

# **BASIC SUBJECT CATALOGING USING LCSH**

Trainee's Manual

ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional training opportunities for the larger library community, including both PCC and non-PCC participants. The workshop focuses on Library of Congress Subject Headings. It is useful for general audiences and for member institutions of the PCC BIBCO and SACO Programs. *Institutions interested in contributing new or changed subject headings to the Library of Congress Subject Headings system are invited to read about PCC SACO membership on the web page:*

<http://www.loc.gov/catdir/pcc/saco/saco.html>

***(1) Instructor manual – (2) Trainee Manual***

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# BASIC SUBJECT CATALOGING USING LCSH

## Trainee's Manual

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Subject Analysis Committee (SAC) of the Association for Library Collections & Technical  
Services (ALCTS)

Washington, DC  
Revised October 2007,  
with additional minor revisions July 2009

# ALCTS/SAC-PCC/SCT Joint Initiative on Subject Training Materials

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## FOREWORD

The Program for Cooperative Cataloging (PCC) and the Association for Library Collections & Technical Services (ALCTS) have joined forces to develop a program designed to teach cataloging skills in subject analysis. This joint initiative is a logical outgrowth of the missions of both organizations. As reflected in their respective strategic plans, each has a strong commitment to training and continuing education.

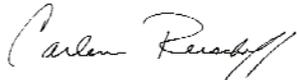
The idea for the partnership to create a training program for subject analysis was put forward in 2001 by the members of the ALCTS Subject Analysis Committee (SAC), chaired by Lori Robare, and the PCC's Standing Committee on Training (SCT), chaired by Carol Hixson. In a survey of educational needs in the cataloging community, the SCT had identified a persuasive need to provide continuing education in basic cataloging skills. The SAC, meanwhile, had identified a similar, and no less compelling, need for training in subject analysis using the Library of Congress Subject Headings (LCSH). The two groups proposed that they work together to develop a training module. In the fall of 2001 both ALCTS and the PCC endorsed the effort and a task force was appointed, co-chaired by Lori Robare and Carol Hixson.

The task force has used as its model for the course the *Serials Cataloging Cooperative Training Program* (SCCTP), which provides standardized training materials and skilled professionals to deliver training to continuing resource catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed by the SCCTP. The content developed for the Basic Subject Cataloging course is jointly owned by ALCTS and the PCC, and will be maintained by a joint task group. The Library of Congress' Cataloger's Learning Workshop is the publisher and distributor of the workshop materials.

The task force completed the preliminary curriculum in time for the Annual Conference of the American Library Association in June 2003. The Cataloging and Classification Section of ALCTS held a program on June 22, 2003 in Toronto in conjunction with the ALA conference to notify catalogers of the effort and to give a sample presentation based on one session from the course. Feedback from that program was incorporated into the curriculum. Additional trial runs of course sessions were held at several libraries around the country. A full test run of the entire two-day curriculum was conducted by Lori Robare at the National Library of Scotland and at Trinity University in Dublin in March 2004. Final revisions of the content were delivered by task force members to the Library of Congress in April 2004 and a dedicated cadre of catalogers was trained at the Library of Congress on May 5, 2004. The first official presentation of the workshop is an ALCTS Preconference held in conjunction with the 2004 ALA Annual Conference in Orlando, Florida on June 24-25.

## Trainee Manual

The considerable quantities of time and effort invested by the thirteen members of the task force in the development of the Subject Cataloging training program are profoundly manifest in these workshop materials. The program and its supporting materials represent an endeavor that transcends the call of duty both literally and figuratively. We thank and commend the members of the task force for their dedication and commitment and extend our particular thanks and admiration to Lori Robare and Carol Hixson for their vision and leadership. We have little doubt that our colleagues in the cataloging community will find their collective effort of immediate and lasting value.



Carlen Ruschoff, Chair  
Program for Cooperative Cataloging  
and



Brian E. C. Schottlaender, President  
Association for Library Collections & Technical Services

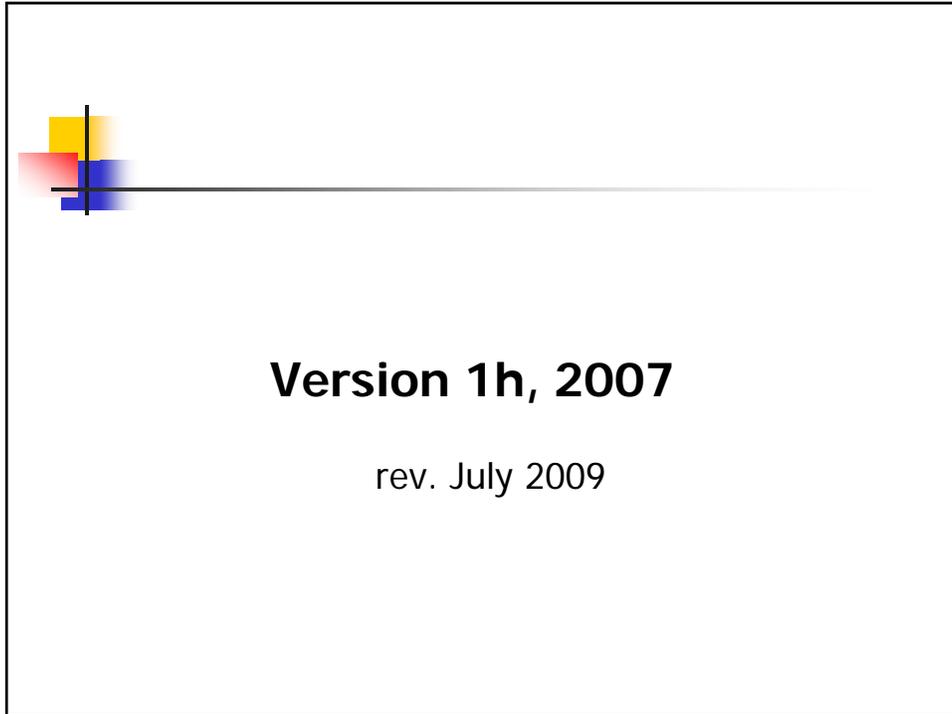
ACKNOWLEDGEMENTS  
REVISED EDITION, 2007

The workshop materials were revised by the Task Group to Review Edits to the “Basic Subject Cataloging Using LCSH.” The Task Group was created under the direction of the Joint PCC-ALCTS Committee on Continuing Education Training Materials (CETM) and included members, Michael Colby (Chair, University of California, Davis), John Mitchell (Cooperative Cataloging Team, Library of Congress), and Jeffrey Beall (University of Colorado at Denver). This group incorporated suggested revisions submitted by the trainers, especially those submitted by Adam Schiff (University of Washington) and Lori Robare (University of Oregon), as well as made changes based on their own experience and expertise. The CETM is grateful to the cadre of trainers that have sent forward suggestions for improvement to the workshop materials and extends its gratitude to the Task Group and most especially to Michael Colby for his leadership, diligence, and determination in completing the revision.

Members of the Joint PCC-ALCTS Committee on Continuing Education Training Materials:

Margaret Maurer (Chair, Kent State University)  
Greta deGroat (Stanford University)  
Bruce C. Johnson (Library of Congress)  
Caroline Miller (University of California, Los Angeles)  
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## Basic Subject Cataloging Using LCSH

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### Goals of the workshop

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- Provide attendees with an understanding of principles and practices of LCSH
- Teach general skills in subject analysis that can apply in any field or for any type of material
- Provide guidance in using subject cataloging tools effectively
- Give attendees practice in constructing and evaluating subject headings

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# Subject Analysis Principles

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## Session 1

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## Subject analysis principles

- What are the basic principles of subject analysis for any subject heading system?
- How do you determine what an item is about?
- Why do controlled vocabularies help in providing subject access?

4



## Definitions

- **Subject analysis** is the part of cataloging that deals with
  - the conceptual analysis of an item: what is it about? what is its form/genre/format?
  - translating that analysis into a particular subject heading system
- **Subject heading**: a term or phrase used in a subject heading list to represent a concept, event, or name

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## Analysis vs. indexing

Analysis:

- Look at the work as a whole to determine its overall contents
- Think of terms that summarize the primary subject focus of the work

Indexing:

- Provide in-depth access to parts of items (chapters, articles, detailed listing of topics)

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## Determining the subject content

Examine the subject-rich portions of the item being cataloged to identify key words and concepts:

- Title
- Table of contents
- Introduction or preface
- Author's purpose or foreword
- Abstract or summary
- Index
- Illustrations, diagrams
- Containers

7



## Types of concepts to identify

- Topics
- Names of:
  - Persons
  - Corporate bodies
  - Geographic areas
- Time periods
- Titles of works
- Form of the item

8



## Subjects vs. forms/genres

- Subject: what the item is about
- Form: what the item is, rather than what it is about
  - Physical character (video, map, miniature book)
  - Type of data it contains (statistics)
  - Arrangement of information (diaries, indexes)
  - Style, technique (drama, romances)
- Genre: works with common theme, setting, etc.
  - Mystery fiction; Comedy films

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## Important factors: Objectivity

Catalogers must give an accurate, unbiased indication of the contents of an item

- Assess the topic objectively, remain open-minded
- Consider the author's intent and the audience
- Avoid personal value judgments
- Give equal attention to works, including:
  - Topics you might consider frivolous
  - Works with which you don't agree

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## Examples: Exercising objectivity

*The big lie : the Pentagon plane crash that never happened / Thierry Meyssan.*

*Dawn; the herald of a new and better day.*

*The silent subject : reflections on the unborn in American culture / edited by Brad Stetson.*

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## Important factors: Cataloger's judgment

- Individual perspective
  - Informed by the cataloger's background knowledge of the subject
  - Informed by the cataloger's cultural background
- Consistency in determining "What is it about?" leads to greater consistency in assignment of subject headings

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## Translating key words & concepts into subject headings

- **Controlled vocabulary**
  - **Thesauri (examples)**
    - Art & Architecture Thesaurus (AAT)
    - Thesaurus of ERIC Descriptors
  - **Subject heading lists (examples)**
    - Library of Congress Subject Headings
    - Sears List of Subject Headings
    - Medical Subject Headings (MeSH)

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## Why use controlled vocabulary?

Controlled vocabularies:

- identify a preferred way of expressing a concept
- allow for multiple entry points (i.e., cross-references) leading to the preferred term
- identify a term's relationship to broader, narrower, and related terms

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## Function of keywords

Advantages:

- provide access to the words used in bibliographic records

Disadvantages:

- cannot compensate for complexities of language and expression
- cannot compensate for context

Keyword searching is enhanced by assignment of controlled vocabulary!

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## Examples: keyword searching challenges

*Above all, don't flush! : adventures in valorous living.*

*Let's rejoin the human race!*

*Dawn; the herald of a new and better day.*

*Phantom limb.*

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## Summary

- Subject analysis is the determination and summarization of an item's conceptual content
- A two step process:
  - ascertaining the subject
  - translating the subject into controlled vocabulary
- Important considerations include: cataloger objectivity, cataloger's background knowledge, and consistency in determining the content

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## Exercises

Using the materials provided, determine the subject content of each work.

Create a list of key words and concepts that would be translated into a controlled vocabulary.

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*Golden arches east : McDonald's in East Asia* / edited by James L. Watson -- Stanford, Calif. : Stanford University Press, 1997. 256 p. ; 23 cm.

*Table of Contents:*

Introduction: Transnationalism, Localization, and Fast Foods in East Asia

1. McDonald's in Beijing: The Localization of Americana
2. McDonald's in Hong Kong: Consumerism, Dietary Change, and the Rise of a Children's Culture
3. McDonald's in Taipei: Hamburgers, Betel Nuts, and National Identity
4. McDonald's in Seoul: Food Choices, Identity, and Nationalism
5. McDonald's in Japan: Changing Manners and Etiquette
6. Afterword: Swallowing Modernity

*From the Preface:*

“It seems appropriate to begin with a biography of this project. Why fast food? How did five anthropologists find themselves doing ethnographic studies of McDonald's in East Asia? This is not the sort of study most people think of as the proper study of anthropology... Two of the best books about McDonald's are *Fast Food, Fast Talk* by Robin Leidner and *McDonald's: Behind the Arches* by Jon Love. Our approach builds on these and other studies, but we differ in one critical respect: we rely, first and foremost on personal interviews and informal conversations with consumers. As anthropologists we are conditioned to pay close attention to the linguistic forms people use to express themselves, in their own language. We also observe the body language employed by customers and patterns of public etiquette that govern restaurant interactions... Insights from Korea fed our investigations in Hong Kong and Taiwan; the appearance of "Aunt McDonald" in Beijing forced the rest of us to take a closer look at the use of kinship terminology in the corporate context ...”

*Review posted on Amazon.com:*

“What does it mean that McDonald's has become an integral part of daily life throughout East Asia -- so much so, in fact, that many Asians have ceased to consider the American hamburger chain 'foreign' at all? The five scholars who contribute essays to *Golden Arches East* have taken a novel approach to cultural anthropology. Call it hamburger historiography, perhaps, but their analysis of McDonald's ascendancy in the East has much to say about both the corporation itself and the changing values of Asian societies. Despite widespread criticism of McDonald's as a symbol of global homogeneity and environmental degradation, not all of these changes have been negative. In Hong Kong and China, for instance, McDonald's has actually contributed to improving standards of bathroom cleanliness and table manners, according to the authors. And the transformation has cut both ways; McDonald's itself has been forced to

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adapt to local culture and tastes. In studying how McDonald's has been assimilated into Asian societies, Watson et al. provide a fascinating portrait of cultural accommodation, compromise, and change.”

***Golden arches east : McDonald's in East Asia*** / edited by James L. Watson -- Stanford, Calif. : Stanford University Press, 1997. 256 p. ; 23 cm.

Key words and concepts:

This book is about...

Work area for completing subject headings later in the workshop:

6\_\_\_\_\_

6\_\_\_\_\_

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*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English Dictionary* / Simon Winchester -- New York : HarperCollins, 1998. 242 p. ; 22 cm.

*Table of Contents:*

1. The Dead of Night in Lambeth Marsh
2. The Man Who Taught Latin to Cattle
3. The Madness of War
4. Gathering Earth's Daughters
5. The Big Dictionary Conceived
6. The Scholar in Cell Block Two
7. Entering the Lists
8. Annulated, Art, Brick-Tea, Buckwheat
9. The Meeting of Minds
10. The Unkindest Cut
11. Then Only the Monuments

*Back cover:*

*"The Professor and the Madman*, masterfully researched and eloquently written, is an extraordinary tale of madness, genius, and the incredible obsessions of two remarkable men that led to the making of the *Oxford English Dictionary*--and literary history. The compilation of the *OED*, begun in 1857, was one of the most ambitious projects ever undertaken. As definitions were collected, the overseeing committee, led by Professor James Murray, discovered that one man, Dr. W.C. Minor, had submitted more than ten thousand. When the committee insisted on honoring him, a shocking truth came to light: Dr. Minor, an American Civil War veteran, was also an inmate at an asylum for the criminally insane."

*From the Preface:*

"Popular myth has it that one of the most remarkable conversations in modern literary history took place on a cool and misty late autumn afternoon in 1896, in the small village of Crowthorne in the county of Berkshire. One of the parties to the colloquy was the formidable Dr. James Murray, the editor of the *Oxford English Dictionary* ... He had traveled fifty miles by train from Oxford to meet an enigmatic figure named Dr. W.C. Minor, who was among the most prolific of the thousands of volunteer contributors whose labors lay at the core of the dictionary's creation ... A solemn servant showed the lexicographer upstairs, and into a book-lined study, where behind an immense mahogany desk stood a man of undoubted importance. Dr. Murray bowed gravely ... 'A very good afternoon to you, sir. I am Dr. James Murray ... you must be, kind sir, my most assiduous helpmeet, Dr. W.C. Minor?' There was a brief pause, a momentary air of mutual embarrassment ... And then the man behind the desk cleared his throat, and he spoke: 'I regret, kind sir, that I am not. It is not at all as you suppose. I am in fact the Governor of the Broadmoor Criminal Lunatic Asylum. Dr. Minor is most certainly here.

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But he is an inmate. He has been a patient here for more than twenty years. He is our longest-staying resident.””

*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English Dictionary* / Simon Winchester -- New York : HarperCollins, 1998. 242 p. ; 22 cm.

Key words and concepts:

This book is about...

Work area for completing subject headings later in the workshop:

6\_\_\_\_\_

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# History and Principles of LCSH

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## Session 2

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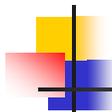


## History, evolution and principles of *LCSH*

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- How was *Library of Congress Subject Headings (LCSH)* developed?
- How has *LCSH* evolved?
- What are the principles on which *LCSH* is based?

2



## History of *LCSH*

*Library of Congress Subject Headings (LCSH)* is an accumulation of the subject headings that have been established at the Library of Congress since 1898 and used in its cataloging. Since 1988, other libraries have contributed subject headings to *LCSH* as well.

3



## Origin of *LCSH*

- 1869: *Catalogue of the Library of Congress: Index of Subjects*
- 1898: LC decided to switch to a dictionary catalog with subject headings based on ALA's *List of Subject Headings for Use in Dictionary Catalogs*
- 1902: LC began distributing catalog cards

4



## Recent history of *LCSH* (1)

- 1975: renamed *Library of Congress Subject Headings*
- 1982-1984:
  - ALA-sponsored regional institutes on *LCSH*
  - formation of Cooperative Subject Cataloging Projects (CSCP) for enriching *LCSH*
  - publication of *Subject Headings Manual*
- 1986: *LCSH* converted to machine-readable form; weekly tape distribution service of subject authority records begins

5



## Recent history of *LCSH* (2)

- 1991: Airlie House Subject Subdivisions Conference convened
- 1995: Subject Authority Cooperative Program (SACO) formed
- 1999: Implementation of MARC subfield code \$v for form subdivisions
- 2002: Launching of *Classification Web*; inauguration of *Web Authorities*

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## Principles of LCSH

- Literary warrant
- Uniform heading
- Unique heading
- Specific entry
- Consistency
- Dynamism
- Precoordination and postcoordination

7



## Literary warrant

- Subject headings are created for use in cataloging and reflect the topics covered in a given collection
- The terminology selected to formulate individual subject headings reflects the terminology used in current literature

8



## Uniform heading

- One heading is chosen to represent a topic
  - This allows materials about a topic to be retrieved together, even if they contain different terms for the topic
- References to headings are made from synonyms and variant forms
  - Catalog users are guided from their entry vocabulary to the authorized headings

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## Uniform heading (cont.)

- Choice among terms:
  - based on standard, contemporary American English-language usage
  - preference given to terms in general use over technical terms or jargon where possible
- Vocabulary
  - attempts are made to choose neutral, inclusive, or unbiased terminology, especially regarding topics that might be controversial

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## Unique heading

- Each heading in LCSH represents only one topic
- If a term could represent more than one concept, it is modified:

**Venus (Planet)**

**Stilts**

**Venus (Roman deity)**

**Stilts (Birds)**

- Or, a [heading]—[subdivision] combination is created to provide context

**Roads \$x Shoulders**

*not* Shoulders (Roads)

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## Unique heading: exception

- In cases where a deliberate decision is made to allow a heading to represent more than one concept, a scope note is generally provided. For example:

### **Letter writing**

*Scope note:* Here are entered general works and works on English letter writing.

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## Specific entry

- Terms are **co-extensive** with subjects
- In other words, each subject is represented by the most precise term naming the subject, rather than a broader or generic term that encompasses it

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## Specific entry examples

For a work on systems librarians, use:

**Systems librarians**  
*not* Librarians

For a work on low-carbohydrate diets, use:

**Low-carbohydrate diet**  
*not* Carbohydrates  
*not* Reducing diets  
*not* Weight loss

14



## Specific entry: exception

- Some terms may be deemed too narrow, and therefore not likely to be sought by catalog users
- Example:  
**Bait fishing** is an authorized heading in *LCSH*  
Worm fishing is a specific type of bait fishing, but the heading **Bait fishing** is used to represent it

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## Consistency

- Attempts are made to maintain consistency in form and structure among similar headings
- Because LCSH was developed over the past century, it contains numerous inconsistencies in styles of headings
  - Individual headings, unless they have been revised, reflect the prevailing philosophy in force at the time they were created

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## Consistency & predictability

- Consistency in the form and structure of headings promotes predictability for subject heading users
- Predictability is enhanced when the terms chosen for a topic are those most widely used to refer to that topic
- When headings are changed or new headings established, headings in bibliographic records need to be updated

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## Dynamism

- Changes to headings are made continuously to maintain the currency and viability of LCSH
- The benefit of making a change is weighed against its impact on the authority and bibliographic databases and the resources needed to carry it out

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## Examples of recent changes

- Handicapped
  - **People with disabilities**
- Internet (Computer network)
  - **Internet**
- Machine-readable dictionaries
  - **Electronic dictionaries**
- Medicine, State
  - **National health services**

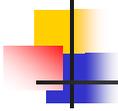
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## Precoordination and postcoordination

- Precoordination:
  - Combining elements into one heading string in anticipation of a search on that compound topic
  - LCSH is primarily a precoordinate system
- Example:  
**Furniture design—France—History—20th century—Exhibitions.**

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## Precoordination and postcoordination (cont.)

- Postcoordination:
  - Combining of headings or keywords by a searcher at the time he/she looks for materials
  - Many complex or multi-element topics require postcoordination in LCSH
- Example: for a work on the architecture of Roman public baths in Great Britain:
  - Baths, Roman—Great Britain**
  - Architecture, Roman—Great Britain**
  - Great Britain—Antiquities, Roman**

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# Structure and Syntax of LCSH

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## Session 3

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## Structure and syntax

- What are the important features of the structure and syntax of LCSH?
- What are the different types of main headings?
- What are subdivisions? What function do they serve?
- What are the different types of references? What functions do they serve?

2



## Main headings

- Topics are identified by terms or phrases that represent what the material covers
- Headings can also reflect the form of the material
- Three general categories of headings:
  - Topical
  - Form/genre
  - Names

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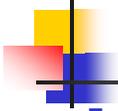


## Topical headings

A topical heading represents a discrete, identifiable concept. These can be:

- things
  - Kachina dolls**
- concepts
  - Gifts, Spiritual**
- philosophies
  - Determinism (Philosophy)**

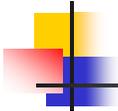
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## Topical headings (cont.)

- disciplines
  - Nuclear physics**
- activities and processes
  - Skydiving**
- organisms
  - Lizards**
  - Escherichia coli**
- some types of events
  - Hurricane Andrew, 1992**
  - Great Fire, Chicago, Ill., 1871**

5



## Topical headings (cont.)

- classes of people
  - Dentists**
- ethnic groups
  - Kurds**
- names of individual animals
  - Jumbo (Elephant)**
- legendary and fictitious characters, places, and organizations
  - Holmes, Sherlock (Fictitious character)**
  - Shangri-La (Imaginary place)**
  - Monsters, Inc. (Imaginary organization)**

6



## Form / Genre

Form / Genre headings indicate what a work is, rather than what it is about.

