BACKGROUND: *The subdivision* –**Guidebooks** *is used as a free-floating form subdivision for handbooks for travelers, sightseers, etc., containing information about routes, facilities and accommodations, items of interest, etc., that is, "how to get there and what to see and do" information.   The related subdivision* –**Tours** *is used as a free-floating subdivision for works providing planned itineraries.   For use of the subdivision* –**Description and travel**, *see H 1530.*

1. General rule. Use –**Guidebooks** under appropriate subject headings for works containing information of interest to persons en route or in the field.

Use the subdivision only under subjects that have a connotation of place within them, thus allowing for the possibility of travel and viewing.   For example, the subdivision may not be used under a discipline such as **Economics** since it has no connotation of place.   It may, however be used under a heading such as **Geology** for field guides to particular places.

Some works called "guides" may actually be representative of other forms of publications.   If the "guide" is simply a textbook on a topic, no form subdivision is needed (cf. H 2187).   If it is a reference work, the subdivision –**Handbooks, manuals, etc.** may be applicable (cf. H 1646). If it is a work describing methods for gaining practical experience through first-hand observation and collection of data, the subdivision –**Fieldwork** may be appropriate.

2. Types of authorized headings. Use –**Guidebooks** under the following types of headings:

- Place names, and named geographic entities such as parks, archaeological sites, etc. Types of lands, land uses, geographic features, etc., such as gardens, resorts, refuges, trails, rivers, etc.

- Structures, buildings, institutions, including both named entities and types of the same.   Types of architecture.

- Activities involving travel in the field, for example, agriculture, backpacking, bird watching, geology, hiking, mountaineering, viticulture, fishing, etc.

- Art and antiquities, including specific art genres.

- Classes of persons and ethnic groups followed by the subdivision –**Travel** *(May Subd Geog).*

H 1645   Guidebooks

*3. **Place names***. Use the subdivision **–Guidebooks** directly following a particular place name.
Examples:

```
651 #0 $a Baltimore (Md.) $v Guidebooks.
651 #0 $a Hawaii $v Guidebooks.
651 #0 $a Blue Ridge Mountains $v Guidebooks.
```

*4. **Named entities***. Use **–Guidebooks** directly under the name of the individual entity for guides
to named parks, reserves, roads, battlefields, institutions, and other named lands.   *Examples:*

```
651 #0 $a Yellowstone National Park $v Guidebooks.
651 #0 $a Martin's Hundred Site (Va.) $v Guidebooks.
610 20 $a Library of Congress $v Guidebooks.
610 20 $a Harvard University $v Guidebooks.
```

*5. **Topical headings***. When using **–Guidebooks** under locally subdivided topical headings,
make an additional entry, also subdivided by **–Guidebooks**, either under the corresponding place
name, or under the entity, such as a park, used as the local subdivision.   *Examples:*

```
650 #0 $a Cemeteries $z New England $v Guidebooks.
651 #0 $a New England $v Guidebooks.

650 #0 $a Lakes $z California $z Sierra National Forest
        $v Guidebooks.
651 #0 $a Sierra National Forest (Calif.) $v Guidebooks.

650 #0 $a White-water canoeing $z Québec (Province) $v Guidebooks.
651 #0 $a Québec (Province) $v Guidebooks.

650 #0 $a Mountaineering $z Colorado $z Rocky Mountain National
        Park $v Guidebooks.
651 #0 $a Rocky Mountain National Park (Colo.) $v Guidebooks.

650 #0 $a Historic buildings $z Pennsylvania $z Philadelphia
        $v Guidebooks.
651 #0 $a Philadelphia (Pa.) $v Guidebooks.
651 #0 $a Philadelphia (Pa.) $x Buildings, structures, etc.
        $v Guidebooks.

650 #0 $a Painting $z France $z Paris $v Guidebooks.
651 #0 $a Paris (France) $v Guidebooks.
```

6. –Tours.   Use the free-floating subdivision **–Tours** after names of places and corporate bodies for works providing planned itineraries for travelers in those places or visitors to those organizations.   *Example:*

> *Title: 10 tours of Boston and Cambridge.*
> ```
> 651 #0 $a Boston (Mass.) $v Tours.
> 651 #0 $a Cambridge (Mass.) $v Tours.
> ```