z California.
650 #0 \$a Economic indicators \$z France \$z Gard.

2. Topical headings that designate the first order divisions of a country. Certain topics are normally expressed as subdivisions under the name of a place. For a comparative work that discusses a topic of this type as it occurs in each of the first order political divisions of a country, assign a heading of the type **Canadian provinces**, **U.S. states**, or **Roman provinces**, subdivided by the appropriate topical subdivision. Establish new headings of this type as they are needed in current cataloging. Topical subdivisions are not free-floating under these headings; they must be established as needed. However, free-floating form subdivisions may be used under these headings without establishing them. Tag these headings **650**, not **651**. *Examples:*

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2. Topical headings that designate the first order divisions of a country. (Continued)

650 #0 \$a Canadian provinces \$x Economic conditions.
650 #0 \$a U.S. states \$x Social policy.
650 #0 \$a Roman provinces \$x Religious life and customs.

3. *First order political divisions treated collectively.* Most topics are brought out by using topical headings divisible by names of places. For a comparative work that discusses a topic of this type as it occurs in each of the first order political divisions of a country, assign a heading of the type [*topic*]-[*country*], subdivided by the appropriate type of first order political division. Code these free-floating subdivisions that designate a type of first order division **x**, not **z**.

Examples:

650 #0 \$a Budget \$z Colombia \$x Departments.
650 #0 \$a Cabinet system \$z Soviet Union \$x Republics.
650 #0 \$a Cooperative societies \$x Law and legislation \$z Canada
\$x Provinces.
650 #0 \$a Finance, Public \$z Spain \$x Autonomous communities.
650 #0 \$a Land use \$z India \$x Union territories.
650 #0 \$a Law \$z Italy \$x Regions.
650 #0 \$a Sales tax \$z United States \$x States.
650 #0 \$a Transportation \$x Law and legislation \$z Switzerland
\$x Cantons.
650 #0 \$a Minorities \$z China \$x Autonomous regions \$x Economic
conditions.

In cases where geographic subdivision is interposed between a topical heading and a topical subdivision, place the subdivision representing the first order political division immediately after the country rather than at the end of the heading. *Examples:*

650 #0 \$a Judges \$z United States \$x States \$x Discipline.
[*not* 650 #0 \$a Judges \$z United States \$x Discipline \$x States.]

Do not use these subdivisions after names of countries that appear in the initial position in the heading (the \$a subfield). For example, do not construct a heading such as **Canada-Provinces-Statistics**. Assign instead a heading of the type described in sec. 2, above, for example, **Canadian provinces-Statistics**.

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4. Assignment of multiple headings. If a work discusses a topic both in relation to a country as a whole and as it occurs in each of the first order political divisions of a country, assign two headings. *Example:*

Title: Civil service in the United States.

650 #0 \$a Civil service \$z United States.

650 #0 \$a Civil service \$z United States \$x States.