These headings can:

- identify a form
  - Artists' books**
  - Nigerian drama**
  - Silent films**
- represent a style or mood
  - Detective and mystery stories**
  - Film noir**

7



## Name headings

If the work being cataloged is about a person or a place or a corporate entity, then a name heading is appropriate

The rules for constructing these headings will depend on the type of name.

8



## Personal names

- A biography will have a subject heading for the biographee:  
**Brontë, Charlotte, 1816-1855**
- Personal name headings are constructed according to AACR2/LCRI practice
- Family names (**Casper family**) and royal houses and dynasties (**Plantagenet, House of**) are coded as personal names, but they are constructed according to subject cataloging rules

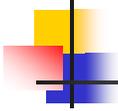
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## Corporate names

- Generally, a corporate body is an organization or a group of persons identified by a particular name  
**Indigo Girls (Musical group)**  
**Bill & Melinda Gates Foundation**
- Certain vessels and vehicles are considered to be corporate bodies  
**Titanic (Steamship)**  
**Apollo 13 (Spacecraft)**
- Corporate name headings are constructed according to AACR2/LCRI practice

10



## Corporate names (cont.)

- Works about conferences and organized events can have subject headings for the name of the conference or event
  - ALI-ABA Conference on Federal Income Tax Simplification**
  - Lewis and Clark Expedition (1804-1806)**
  - Miss America Pageant**
  - World Cup (Soccer)**

11



## Geographic names

- Headings can be assigned for jurisdictional areas and geographic features
  - Albuquerque (N.M.)**
  - Grand Canyon (Ariz.)**
- If a place name used as a subject has a uniform title or a subordinate body, it is considered a corporate name
  - Albuquerque (N.M.). Fire Dept.**

12



## Titles

Works about other works may have subject headings that consist of the catalog entry for the work being discussed.

- name-title heading  
**Mitchell, Margaret, 1900-1949. Gone with the wind**
- uniform title heading  
**Beowulf**

13



## Syntax

- Library of Congress Subject Headings may be in direct form using natural language or in inverted or qualified forms.
- Direct form:  
**Electric alarms**  
*not*  
**Alarms, Electric**

14



## Single noun headings

- Represent an object or concept
  - CD-ROMs**      **Heat**
  - Scooters**     **Love**
- Adjective or participle noun-equivalents
  - Blind**
  - Poor**

15



## Articles

- Articles are not in the initial position
  - Arts**
  - not*
  - The arts
- Articles may be retained for grammatical purposes
  - State, The**
  - Comic, The**

16



## Plural vs. singular

- Headings representing objects or classes of people are usually plural
  - Pencils**
  - Physicians**
- Biological species are generally singular, higher levels are plural
  - Bald eagle**      **Eagles**
  - Western lily**    **Lilies**

17



## Phrase headings: single concept

- Used when a single noun cannot represent an object or concept:
  - Biological rhythms**
  - Environmental ethics**
- May be prepositional phrases:
  - Figures of speech**
  - Quality of life**
  - Adult children of alcoholics**

18



## Multiple concept headings

- Relationships between topics
  - Church and state**
  - Mathematics and literature**
- Topics normally treated together
  - Books and reading**
  - Nails and spikes**

19



## Multiple concept headings: “as”

- Preposition “as” showing a particular use of an object or form:
  - Alcohol as fuel**
  - Insects as pets**
  - Biography as a literary form**
  - Legumes as food**

20



## Classes of persons and occupations

---

- Preposition “as”
  - Authors as teachers**
  - Physicians as musicians**
- Preposition “in”
  - Women in medicine**
  - Asian Americans in motion pictures**

21



## Multiple concept headings: “in”

---

- Special applications of a concept:
  - Music in advertising**
  - Television in education**
- A place within a concept:
  - Africa in textbooks**
  - Egypt in the Koran**

22



## Headings, Inverted

- Used to be more common:  
**Chemistry, Organic**  
**Insurance, Accident**
- Current practice: most headings in direct form
- Inverted headings retained for some categories

23



## Headings, Inverted (cont.)

- Language, nationality or ethnic group qualifiers  
**Art, American**  
**Cookery, Ethiopian**
- Headings qualified by time period  
**History, Modern**  
**Philosophy, Ancient**

24



## Headings, Inverted (cont.)

- Headings with qualifiers for artistic style  
**Painting, Romanesque**  
**Sculpture, Hellenistic**
- Some types of fossils  
**Sponges, Fossil**  
**Vertebrates, Fossil**

25



## Headings, Inverted (cont.)

- Some music headings  
**Choruses, Sacred**
- Battles  
**Trebbia River, Battle of, Italy, 1799**  
**Gettysburg, Battle of, Gettysburg, Pa., 1863**
- Some geographic headings  
**Mexico, Gulf of**

26



## Headings, Inverted (cont.)

- Fictitious and legendary characters
  - Bond, James (Fictitious character)**
  - Bunyan, Paul (Legendary character)**
- Royal houses
  - Habsburg, House of**
  - Windsor, House of**

27



## Qualification of headings

- Parenthetical: discipline or topic
  - Waste (Economics)**
- Parenthetical: category of object
  - Plates (Engineering)**
  - Plates (Tableware)**
- Adjectival:
  - Chemical bonds**
  - Nuclear fission**

28



## Subdivisions in LCSH

- Narrow the scope of a heading
- Bring out specific aspects of a subject
- Example: a work discussing pre-colonial Brazil needs more than just the subject heading **Brazil**
  - **Brazil—History—To 1822**
- Subdivisions may themselves be subdivided

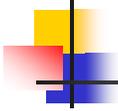
29



## Topical subdivisions

- Limit the concept of a heading to a specific subtopic
- Many represent actions, attributes or aspects
- May be specific to a single concept
  - **Helicopters—Flight testing**
  - **Presley, Elvis, 1935-1977—Sightings**
- OR applicable to numerous headings
  - —**Psychological aspects**
  - —**Statistical methods**

30



## Topical subdivisions (cont.)

- Sometimes used to bring out parts of the whole
  - Eye—Muscles**
  - Sports cars—Axles**
- More than one topical subdivision may be used to refine the concept
  - Fruit—Postharvest losses**
  - Fruit—Postharvest losses—Prevention**
- Topical subdivisions are coded \$x

31



## Geographic subdivisions

- If a work discusses a topic in regard to a specific location, geographic subdivisions may be used to group together common coverage
  - Remainders (Bookselling)—Illinois—Chicago**
- Not all headings may be subdivided geographically
- Geographic subdivisions are coded \$z

32



## Chronological subdivisions

- Indicate the time period covered in the work
- Usually associated with historical treatment of a topic
  - Printing—History—19th century**
  - Russia—Social conditions—1801-1917**
- Used with literary, music, and art headings
  - German literature—18th century**
  - Sonatas (Piano)—20th century**
- Chronological subdivisions are coded \$y

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## Form subdivisions

- Indicate what an item is rather than what it is about
- The most common form subdivisions may be used under all types of main headings and subdivisions
  - Periodicals**
  - Bibliography**
- Form subdivisions are coded \$v and are generally the last subdivision in a heading

34



## Form subdivisions (cont.)

- If a work is about a specific form, the form is treated as a topical subdivision  
**Science \$x Periodicals \$v Bibliography**  
*for a bibliography of science periodicals*
- Occasionally, two subdivisions are needed to indicate form  
**Technology \$v Bibliography \$v Periodicals**  
*for a bibliography that is issued as a periodical*

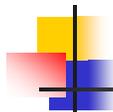
35



## Free-floating vs. established

- Some subdivisions can be used with specified categories of headings whenever appropriate without having been explicitly established with those headings
- Other subdivisions are only to be used in individual cases and must be represented by an authority record permitting the usage  
**Academic libraries—Food and beverage policies**  
**Camp sites, facilities, etc.—Reservation systems**  
**Moon—Exploration**

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## Order of subdivisions

Generally, use established headings and follow instructions for combining with free-floating subdivisions, placing form subdivisions last

Two basic orders:

- [Place]—[Topic]
- [Topic]—[Place]

37



## [Place]—[Topic]

- Generally used for aspects of a place: its history, politics, economics, civilization
- General order of a subject heading string of this type with all types of subdivisions:  
[Place] \$x [Topic] \$y [Period] \$v [Form]

**Ireland \$x Economic conditions \$y 1949- \$v  
Congresses**

38



## [Topic]—[Place]

- Used for topical headings that are authorized for geographic subdivision

- General order of a subject heading string of this type with all possible subdivisions:

[Topic] \$z [Place] \$x [Topic] \$y [Period] \$v [Form]

**Railroads \$z Canada \$x History \$y 19th century \$v Sources**

OR

[Topic] \$x [Topic] \$z [Place] \$y [Period] \$v [Form]

**Periodicals \$x Publishing \$z Italy \$x History \$y 19th century \$v Bibliography**

39



## Airlie House recommendations

- 1991 conference to discuss the future of subdivisions in the LCSH system
- Recommendations include:
  - Follow standard order of [topic]—[place]—[period]—[form] where possible
  - Use subfield coding to identify form subdivisions

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## Airlie House recommendations (cont.)

- Continue indirect geographic subdivision
  - Provide geographic subdivision form in geographic authority records
- Simplify subdivision practice
  - Cancel subdivisions that represent the same concept in different forms
  - Replace phrase headings with subdivisions where appropriate

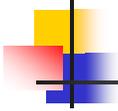
41



## Syndetic structure: references

- Equivalence relationships
- Hierarchical relationships
- Associative relationships

42

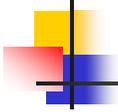


## Equivalence or USE/UF references

---

- Link terms that are **not** authorized to their preferred forms
- Covered in *Subject Headings Manual* H 373
- Example:  
Baby sitting  
USE **Babysitting**

43

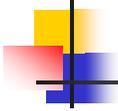


## Categories of USE/UF references

---

- Synonyms and near synonyms  
Dining establishments USE **Restaurants**
- Variant spellings  
Haematology USE **Hematology**
- Singular/plural variants  
Salsa (Cookery) USE **Salsas (Cookery)**

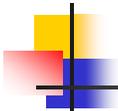
44



## Categories of USE/UF references (cont.)

- Variant forms of expression
  - Nonbank banks USE **Nonbank financial institutions**
- Alternate arrangements of terms
  - Dogs--Breeds USE **Dog breeds**
- Earlier forms of headings
  - Restaurants, lunch rooms, etc. USE **Restaurants**

45



## Hierarchical references: broader terms and narrower terms

- Link authorized headings
- Show reciprocal relationships
- Allow users to enter at any level and be led to next level of either more specific or more general topics
- Covered in *SHM H 370*

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## Three types of hierarchical references

- Genus/species (or class/class member)

**Dog breeds**  
NT **Poodles**

**Poodles**  
BT **Dog breeds**

- Whole/part

**Foot**  
NT **Toes**

**Toes**  
BT **Foot**

- Instance (or generic topic/proper-named example)

**Mississippi River**  
BT **Rivers—United States**

**Rivers—United States**  
NT **Mississippi River**

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## Associative or related term references

- Link two headings associated in some manner other than hierarchy
- Currently made between
  - headings with overlapping meanings  
**Carpets** RT **Rugs**
  - headings for a discipline and the focus of that discipline  
**Ornithology** RT **Birds**
  - headings for persons and their field of endeavor  
**Physicians** RT **Medicine**
- Covered in *SHM H 370*

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# Tools for Subject Analysis

---

## Session 4

1



## Essential tools and additional resources

---

- How are entries in *LCSH* structured?
- What are the primary tools for understanding and applying *LCSH*?
- Where are the tools available?
- Which additional resources are useful in applying *LCSH*?

2

## Library of Congress Subject Headings

**Letters** (Not Subd Geog) [R S]  
[\[PN4400 \(History and criticism\)\]](#) [B L S]  
[\[PN6130-6140 \(Collections\)\]](#) [B L S]  
 UF Correspondence  
 BT [Biographical sources](#)  
     [Literature](#)  
 RT [Letter writing](#)  
 SA headings for letters qualified by language or nationality, e.g. Latin letters; American letters  
 NT [Anonymous letters](#) [R]  
     [Comfort letters](#) [R]  
     [Complaint letters](#) [R]  
     [Condolence notes](#) [R]  
     [Cover letters](#) [R]  
     [Epistolary fiction](#) [R]  
     [Epistolary poetry](#) [R]  
     [Fan mail](#) [R]  
     [Hate mail](#) [R]  
     [Imaginary letters](#) [R]  
     [Last letters before death](#) [R]  
     [Letters of last instructions](#) [R]  
     [Love-letters](#) [R]  
     [Open letters](#) [R]  
     [Queries \(Authorship\)](#) [R]  
     [Thank-you notes](#) [R]

## Authority record for **Letters** (OCLC Connexion)

<b>Rec stat</b> c	<b>Entered</b> 20030227	<b>Replaced</b> 20030404105038.0	
<b>Type</b> z	<b>Upd status</b> a	<b>Enc lvl</b> n	<b>Source</b>
<b>Roman</b>	<b>Ref status</b> a	<b>Mod rec</b>	<b>Name use</b> b
<b>Govt agn</b>	<b>Auth status</b> a	<b>Subj</b> a	<b>Subj use</b> a
<b>Series</b> n	<b>Auth/ref</b> a	<b>Geo subd</b>	<b>Ser use</b> b
<b>Ser num</b> n	<b>Name</b> n	<b>Subdiv tp</b> n	<b>Rules</b> n

[010](#) sh 85076240  
[040](#) DLC #c DLC #d DLC  
[053](#) \_0 PN4400 #c History and criticism  
[053](#) \_0 PN6130 #b PN6140 #c Collections  
[150](#) Letters  
[360](#) #i headings for letters qualified by language or nationality, e.g. #a Latin letters; American letters  
[450](#) Correspondence  
[550](#) [Biographical sources](#) #w g  
[550](#) [Literature](#) #w g  
[550](#) [Letter writing](#)



## Components of entries in *LCSH*

- Authorized headings
- Class numbers
- References
  - USE, Used For (UF)
  - Broader Term (BT) & Narrower Term (NT)
  - Related Term (RT)
  - General References (SA and USE)
- Scope notes

5

### Authorized heading: Letters

**Letters** (Not Subd Geog) [[R S](#)]  
[[PN4400](#) (History and criticism)] [[B L S](#)]  
[[PN6130-6140](#) (Collections)] [[B L S](#)]  
UF Correspondence  
BT [Biographical sources](#)  
[Literature](#)  
RT [Letter writing](#)  
SA headings for letters qualified by language or nationality, e.g. Latin letters; American letters

Class numbers: consider classing in PN4400 or within the range of PN6130-6140



## References

---

- Indicate relationships among headings
- Listed in groups, by type of reference
- Equivalence relationship
  - USE and UF (Used for)
- Hierarchical relationships
  - BT (Broader Term) and NT (Narrower Term)
- Associative relationships
  - RT (Related Term)
- General references
  - SA (See Also)

7



## USE and UF (Used For)

---

Correspondence

**USE Letters**

**Letters**

UF Correspondence

8

Authorized heading: **Letter writing**  
is also **Used For** the term Correspondence

**Letter writing** (May Subd Geog) [[R](#) [S](#)]

[[BJ2100-2115](#) (Etiquette)] [[B](#) [L](#) [S](#)]

[[PE1481-1497](#) (English rhetoric)] [[B](#) [L](#) [S](#)]

Here are entered general works and works on English letter writing.

UF Correspondence

English letter writing

Letter writing, English

Writing of letters

**Scope note** (“Here are entered...”) provides  
guidance in application of the heading

**Broader Terms (BT)** for **Letters**:

**Biographical sources** and **Literature**

**Letters** (Not Subd Geog) [[R](#) [S](#)]

[[PN4400](#) (History and criticism)] [[B](#) [L](#) [S](#)]

[[PN6130-6140](#) (Collections)] [[B](#) [L](#) [S](#)]

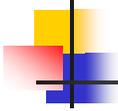
UF Correspondence

BT [Biographical sources](#)

[Literature](#)

RT [Letter writing](#)

SA headings for letters qualified by language or nationality, e.g. Latin letters; American letters



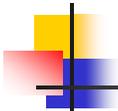
## Narrower Term (NT)

---

**Biographical sources**  
NT Letters

**Literature**  
NT Letters

11



## Narrower Term (NT) references for **Letters**

NT [Anonymous letters](#) [R]  
[Comfort letters](#) [R]  
[Complaint letters](#) [R]  
[Condolence notes](#) [R]  
[Cover letters](#) [R]  
[Epistolary fiction](#) [R]  
[Epistolary poetry](#) [R]  
[Fan mail](#) [R]  
[Hate mail](#) [R]  
[Imaginary letters](#) [R]  
[Last letters before death](#) [R]  
[Letters of last instructions](#) [R]  
[Love-letters](#) [R]  
[Open letters](#) [R]  
[Queries \(Authorship\)](#) [R]  
[Thank-you notes](#) [R]

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## Related Term (RT) references

**Letters** (Not Subd Geog) [[R](#) [S](#)]  
[\[PN4400](#) (History and criticism)] [[B](#) [L](#) [S](#)]  
[\[PN6130-6140](#) (Collections)] [[B](#) [L](#) [S](#)]  
 UF Correspondence  
 BT [Biographical sources](#)  
[Literature](#)  
 RT [Letter writing](#)

**Letter writing** (May Subd Geog) [[R](#) [S](#)]  
[\[BJ2100-2115](#) (Etiquette)] [[B](#) [L](#) [S](#)]  
[\[PE1481-1497](#) (English rhetoric)] [[B](#) [L](#) [S](#)]  
 Here are entered general works and works on English letter writing.  
 UF Correspondence  
     English letter writing  
     Letter writing, English  
     Writing of letters  
 BT [Authorship](#)  
 RT [Letters](#)

## General references: See Also (SA) and USE

### Letters

SA headings for letters qualified by language or nationality, e.g., Latin letters; American letters

### Catalogue ...

USE topical headings beginning with or including the words Catalog or Catalogs; e.g., Catalog cards; Library catalog management; Exhibition catalogs

### Correspondence files

USE subdivision Records and correspondence under types of industries, organizations, etc. and under names of individual corporate bodies

### Versions of LCSH

Classification Web

Library of Congress Authorities web site

"Big Red Books"

MARC Distribution Service:  
Subject Authorities

Authority files in  
bibliographic utilities

## *LCSH: on Classification Web*

**Propaganda** (May Subd Geog) [[R](#)] [[S](#)]  
[\[HM1231](#) (Social psychology)] [[B](#)] [[L](#)] [[S](#)]  
[\[JF1525.P8](#) (Public administration)] [[B](#)] [[L](#)] [[S](#)]  
[\[P301.5.P73](#) (Rhetoric)] [[B](#)] [[L](#)] [[S](#)]  
[\[UB275-277](#) (Military science)] [[B](#)] [[L](#)] [[S](#)]

BT [Communication in politics](#)  
     [Political psychology](#)  
     [Social influence](#)

RT [Advertising](#)  
     [Persuasion \(Psychology\)](#)  
     [Psychological warfare](#)  
     [Public opinion](#)  
     [Public relations](#)  
     [Publicity](#)  
     [Social pressure](#)

SA subdivision Propaganda under names of wars, e.g. World War, 1939-1945--Propaganda

## MARC record for Propaganda

### LCSH Record [Propaganda]

ID:sh 85107443 Rec Stat:c Rec Type:z Enc Lev:l:n  
 Used:20010122 008:860211i| anannbabn |b ana

010 \$a sh 85107443  
 040 \$a DLC \$c DLC \$d DLC  
 053 0 \$a HM1231 \$c Social psychology  
 053 0 \$a JF1525.P8 \$c Public administration  
 053 0 \$a P301.5.P73 \$c Rhetoric  
 053 0 \$a UB275 \$b UB277 \$c Military science  
 150 \$a Propaganda  
 360 \$i subdivision \$a Propaganda \$i under names of wars, e.g. \$a World War, 1939-1945--Propaganda  
 550 \$w g \$a Communication in politics  
 550 \$w g \$a Political psychology  
 550 \$w g \$a Social influence  
 550 \$a Advertising  
 550 \$a Persuasion (Psychology)

## LCSH: on LC Web Site

The Library of Congress >> Go to Library of Congress Online Catalog



Help New Search Search History Headings List Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog  
 YOU SEARCHED: Subject Authority Headings = persuasion psychology  
 SEARCH RESULTS: Displaying 1 through 25 of 25.

< Previous Next >

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References	Type of Heading
1	360	Persuasion (Psychology)	LC subject headings
2	3	Persuasion (Psychology)	LC subject headings for children
3	5	Persuasion (Psychology) Case studies.	LC subject headings
4	1	Persuasion (Psychology) Computer programs.	LC subject headings
5	2	Persuasion (Psychology) Congresses.	LC subject headings
6	1	Persuasion (Psychology) Congresses. [from old catalog]	LC subject headings
7	1	Persuasion (Psychology) Dictionaries.	LC subject headings
8	1	Persuasion (Psychology) Encyclopedias.	LC subject headings
9	24	Persuasion (Psychology) [from old catalog]	LC subject headings

## LCSH: OCLC Connexion Browser

The screenshot shows the OCLC Connexion browser interface. At the top, there are navigation tabs: Cataloging, Authorities, Express, Pathfinders, and General. Below these are buttons for Search, Browse, Create, and Show. A dropdown menu is open, showing options for Authority File, Browse Options, Create Options, and Show Options. The main record area displays the following information:

ARN	02131914	Entered	20021211	Replaced	20030124084923.0
<b>Rec stat</b>	c	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Type</b>	z	<b>Ref status</b>	b	<b>Mod rec</b>	
<b>Roman</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Govt agn</b>		<b>Auth/ref</b>	a	<b>Geo subd</b>	i
<b>Series</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n
<b>Ser num</b>	n			<b>Rules</b>	n

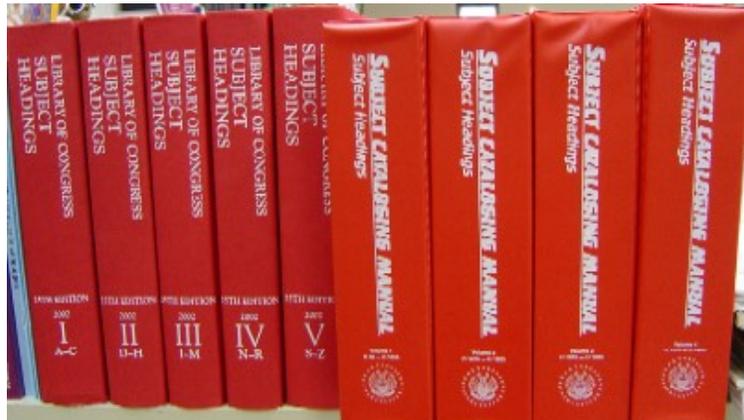
Below the record, there are several subject headings with their corresponding LCSH codes:

- 010 sh 85021828
- 040 DLC †c DLC †d DLC
- 150 Censorship
- 360 †i subdivision †a Censorship †i under names of individual persons, individual wars, individual literatures, and topical headings, e.g. †a Shakespeare, William, 1564-1616--Censorship; World War, 1939-1945--Censorship; English literature--Censorship
- 450 Book censorship
- 450 Books †x Censorship
- 450 Literature †x Censorship
- 550 Literature and morals †w g
- 550 Anticensorship activists

## Tools for Applying Library of Congress Subject Headings

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## ***Subject Headings Manual (SHM)***

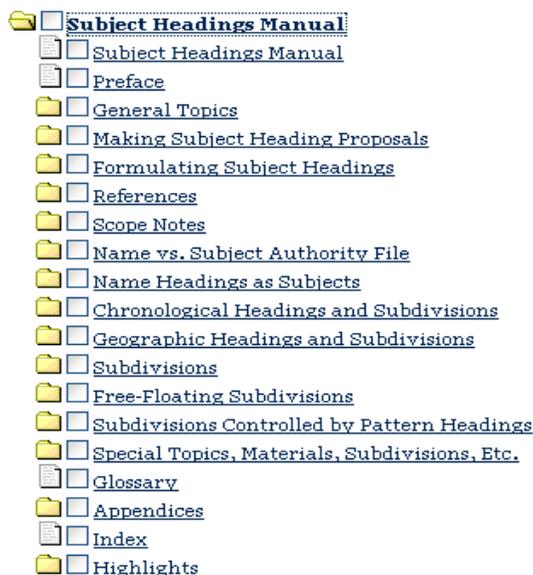


### **Subject Headings Manual**

1st Edition

[General Topics](#)  
[Making Subject Heading Proposals](#)  
[Formulating Subject Headings](#)  
[References](#)  
[Scope Notes](#)  
[Name Headings as Subjects](#)  
[Geographic Headings and Subdivisions](#)  
[Subdivisions](#)  
[Free-floating Subdivisions](#)  
[Subdivisions Controlled by Pattern Headings](#)  
[Special Topics, Materials, Subdivisions, Etc.](#)  
[Appendix A: Abbreviations](#)  
[Appendix B: Capitalization](#)  
[Appendix C: Diacritics and Special Characters](#)  
[Appendix D: Punctuation](#)  
[Index](#)  
[Most Recent Update](#)

### “Contents” view of *SHM* on Cataloger’s Desktop via the Web



## Instruction sheet H 1330 Biography

### H 1330 Biography

**BACKGROUND:** A work about an individual person may be either biographical, critical, or both. Biographical works focus on the personal aspects of the individual's life, critical works on the individual's professional, intellectual, or artistic achievements. The provisions in this instruction sheet do not apply to works that are predominantly critical, only to works that are predominantly biographical and in narrative form. For provisions dealing with other forms of material that are sometimes biographical in nature, such as correspondence, diaries, and interviews, see the appropriate specific instruction sheet, for example, [H 1480](#), [H 1538](#), [H 1678](#). For classification of biography, see [F 275 \(General\)](#); [F 605, sec. 1 \(Government officials\)](#); and [F 632 \(Literary authors writing in more than one language\)](#).

**DEFINITIONS:** The following definitions apply for purposes of this instruction sheet:

*Biography (including Autobiography):* A narrative work more than 50% of which recounts the personal aspects of the life of one or more individuals. (In the case of historical figures, particularly those from the distant past, where little is known of the personal details of their lives, the limitation of the definition to "personal aspects" does not apply.) **Personal aspects** include such details as the individual's early years, education, marriage and other personal relationships, personal habits and personality, family life, travels, personal experiences and tragedies, last years and death, etc. **Life** means a relatively large portion of the individual's life, not just a single brief incident.

## Cataloging Service Bulletin (CSB)

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LIBRARY OF CONGRESS / WASHINGTON LIBRARY SERVICES			
<b>CATALOGING SERVICE BULLETIN</b>			
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## Includes selected new headings of interest

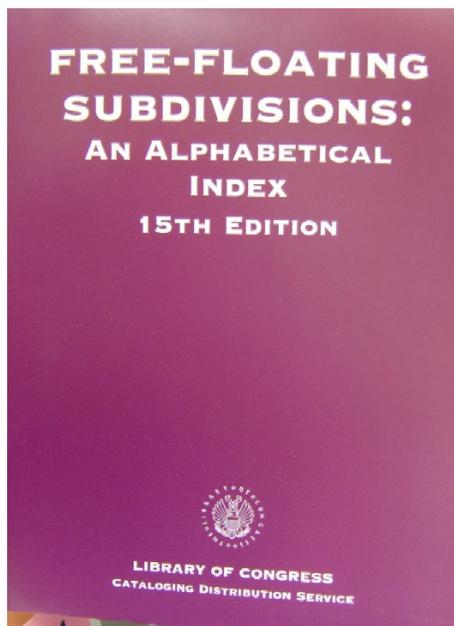
**SUBJECT HEADINGS OF CURRENT INTEREST**

*Weekly Lists 33-45, 2003*

Accounting fraud (*May Subd Geog*)  
 Animated videos (*May Subd Geog*)  
 Auction catalogs (*May Subd Geog*)  
 Bali Bombings, Kuta, Bali, Indonesia, 2002  
 Bear markets (*May Subd Geog*)  
 Binge drinking (*May Subd Geog*)  
 Biological diversity—Monitoring (*May Subd Geog*)  
 Bull markets (*May Subd Geog*)  
 Cafés philo (*May Subd Geog*)  
 Card counting (*May Subd Geog*)  
 Changing of the guard (*May Subd Geog*)  
 Currency crises (*May Subd Geog*)  
 Distracted driving (*May Subd Geog*)  
 Dust Bowl Era, 1931-1939

### Includes lists of changed and cancelled headings

<i>Cancelled Heading</i>	<i>Replacement Heading</i>	<i>Subd Geog</i>
Accordion orchestra music	Accordion band music	YES
Alfarrobeira, Battle of, 1449	Alfarrobeira, Battle of, Portugal, 1449	NO
Amiens, Battle of, 1870	Amiens, Battle of, Amiens, France, 1870	NO
Anconas (Poultry)	Ancona chicken	YES
Andalusians (Poultry)	Andalusian chicken	YES
Aneides	Climbing salamanders	YES
Aneides hardii	Sacramento Mountain salamander	YES
Aneides lugubris	Arboreal salamander	YES
Ar 196 (Seaplane)	Arado Ar 196 (Seaplane)	NO
Ar 234 bomber	Arado Ar 234 (Jet bomber)	NO
Aranea	Araneus	YES
Aranea diadematus	Araneus diadematus	YES
Araucana	Araucana chicken	YES
Arbedo, Battle of, 1422	Arbedo, Battle of, Switzerland, 1422	NO
Architecture-Korea-Yi dynasty, 1392-1910	Architecture-Korea-Chosŏn dynasty, 1392-1910	NO
Armiñon, Battle of, 1837	Armiñon, Battle of, Spain, 1837	NO
Art, Korean-Yi dynasty, 1392-1910	Art, Korean-Chosŏn dynasty, 1392-1910	NO
Art, Sikh	Sikh art	YES
Auerstedt (Germany), Battle of, 1806	Auerstedt, Battle of, Auerstedt, Germany, 1806	NO
Augustusplatz (Leipzig, Germany)	Augustusplatz (Leipzig, Germany)	NO
Authors, French Guadeloupe	Authors, Guadeloupe	YES
Bad Frankenhausen (Germany), Battle of, 1525	Frankenhausen, Battle of, Bad Frankenhausen, Germany, 1525	NO
Bait	Fishing baits	YES



### *Free-Floating Subdivisions: An Alphabetical Index*

Consolidated alphabetical listing of all free-floating subdivisions in *SHM*

### Sample entry from *Free-Floating Subdivisions*

SUB-DIVISION	SUBFIELD CODE(S)	FF LIST IN SHM	CATEGORY	USAGE GUIDELINES
--Statistics	v	H 1095	see <i>SHM</i>	H 2095
		H 1100	Classes pers	H 2095
		H 1103	Ethnic groups	H 2095
		H 1105	Corp bodies	H 2095
		H 1140	Places	H 2095

### Policy and Standards Division (PSD) web site www.loc.gov/aba

The LIBRARY of CONGRESS    ASK A LIBRARIAN    DIGITAL COLLECTIONS    LIBRARY CATALOGS         Options

The Library of Congress > Cataloging, Acquisitions

**CATALOGING AND ACQUISITIONS**

**Cataloging and Acquisitions Home**  
Home page of the Acquisitions and Bibliographic Access Directorate

**News**

- > [06/10/09: Proposed Changes to the Structure of LCSH Subdivisions Used for Cartographic Materials](#) (PDF, 48 KB)
- > [05/29/09: Testing Resource Description and Access \(RDA\)](#)
- > [05/15/09: Disposition of LCSH Video Recording Headings in the New Genre/Form Environment](#) (PDF, 63 KB)
- > [View All](#)

**Subject Headings**

- > [Weekly Lists](#)
- > [Submit a Proposal](#)
- > [Genre/Form Headings: General Information](#)
- > [View All](#)

**Cataloging Tools, Documentation**

- > [List of Current Library of Congress Rule Interpretations \(LCRI\)](#) (PDF)
- > [ALA-LC Romanization Tables](#)

**Classification and Shelisting**

- > [Weekly Lists](#)
- > [Submit a Proposal](#)
- > [Classification Outline](#)
- > [Library of Congress Classification: Draft of Subclasses KBS and KBT](#)
- > [View All](#)

**General, Descriptive Cataloging**

- > [Testing Resource Description and Access \(RDA\)](#)

# Library of Congress Subject Headings Weekly Lists

<http://www.loc.gov/aba/cataloging/subject/weeklylists/>

The LIBRARY of CONGRESS       [Options](#)

The Library of Congress > Cataloging, Acquisitions > Subject Headings

**CATALOGING AND ACQUISITIONS**



Search this site

- [Cataloging and Acquisitions Home](#)
- [About the Organization](#)
- [Contact](#)
- [FAQs](#)
- [News](#)

## Library of Congress Subject Headings (LCSH) Weekly Lists

Weekly lists of new and changed subject headings are posted on the Cataloging Policy and Support Office web site as they are approved.

- [More About the Library of Congress Subject Headings \(LCSH\) Weekly Lists](#)

Search for Library of Congress Subject heading Weekly Lists

2009: List 25 (June 24)

- [Submit a Subject Heading proposal through the Subject Authority Cooperative \(SACO\)](#)

## MARC 21 Format Guides



**MARC Concise Format**

- [Bibliographic Authority](#)
- [Holdings](#)
- [Classification](#)
- [Community](#)
- [Translations](#)

**MARC LITE Bibliographic**

**MARC Code Lists**

- [Country](#)
- [GACs](#)
- [Languages](#)

## MARC STANDARDS

*Library of Congress - Network Development and MARC Standards Office*

The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form.

[\[MARC en ESPAÑOL\]](#)

[Understanding MARC Bibliographic](#) -- a brief description and tutorial

**General Information**

Introductory MARC Information  
[News & Announcements](#)  
[Frequently Asked Questions](#)  
[MARC Forum \(listserv\)](#)  
 Recommended Reading

**MARC Formats**

Formats and code lists  
 Format Status  
 Ordering  
 Information  
 National Level Requirements  
 MARC Mappings  
 MARC User Notes

**MARC in XML**

[MARCXML "Slim" Schema](#)  
[MODS Schema](#)

**MARC and FRBR**

[FRBR Display Tool](#)  
**New!**

## MARC 21 Format Guides

### MARC 21 Format for Authority Data

1999 Edition

[Introduction](#)

[List of All Valid MARC Fields](#)

[Leader](#)

[Directory](#)

[Variable Control Fields](#)

[Variable Data Fields](#)

[Appendices](#)

[Most Recent Update](#)

[LC Guidelines](#)



## Additional resources for use with LCSH

- Chan, Lois Mai. *Library of Congress Subject Headings: Principles and Application*. (4th ed., 2005)
- Chan, Lois Mai. *Library of Congress Subject Headings: Principles of Structure and Policies for Application*. (1990)
- Ogden, Joyce T. *Library of Congress Changed Subject Heading Subdivisions*. (annual)

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## SACO Participants' Manual, by Adam Schiff

## Library of Congress Online Catalog

catalog.loc.gov

The Library of Congress

>> Switch to Library of Congress Authorities



### LIBRARY OF CONGRESS ONLINE CATALOG



About Displaying and Searching Using Non-Roman Characters  
 Frequently Asked Questions - Help Contents - Request Materials Online  
 Some Materials Unavailable (due to construction) - 06/01/09

QUICK SEARCH:  Keyword (All) Search

#### Basic Search

Using a fill-in box, search by:

- Title or Author/Creator
- Subject
- Call number
- LCCN, ISSN, or ISBN
- Keywords

Note: Search limits are available only for title and keyword searches.

#### Guided Search

Using a series of forms and menus:

- Construct keyword searches
- Restrict all or part of the search to a particular index
- Combine search words or phrases with Boolean operators

Note: Search limits are available for all searches.

#### Other Online Catalogs:

Prints and Photographs Online Catalog (PPOC)  
[About](#) - [Start Searching](#)

Sound Online Inventory & Catalog (SONIC)  
[About](#) - [Start Searching](#)

Alternative Interface to the LC Online Catalog (Z39.50)  
[About](#) - [Start Searching](#)

[Copyright Records: Registrations and Documents](#)

[Other Libraries' Catalogs](#)



# Subject Authority Records

---

## Session 5

1



# Subject Authority Records

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- Where can catalogers find subject authority records?
- What are the components of a subject authority record?
- How does one interpret the codes of subject authority records?
- What are the different types of subject authority records?

2

## Sample Authority Record from OCLC

ARN: 5878231

Rec stat: n Entered: 20020925 Replaced: 20020925131150.0

Type: z Upd status: a Enc lvl: n Source:

Roman: | Ref status: a Mod rec: Name use: b

Govt agn: | Auth status: a Subj: a Subj use: a

Series: n Auth/ref: a Geo subd: | Ser use: b

Ser num: n Name: n Subdiv tp: n Rules: n

010 sh2002004671

040 DLC \$b eng \$c DLC

151 Ridge Basin (Calif.)

550 Sedimentary basins \$z California \$w g

670 Work cat.: 2002033897: Evolution of Ridge Basin, southern California, 2003.

670 GeoRef \$b (Ridge Basin; S Calif. in Kern and Los Angeles cos.)

675 Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002

781 \_0 \$z California \$z Ridge Basin

## Sample Authority Record from LC Authorities Online

005 20020521235823.0

008 020329|| anannbabn |n ana

010 \_\_ \$a sh2002003572

040 \_\_ \$a DLC \$b eng \$c DLC

150 \_\_ \$a English literature \$x Asian authors

670 \_\_ \$a Work cat.: 2002025662: Innes, Catherine Lynette. A history of Black and Asian writing in Britain, 2002.

680 \_\_ \$i Here are entered works of English literature written in Britain by authors of Asian origin or ancestry. Works of literature written in Asia in the English language are entered under \$a Oriental literature (English).

681 \_\_ \$i Note under \$a Oriental literature (English)



## Variable Fields

- Some will appear in every authority record, others will occur only as needed
  - For greater detail, consult MARC 21 documentation

5



## 010 : Library of Congress Control Number

\$a sh 97000372  
\$a sh2003009699 \$z sh 85115573  
\$a sj2002006700

- \$a represents the control number
- \$z represents a cancelled or invalid control number

6



## 010 (cont.)

---

- 010 fields prior to 2001  
sh 97000372
- 010 fields from 2001 on  
sh2001011769

7



## 040 : Cataloging Source

---

040 \$a OrU \$b eng \$c DLC \$d UPB

- \$a original cataloging agency
- \$b language of the catalog for which the record is intended
- \$c MARC 21 symbol/code of transcribing agency
- \$d MARC 21 symbol/code of modifying agency

8



## 005 : Date and Time

- 20010515155016.0  
May 15, 2001, 3:50:16 P.M. (15:50:16)
- 19911010130111.6  
October 10, 1991, 1:01:11 P.M.  
(13:01:11)

9



## 053 : LC Classification

053 \_0 \$a QK494.5.P66 \$c Botany

053 \_0 \$a PQ9500 \$b PQ9699

- \$a Classification number element--single number or beginning of a span
- \$b Classification number element--ending number of a span
- \$c Explanatory term

10



## 15X : Established Heading

- 150 Heading – Topical Term
- 151 Heading – Geographic Name

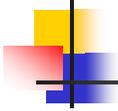
11



## 15X (cont.)

- **150 \$a Limber pine**
  - established/valid term for the topical subject
- **150 \$a English literature \$x Asian authors**
  - established/valid term with valid subdivision
- **151 \$a Ridge Basin (Calif.)**
  - established/valid term for the geographic feature

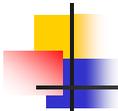
12



## 15X : Subfields

- \$a Topical term/Geographic name
- \$v Form subdivision
- \$x General subdivision
- \$y Chronological subdivision
- \$z Geographic subdivision

13



## 15X : Examples

- 150 \$a French language \$y Early modern, 1500-1700
- 150 \$a Geology, Stratigraphic \$y Carboniferous
- 150 \$a Authors, English \$v Biography
- 151 \$a United States \$x Foreign relations \$z Iran
- 151 \$a Greece \$x History \$y Ionian Revolt, 499-494 B.C.

14

## 260 : Complex See Reference / General See Reference

ARN 02667602					
<u>Rec stat</u>	c	<u>Entered</u>	20001114	<u>Replaced</u>	20001201111334.0
<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lvl</u>	n
<u>Roman</u>		<u>Ref status</u>	n	<u>Mod rec</u>	
<u>Govt agn</u>		<u>Auth status</u>	n	<u>Subj</u>	a
<u>Series</u>	n	<u>Auth/ref</u>	b	<u>Geo subd</u>	n
<u>Ser num</u>	n	<u>Name</u>	n	<u>Subdiv tp</u>	n
<u>010</u>	sh 89006725				
<u>040</u>	DLC #c DLC #d DLC				
<u>150</u>	Afro-American . . .				
<u>260</u>	#i subject headings beginning with the words #a African American				



## 260 : Subfields

**150 Environmental conditions**

**260 \$i subdivision \$a Environmental conditions  
\$i under names of countries, cities, etc.**

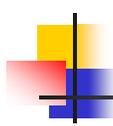
- \$a - Heading referred to
- \$i - Explanatory text

*Remember: 260 translates as USE or SEE*

## 360 : Complex See Also Reference / General See Also Reference

Rec stat	c	Entered	19860211	Replaced	19940103143827.2	
Type	z	Upd status	a	Enc lvl	n	Source
Roman		Ref status	b	Mod rec		Name use
Govt agn		Auth status	a	Subj	a	Subj use
Series	n	Auth/ref	a	Geo subd	i	Ser use
Ser num	n	Name	n	Subdiv tp	n	Rules

010 sh 85002415  
 040 DLC #c DLC #d DLC  
 053 S1 #b S790.3  
 150 Agriculture  
 360 #i subdivision #a Agriculture #i under ethnic groups; and headings beginning with the words #a Agricultural #i and #a Farm  
 450 Farming  
 450 Husbandry  
 550 Industrial arts #w g  
 550 Life sciences #w g  
 550 Food supply



## 360 : Subfields

**150 Management**

**360 \$i subdivision \$a Management \$i under types of industries ...**

- \$a - Heading referred to
- \$i - Explanatory text

*Remember: 360 translates as SEE ALSO or SEARCH ALSO UNDER*

## 45X : See From / UF (Used For) Tracings

150    \$a Limber pine

**450    \$a *Pinus flexilis***

- see from tracing, topical term

151    \$a Mars (Planet)

**451    \$a Red Planet**

- see from tracing, geographic name

19

### Ex Libris OPAC display:

Browse List: Subject		Previous Page	Next Page
No. of Recs	Entry	Sorted Index	
	Pinus excelsa - <a href="#">[Heading Information]</a> See: Norway spruce		
	Pinus flexilis - <a href="#">[Heading Information]</a> See: Limber pine		
	Pinus, G. V. (Georgii Vladimirovich) - <a href="#">[Heading Information]</a> See: Pinus, Georgii Vladimirovich.		

### Innovative Interfaces OPAC display:

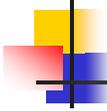
SUBJECT  View Entire Collection

---

*Red Planet* is not used in this library's catalog.

**Mars (Planet)** is used instead.

SEARCH for [Mars \(Planet\)](#)



## 55X : See Also From Tracings

150 \$a Alpine regions

**550 \$a Mountains**

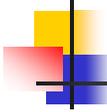
- see also from tracing, topical term

151 \$a Pikes Peak (Colo.)

**551 \$a Front Range (Colo. and Wyo.)**

- see also from tracing, geographic name

21



## 4XX-5XX : Subfields

- Same as for 1XX, PLUS
- \$w – control subfield
  - Position 1 (also called byte 0) Special relationship
  - Position 2 (also called byte 1) Tracing use restriction
  - Position 3 (also called byte 2) Earlier form of heading
  - Position 4 (also called byte 3) Reference display

22



## 4XX : Subfield \$w

---

**4XX \$w nne**  
**earlier valid form of heading**

150 \$a Airplanes  
**450 \$w nne \$a Aeroplanes**

23



## 5XX : Subfield \$w

---

**5XX \$w g**  
**see also reference – broader term**

150 \$a Limber pine  
**550 \$w g \$a Pine**

151 \$a Ridge Basin (Calif.)  
**550 \$w g \$a Sedimentary basins \$z California**

24



## 667 : Nonpublic General Note

- 667 \$a This heading is not valid for use as a geographic subdivision.

25

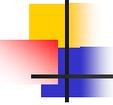


## 670 : Source Data Found

670 \$a Work cat.: Models for predicting composition and production of alpine tundra vegetation from Niwot Ridge, Colorado, 1973.

670 \$a GNIS, Jan. 7, 1997 \$b (Niwot Ridge, ridge, Boulder County, Colo.)

26



## 675 : Source Data Not Found

151 \$a Ridge Basin (Calif.)

**675 \$a Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002**  
(subfield \$a repeats)

27



## 68X fields

010 \$a sh 85048469

040 \$a DLC \$c DLC \$d DLC

005 \$a 19920605082011.9

053 \$a TN305

150 \$a Firedamp

450 \$w nne \$a Fire-damp

550 \$w g \$a Mine gases

550 \$a Coalbed methane

670 \$a Random House.

**680 \$i Here are entered works on methane as a combustibile gas formed in coal mines. Works on methane present in a stratum of coal are entered under \$a Coalbed methane.**

**681 \$i Note under \$a Coalbed methane**

28

## 680 : Public Display Note / Scope Note

150 \$a Firedamp

680 \$i Here are entered works on methane as a combustible gas formed in coal mines. Works on methane present in a stratum of coal are entered under \$a Coalbed methane.

29

LIBRARY OF CONGRESS ONLINE CATALOG

Help New Search Search History Headings List Start Over Request an Item Account Status Other Databases Start Over

**DATABASE:** Library of Congress Online Catalog  
**YOU SEARCHED:** Subject Browse = firedamp  
**SEARCH RESULTS:** Displaying 1 through 25 of 25.

◀ Previous   Next ▶

#	Hits	Headings (Select to View Titles)	Type of Heading
[ MORE INFO ] [ 1 ]	36	<a href="#">Firedamp</a>	LC subject headings
[ 2 ]	1	<a href="#">Firedamp Bibliography.</a>	LC subject headings

**DATABASE:** Library of Congress Online Catalog  
**INFORMATION FOR:** Firedamp  
**Scope Note:**

**Note:** Here are entered works on methane as a combustible gas formed in coal mines. Works on methane present in a stratum of coal are entered under Coalbed methane.

## 681 :

## Subject Example Tracing Note

150 Firedamp

**681 \$i Note under \$a Coalbed methane**

150 Coalbed methane

680 \$i Here are entered works on methane present in a stratum of coal. Works on methane as a combustible gas formed in coal mines are entered under \$a Firedamp.

31

781 : Subdivision Linking Entry  
Geographic Subdivision

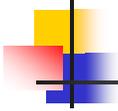
151 \$a Ridge Basin (Calif.)

**781 \_0 \$z California \$z Ridge Basin**

In a bibliographic record, translates into:

650 \_0 \$a Limber pine **\$z California \$z Ridge Basin.**

32



## Fixed Field (008)

- 40 character positions that provide coded information about the record or aspects of the heading or references
- Data in fixed fields is displayed differently depending on the system in which it is viewed, but the underlying bytes are the same

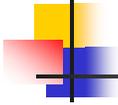
33



## Sample Fixed Field : OCLC

<a href="#">Rec stat</a>	c	Entered	19860211	Replaced	20061214106334.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc IM</a>	n
<a href="#">Roman</a>	■	<a href="#">Ref status</a>	a	<a href="#">Mod rec</a>	
<a href="#">Govt agn</a>	■	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
				<a href="#">Source</a>	
				<a href="#">Name use</a>	b
				<a href="#">Subj use</a>	a
				<a href="#">Ser use</a>	b
				<a href="#">Rules</a>	n

34



## Sample Fixed Field : LC Authorities Online

008 020329|| anannbabn |n ana

35



## 008/06 : Direct or Indirect Geographic Subdivision

### Geo subd (OCLC)

#	Not subdivided geographically
d	Subdivided geographically direct
i	Subdivided geographically indirect
n	Not applicable
	No attempt to code

36



## 008/09 : Kind of record

---

### Auth/ref (OCLC)

- a Established heading
- b Untraced reference
- c Traced reference
- d Subdivision

37



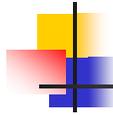
## 008/11 : Subject heading system / thesaurus

---

### Subj (OCLC)

- a Library of Congress Subject Headings
- b Library of Congress Subject Headings for Children

38



## 008/15 : Heading use -- subject added entry

### Subj use (OCLC)

- a Appropriate for use as a subject added entry in a bibliographic record
- b Not appropriate for use as a subject added entry in a bibliographic record

39

### Example: 008/15: Heading use – subject added entry

Rec stat	c	Entered	19801007	Replaced	20031204071343.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	n	Subdiv tp	n
				Source	a
				Name use	a
				Subj use	b
				Ser use	b
				Rules	c

010 n 50057161

040 DLC #b eng #c DLC #d InU #d WaU

043 e-au---

151 Austro-Hungarian Monarchy

451 Austro-Hungarian Empire

451 Autriche-Hongrie

551 Austria

551 Hungary

667 SUBJECT USAGE: This heading is not valid for use as a subject. Works about this entity are entered under Austria.

## 008/29 : Reference evaluation

### Ref stat (OCLC)

- a Tracings are consistent with the heading
- b Tracings are not necessarily consistent with the heading
- n Not applicable
- | No attempt to code

41

## 008/29: Reference evaluation

Ref. stat	c	Entered	20020409	Replaced	20020624064906 0
Type	z	Upld status	a	Enc. Id	n
Form		Ref. status	b	Mod. rec	
Qcvt. agn		Auth. status	a	Subj	a
Series	n	Auth. ref	a	Gen. subd	j
Ser. num	n	Name	n	Subdiv. la	n
610		65027097			
040		DLC #b eng #c DLC #d DLC #d WaU			
050	0	QC991 .B C5 #c General			
050	0	QC992 .B #b QC994 .B #c Local			
100		Climatic changes			
300	4	4 subdivision #a Climatic factors 4i under individual animals and groups of animals and individual plants and groups of plants, e.g. #a Fishes—Climatic factors; Com—Climatic factors			
450		Changes, Climatic			
450		Climate change			
450		Climate changes			
450		Climate variations			
450		Climatic change			
450		Climatic fluctuations			
450		Climatic variations			
450		Global climatic changes			
450		Global climatic changes			
550		Climatology #w g			
670		92622097: International Conference on the Role of the Polar Regions in Global Change (1990 : University of Alaska, Fairbanks) International conference on the role ... 1991: #b p. 249 (Global change) p. 743 (Global changes) pp. 46, 617 (Global climatic changes)			
670		95124461: Climate and water in Europe : some recent issues, 1994.			

42

## 008/33 : Level of establishment

### Auth status (OCLC)

- a Fully established
- c Provisional
- n Not applicable

43

### Example: 008/33: Level of establishment

Rec stat	c	Entered	19960819	Replaced	20010118153636.0		
Type	z	Upd status	a	Enc lvl	n	Source	c
Roman		Ref status	a	Mod rec		Name use	b
Govt agn		Auth status	c	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd		Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

- 010 sh 96008781
- 040 Uk #c DLC #d DLC
- 151 Lake Hovsgol National Park (Mongolia)
- 550 National parks and reserves #z Mongolia #w g
- 670 Work cat.: Harper, L.C. Discovery Expeditions' final report of research carried out in Lake Hovsgol National Park, Mongolia, 1996.
- 675 Lippincott; #a Times atlas; #a Web. geog.; #a U.N. list nat. parks, 1993; #a Britannica Micro.
- 781 \_0 #z Mongolia #z Lake Hovsgol National Park



## 008/39 : Cataloging source

---

### Source (OCLC)

# National bibliographic agency  
c Cooperative cataloging program

45

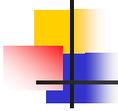


## Other Types of Subject Authority Records

---

- Personal name (including family names)
- Corporate bodies (including buildings, etc.)
- Uniform title
- Fictitious character
- Reference record
- Subdivision

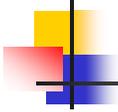
46



## Personal Name Subject Authority Record

Rec stat: c Entered: 19910624 Replaced: 20000405081356.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: a Geo subd: Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n  
 010 sh 91003048  
 040 DLC \$c DLC \$d DLC  
 053 \_0 PR2892  
 100 1\_ Shakespeare, William, \$d 1564-1616 \$v Indexes  
 400 1\_ Shakespeare, William, \$d 1564-1616 \$v Dictionaries,  
 indexes, etc. \$w nne

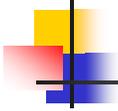
47



## Corporate Body Subject Authority Record

Rec stat: c Entered: 20010927 Replaced: 20011115144539.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: a Geo subd: Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n  
 010 sh 92006328  
 040 DLC \$c DLC \$d DLC  
 110 2\_ Harvard University \$x Buildings \$x Barrier-free design  
 410 2\_ Harvard University \$x Buildings \$x Access for the physically  
 handicapped \$w nne  
 681 \$i Example under \$a Barrier-free design; School buildings--  
 Barrier-free design

48



## Uniform Title Subject Authority Record

Rec stat: n Entered: 19950520 Replaced: 19950705112657.9  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: **b**  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: a Geo subd: Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n  
 010 sh 95004217  
 040 DLC \$c DLC  
 130 \_0 Bible \$x Buddhist interpretations  
 450 Buddhist interpretations of the Bible  
 670 Work cat.: The Gospel of Mark : a Mahayana reading, 1995.

49



## Fictitious Character Subject Authority Record

Rec stat: c Entered: 19880107 Replaced: 19960722150615.8  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: h  
 Govt agn: Auth status: a Subj: a **Subj use: a**  
 Series: n Auth/ref: a Geo subd: Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n  
 010 sh 88000093  
 040 DLC \$c DLC \$d DLC  
 150 Cadfael, Brother (Fictitious character)  
 450 Brother Cadfael (Fictitious character)  
 670 Work cat.: Bourgeau, A. Mystery lover's companion, 1986 \$b (Cadfael, Brother)  
 670 Hennepin \$b (Cadfael, Brother)  
 675 Britannica 15; \$a Web. 3; \$a NYT index; \$a Readers' guide; \$a Collier's

50



## Reference Record

Rec stat: c Entered: 19870902 Replaced: 20000228140224.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: n Mod rec: Name use: b  
 Govt agn: **Auth status: n** Subj: a **Subj use: b**  
 Series: n **Auth/ref: b** Geo subd: n Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n

010 sh 87005579  
 040 DLC \$c DLC \$d DLC  
 150 Design and construction  
 260 \$i subdivision \$a Design and construction \$i under individual examinations and types of examinations and under types of structures, machines, equipment, etc., for works discussing their engineering, and/or construction, e.g. \$a Automobiles—Design and construction

51



## Subdivision authority records

- Authority records for free-floating subdivisions
- Subdivision data in 18X fields
- *SHM* instruction sheet info in 073 field
- Project to create records began in 1999 and was completed in December 2002

52



## 18X : Subdivisions

- **180 \$x Political aspects**
  - general subdivision
  
- **181 \$z Foreign countries \$x History and criticism**
  - geographic subdivision
  
- **182 \$y 18th century**
  - chronological subdivision
  
- **185 \$v Indexes**
  - form subdivision

53



## 18X : Subfields

- \$v - Form subdivision
- \$x - General subdivision
- \$y - Chronological subdivision
- \$z - Geographic subdivision

54



## 073 : Subdivision Usage

**073    \$a H 1095 \$a H 1185 \$z lcsh**  
180    \$x Political aspects

**073    \$a H 1095 \$a H 1110 \$a H 1188 \$z lcsh**  
185    \$v Legends

- \$a Subdivision usage
- \$z Code source

55



## 008/17 : Type of subject subdivision

**Subdiv tp (OCLC)**

a    Topical  
b    Form  
c    Chronological  
d    Geographic  
n    Not applicable

56

## Authority Record for a General Subdivision

Rec stat: c Entered: 19990223 Replaced: 20010205094837.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n **Auth/ref: d** Geo subd: Ser use: b  
 Ser num: n Name: n **Subdiv tp: a** Rules: n  
 010 sh 99001278  
 040 IEN \$b eng \$c DLC \$d DLC  
 073 H 1140 \$z lcsh  
 180 \$x Description and travel  
 480 \$x Description \$w nne  
 480 \$x Description, geography \$w nne  
 680 \$i Use as a topical subdivision under names of countries, cities, etc.,  
 except extinct cities.

57

## Authority Record for a Form Subdivision

Rec stat: c Entered: 19990301 Replaced: 20010209090832.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n **Auth/ref: d** Geo subd: Ser use: b  
 Ser num: n Name: n **Subdiv tp: b** Rules: n  
 010 sh 99001678  
 040 IEN \$b eng \$c DLC \$d DLC  
 073 H 1095 \$a H 1100 \$a H 1103 \$a H 1105 \$a H 1110 \$a H 1120 \$a H 1140 \$z lcsh  
 185 \$v Poetry  
 485 \$v Poems  
 680 \$i Use as a form subdivision under names of countries, cities, etc., names of  
 individual persons, families, and corporate bodies, and under classes of persons, ethnic  
 groups, and topical headings for collections of poetry and individual poems on those  
 subjects.  
 681 \$i Reference under the heading \$a Poetry

58



## EXERCISES

---

- Examine the following authority records
- Answer the questions

59

**Subject Authority Records: Exercise 1**

Rec stat: n	Entered: 20030929	Replaced: 20031106091237.0	
Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	Geo subd: i	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh2003001967

040 DLC \$b eng \$c DLC

053 0 JF1032

150 Internet voting

450 Online voting

450 Web voting

550 Electronic voting \$w g

670 Work cat.: 2003020964: Alvarez, R.M. Point, click, and vote, the future of Internet voting, 2003: \$b ECIP galley (Internet voting)

670 Election Center website, Sept. 29, 2003 \$b (Internet voting; on-line voting; web voting)

670 Lorrie Cranor's electronic voting hot list website, Sept. 29, 2003 \$b (Internet voting; electronic voting; online voting)

675 LC database, Sept. 25, 2003

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the 053 field indicate?
3. What information do you find in the 4XX and 5XX fields?

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**Subject Authority Records: Exercise 2**

Rec stat: n	Entered: 19990929	Replaced: 19991112130706.0	
Type: z	Upd status: a	Enc lvl: n	Source: c
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	Geo subd:	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh 99013498  
 040 AzTeS \$b eng \$c DLC  
 151 Fools Hollow Lake (Ariz.)  
 451 Fool Hollow Lake (Ariz.)  
 550 Lakes \$z Arizona \$w g  
 550 Reservoirs \$z Arizona \$w g  
 670 Fool Hollow Lake, 1998.  
 670 BGN, July 12, 1999 \$b (Fools Hollow Lake, reservoir, Navajo  
 County, Ariz., 34°16'N, 110°04'W; Fool Hollow)  
 670 Ariz. atlas gaz., 1996: \$b p. 52 (Fool Hollow Lake)  
 781 0 \$z Arizona \$z Fools Hollow Lake

1. Is this an established heading? If so what type of heading? If not, why not?
2. What does the 040 field indicate?
3. What information do you find in the 4XX and 5XX fields?
4. What does the 781 field tell you?

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**Subject Authority Records: Exercise 3**

Rec stat: c	Entered: 19860211	Replaced: 19941229135629.9
Type: z	Upd status: a	Enc lvl: n
Roman:	Ref status: a	Mod rec:
Govt agn:	Auth status: a	Subj: a
Series: n	Auth/ref: a	Geo subd:
Ser num: n	Name: n	Subdiv tp: n
		Source:
		Name use: b
		Subj use: a
		Ser use: b
		Rules: n

010 sh 85115895

040 DLC \$c DLC \$d DLC

053 HN

150 Rural conditions

360 \$i subdivision \$a Rural conditions \$i under names of countries, etc., for works on the conditions of rural areas in those places discussed collectively

450 Rural life

550 Social history \$w g

680 \$i Here are entered works on the social conditions of rural areas. Popular works on living in the country and works on manners and customs in rural areas are entered under \$a Country life. \$i Popular works on farms and works on manners and customs on farms are entered under \$a Farm life. \$i Theoretical works on the social organization of rural areas are entered under \$a Sociology, Rural.

681 \$i Notes under \$a Country life; Farm life; Sociology, Rural

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the 360 field indicate?
3. Can the term in the 150 field be subdivided geographically?
4. Would you use this heading for a work on rural conditions in Afghanistan?
5. Would you use this heading for a memoir about growing up in rural Ireland?

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**Subject Authority Records: Exercise 4**

Rec stat: c Entered: 19860211 Replaced: 20031104100352.0  
Type: z Upd status: a Enc lvl: n Source:  
Roman: Ref status: n Mod rec: Name use: b  
Govt agn: Auth status: n Subj: a Subj use: b  
Series: n Auth/ref: c Geo subd: n Ser use: b  
Ser num: n Name: n Subdiv tp: n Rules: n

010 sh 85050519

040 DLC \$c DLC \$d DLC

150 Foreign relations

260 \$i subdivision \$a Foreign relations \$i under names of countries

1. Is this an established heading? If so, what type of heading? If not, why not?
2. Which fixed field elements are critical in understanding this authority record?
3. What does the 260 field indicate?

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**Subject Authority Records: Exercise 5**

Rec stat: c Entered: 20000320 Replaced: 20030114100821.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: d Geo subd: i Ser use: b  
 Ser num: n Name: n Subdiv tp: a Rules: n

010 sh 00005791  
 040 IEN \$b eng \$c DLC \$d DLC  
 073 H 1140 \$a H 1187 \$z lcs  
 180 \$x Foreign relations  
 480 \$x Relations (diplomatic) \$w nne  
 580 \$x Relations \$w g  
 680 \$i Use as a topical subdivision under names of countries, etc.,  
 and individual Christian denominations.  
 681 \$i Reference under the headings \$a Diplomacy; International  
 relations

1. Is this an established heading? If so, what type of heading? If not, why not?
2. What does the scope note indicate?
3. What information do you find in the 480 field?
4. What does the 073 field indicate?
5. Could the term in the 180 field be subdivided geographically?

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**Subject Authority Records: Exercise 6**

Rec stat: n	Entered: 20020627	Replaced: 20020627090748.0	
Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: a	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: b	Subj use: a
Series: n	Auth/ref: a	Geo subd:	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sj2002006700  
040 DLC \$b eng \$c DLC  
150 Premature babies  
450 Infants (Premature)  
670 Work cat.: Hawkins-Walsh, Elizabeth. Katie's premature brother, 2002.

1. Is this an established heading? If so, what type of heading? If not, why not?
2. Which fixed field element is critical in understanding this authority record?
3. What does the 010 field indicate?

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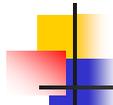


## Application of LCSH: Tricks of the trade General principles

---

### Session 6

1



## Application of LCSH

---

- How do you begin assigning subject headings to an item?
- What principles should be kept in mind when assigning headings?
- How are subdivisions applied?
- How are names used as subject headings?

2



## Tricks of the trade

- Now that you have:
  - an understanding of the general principles and structure of LCSH
  - familiarity with the necessary tools
  - awareness of the subject analysis process...

How do you start?

3



## Principles of SLAM

To remember the major steps in the subject cataloging process, think of the word SLAM:

- Scan
- Look for
- Ask yourself
- Mentally compose

4



## Scan, Look for

- Scan
  - Title page, table of contents, preface, introduction, text, bibliography, index, dust jacket, container, label, title screen
- Look for
  - Key words that describe what the resource is about
  - Form of the item
  - Author's intent, audience, viewpoint

5



## Ask, Mentally compose

- Ask yourself
  - What is this resource about?
  - Is there one topic or several? If several, are they treated in relation to each other?
  - Is there a focus on a particular place, time, or person?
- Mentally compose a statement: "This resource is about..."

6



## Translate into LCSH

- Search LCSH
  - Follow USE references and See Also references
  - Use the hierarchical structure of broader and narrower terms
  - Use scope notes to help decide whether a heading is appropriate
- Search in library catalogs or utilities to find similar items; examine subject headings assigned
- Search authority files

7



## Example 1

*The professor and the madman : a tale of murder, insanity, and the making of the Oxford English dictionary.*

Sample statement: This book is about the role of James Murray (editor) and W.C. Minor (contributor and inmate in an asylum) in the making of the *Oxford English Dictionary*.

8

### Searching LCSH for the topic: Asylums

- Asylums** (May Subd Geog) [[R](#) [S](#)]
- UF Benevolent institutions
    - Charitable institutions
    - Homes (Institutions)
  - BT [Charities](#)
    - [Public institutions](#)
    - [Public welfare](#)
  - NT [Almshouses](#) [[R](#)]
    - [Blind--Institutional care](#) [[R](#)]
    - [Deaf--Institutional care](#) [[R](#)]
    - [Old age homes](#) [[R](#)]
    - [Psychiatric hospitals](#) [[R](#)]
    - [Women--Institutional care](#) [[R](#)]

### Following the NT reference: Psychiatric hospitals

- Psychiatric hospitals** (May Subd Geog) [[R](#) [S](#)]
- [[RC439-439.4](#)] [[B](#) [L](#) [S](#)]
- UF Hospitals--Psychiatric services
    - Mental hospitals
    - Mental institutions
    - Mentally ill--Hospitals
    - Psychiatry in general hospitals
  - BT [Asylums](#)
    - [Mental health facilities](#)
    - [Specialty hospitals](#)
  - NT [Interns \(Psychiatry\)](#) [[R](#)]
    - [Violence in psychiatric hospitals](#) [[R](#)]
- Psychiatric hospitals--Administration** [[R](#) [S](#)]
- NT [Psychiatric hospitals--Admission and discharge](#) [[R](#)]

### Following the USE reference

Psychiatric hospital care--Length of stay  
USE [Psychiatric hospitals--Length of stay](#) [R]

→ **Psychiatric hospital patients** (May Subd Geog) [R S]

UF Psychiatric hospitals--Patients

BT [Hospital patients](#)

[Mentally ill](#)

**Psychiatric hospital patients--Restraint** [R S]

BT [Psychiatric hospital care](#)

[Restraint of patients](#)

**Psychiatric hospital patients--Seclusion** [R S]

UF Seclusion of psychiatric hospital patients

BT [Psychiatric hospital care](#)

**Mentally ill** (May Subd Geog) [R S]

UF Mental illness--Patients

Mental patients

Mentally disordered

BT [Sick](#)

RT [People with mental disabilities](#)

NT [Children of the mentally ill](#) [R]

[Church work with the mentally ill](#) [R]

[Dangerously mentally ill](#) [R]

[Depressed persons](#) [R]

[Discrimination against the mentally ill](#) [R]

[Ex-mental patients](#) [R]

[Families of the mentally ill](#) [R]

[Libraries and the mentally ill](#) [R]

[Manic-depressive persons](#) [R]

[Narcissists](#) [R]

[Neurotics](#) [R]

[Police services for the mentally ill](#) [R]

→ [Psychiatric hospital patients](#) [R]

[Psychopaths](#) [R]

## Searching LCSH: Lexicography

**Lexicography** (May Subd Geog) [[R](#) [S](#)]

BT [Encyclopedias and dictionaries](#)

SA subdivision Lexicography under individual languages and groups of languages and under individual religions, e.g. English language--Lexicography; Buddhism--Lexicography

NT [Encyclopedias and dictionaries--History and criticism](#) [[R](#)]

[Library science--Lexicography](#) [[R](#)]

[Mathematics--Lexicography](#) [[R](#)]

**English language--Lexicography** [[R](#) [S](#)]

UF English language--Dictionaries--History and criticism



## Searching LCSH: Dictionaries

Dictionaries

**USE Encyclopedias and dictionaries**

### Encyclopedias and dictionaries

*[Long scope note, which includes:]*

... Works about dictionaries of a specific language are entered under the heading for the language with subdivision Lexicography, e.g. English language--Lexicography



## Searching a library catalog

- Keyword search: making and dictionar?
- Returns some relevant hits:

*The making of Johnson's dictionary, 1746-1773*  
**English language \$x Lexicography \$x History**  
**\$y 18th century**
- Some false drops:

*Cassell illustrated dictionary of lacemaking*  
**Lace and lace making**

15



## Example 2

- Example: cataloging a longitudinal study of "career criminals"
- *LCSH* search: no heading or references
- Keyword search in library catalog returns:

*Redefining the career criminal : priority prosecution of high-rate dangerous offenders.*  
**Recidivists \$z United States**

16

## Searching *LCSH* : Recidivists

**Recidivists** (May Subd Geog) [[R](#) [S](#)]

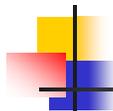
[[HV6049](#)] [[B](#) [L](#) [S](#)]

UF Chronic offenders  
Habitual criminals  
Offenders, Chronic  
Offenders, Repeat  
Offenders, Serial  
Repeat offenders  
Repeaters (Crime)  
Serial offenders

BT [Criminals](#)

RT [Ex-convicts](#)

NT [Juvenile recidivists](#) [[R](#)]



## General principles

- General principles for assignment of headings are found in *SHM* H 180
- Describes practices followed by the Library of Congress in assigning subject headings to a work
- A library may choose to vary from these practices for local reasons



## Number of headings

- **General rule:** Assign one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics
- **LC practice:** Assign headings only for topics that comprise at least 20% of the work

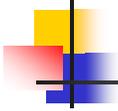
19



## Choosing headings

- Objectivity
  - Avoid assigning headings that label topics or express personal value judgments
  - Consider the intent of the author or publisher
- Cataloging treatment
  - For periodicals, etc., assign headings that characterize the contents of the resource as a whole
  - To an analytic in a set, assign headings that represent the specific contents of the item

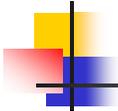
20



## Choosing headings (cont.)

- Specificity
  - Assign headings that are as specific as the material covered
  - Consider proposing a new heading if no specific heading is found or can be constructed
  - Assign broader headings only when not possible to assign a precise heading or when called for in *SHM*

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## Choosing headings (cont.)

- General topic and subtopic
  - If a work discusses a general topic with emphasis on a specific subtopic, assign headings for both if the subtopic represents at least 20% of the work

*Revolutions yesterday and today*

[survey of revolutions, emphasis on one]

**Revolutions \$x History**

**Cuba \$x History \$y Revolution, 1959**

22



## Rule of three

---

- A work may discuss several distinct topics of a broader concept
- Assign up to three headings for such distinct topics

Title: *Guide to skiing, snowboarding, and tobogganing*

**Skiing**

**Snowboarding**

**Tobogganing**

*not* broader heading: Winter sports

23



## Rule of three (cont.)

---

- If one heading exists that encompasses the 2 or 3 sub-topics discussed and no other topics, assign that heading

Title: *Single moms, single dads: help and hope for the one-parent family*

**Single parents**

*not* **Single mothers** and **Single fathers**

24



## Rule of three (cont.)

- If the work discusses more than three subtopics, assign the broader heading (unless the rule of four applies)  
Title: *Encyclopedia of dance* (covers ballet, jazz, tap and ballroom dancing)  
**Dance**  
*not* Ballet  
Jazz dance  
Tap dancing  
Ballroom dancing

25

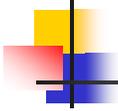


## Rule of four

Rule of four:

- In some cases, it may be preferable to assign headings for 4 subtopics of a broad concept
- Example: a heading covers a broad range (**American literature—History and criticism**) and each subtopic forms only a small portion of that whole range (criticism of an individual author)
- LC practice is not to exceed 4 subtopics

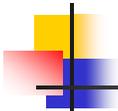
26



## Multiple headings, arrays and reciprocals

- A resource may discuss a topic for which a single heading does not exist:  
Title: *Privacy in the workplace*  
**Employee rights \$z United States**  
**Privacy, Right of \$z United States**
- Some topics call for pairs of headings referred to as reciprocals:  
**France—Relations—Germany**  
**Germany—Relations—France**
- Arrays of headings are used for certain topics

27



## Example: H 1330 Biography

- Assign an appropriate combination of the following types of headings to a biography:
  - name heading(s) for the person(s)
  - if possible, a “class of persons” heading with the form subdivision **–Biography**
  - if appropriate, headings to bring out the person’s association with a place, organization or involvement with a specific event
  - topical headings appropriate for the work

28



## Additional aspects of a work

---

- Place
  - geographic headings and subdivisions (H 690-H 910)
  - adjectival qualifiers (H 320 and H 350)
- Time
  - chronological headings and subdivisions (H 620)

29

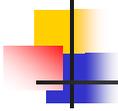


## Additional aspects of a work (cont.)

---

- Named entities
  - Headings from the name authority file or the subject authority file (H 430, H 405)
  - Headings of this type may be assigned when important even if not 20% of contents
- Form
  - Form headings and subdivisions to bring out what the item is; see instruction sheets for the type of material

30



## Order of subject headings

- The first subject heading should:
  - reflect the primary topic or focus of the work
  - generally correspond to the assigned call number
- Other headings should follow in descending order of importance

31



## Differences between full and core level

- Instructions for assigning subject headings to core level records: H 170
- Core standards call for the assignment of AT LEAST one or two headings
- Assign headings at the appropriate level of specificity

32



## Differences between full and core level (cont.)

---

- Headings should reflect the essential subject focus of the work
  - secondary and tertiary subjects will normally not be represented in core level records, even if they constitute 20% of the work
- More than one or two headings may be called for in some situations:
  - compound or multi-element topic, no single heading exists or can be formulated
  - reciprocal headings are used
  - a standard array of headings is called for in the SHM

33



## Checking results

---

After completing subject analysis, ask:

- Do the assigned headings group this work with similar works?
- Do the headings capture the essence and spirit of the work?
- Do they capture what is special or unique about the work?

34



## Checking results (cont.)

Imagine you are a reader and ask yourself:

- Would you look under these headings to find this type of material?
- Would you be satisfied if you wanted material on this topic and you found this work?

35



# EXERCISES

36

## Application of Main Headings: Exercise

Based on the following entries from LCSH, what main subject heading(s) would you assign for the following publications?:

1. *Encyclopedia of mules and horses*
  
2. *Encyclopedia of horses, donkeys, and mules*
  
3. *Horses, swine, and other four-legged farm animals*
  - a. *Coverage: horses 30%, swine 30%, others 40%*
  
  - b. *Coverage: no animal constitutes 20%*
  
4. *Cows, ewes, hens, and mares of the farm*
  
5. *Guide to cows, bulls, and calves*
  
6. *Farm animals : a guide for sheep, pigs, and goats*
  
7. *Farm animals : a guide for chicken, ducks, geese, and turkeys*
  
8. *How to tell male and female livestock apart*

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**Livestock** (May Subd Geog)[SF1-140](#) (General)

UF Animal husbandry

Farm animals

Live stock

Stock (Animals)

Stock and stock-breeding [Former Heading]

BT [Agriculture](#)[Animal culture](#)[Animal industry](#)[Domestic animals](#)RT [Food animals](#)[Herders](#)[Range management](#)[Rangelands](#)

SA headings beginning with the word Livestock

NT [Cattle](#)[Donkeys](#)[Draft animals](#)[Female livestock](#)[Feral livestock](#)[Goats](#)[Horses](#)[Male livestock](#)[Mithun](#)[Mules](#)[Photography of livestock](#)[Poultry](#)[Sheep](#)[Swine](#)**Female livestock** (May Subd Geog)BT [Females](#)[Livestock](#)NT [Cows](#)[Ewes](#)[Hens](#)[Mares](#)[Sows](#)

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## Application of Subdivisions

---

### Session 7

1

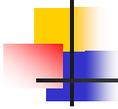


## Application of subdivisions

---

- What kinds of subdivisions may be used under main headings?
- Where do catalogers look for guidance in applying subdivisions under main headings or other subdivisions?
- What are the basic steps to follow when creating heading strings and checking for conflicts?

2



## Applying subdivisions: basics

- Subdivisions are used in *LCSH* to:
  - Bring out various aspects of a topic
  - Subarrange a large file
- Tools:
  - *Subject Headings Manual (SHM)* (especially H 1075-1200)
  - *LCSH*
  - Authority records
  - *Free-Floating Subdivisions: an Alphabetical Index*

3



## Authorized subdivisions: established and free-floating (1)

- Established:** established editorially for use under a particular heading
- generally represent unique concepts or are applicable to only a few headings

Examples:

**Cinematography \$x Special effects**

**Airports \$x Access roads**

4



## Authorized subdivisions: established and free-floating (2)

**Free-floating:** may be used under certain types of headings without being established editorially

- represent concepts common to several fields or applicable to numerous headings

Examples:

Biochemistry \$v **Congresses**

Short stories, American \$x **History and criticism**

5



## Where to look for...

Established [heading]—[subdivision] combinations:

- *LCSH*
- Authority records

Free-floating subdivisions:

- *SHM*
- *Free-Floating Subdivisions: an Alphabetical Index*
- Subdivision authority records

6

## Application of established subdivisions

- Example: cataloging the title *Film magic*, which describes the art and science of special effects
- Main heading: **Cinematography**
- Search the heading in *LCSH* or subject authority file to find established subdivisions

7

### Subdivisions established under **Cinematography**

**Cinematography--Processing** (May Subd Geog) [[R](#) [S](#)]

[[TR886.2](#)] [[B](#) [L](#) [S](#)]

UF Cinematographic processing  
 Cinematography--Darkroom technique  
 Darkroom technique in cinematography  
 Processing, Cinematographic

BT [Photographic chemistry](#)

NT [Cinematography--Printing processes](#) [[R](#)]

**Cinematography--Scientific applications** (May Subd Geog) [[R](#) [S](#)]

[[TR893-893.8](#)] [[B](#) [L](#) [S](#)]

UF Motion pictures--Scientific applications

NT [Cinematography, High-speed](#) [[R](#)]

[Medical cinematography](#) [[R](#)]

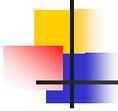
**Cinematography--Special effects** [[R](#) [S](#)]

[[TR858](#)] [[B](#) [L](#) [S](#)]

UF Motion pictures--Special effects  
 Special effects (Cinematography)

RT [Trick cinematography](#)





## Application of free-floating subdivisions

Free-floating subdivisions may be applied to many headings, BUT...

- “free-floating” does not mean that a subdivision may be applied to any heading
- catalogers must follow guidelines in the *SHM* to determine which subdivisions may be “freely” assigned to which headings

9



## Before assigning a free-floating subdivision, consider:

Is it appropriate under the main heading?

- Look for guidance in the *SHM*, in subdivision authority records

Example: *Research in atomic structure*

- Main heading: **Atomic structure**
- Free-floating subdivision? **\$x Research ?**
- *SHM* says: not assigned to works that discuss the results of research in a particular field

10



## Before assigning... consider:

Does it conflict with a previously established heading?

- Search the authority file or *LCSH*

Example:

**\$x Philosophy** is free-floating under topical headings, so:

**Feminism \$x Philosophy** appears valid

11

**Feminism--Indian influences** [R S]  
BT [Indians](#)

**Feminism--International cooperation** [R S]  
NT [International Women's Decade, 1976-1985](#) [R]  
[International Women's Year, 1975](#) [R]

**Feminism--Moral and ethical aspects** (May Subd Geog) [R S]  
RT [Feminist ethics](#)

→ **Feminism--Philosophy**  
USE [Feminist theory](#) [R]

**Feminism--Religious aspects** [R S]  
NT [Bible and feminism](#) [R]

**Feminism--Religious aspects--Baptists, [Catholic Church, etc.]** [R S]



## Before assigning... consider:

Is it redundant?

- Don't assign a free-floating subdivision if the topic of the subdivision is already implied in the heading itself

Example:

**\$x Government policy**  
is not used under topics that are inherently governmental in nature (e.g., City planning)

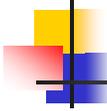
13



## Types of free-floating subdivisions

- Form and topical subdivisions of general application (H 1095)
- Free-floating subdivisions under specific types of headings (H 1100-1145.5)
- Free-floating subdivisions controlled by pattern headings (H 1146-1200)
- "Multiple" subdivisions (H 1090)

14



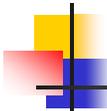
## Free-floating subdivisions of general application: H 1095

Subdivisions on this list represent:

- common concepts widely used across disciplines, or
- physical or bibliographic forms that could apply to nearly any heading

Some restrictions on application still apply!

15



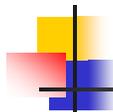
## H 1095 examples (1)

**\$v Exhibitions** (*H 1593*)

Use under subjects.

This subdivision may be used under all types of headings: geographic, personal, corporate, title, and topical. Further guidance is given in H 1593.

16



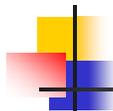
## H 1095 examples (2)

**\$x Mathematical models (H 2040)**

Use under topical headings.

This subdivision may be used under headings tagged 150 as well as under headings with other tags that are divided by topical subdivisions.

17



## H 1095 examples (3)

Examples of application:

**Air quality \$x Mathematical models**

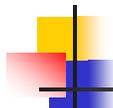
**United States \$x Economic policy**

**\$x Mathematical models**

*But not:*

United States \$x Mathematical models

18



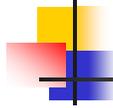
## H 1095 examples (4)

### \$x **Lighting** (*May Subd Geog*)

Use under types of vehicles, structures, buildings, rooms, installations, etc.

Usage is much more restricted here. The subdivision may be further subdivided by place.

19



## H 1095 examples (5)

- Would the following be a correct use of the subdivision?

Art museums \$x Lighting

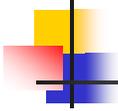
YES

London (England) \$x Lighting

NO – instead:

**Street lighting \$z England \$z London**

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## Free-floating subdivisions under specific types of headings (H 1100-1145.5)

---

Separate lists have been developed for:

- Classes of persons
- Ethnic groups
- Corporate bodies
- Names of persons
- Names of families
- Names of places
- Bodies of water

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## To use subdivisions from these lists:

---

- Determine whether the heading fits one of the types
- Browse subdivisions on the pertinent list
- Check the [heading]—[subdivision] string for conflicts with established headings
- Consider whether further subdivision is needed (by place, by form, etc.)

22



## Example

- Proceedings of a conference on how diet affects the performance of soccer players
- Main heading: **Soccer players**
- Which list might we use?

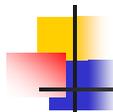
23



## Example (cont.)

- Browse list for relevant subdivisions
- Ideas?
- Heading so far:  
**Soccer players \$**

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## Example (cont.)

- Check **Soccer players \$x Nutrition** combination for possible conflict with established headings
- Check *LCSH* or subject authority file

25

## Checking *LCSH* (on *Classification Web*)

Soccer players (May Subd Geog) [R S]  
 [GV942.7 (Biography)] [B L S]  
 BT [Athletes](#)  
 NT [Soccer goalkeepers](#) [R]  
     [Soccer team captains](#) [R]  
     [Women soccer players](#) [R]

Soccer players--Ability testing  
 USE [Soccer--Ability testing](#) [R]

Soccer players--Labor unions (May Subd Geog) [R S]

Soccer players--Legal status, laws, etc. (May Subd Geog) [R S]  
 BT [Sports--Law and legislation](#)

Soccer players--Selection and appointment (May Subd Geog) [R S]  
 NT [Soccer--Scouting](#) [R]

Soccer players--Uniforms  
 USE [Soccer uniforms](#) [R]

Soccer players--Wounds and injuries  
 USE [Soccer injuries](#) [R]



## Example (cont.)

- Finally, consider the heading string we've constructed:  
**Soccer players \$x Nutrition**
- Do other aspects of the topic or form need to be brought out?
  - Consider using geographic subdivision (if allowed) or subdivisions from the list of general application (H 1095)

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## The result:

**Soccer players \$x Nutrition \$v Congresses**

- Always begin with the list of free-floating subdivisions that fits the heading
- Subdivisions from the general list, H 1095, may be applied to
  - [heading]—[subdivision] combinations constructed from other lists
  - main headings covered by another list (i.e, **Soccer players \$v Congresses** would be a valid heading)

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## Can you use more than one subdivision from a list?

- Free-floating lists often include entries composed of multiple subdivisions:
  - **\$x Nutrition \$x Requirements** (*from H 1100*)
- Do not normally build a subdivision string from separate entries in a single list:
  - *not Soccer players \$x Nutrition \$x Attitudes*
- Exception: H 1095 includes many subdivisions that may be assigned to nearly any heading
  - **Soccer players \$x Nutrition \$x Economic aspects \$v Congresses**

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## Free-floating subdivisions controlled by pattern headings (H 1146-1200)

- Some subdivisions are especially relevant to headings in a particular subject category
- To avoid repeating all possible subdivisions under each heading in the category:
  - Subdivisions are listed under one or more representative headings
  - These subdivisions become free-floating under all appropriate headings belonging to the category

30

<input type="checkbox"/> H 1147 Animals <input type="checkbox"/> H 1148 Art <input type="checkbox"/> H 1149 Chemicals <input type="checkbox"/> H 1149.5 Colonies <input type="checkbox"/> H 1150 Diseases <input type="checkbox"/> H 1151 Educational Institutions: Individual Educational Institutions <input type="checkbox"/> H 1151.5 Educational Institutions: Types of Educational Institutions <input type="checkbox"/> H 1153 Industries <input type="checkbox"/> H 1154 Languages <input type="checkbox"/> H 1154.5 Legal Topics <input type="checkbox"/> H 1155 Legislative Bodies <input type="checkbox"/> H 1155.2 Literary Authors: Groups of Literary Authors <input type="checkbox"/> H 1155.6 Literary Works Entered Under Author <input type="checkbox"/> H 1155.8 Literary Works Entered Under Title <input type="checkbox"/> H 1156 Literature <input type="checkbox"/> H 1158 Materials <input type="checkbox"/> H 1159 Military Services <input type="checkbox"/> H 1160 Musical Compositions <input type="checkbox"/> H 1161 Musical Instruments <input type="checkbox"/> H 1164 Organs and Regions of the Body <input type="checkbox"/> H 1180 Plants and Crops <input type="checkbox"/> H 1185 Religions <input type="checkbox"/> H 1186 Religious and Monastic Orders <input type="checkbox"/> H 1187 Christian Denominations <input type="checkbox"/> H 1188 Sacred Works	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Pattern headings from SHM</p> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Also:  <b>H 1195 Land vehicles</b>  <b>H 1200 Wars</b></p> </div>
---	---	--



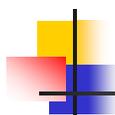
## Pattern headings

- **Corn** is the pattern heading for the category **Plants and crops**
- List of authorized subdivisions is given in:
  - H 1180
  - *LCSH*: under the heading **Corn**
  - Authority file: under the heading **Corn**

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## OCLC authority file browse: Corn

Corn [150]
Corn #x Abnormalities [150]
Corn #x Adaptation [150]
Corn #x Age [150]
Corn #x Age determination [150]
Corn #x Aging [150]
Corn #x Aging #x Genetic aspects [150]
Corn #x Analysis [150]
Corn #x Anatomy [150]
Corn #x Biological control [150]
Corn #x Biotechnology [150]
Corn #x Breeding [150]
Corn #x Breeding #x International cooperation [150]
Corn #v Catalogs and collections [150]



## Pattern headings (cont.)

Subdivisions authorized under **Corn** may be used on a free-floating basis under individual headings for plants and crops where they are appropriate

Thus this heading is valid:

**Legumes \$x Seeds \$x Harvesting**

Because:

**\$x Seeds \$x Harvesting**

has been established under **Corn**



## Example: Pattern headings

- A book on the job market for high-tech workers in the United States
- Main heading: **High technology industries**
- Which list might we use?

35



## Example: Pattern headings (cont.)

- Browse list for relevant subdivisions
- Ideas?
- Heading so far:  
**High technology industries \$**
- Check authority file or *LCSH* for conflict

36

## Checking *LCSH* (on *Classification Web*)

**High technology industries** (May Subd Geog) [[R](#) [S](#)]  
[\[HC79.H53](#) (Economic history)] [[B](#) [L](#) [S](#)]  
[\[HD62.37](#) (Management)] [[B](#) [L](#) [S](#)]  
 BT [Industries](#)  
 NT [Biotechnology industries](#) [[R](#)]  
[High technology services industries](#) [[R](#)]

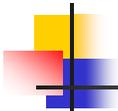
**High technology industries--Employees** [[R](#) [S](#)]

High technology industries--Employees--Wages  
 USE [Wages--High technology industries employees](#) [[R](#)]

Other aspects to bring out?

Resulting heading:

**High technology industries \$x Employees \$x Supply  
 and demand \$z United States**

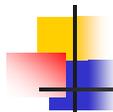


## Multiple subdivisions (H 1090)

“Multiples” are subdivisions with bracketed terms, generally followed by “etc.”

- Names, Personal \$x **Scottish**, [**Spanish, Welsh, etc.**]
- Abortion \$x Religious aspects \$x **Buddhism**, [**Christianity, etc.**]
- English language \$v **Dictionaries** \$x **French**, [**Italian, etc.**]

The brackets indicate that similar subdivisions may be used without being separately established.



## “Multiples” (cont.)

The following headings do not appear in the authority file, but their usage is authorized by the “multiples” in the previous slide:

**Names, Personal \$x Arabic**

**Abortion \$x Religious aspects \$x Judaism**

**Swedish language \$v Dictionaries \$x Norwegian**

39



## Phrase headings vs. headings with subdivisions

- Many topics represented by [heading]— [free-floating subdivision] combinations could be expressed as phrase headings
- Current practice favors use of headings with subdivisions over phrase headings, unless the phrase heading is well known in that exact form

40



## Phrase headings (cont.)

- Check *LCSH* or the authority file for possible conflicts
- If a phrase heading is used instead, there will be a USE reference from the [heading]— [subdivision]:  
**Prisoners--Abuse of**  
(authorized by free-floating list, no conflict)  
**Children--Abuse of**  
USE **Child abuse**

41



## Exercises

- Complete subject heading strings by applying free-floating subdivisions
- Titles and descriptions of subject content are provided
- Main headings are already assigned
- Use authority records, printouts from *LCSH* and lists from the *SHM*

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Subdivision Exercises: Exercise 1

*Retire rich : the baby boomer's guide to a secure future.*

Practical advice on how to plan, save and invest to build a secure retirement, aimed at baby boomers in the United States who are still earning a steady income.

Heading: **Baby boom generation**

Use the free-floating lists, printouts from *LCSH* and authority records to complete subject heading strings.

Subdivision Exercises: Exercise 2

*Television under the Tories: broadcasting policy, 1979-1997.*

A history of television broadcasting policy in Great Britain.

Heading: **Television broadcasting**

Use the free-floating lists, printouts from *LCSH* and authority records to complete subject heading strings.

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Subdivision Exercises: Resources for Exercise 1

Authority Record from OCLC Connexion Browser: for **Baby boom generation**

<b>ARN</b>	02057330			
<b>Rec stat</b>	c	<b>Entered</b>	19860211	<b>Replaced</b> 19941109095304.4
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b> n <b>Source</b>
<b>Roman</b>		<b>Ref status</b>	b	<b>Mod rec</b> <b>Name use</b> b
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b> a <b>Subj use</b> a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b> i <b>Ser use</b> b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b> n <b>Rules</b> n
<a href="#">010</a>	sh	85010752		
<a href="#">040</a>		DLC ‡c DLC ‡d DLC		
<a href="#">150</a>		Baby boom generation		
<a href="#">450</a>		Baby boomers		
<a href="#">450</a>		Boomers, Baby		
<a href="#">450</a>		Generation, Baby boom		
<a href="#">450</a>		Post-war generation		
<a href="#">450</a>		Postwar generation		
<a href="#">550</a>		<a href="#">Population</a> ‡w g		
<a href="#">670</a>		Work cat.: C'eravamo tanto a(r)mati : gli anni '70. Vibo Valentia, c1984.		
<a href="#">670</a>		NYT index ‡b (Baby boom; under Population; United States--Population and Vital Statistics)		
<a href="#">670</a>		Readers' guide ‡b (Baby boom; under United States--Population)		
<a href="#">670</a>		Soc. Sci. index ‡b (Baby boom; numerous citations under Population forecasting; Population--United States)		
<a href="#">670</a>		Second Barnhart dict. new English ‡b (Baby boom; baby boom; baby boomer)		
<a href="#">670</a>		The post-war generation and establishment religion, 1994.		
<a href="#">680</a>		‡i Here are entered works on members of the generation born following World War II, especially between 1947 and 1961, who came of age and joined the work force in the 1970's.		

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**LCSH entry for Baby boom generation**

**Baby books** (May Subd Geog) [[R](#) [S](#)]

[[HQ779](#)] [[B](#) [L](#) [S](#)]

BT [Blank-books](#)

[Infants' supplies](#)

**Baby boom generation** (May Subd Geog) [[R](#) [S](#)]

Here are entered works on members of the generation born following World War II, especially between 1947 and 1961, who came of age and joined the work force in the 1970's.

UF Baby boomers

Boomers, Baby

Generation, Baby boom

Post-war generation

Postwar generation

BT [Population](#)

NT [Church work with the baby boom generation](#) [[R](#)]

Baby boomers

USE [Baby boom generation](#) [[R](#)]

**Baby Bop (Fictitious character)** (Not Subd Geog) [[R](#) [S](#)]

UF Bop, Baby (Fictitious character)

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**Subdivision Exercises: Resources for Exercise 2**

Authority Record from OCLC Connexion Browser: for **Television broadcasting**

<b>ARN</b>	02014029				
<b>Rec stat</b>	c	<b>Entered</b>	19860211	<b>Replaced</b>	19900209144122.4
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	b	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	i
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n
<a href="#">010</a>	sh 85133500				
<a href="#">040</a>	DLC ‡c DLC ‡d DLC				
<a href="#">053</a>	HE8700 ‡b HE8700.9				
<a href="#">150</a>	Television broadcasting				
<a href="#">450</a>	Television ‡x Broadcasting				
<a href="#">450</a>	Television industry ‡w nne				
<a href="#">550</a>	<a href="#">Broadcasting</a> ‡w g				
<a href="#">550</a>	<a href="#">Mass media</a> ‡w g				
<a href="#">680</a>	‡i Here are entered works on the transmission of television programs that are intended for general public reception. Works on the technical aspects of television transmission, including television transmitters, are entered under ‡a Television--Transmitters and transmission.				
<a href="#">681</a>	‡i Note under ‡a Television--Transmitters and transmission				

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Browsing subdivisions under <b>Television broadcasting</b> in LCSH:
---

**Television broadcasting--Finance** [[R](#) [S](#)]

**Television broadcasting--Finance--Law and legislation** (May Subd Geog) [[R](#) [S](#)]

Television broadcasting--Government policy

USE [Television broadcasting policy](#) [[R](#)]

**Television broadcasting--Great Britain** [[R](#) [S](#)]

**Television broadcasting--Influence** [[R](#) [S](#)]

**Television broadcasting--International cooperation** [[R](#) [S](#)]

NT [Spacebridges](#) [[R](#)]

Television broadcasting--Law and legislation

USE [Television--Law and legislation](#) [[R](#)]

Television broadcasting--Lighting

USE [Television--Lighting](#) [[R](#)]

USE [Television broadcasting of music](#) [[R](#)]

-----  
-----

Television broadcasting of weather

USE [Television weathercasting](#) [[R](#)]

**Television broadcasting policy** (May Subd Geog) [[R](#) [S](#)]

UF Television broadcasting--Government policy

Television broadcasting and state

BT [Broadcasting policy](#)

Television broadcasting, Subscription

USE [Subscription television](#) [[R](#)]

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# Geographic Subdivision

---

## Session 8

1



## Application of geographic subdivisions

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- Which headings or subdivisions may be subdivided geographically?
- What form of the geographic name is used?
- Where in the subject heading string should the geographic subdivision appear: directly after the topic? after the name of a larger entity? after a topical subdivision?
- If a geographic name includes a qualifier, how is it used as a subdivision?

2



## Tools for geographic subdivision

- *SHM*
  - H 830 Geographic Subdivision
  - H 832 Geographic Subdivision to the City Level
  - H 835-836 Geographic Subdivision Information in Name and Subject Authority Records
  - H 860 Subdivisions Further Subdivided by Place
  - H 870 Interposition of Geographic Subdivisions
- Authority records
- *LCSH*

3



## Which headings and subdivisions can be subdivided by place?

- Generally, topics that can be treated from a geographic point of view are authorized for geographic subdivision
- Authorization for geographic subdivision can be found in:
  - *LCSH* (for subject headings)
  - *SHM* (for free-floating subdivisions)
  - Authority records (for both)

4

If a subject heading is authorized for geographic subdivision:

- the entry in *LCSH* will have the notation (May Subd Geog)

**Art festivals** (May Subd Geog) [[R](#) [S](#)]  
 UF Arts festivals  
 BT [Festivals](#)  
 NT [Performing arts festivals](#) [[R](#)]

5

- field 008/06 in the authority record will have the value “i” for “indirect”

<a href="#">Rec stat</a>	n	Entered	19860211	Replaced	19860211000000.0
<a href="#">Type</a>	z	<a href="#">Upd status</a>	a	<a href="#">Enc lv</a>	n
<a href="#">Roman</a>	<input type="checkbox"/>	<a href="#">Ref status</a>	b	<a href="#">Mod rec</a>	<input type="checkbox"/>
<a href="#">Govt agn</a>	<input type="checkbox"/>	<a href="#">Auth status</a>	a	<a href="#">Subj</a>	a
<a href="#">Series</a>	n	<a href="#">Auth/ref</a>	a	<a href="#">Geo subd</a>	i
<a href="#">Ser num</a>	n	<a href="#">Name</a>	n	<a href="#">Subdiv tp</a>	n
<a href="#">Source</a>	<input type="checkbox"/>	<a href="#">Name use</a>	b	<a href="#">Subj use</a>	a
<a href="#">Ser use</a>	b	<a href="#">Rules</a>	n		

010		sh 85007997
040		DLC #b eng #c DLC
150		Art festivals
450		Arts festivals
550		Festivals #w g

6

If a free-floating subdivision may be further subdivided by place:

- the notation (*May Subd Geog*) will appear in the relevant instruction sheet in the *SHM*:

*Sx* **Labeling** (*May Subd Geog*)

Use under types of products.

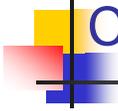
7

- field 008/06 in the subdivision authority record will have the value “i” for “indirect”

ARN 05225857				
<u>Rec stat</u>	n	<u>Entered</u>	20000503	<u>Replaced</u> 20000517090932.0
<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lvl</u> n <u>Source</u>
<u>Roman</u>		<u>Ref status</u>	n	<u>Mod rec</u> <u>Name use</u> b
<u>Govt agn</u>		<u>Auth status</u>	a	<u>Subj</u> a <u>Subj use</u> a
<u>Series</u>	n	<u>Auth/ref</u>	d	<u>Geo subd</u> i <u>Ser use</u> b
<u>Ser num</u>	n	<u>Name</u>	n	<u>Subdiv tp</u> a <u>Rules</u> n

- [010](#) sh 00006378
- [040](#) IEN #b eng #c DLC
- [073](#) H 1095 #z lcsh
- [180](#) #x Labeling
- [680](#) #i Use as a topical subdivision under types of products.
- [681](#) #i Reference under the heading #a Labels

8



## Can't subdivide by place?

- If a topic lends itself to geographic treatment but the heading is not authorized for geographic subdivision, LC practice may be to formulate the heading as **[Place]—[Topic]**
- The authority record for the heading provides guidance in how to bring out the geographic aspect

9

Example: The heading **Commerce** may not be subdivided by place.

The 360 field in the authority record indicates that **Commerce** may be used as a subdivision under names of places.

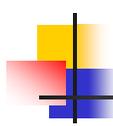
ARN 02023097					
Rec stat	c	Entered	19860211	Replaced	19950320131226.3
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	b	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	a
Ser num	n	Name	n	Subdiv tp	n
010	sh	85028901			
040	DLC	#c DLC #d DLC			
150	Commerce				
360	#i	subdivision #a Commerce #i			
		under names of countries, cities, etc., and ethnic groups			

The free-floating subdivision **\$x Commerce** may be subdivided geographically:

**China \$x Commerce \$z Canada**

**Canada \$x Commerce \$z China**

Roman	Govt agn	Series	Ser num	Ref status	Auth status	Auth/ref	Name	Mod rec	Subj	Geo subc	Subdiv tp	Name use	Subj use	Ser use	Rules
		n	n	a	a	d	n		a	i	a	b	a	b	n
<a href="#">010</a>	sh 99001412														
<a href="#">040</a>	IEN <b>+b</b> eng <b>+c</b> DLC <b>+d</b> DLC														
<a href="#">073</a>	H 1103 <b>+a</b> H 1140 <b>+a</b> H 1149.5 <b>+z</b> lcsh														
<a href="#">180</a>	<b>+x</b> Commerce														
<a href="#">480</a>	<b>+x</b> Commercial trade														
<a href="#">480</a>	<b>+x</b> Foreign trade														
<a href="#">480</a>	<b>+x</b> Trade														
<a href="#">667</a>	For works on reciprocal trade between countries, cities, etc., assign a combination of headings: [place A]--Commerce--[place B]; [place B]--Commerce--[place A].														
<a href="#">680</a>	<b>+i</b> Use as a topical subdivision under names of countries, cities, etc.,														



## Form of the geographic name

- Use the form of the geographic name as established in the authority file
- When the name of a place has changed over the course of its existence, LC policy is to use the latest name

**Tea trade \$z Sri Lanka**

*not*

**Tea trade \$z Ceylon**



## One subfield \$z or two?: direct and indirect subdivision

- Direct: the geographic subdivision is assigned in a single subfield \$z, without interposing the name of a larger place.
- General rule: for places at the country level or above, subdivide directly:

**Biodiversity \$z Nepal**

**Economic stabilization \$z Middle East**

13

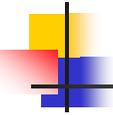


## One subfield \$z or two?: direct and indirect subdivision (2)

- Indirect: the name of a larger place is given in one subfield \$z, followed by the name of a more specific local place in a separate subfield \$z.
- General rule: for places within a country, subdivide indirectly, with the name of the country in the first subfield \$z:

**Housing \$z India \$z New Delhi**

14



## Exceptional countries

The first-order political divisions of:

- Canada (provinces)
- Great Britain (constituent countries)
- United States (states)

...follow the topical element directly:

**Education, Bilingual \$z Ontario**  
**Dance music \$z Scotland**  
**Energy conservation \$z California**

15



## Exceptional countries (2)

When subdividing these entities further by a local place (e.g., city or county), the name of the first-order political division is interposed:

**Arts \$z British Columbia \$z Vancouver**  
**Shipping \$z England \$z Thames River**  
**Plants \$z California \$z Los Angeles**

16



## Inverted headings for regions

---

Inverted headings for specific regions of countries (or first-order political divisions above), such as:

**Scotland, Central**

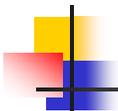
**China, Southeast**

are assigned directly after topics:

**Bicycle touring \$z Scotland, Central**

**Temples \$z China, Southeast**

17



## Regions larger than countries

---

Jurisdictions or regions larger than a single country (or first-order political divisions above) are assigned directly after topics.

These may include historical kingdoms, regions of the U.S., and geographic features:

**Criminal law \$z Holy Roman Empire**

**Hurricane protection \$z South Atlantic States**

**Animal behavior \$z Rocky Mountains**

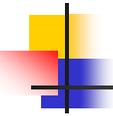
18



## Exceptional cities

- Two cities, Jerusalem and Washington (D.C.), are assigned directly after topics:  
**Manuscripts, Hebrew \$z Jerusalem**  
**Architecture \$z Washington (D.C.)**
- New York (N.Y.) was formerly assigned directly, but is now treated as other cities:  
**Baseball \$z New York (State) \$z New York**

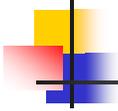
19



## Islands

- Islands present a number of complex issues in subject cataloging! See H 807 for details.
- Names of islands or island groups generally follow standard geographic subdivision procedures:
  - Indirectly through country that has jurisdiction
  - Or directly, if island is autonomous
- Exceptions apply, relating to distance from a controlling jurisdiction and to islands in a group. See H 807!

20



## Antarctica

- Entities on the continent of Antarctica or within the Antarctic regions are divided through Antarctica:  
**Emperor penguin \$z Antarctica \$z Antarctic Peninsula**  
**Oceanography \$z Antarctica \$z Weddell Sea**

21



## Geographic subdivision exercises 1-5

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms
- Use the accompanying authority files

22



## Levels of geographic subdivision

No more than two levels of geographic subdivision may be used in a heading:

**Education \$z New York (State) \$z Buffalo**

*not:*

**Education \$z New York (State) \$z Erie County \$z Buffalo**

28



## Levels of geographic subdivision (2)

Do not divide topics geographically below the level of a city or town.

Assign additional headings to bring out city sections, parks, streets, etc.

Title: *Going Hollywood : an insider's look at power and pretense in the movie business*

**Motion picture industry \$z California \$z Los Angeles**

**Hollywood (Los Angeles, Calif.)**

*not* Motion picture industry \$z California \$z Los Angeles \$z Hollywood

*not* Motion picture industry \$z California \$z Hollywood (Los Angeles)

29

## Subdivisions further subdivided by place: H 860, H 870

When a subject heading includes a topical subdivision, where is the geographic subdivision placed?

Preferred, when possible:

[Main heading] \$x [Topic] \$z [Place] \$y [Time]  
\$v [Form]

Sometimes necessary:

[Main heading] \$z [Place] \$x [Topic] \$y [Time]  
\$v [Form]

30

## Subdivisions further subdivided by place (2)

- Determine whether the topical subdivision may be subdivided geographically:

*\$x Labeling (May Subd Geog)*  
Use under types of products.

**Farm produce \$x Labeling \$z United States**

31

The subdivision **\$x Citizen participation** may NOT be subdivided by place:

Rec stat	c	Entered	19990707	Replaced	20030108090830.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	d	Geo subd	
Ser num	n	Name	n	Subdiv tp	a
		Source		Name use	b
		Subj use		Ser use	b
		Rules			n

010 sh 99005035

040 IEN #b eng #c DLC #d DLC

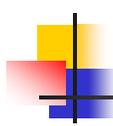
073 H 1095 #z lcsh

180 #x Citizen participation

480 #x Participation, Citizen

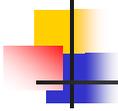
680 #i Use as a topical subdivision under topical headings for works on the participation of citizens in carrying out an activity.

**Crime prevention \$z Ohio \$x Citizen participation**



## More than one topical subdivision

SHM H 860: When combining a main heading with a place name and more than one topical subdivision, place any needed geographic subdivisions following the last subdivision that is authorized for further subdivision by place.



## Example: multiple topical subdivisions

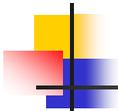
---

*Heading:*

**Roads \$x Design and construction \$x  
Environmental aspects**

Where would the geographic subdivision  
**\$z Illinois** be placed?

34



## Multiple topical subdivisions (2)

---

Authorized for geographic subdivision?

*Main heading:* **Roads** YES

*Free-floating subdivision:*

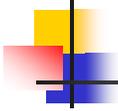
**Design and construction** NO

**Environmental aspects** YES

**Roads \$x Design and construction \$x  
Environmental aspects \$z Illinois**

*but:* **Roads \$z Illinois \$x Design and  
construction**

35



## Qualifiers in geographic subdivision: H 810

- Generally, the qualifier for a geographic name is the country in which it is located (or the *AACR2* abbreviation)
- Exception: qualifier is first-order political division (or *AACR2* abbreviation) for:
  - Australia
  - Canada
  - Great Britain
  - Malaysia
  - United States

36



## General subdivision practice for headings with qualifiers

- When headings are subdivided indirectly, the name of the larger entity is used as the first subfield \$z.
- That name as a qualifier is dropped from the second subfield \$z to avoid redundancy:

*Heading:* **Barcelona (Spain)**

*Subdivision usage:* **Art \$z Spain \$z Barcelona**

37



## General practice... (2)

- When interposing the name of a state, province, or country, use its name as established in the name authority file, not in the abbreviated form from the qualifier:

*Heading:* **New Orleans (La.)**

*Heading for state:* **Louisiana**

*Usage:* **Gardens \$z Louisiana \$z New Orleans**

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## General practice... (3)

- If the heading for the state, province, or country includes a qualifier, it is retained:

*Heading:* **Seattle (Wash.)**

*Heading for state:* **Washington (State)**

*Usage:* **Education \$z Washington (State)**  
**\$z Seattle**

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## Complex qualifiers

Some qualifiers include:

- Names of multiple jurisdictions
- A term describing the type of entity in the heading

**Clear Lake (Iowa : Lake)**  
**Diamond Lake (Douglas County, Or. : Lake)**  
**Whitewater River (Ind. and Ohio)**

40



## Complex qualifiers (2)

- General principle: ALL of the information in the heading for the place must appear in the geographic subdivisions
- Subdivide through the country or first-order political division; delete that name from the qualifier
- Retain in the qualifier any information not represented elsewhere in the heading string

41



**Examples: complex qualifiers (1)**

*Heading:* **Clear Lake (Iowa : Lake)**

*Subdivision usage:*

Water quality \$z Iowa \$z Clear Lake (Lake)

42



**Examples: complex qualifiers (2)**

*Heading:*

**Diamond Lake (Douglas County, Or. : Lake)**

*Subdivision usage:*

**Water quality \$z Oregon \$z Diamond Lake (Douglas County : Lake)**

43



## Examples: complex qualifiers (3)

*Heading:*  
**Whitewater River (Ind. and Ohio)**

*Subdivision usage:*  
**Endangered species \$z Whitewater River (Ind. and Ohio)**

44



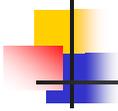
## Australia and Malaysia

- When subdividing by local places in Australia and Malaysia, assign the name of the country as the first subfield \$z, even though it does not appear in the qualifier (see H 810 & H 830):

*Heading:* **Sydney (N.S.W.)**

*Subdivision usage:*  
**Harbors \$z Australia \$z Sydney (N.S.W.)**

45



## Example: subdividing through Malaysia

---

*Heading:*

### **Kinta (Perak)**

(a village in the state of Perak, in Malaysia)

*Subdivision usage:*

**Tin miners \$z Malaysia \$z Kinta (Perak)**

46

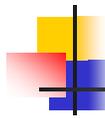


## Additional information in authority records

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- In February 1999, LC began using the 781 field (Subdivision Linking Entry—Geographic Subdivision) in new subject authority records
- Previously, guidance on geographic subdivision practice was given in some cases, in field 667 or 680

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## Authority records: field 667

Prior to February 1999, field 667 had been used in name authority records when subdivision practice fell outside of the scope of standard rules:

151 \$a Sabah

667 \$a SUBJECT USAGE: As a geographic subdivision, this heading is used indirectly through Malaysia.

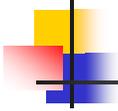
48



## Authority records: field 781

- 781 field conveys the same information in the form in which it will appear as a subdivision in bibliographic records
- The field can be found in nearly all subject authority records for geographic headings that may be used as geographic subdivisions
- The field is also being added to name authority records for geographic headings

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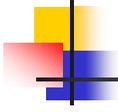


## Examples: 781 field

151 \$a Alice Springs (N.T.)  
781 \_0 \$z Australia \$z Alice Springs (N.T.)

151 \$a Johnson Creek (Whatcom County,  
Wash.)  
781 \_0 \$z Washington (State) \$z Johnson  
Creek (Whatcom County)

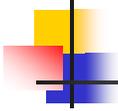
50



## 667 field, not valid as subdivision

- Some geographic headings may not be used as geographic subdivisions:
  - Celestial bodies
  - Streets and roads within a city
  - Structures and parks in cities
- 667 field in the subject authority record indicates that the heading is not valid for use as a geographic subdivision

51



## Examples:

### 667, not valid as subdivision

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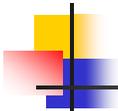
151 \$a **Milky Way**

667 \$a This heading is not valid for use as a geographic subdivision.

151 \$a **Central Park (New York, N.Y.)**

667 \$a This heading is not valid for use as a geographic subdivision.

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## Geographic subdivision exercises 6-10

---

- Formulate complete subject headings appropriate for the titles given by incorporating geographic terms
- Use the accompanying authority files

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## Geographic Subdivision Exercises

Formulate complete subject strings appropriate for the following titles by incorporating geographic terms with the topical terms provided. Use the accompanying authority files.

### Exercise 1

Title: *New York City traffic survey report.*  
Topical subject: **Traffic surveys**

### Exercise 2

Title: *The forests and flora of British Honduras.*  
Topical subjects: **Plants**  
**Forests and forestry**  
**Timber**

### Exercise 3

Title: *Telecommunications in northern Alberta.*  
Topical subject: **Telecommunication**

### Exercise 4

Title: *Cancer incidence, Texas Panhandle, 1976-1985.*  
Topical subjects: **Cancer--Statistics**  
**Medical statistics**

### Exercise 5

Title: *An adventure in the Amazon.*  
Summary: Follows Jacques Cousteau on an expedition along the Amazon River as he observes the native people and wildlife of the region.  
Topical subjects: **Cousteau, Jacques Yves** [authorized form]  
**Natural history**  
**Indians of South America**  
**Travel**

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**Exercise 6**

Title: *Magical nights at the theatre: a chronicle.*  
 Geographic focus: Melbourne, Australia [not necessarily an authorized form]  
 Topical subjects: **Music-halls (Variety-theaters, cabarets, etc.)**  
**Theater--History**  
**Entertainers**  
**Vaudeville--History**

**Exercise 7**

Title: *Take me to Coney Island.*  
 Geographic focus: Montreal, Canada (NOT Coney Island) [Note: "Montreal, Canada" is not necessarily an authorized form]  
 Topical subjects: **Jews--Social life and customs**  
**Children of immigrants**

**Exercise 8**

Title: *Assessment of regional earthquake hazards and risk along the Wasatch Front, Utah.*  
 Topical Subject: **Earthquake hazard analysis**

**Exercise 9**

Title: *History on the line: testimony in the cause of preservation.*  
 Geographic focus: Washington, D.C. [not necessarily an authorized form]  
 Topical subjects: **Historic preservation**  
**Historic buildings--Conservation and restoration**  
**Architecture--Conservation and restoration**

**Exercise 10**

Title: *Amawoti--responding to the needs and rights of people with disabilities.*  
 Geographic focus: The region around Durban, South Africa  
 Topical subjects: **People with disabilities--Social conditions**  
**People with disabilities--Civil rights**  
**People with disabilities--Services for Squatter settlements**

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## Geographic Authority Records

**151** \_\_ |a Alberta

**781** \_0 |z Alberta

**151** \_\_ |a Alberta, Northern

**451** \_\_ |a Northern Alberta

**781** \_0 |z Alberta, Northern

**151** \_\_ |a Amazon River Region

**781** \_0 |z Amazon River Region

**151** \_\_ |a Belize

**551** \_\_ |w a |a British Honduras

**151** \_\_ |a British Honduras

**551** \_\_ |w b |a Belize

**667** \_\_ |a SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Belize.

**151** \_0 |a Durban (South Africa)

**151** \_0 |a Durban Region (South Africa)

**151** \_\_ |a Melbourne (Vic.)

**151** \_\_ |a Montréal (Québec)

**781** \_0 |z Québec (Province) |z Montréal

**151** \_\_ |a New York (N.Y.)

**451** \_\_ |w nnaa |a New York (City)

**781** \_0 |z New York (State) |z New York

**151** \_\_ |a New York (State)

**781** \_0 |z New York (State)

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**151** \_\_ |a Québec (Province)

**781** \_0 |z Québec (Province)

**151** \_\_ |a Texas

**781** \_0 |z Texas

**151** \_\_ |a Texas Panhandle (Tex.)

**451** \_\_ |a Panhandle (Tex. : Region)

**781** \_0 |z Texas |z Texas Panhandle

**151** \_\_ |a Utah

**451** \_\_ |a Utah Territory

**781** \_0 |z Utah

**151** \_\_ |a Victoria

**781** \_0 |z Australia |z Victoria

**151** \_\_ |a Wasatch Range (Utah and Idaho)

**451** \_\_ |a Wasatch Front (Utah and Idaho)

**451** \_\_ |a Wasatch Mountains (Utah and Idaho)

**151** \_\_ |a Washington (D.C.)

**667** \_\_ |a SUBJECT USAGE: As a geographic subdivision, this heading is used directly.

**781** \_0 |z Washington (D.C.)

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**Subject Authority File**

**Architecture** (*May Subd Geog*)

**Cancer** (*May Subd Geog*)

**Children of immigrants** (*May Subd Geog*)

**Earthquake hazard analysis** (*May Subd Geog*)

**Entertainers** (*May Subd Geog*)

**Forests and forestry** (*May Subd Geog*)

**Historic buildings** (*May Subd Geog*)

**Historic preservation** (*May Subd Geog*)

**History**

SA subdivision History under names of countries, cities, etc., and individual corporate bodies, uniform titles of sacred works, classes of persons, ethnic groups, and topical headings

**Indians of South America** (*May Subd Geog*)

**Jews** (*May Subd Geog*)

**Medical statistics** (*Not Subd Geog*)

SA subdivision Statistics under individual diseases, e.g. Tuberculosis--Statistics; and subdivision Statistics, Medical under names of countries, cities, etc. for compilations of medical statistical data

**Music-halls (Variety-theaters, cabarets, etc.)** (*May Subd Geog*)

**Natural history** (*May Subd Geog*)

**People with disabilities** (*May Subd Geog*)

**Plants** (*May Subd Geog*)

**Squatter settlements** (*May Subd Geog*)

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**Telecommunication** (*May Subd Geog*)

**Theater** (*May Subd Geog*)

**Timber** (*May Subd Geog*)

**Traffic surveys** (*May Subd Geog*)

**Travel**

SA subdivision Description and travel under names of countries, cities, etc.; and subdivision Travel under names of individual persons and corporate bodies, classes of persons, and ethnic groups

**Vaudeville** (*May Subd Geog*)

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## Subject Subdivisions

### H 1095 Free-Floating Subdivisions

- \$x Conservation and restoration (*May Subd Geog*)
- \$x History
- \$v Statistics

### H 1100 Classes of Persons

- \$x Civil rights (*May Subd Geog*)
- \$x Services for (*May Subd Geog*)
- \$x Social conditions

### H 1103 Ethnic Groups

- \$x Social life and customs

### H 1110 Names of Persons

- \$x Travel (*May Subd Geog*)

Use for works about voyages and travels undertaken by the person. When the subdivision is further subdivided by place, assign an additional heading of the type [place]–Description and travel.

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# Chronological Subdivision

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## Session 9

1

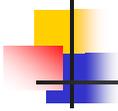


# Chronological subdivision

---

- How are chronological aspects of a work expressed in LCSH?
- Where do chronological subdivisions occur in subject heading strings?
- How are established and free-floating chronological subdivisions applied?

2



## Expressing chronological aspects of a work

- H 620 provides guidance
- Methods include use of headings or subdivisions
- Reflect the time period of the content of the work, not the time of publication
- Used extensively in social sciences and humanities, especially in history
- Subdivisions may be established or free-floating

3

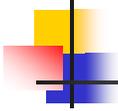


## Overview: Main headings

Chronological aspects of a work may be expressed using headings:

- for time periods
  - Middle Ages**
  - Nineteen sixties**
- with inherent or implied chronological concepts
  - Psychedelic art**
  - Silent films**

4



## Overview: Main headings (2)

- With adjectival qualifiers  
**Greek drama, Modern  
Cookery, Medieval**
- With date qualifiers  
**Kobe Earthquake, Japan, 1995  
Swing Riots, England, 1830-1831**
- With subdivisions

5



## Forms of chronological subdivisions

- Unspecified starting date  
**Libraries \$x History \$y To 400  
Brazilian literature \$y To 1800**
- Unspecified ending date  
**World politics \$y 1989-  
Russia (Federation) \$x Intellectual life  
\$y 1991-**
- Geological time period  
**Paleontology \$y Jurassic  
Geology, Stratigraphic \$y Miocene**

6



## Forms of subdivisions (2)

- Specific century or centuries
  - Wood engraving \$y 17th century**
  - Sicily (Italy) \$x History \$y 15th-18th centuries**
- Specific date spans or single dates
  - Music \$y 500-1400**
  - Jews \$x History \$y 1789-1945**
  - Depressions \$y 1929**

7



## Forms of subdivisions (3)

- Specific date spans, or single dates, with explanatory words
  - Christian art and symbolism \$y Medieval, 500-1500**
  - Yugoslavia \$x History \$y Axis occupation, 1941-1945**
  - Panama \$x History \$y American Invasion, 1989**

8



## Order of subdivisions

- Chronological subdivisions may follow different types of headings or subdivisions
- May be followed by other subdivisions
- Preferred order:

Topic \$x Topic \$z Place **\$y** **Period** \$v Form

9



## Examples of order

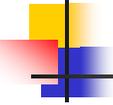
- Often follows the subdivision \$x History:

**Liberia \$x History \$y 1971-1980**

**Science \$x Study and teaching \$z France**  
**\$x History \$y 19th century**

**Baseball \$z United States \$x History \$y**  
**19th century**

10



## Examples of order (2)

- May follow other subdivisions:  
**Germany \$x Religious life and customs**  
**\$y Middle Ages, 843-1517**  
**Architecture \$z United States \$y 20th century**
- May follow main headings:  
**Philosophy, Dutch \$y 20th century**  
**Solar eclipses \$y 1991**

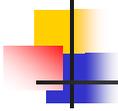
11



## Examples of order (3)

- May be followed by form, topical or geographic subdivisions:  
**Authors, English \$y 18th century \$v Biography**  
**English drama \$y 17th century \$x Study and teaching**  
**Depressions \$y 1929 \$z Europe**

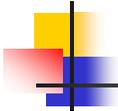
12



## Assigning chronological subdivisions

- Reflect the contents of the work (not the time of publication)
  - Exception: form subdivisions such as **\$v Early works to 1800**
- Omit for topics limited to a particular century  
**Phonocylinders \$x History**  
*not* Phonocylinders \$x History \$y 20th century
- Determine whether established or free-floating chronological subdivision is appropriate

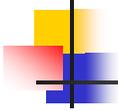
13



## Established chronological subdivisions

- Specific dates or spans of dates
- Correspond to generally recognized periods as reflected in literature of the field
- Used extensively under names of places
  - Denote reign or administration of a chief of state
  - Significant events: wars, revolutions, etc.
- Also established under other types of headings
  - **World politics \$y 1945-1989**
  - **Painting, Japanese \$y Edo period, 1600-1868**

14



## Examples: periods established under a country

---

France \$x History \$y Louis XIV, 1643-1715

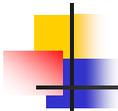
France \$x Politics and government \$y 1643-1715

France \$x Civilization \$y 1789-1830

France \$x History \$y July Revolution, 1830

France \$x History \$y Revolution, 1789-1799

15



## Choosing among multiple established subdivisions

---

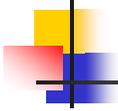
- Period subdivisions for the history of a country are not necessarily exclusive:

Great Britain \$x History \$y George III, 1760-1820

Great Britain \$x History \$y 1760-1789

Great Britain \$x History \$y 1789-1820

16



## Choosing among multiple established subdivisions (2)

- When assigning chronological subdivisions, find the best match for the specific period of time discussed in the work cataloged:

Title: *The war for America : 1775-1783*

**United States \$x History \$y Revolution, 1775-1783.**

**Great Britain \$x History \$y 1760-1789.**

17



## Free-floating century subdivisions: H 1095

- Free-floating under names of countries, cities, etc., individual corporate bodies, classes of persons, ethnic groups, and topical headings:

**\$x History \$y 16th century**

**\$x History \$y 17th century**

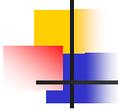
**\$x History \$y 18th century**

**\$x History \$y 19th century**

**\$x History \$y 20th century**

**\$x History \$y 21st century**

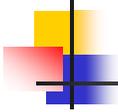
18



## Additional free-floating century subdivisions

- Free-floating lists for Classes of Persons (H 1100), Ethnic Groups (H 1103), and Names of Places (H 1140) include topical subdivisions with further subdivision by century:
  - \$x Economic conditions
  - \$x Intellectual life
  - \$x Politics and government (H 1103 & H 1140)
  - \$x Social conditions
  - \$x Social life and customs

19



## Examples of headings with free-floating century subdivisions

Witchcraft **\$x History \$y To 1500**

English language \$x Lexicography **\$x History \$y 19th century**

Older women \$z Iraq **\$x History \$y 20th century**

African Americans \$z California \$z Richmond **\$x Social conditions \$y 20th century**

Venice (Italy) **\$x Intellectual life \$y 16th century**

China **\$x Politics and government \$y 21st century**

20



## Welcome to the 21st century!

- Reminder: chronological subdivisions for a century are not assigned when the topic is by nature limited to that century
- Some topics that were previously unique to the 20th century could now have century subdivision:  
**Space flight \$x History \$y 20th century**  
**AIDS (Disease) \$x Patients \$x Social conditions \$y 20th century**

21



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# Exercises

22

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## Chronological Subdivision: Exercise 1

Consider the following established and free-floating subdivisions and complete the headings for the titles below:

Established headings:

Balkan Peninsula \$x Politics and government \$y 1945-1989

Balkan Peninsula \$x Politics and government \$y 1989-

Balkan Peninsula \$x Politics and government \$y 20th century

From H 1140 Names of Places:

**\$x Politics and government \$y 21st century**

With the cautionary note: “Assign these century subdivisions only where there is no conflict with chronological subdivisions established in the subject authority file.”

Which heading(s) would you assign to:

1) *Experimenting with democracy : regime change in the Balkans*  
(published in 2000, provides an analysis of transitions and regime change since the collapse of communist systems in 1989)

Balkan Peninsula \$x Politics and government \$y

2) *Ideologies and national identities : the case of twentieth-century Southeastern Europe.*

Balkan Peninsula \$x Politics and government \$y

3) *Balkans since the second World War.* (published in 2002)

Balkan Peninsula \$x Politics and government \$y

4) *Southeast European politics today.* (published in 2003, emphasis on events and conditions after 2001 but includes background from the 1990s)

Balkan Peninsula \$x Politics and government \$y

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## Chronological Subdivision: Exercise 2

Consider the following established and free-floating subdivisions and complete the headings for the titles below:

Established headings:

Jews \$x History \$y 70-1789  
 Jews \$x History \$y 1789-1945  
 Jews \$x History \$y 1945-  
 Judaism \$x History \$y Modern period, 1750-

From H 1103 Ethnic Groups:

**\$x History \$y 18th century**  
**\$x History \$y 19th century**  
**\$x History \$y 20th century**  
**\$x History \$y 21st century**

Which heading(s) would you assign to:

1) *Jews in the post-war world.*

Jews \$x History \$y

2) *Jews in the modern world : a history since 1750.* (published in 2002)

Jews \$x History \$y

3) *A history of the Jews in the nineteenth century.*

Jews \$x History \$y

4) *Two generations in perspective : notable events and trends, 1896-1956.* (published in 1957)

Jews \$x History \$y

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# Names as Subjects

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## Session 10

1



# Names as subjects

---

- How are names used as subject headings in LCSH?
- Where do catalogers find authorized headings for names?
- How are subdivisions used with name headings?
- How do name changes affect subject cataloging?

2



## Names as subjects

---

- *LCSH* must be used in conjunction with the LC/NACO Authority File
- *LCSH* contains headings for:
  - topics and concepts
  - geographic features
  - non-corporate named entities
  - historical events, natural disasters, riots, etc.
  - family names

3



## Names as subjects (2)

---

- LC/NACO Authority File contains headings for:
  - persons
  - corporate bodies
  - conferences and meetings
  - ad hoc events (athletic contests, fairs, festivals)
  - jurisdictions (geographic place names)
  - uniform titles
- Headings in the NAF are established according to *AACR2* and the *LCRI*s

4



## Names as subjects (3)

---

- Name headings are generally authorized for use as subjects
  - 008/15 coded “a”
- H 430 provides guidance on the use of names as subjects
- Headings are not duplicated in *LCSH* and the LC/NACO Authority File

5



## Personal names

---

- Subdivisions for topics unique to certain persons are found in *LCSH*
  - Columbus, Christopher \$x Landfall**
  - McCartney, Paul \$x Death hoax**
- Free-floating subdivisions from H 1110 may be used with any personal name
  - Einstein, Albert, \$d 1879-1955 **\$v Quotations**
  - Capote, Truman, \$d 1924-1984 **\$x Childhood and youth**

6



## Personal names: Pseudonyms

- Use the heading that serves as the “base heading” for the author (H 1330)
  - Twain, Mark, \$d 1835-1910**  
*not* the heading for Samuel Langhorne Clemens
  - Plaidy, Jean, \$d 1906-**  
*not* the heading for Philippa Carr, Victoria Holt, etc.

7

Authority record for Clemens is coded: not authorized for use as a subject heading

Rec stat	c	Entered	19931008	Replaced	19940404094335.1
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv tp	n
				Source	
				Name use	a
				Subj use	b
				Ser use	b
				Rules	c

[010](#) n 93099439 [+z](#) n 88274847  
[040](#) DLC [+c](#) DLC [+d](#) DLC  
[100](#) 1\_ Clemens, Samuel Langhorne, [+d](#) 1835-1910  
[500](#) 1\_ [Twain, Mark, +d 1835-1910 +w](#) nnc  
[663](#) Works by this author are usually entered under Twain, Mark, 1835-1910. For a listing of other names used by this author, search also under [+b](#) Twain, Mark, 1835-1910  
[667](#) SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Twain, Mark, 1835-1910

Authority record for Carr is NOT explicitly coded to caution against use as a subject heading

Rec stat	c	Entered	19880621	Replaced	20020130052355.0	
Type	z	Upd status	a	Enc lvl	n	Source
Roman		Ref status	a	Mod rec		Name use
Govt agn		Auth status	a	Subj	a	Subj use
Series	n	Auth/ref	a	Geo subd	n	Ser use
Ser num	n	Name	a	Subdiv tp	n	Rules
						a

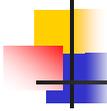
should be "b"

010 n 88137934  
 040 DLC #b eng #c DLC #d OCoLC  
 053 \_0 PR6015.I3  
 100 1\_ Carr, Philippa, #d 1906-  
 500 1\_ Plaidy, Jean, #d 1906- #w nnc  
 663 Works by this author are entered under the name used in the item. For a list of other names used by this author, search also under #b Plaidy, Jean, 1906-

663 note: base heading is Plaidy, Jean, 1906-

## Corporate names

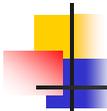
- Subdivisions for topics unique to certain corporate names are found in *LCSH*
  - Great Britain. \$b Army \$x Camel troops
  - United Nations \$x Language policy
- Free-floating subdivisions from H 1105 may be assigned to corporate names
  - General Electric Company \$x Accounting
  - McDonald's Corporation \$x Trials, litigation, etc.



## Corporate names: Auxiliary lists

- In addition to H 1105, consult additional free-floating lists for specific types of institutions:
  - Educational institutions (H 1151)
  - Legislative bodies (H 1155)
  - Military services (H 1159)
  - Religious and monastic orders (H 1186)
  - Christian denominations (H 1187)

11



## Corporate names: Administrations, reigns, etc.

- Do not assign corporate names representing administrations, reigns, etc., as subject headings  
*NOT* United States. \$b President (1993-2001 : Clinton)
- Use the corresponding personal name instead  
**Clinton, Bill, \$d 1946-**

12

Authority records for U.S. presidential administrations are coded as “not authorized for use as subjects”

Rec stat	c	Entered	19930319	Replaced	20010514150043.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	n	Mod rec	
Govt agn		Auth status	a	Subj	n
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	n	Subdiv tp	n
				Source	c
				Name use	a
				Subj use	b
				Ser use	b
				Rules	c

- [010](#) no 93007825
- [040](#) DGPO +c DGPO +d DLC +d MoSU-L +d P +d DLC
- [110](#) 1\_ United States. +b President (1993-2001 : Clinton)
- [667](#) SUBJECT USAGE: This heading is not valid for use as a subject. Works about this person are entered under Clinton, Bill, 1946-
- [670](#) His Emergency supplemental appropriations request, 1993: +b t.p. (communication from the President of the United States) p. 1 (William J. Clinton)

Authority records for other headings of this type have NOT been consistently coded to caution against use as a subject heading

should be “b”

Rec stat	c	Entered	19850722	Replaced	20000411153514.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	n
Ser num	n	Name	a	Subdiv tp	n
				Source	c
				Name use	a
				Subj use	a
				Ser use	b
				Rules	c

- [010](#) n 85125640
- [040](#) DLC +c DLC +d DLC
- [110](#) 1\_ Spain. +b Sovereign (1975- : Juan Carlos I)
- [500](#) 0\_ Juan Carlos +b I, +c King of Spain, +d 1938-
- [670](#) Its Mensajes de la Corona, 1976-

## Geographic names

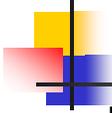
- Two types of geographic names
  - non-jurisdictional geographic names are found in *LCSH*
  - jurisdictions are found in NAF
- Headings for jurisdictions represent government or territory
- Both types of geographic names are established as 151 and assigned as 651

15

## Geographic names

- Subdivisions for topics unique to certain geographic names are established in LCSH
  - United States \$x History \$y Civil War, 1861-1865**
  - Asia \$x Civilization \$x African American influences**
- Free-floating subdivisions from H 1140 may be assigned to geographic names
  - Australia **\$x Cultural policy**
  - East Asia **\$x Social life and customs**
  - Nevada **\$x Geography**

16



## Uniform Titles

- H 1435 describes subject cataloging practices for commentaries on individual works
- Assign a subject heading for the work being discussed
  - name/title for works entered under author
  - uniform title for works entered under title
- Determine whether companion subject headings are appropriate
  - in some cases, the same topical headings assigned to an edition of the work are also assigned to commentaries

17



## Uniform Titles

- When assigning name/title or uniform titles as subject headings:
  - omit initial articles from title
  - omit additional elements such as language subfield, translator, etc.
 

**Sartre, Jean Paul, \$d 1905- \$t Être et le néant**

*not* Sartre, Jean Paul, \$d 1905- \$t Être et le néant. \$l English

*not* Sartre, Jean Paul, \$d 1905- \$t Being and nothingness
  - EXCEPT when assigning headings for sacred works or anonymous classics
 

**Bible. \$l English \$x Versions \$x History**

18

## Name changes

- Geographic names:
  - use the latest name for linear name changes (H 708)
  - use appropriate name for time period for mergers and splits (H 710)
- Corporate names:
  - use appropriate heading for time period (H 460)

19

## When is a subject not a name and vice-versa

- H 405 covers headings for various types of named entities:
  - which rules to follow when establishing individual headings
    - AACR2/LCRIs for name headings
    - SHM for subject headings
  - which MARC tag to use
- Alphabetical listing on PCC website provides a chart

20

[www.loc.gov/catdir/pcc/saco/alpha405.html](http://www.loc.gov/catdir/pcc/saco/alpha405.html)

**An Alphabetic List of Ambiguous Entities: Name vs. Subject file;  
where to establish what  
(Based on *Subject Cataloging Manual H 405*, February, 2003)**

**NOTE: This list is not exhaustive!**

Heading	MARC 21 Tag	Contribute Through		Formulate Using	
		NACO (Group 1)	SACO (Group 2)	AACR2 LCRIs	SCM
Abbeys	110	X		X	
Academies	110	X		X	
Airplanes, Named	110	X		X	
Airports	110	X		X LCRI24.1, p.6	
Almshouses	110	X		X	
Amusements parks	151		X		X
Apartment houses	110		X		X
Aquariums, Public	110	X		X	
Arboretums	110	X		X	
Arenas	110		X		X
Armories	110		X		X
Art works, Individual	100,110,130	X		X LCRI25.3A	

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**Names as Subjects: Exercises for Group Discussion**

Consider the following authority records for the named entities in *The Professor and the Madman* and *Golden Arches East*. Questions for discussion:

- What type of heading does the record represent?
- Can you use the 1XX heading as a subject heading?

1)

<b>Rec stat</b>	n	<b>Entered</b>	19820624	<b>Replaced</b>	19840322000000.0
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	n	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	a	<b>Subdiv tp</b>	n
<a href="#">010</a>	n		82072956		
<a href="#">040</a>			DLC ‡c DLC		
<a href="#">100</a>	1_		Murray, James Augustus Henry, ‡c Sir, ‡d 1837-1915.		
<a href="#">670</a>			His New English dictionary.		

2)

<b>Rec stat</b>	n	<b>Entered</b>	19980203	<b>Replaced</b>	19980203101105.8
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>	
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n
<b>Ser num</b>	n	<b>Name</b>	a	<b>Subdiv tp</b>	n
<a href="#">010</a>	n		98010316		
<a href="#">040</a>			DLC ‡c DLC		
<a href="#">100</a>	1_		Minor, William Chester		
<a href="#">400</a>	1_		Minor, W. C. ‡q (William Chester)		
<a href="#">670</a>			Winchester, S. Mad for words, 1998: ‡b CIP galley (Dr. William Chester Minor; W.C. Minor)		

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3)

<b>Rec stat</b>	c	<b>Entered</b>	19850731	<b>Replaced</b>	19990508051941.6		
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	a
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n	<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	c

<a href="#">010</a>	n	85201132						
<a href="#">040</a>		DLC	‡c	DLC	‡d	InU	‡d	IAhCCS
<a href="#">130</a>	_0	Oxford English dictionary						
<a href="#">430</a>	_0	OED						
<a href="#">530</a>	_0	<a href="#">New English dictionary on historical principles</a>						
<a href="#">670</a>		The Concise Oxford dictionary of current English, 1982: ‡b t.p. (Oxford English dictionary)						
<a href="#">670</a>		LC manual cat. ‡b (The Oxford English dictionary, 1933)						
<a href="#">670</a>		Oxford English dict., 1933: ‡b v. 1, p. v (reissue of A new English dictionary on historical principles as the Oxford English dictionary)						
<a href="#">670</a>		The professor and the madman, p1998: ‡b container (Oxford English dictionary; OED)						

4)

<b>Rec stat</b>	n	<b>Entered</b>	19950113	<b>Replaced</b>	19950114053159.7		
<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	c
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	a
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n	<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	c

<a href="#">010</a>	no	95002678					
<a href="#">040</a>		InU	‡c	InU			
<a href="#">130</a>	_0	New English dictionary on historical principles					
<a href="#">530</a>	_0	<a href="#">Oxford English dictionary</a>					
<a href="#">670</a>		A new English dictionary on historical principles, 1888-1928.					
<a href="#">670</a>		Oxford English dict., 1933: ‡b v. 1, p. v (reissue of A new English dictionary on historical principles as the Oxford English dictionary)					
<a href="#">670</a>		LC database, 12/7/94 ‡b (hdg.: New English dictionary on historical principles)					

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5)

<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	a
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>	n	<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	c

<a href="#">010</a>	n	50000582					
<a href="#">040</a>		DLC ‡c DLC ‡d DLC ‡d MiU					
<a href="#">110</a>	2_	McDonald's Corporation.					
<a href="#">410</a>	2_	McDonald's System, Inc.					
<a href="#">410</a>	2_	McDonald's (Firm : U.S.)					
<a href="#">410</a>	2_	Mac Donald (Firm : U.S.)					
<a href="#">410</a>	2_	Mac Do (Firm : U.S.)					
<a href="#">670</a>		Kroc, R. Grinding it out. c1977.					
<a href="#">670</a>		Map of Washington D.C. central business district, 1976?: ‡b map recto (McDonald's)					
<a href="#">670</a>		Jeunes professions, professions de jeunes? 1991: ‡b t.p. (Mac Do) p. 151, etc. (... des restaurants Mac Donald; Le Mac Donald)					

6)

<b>Type</b>	z	<b>Upd status</b>	a	<b>Enc lvl</b>	n	<b>Source</b>	
<b>Roman</b>		<b>Ref status</b>	a	<b>Mod rec</b>		<b>Name use</b>	b
<b>Govt agn</b>		<b>Auth status</b>	a	<b>Subj</b>	a	<b>Subj use</b>	a
<b>Series</b>	n	<b>Auth/ref</b>	a	<b>Geo subd</b>		<b>Ser use</b>	b
<b>Ser num</b>	n	<b>Name</b>	n	<b>Subdiv tp</b>	n	<b>Rules</b>	n

<a href="#">010</a>	sh	85040525					
<a href="#">040</a>		DLC ‡c DLC ‡d DLC					
<a href="#">151</a>		East Asia					
<a href="#">451</a>		Asia, East					
<a href="#">451</a>		Asia, Eastern					
<a href="#">451</a>		East (Far East) ‡w nne					
<a href="#">451</a>		Eastern Asia					
<a href="#">451</a>		Far East					
<a href="#">551</a>		Orient ‡w g					
<a href="#">680</a>		‡i Here are entered works dealing collectively with China, Japan, North Korea, South Korea, and Taiwan.					
<a href="#">681</a>		‡i Note under ‡a Orient					
<a href="#">781</a>	0	‡z East Asia					

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# MARC Coding for Library of Congress Subject Headings

---

## Session 11

1

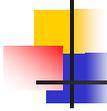


# MARC Coding for Library of Congress Subject Headings

---

- How do we interpret information in subject authority records and apply it correctly in bibliographic records?
- What are the principal elements of authority records to consider before assigning a heading in a bibliographic record?
- What are some of the pitfalls and how can they be avoided?

2

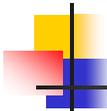


## Outline of Fields in Authority Records

---

00x	control fields
1xx	headings
260/360	complex (general) references
4xx	see from tracing
5xx	see also from tracing
663-666	complex name references
667-68x	notes
7xx	linking entry

3

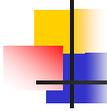


## Conversion Chart

---

Authority record	Bibliographic record
100	600
110	610
111	611
130	630
150	650
151	651 or \$z of 6XX
[155]	655

4

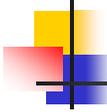


## Personal Name Authority Record

Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: n	Mod rec:	Name use: a
Govt agn:	Auth status: a	<b>Subj: a</b>	<b>Subj use: a</b>
Series: n	<b>Auth/ref: a</b>	Geo subd: n	Ser use: b
Ser num: n	Name: a	Subdiv tp: n	Rules: c

010 n 79021948  
 040 DLC \$c DLC \$d NjP  
 100 1\_ Weston, Edward, \$d 1886-1958  
 670 Armitage, M. Henrietta Shore ... 1933.  
 670 Edward Weston, c2001: \$b p. 15 (1886-1958; photographer)

5



## Application to Bibliographic Record : Personal Name as Subject

100 1\_ Wilson, Charis, \$d 1914-  
 245 10 Through another lens : \$b my  
 years with Edward Weston / \$c  
 Charis Wilson and Wendy Madar.  
**600 10 Weston, Edward, \$d 1886-1958.**

6

## SHM Appendix D: Punctuation

### Appendix D: Punctuation

1. *Period at the end of a heading.* Place a period at the end of a subject heading.

*Examples:*

```
600 10 $a Reagan, Ronald.
650 #0 $a Presidents $z United States $v Biography.
```

*Exception:* Omit the final period if the final element in the heading is a closing parenthesis, an open date, or a mark of ending punctuation. *Examples:*

```
650 #0 $a Seasonal variations (Economics)
650 #0 $a Education $z Washington (D.C.)
651 #0 $a United States $x Economic policy $y 2001-
600 10 $a Capote, Truman, $d 1924-
600 10 $a Sienkiewicz, Henryk, $d 1846-1916. $t Quo vadis?
```

## MARC 21 Format for Bibliographic Data

### X00 Personal Names—General Information

#### Input Conventions

---

#### Punctuation

The punctuation of the subelements of a heading is generally dictated by descriptive cataloging or subject heading system/thesaurus rules. These input conventions clarify MARC punctuation practices. Fields 100, 600, 700, and 800 end with a mark of punctuation or a closing parenthesis. If the final subfields are subfield \$2, \$3, \$4, or \$5, the mark of punctuation or closing parenthesis precedes those subfields.

```
600 10 $aCapote, Truman,$d1924- $xCriticism and
      interpretation.
700 1# $aEllington,
      Duke,$d1899-1974.$tSelections;$oarr.$f1986.
700 0# $aThomas$c(Anglo-Norman poet).$tRoman de
      Tristan.$lEnglish.
100 1# $aGrozeller, Leopold.$4art
```

---



## Corporate Body Authority Record

Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: a	Mod rec:	Name use: a
Govt agn:	Auth status: a	Subj: a	<b>Subj use: a</b>
Series: n	Auth/ref: a	Geo subd: n	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: c

010 n 79079580  
 040 DLC \$c DLC \$d DLC \$d TNJ \$d CU-SB  
**110 2\_ American Civil Liberties Union**  
 410 2\_ ACLU  
**510 2\_ National Civil Liberties Bureau (U.S.) \$w a**  
 670 Its Handbook (ser.) Gillers, S. \$b The rights of lawyers and clients, c1979: t.p. American Civil Liberties Union)  
 678 Founded 1917 as the Civil Liberties Bureau within the American Union Against Militarism; \$a became independent 10/17 under the name: National Civil Liberties Bureau; \$a name changed to American Civil Liberties Union, 12/20.

9



## Application to Bibliographic Record : Corporate Body as Subject

110 2\_ American Civil Liberties Union.  
 245 10 Records, \$f 1917-  
 520 Includes correspondence (1927-1928), reports of program work, literature, and information about the American Civil Liberties Foundation's Project on Amnesty (1973-1975); includes one folder each of printed information and newsletters of ACLU branches in Washington D.C., California, Illinois, Indiana, Massachusetts, New York, Oregon, Tennessee, and Washington State and eight folders of information about the ACLU of Pennsylvania and the Greater Philadelphia Branch; also includes biographical information about Roger Baldwin.

**610 20 American Civil Liberties Union \$v Archives.**

10



## Topical Heading Subject Authority Record

---

Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: b	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	<b>Geo subd: i</b>	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh 85026282  
 040 DLC \$c DLC \$d DLC  
**053 HT165.5 \$b HT169.5 \$c Urban sociology**  
**053 NA9000 \$b NA9284 \$c Architecture**  
 150 City planning  
 450 Cities and towns \$x Planning \$w nne  
 450 City planning \$x Government policy  
 450 Urban development  
 450 Urban planning  
 550 Land use \$x Planning \$w g  
 550 Regional planning

11



## Application to Bibliographic Record : Topical Subject

---

<b>050 00</b>	<b>HT166 \$b .D3867 2003</b>
245 00	Designing cities : \$b critical readings in urban design / \$c edited by Alexander R. Cuthbert.
260	Malden, MA : \$b Blackwell Pub., \$c 2003.
<b>650 _0</b>	<b>City planning.</b>

12



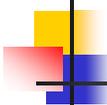
## Topical Heading Subject Authority Record

Type: z	Upd status: a	Enc lvl: n	Source:
Roman:	Ref status: b	Mod rec:	Name use: b
Govt agn:	Auth status: a	Subj: a	Subj use: a
Series: n	Auth/ref: a	<b>Geo subj: i</b>	Ser use: b
Ser num: n	Name: n	Subdiv tp: n	Rules: n

010 sh 85074353  
 040 DLC \$c DLC \$d DLC  
 150 Land use, Urban  
 450 Urban land use  
**550 Cities and towns \$w g**  
**550 Urban policy \$w g**  
 550 Urban renewal  
**680 \$i Here are entered general works on urban land use and works limited to urban land use in regions, counties, states, etc. Works on land use in individual cities, city regions, or metropolitan areas are entered under the heading \$a Land use \$i with local subdivision.**



13



## Application to Bibliographic Record : Topical Subject

100	1_	Feagin, Joe R.
245	10	Building American cities : \$b the urban real estate game / \$c by Joe R. Feagin and Robert Parker.
<b>650</b>	<b>_0</b>	<b>Land use, Urban \$z United States.</b>
650	_0	Housing \$z United States.

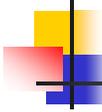
14



## Application to Bibliographic Record : Topical Subject

- 100 1\_ Gandy, Matthew.
- 245 10 Concrete and clay : \$b reworking nature in New York City / \$c Matthew Gandy.
- 650 \_0 Urban ecology \$z New York (State) \$z New York.
- 650 \_0 Human ecology \$z New York (State) \$z New York.
- 650 \_0 City planning \$x Environmental aspects \$z New York (State) \$z New York.
- 650 \_0 Land use, Urban \$z New York (State) \$z New York.**  
*incorrect*

15



## Application to Bibliographic Record : Topical Subject

- 100 1\_ Gandy, Matthew.
- 245 10 Concrete and clay : \$b reworking nature in New York City / \$c Matthew Gandy.
- 650 \_0 Urban ecology \$z New York (State) \$z New York.
- 650 \_0 Human ecology \$z New York (State) \$z New York.
- 650 \_0 City planning \$x Environmental aspects \$z New York (State) \$z New York.
- 650 \_0 Land use \$z New York (State) \$z New York.**  
*correct*

16

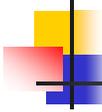


## Topical Heading Subject and Subdivision Authority Record

Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: b  
 Govt agn: Auth status: a Subj: a Subj use: a  
 Series: n Auth/ref: a Geo subd: Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: n

010 sh 85026023  
 040 DLC \$c DLC \$d DLC  
 053 TR858  
**150 Cinematography \$x Special effects**  
 450 Motion pictures \$x Special effects  
 450 Special effects (Cinematography)  
 550 Trick cinematography

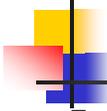
17



## Application to Bibliographic Record : Topical Subject and Subdivision

100 1\_ Adeyemi, Taiwo.  
 245 14 The aesthetic value of special effects  
 cinematography in Nigeria / \$c Taiwo  
 Adeyemi.  
**650 \_0 Cinematography \$z Nigeria \$x Special  
 effects.**

18

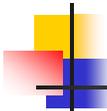


## Reference Record

Type: z    Upd status: a    Enc lvl: n    Source:  
 Roman:    Ref status: n    Mod rec:    Name use: b  
 Govt agn:    Auth status: n    Subj: a    **Subj use: b**  
 Series: n    **Auth/ref: b**    Geo subd:    Ser use: b  
 Ser num: n    Name: n    Subdiv tp: n    Rules: n

010 sh 85023267  
 040 DLC \$c DLC \$d DLC  
**150 Chicano language**  
 260 \$i subdivisions \$a Dialects \$i and \$a Provincialisms \$i under \$a Spanish language \$i divided by United States or specific locality in the United States, e.g. \$a Spanish language--Dialects--United States; Spanish language--Provincialisms--Southwestern States

19



## Application to Bibliographic Record : Based on Reference Record

245 03    El dialecto chicano de Texas : \$b  
 Mexican American dialectology course /  
 \$c Department of Spanish and  
 Portuguese, University of Texas.

650 \_0    **Spanish language \$x Provincialisms \$z  
 Texas.**

650 \_0    **Spanish language \$x Dialects \$z Texas.**

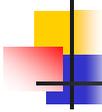
20



## Geographic Name Authority Record

Rec stat: n Entered: 19790418 Replaced: 19840322000000.0  
 Type: z Upd status: a Enc lvl: n Source:  
 Roman: Ref status: a Mod rec: Name use: a  
 Govt agn: Auth status: a Subj: a **Subj use: a**  
 Series: n Auth/ref: a Geo subd: n Ser use: b  
 Ser num: n Name: n Subdiv tp: n Rules: **c**  
     010 **n 79023321**  
     040 DLC \$c DLC  
     043 n-us-tx  
     **151 Dallas (Tex.)**  
     451 Dallas \$w nnaa  
     781 0 \$z Texas \$z Dallas

21



## Application to Bibliographic Record : Geographic Heading

100 1\_ Hanson, Royce  
 245 10 Civic culture and urban change : \$b governing Dallas / \$c Royce Hanson.  
**651 \_0 Dallas (Tex.) \$x Politics and government \$y 20th century.**  
**650 \_0 Political culture \$z Texas \$z Dallas \$x History \$y 20th century.**  
**651 \_0 Dallas (Tex.) \$x Economic conditions \$y 20th century**

22



## Summary of Geographic Names

Name authority record:

151 Canada

Bibliographic records:  
Used as corporate main or added entry:

110 1\_ Canada.  
710 1\_ Canada.

23



## Summary of Geographic Names (2)

Name authority record:

151 Canada

Bibliographic records:  
Used as subject heading alone, or with topical or form subdivisions:

651 \_0 Canada.  
651 \_0 Canada \$x History.  
651 \_0 Canada \$x Officials and employees.  
651 \_0 Canada \$v Biography.

24



## Summary of Geographic Names (3)

---

### Name authority records:

151 Canada  
110 1\_ Canada. \$b Ministry of Transport

### Bibliographic records:

Used as corporate main or added entry for subordinate body:

110 1\_ Canada. \$b Ministry of Transport.  
710 1\_ Canada. \$b Ministry of Transport.

25



## Summary of Geographic Names (4)

---

### Name authority records:

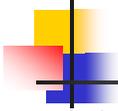
151 Canada  
110 1\_ Canada. \$t Access to Information Act  
110 1\_ Canada. \$t Treaties, etc. \$d 1992 Oct. 7.

### Bibliographic records:

Used as author/title (or author/uniform title) added entry:

710 1\_ Canada. \$t Access to Information Act.  
710 1\_ Canada. \$t Treaties, etc. \$d 1992 Oct. 7.

26



## Summary of Geographic Names (5)

---

### Authority records:

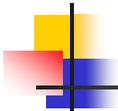
151 Canada  
110 1\_ Canada. \$b Ministry of Transport  
110 1\_ Canada. \$t Treaties, etc. \$d 1992 Oct. 7

### Bibliographic records:

Used as subject heading for subordinate body or for author/title (or author/uniform title), with or without topical or form subdivisions:

610 10 Canada. \$b Ministry of Transport.  
610 10 Canada. \$b Ministry of Transport \$v Directories.  
610 10 Canada. \$t Treaties, etc. \$d 1992 Oct. 7.  
610 10 Canada. \$t Treaties, etc. \$d 1992 Oct. 7 \$x Electronic information resources.

27



## Exercises

---

Provide the MARC coding for the subject heading strings on your worksheet.

Note: not all subject headings that would be assigned are shown.

28

**MARC Coding: Exercises**

Provide the MARC coding for the subject heading strings below.  
(Note: not all subject headings that would be assigned are shown)

*Sports hero : Henry Aaron.*

6\_\_ \_\_ Aaron, Hank, \$\_\_ 1934- \$\_\_ Juvenile literature.

6\_\_ \_\_ African American baseball players \$\_\_ Biography \$\_\_ Juvenile literature.

*Microsoft in the mirror : nineteen insiders reflect on the experience.*

6\_\_ \_\_ Microsoft Corporation \$\_\_ Employees \$\_\_ Biography.

6\_\_ \_\_ Computer software industry \$\_\_ United States.

*Canada-Japan : policy issues for the future.*

6\_\_ \_\_ Canada \$\_\_ Economic conditions \$\_\_ 1945- \$\_\_ Congresses.

6\_\_ \_\_ Canada \$\_\_ Foreign economic relations \$\_\_ Japan \$\_\_ Congresses.

6\_\_ \_\_ Japan \$\_\_ Foreign economic relations \$\_\_ Canada \$\_\_ Congresses.

*Union list of serials in Canada Department of Agriculture Libraries.*

6\_\_ \_\_ Canada. \$\_\_ Dept. of Agriculture. \$\_\_ Library \$\_\_ Catalogs.

6\_\_ \_\_ Agriculture \$\_\_ Periodicals \$\_\_ Bibliography \$\_\_ Union lists.

6\_\_ \_\_ Catalogs, Union \$\_\_ Canada.

*Saying it's so : a cultural history of the Black Sox scandal.*

6\_\_ \_\_ Chicago White Sox (Baseball team) \$\_\_ History.

6\_\_ \_\_ World Series (Baseball) \$\_\_ (1919)

*The Brontës A to Z : the essential reference to their lives and work.*

6\_\_ \_\_ Brontë family \$\_\_ Encyclopedias.

6\_\_ \_\_ Authors, English \$\_\_ 19th century \$\_\_ Biography \$\_\_ Encyclopedias.

*The Empire State Building.*

6\_\_ \_\_ Empire State Building (New York, N.Y.) \$\_\_ Pictorial works.

6\_\_ \_\_ Skyscrapers \$\_\_ New York (State) \$\_\_ New York \$\_\_ Design and construction \$\_\_ Pictorial works.

*Lewis & Clark in North Dakota.*

6\_\_ \_\_ Lewis and Clark Expedition \$\_\_ (1804-1806) \$\_\_ Exhibitions.

6\_\_ \_\_ North Dakota \$\_\_ Discovery and exploration \$\_\_ Exhibitions.

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**Note:** all name headings that are needed are provided here to assist with coding. Not all subject headings used in the exercises are listed below. Assume that subject headings may be subdivided geographically if the headings above have geographic subdivision.

**Name Authority file:**

100 1 \_ Aaron, Hank, \$d 1934-  
151 \_ \_ Canada  
110 1 \_ Canada. \$b Dept. of Agriculture. \$b Library  
110 2 \_ Chicago White Sox (Baseball team)  
151 \_ \_ Japan  
111 2 \_ Lewis and Clark Expedition \$d (1804-1806)  
110 2 \_ Microsoft Corporation  
111 2 \_ World Series (Baseball)

**Subject Authority file:**

100 3 \_ Brontë family  
110 2 \_ Empire State Building (New York, N.Y.)

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# Evaluating Existing Headings

---

Session 12

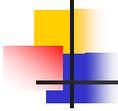
1



## Evaluating existing headings

- How do catalogers evaluate LC subject headings on cataloging copy?
- What tools should be used?

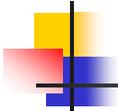
2



## Tools

- Name and subject authority records
- *Free-Floating Subdivisions: An Alphabetical Index*
- Instruction sheets in the *SHM* may need to be used

3



## Keep in mind...

- The absence of an authority record for a subject heading string does NOT mean that the heading is invalid
- Bibliographic records in a database have been created over a period of years
  - Forms of headings change
  - Policies and practices for application change
  - New headings are established
  - Headings in older records should be reviewed using current standards

4



## Evaluating headings

---

- When evaluating headings, consider:
  - Do the headings assigned reflect the content of the work being cataloged?
  - Is the heading string valid?
    - Are the elements authorized by authority records or by the *SHM*?
    - Is the order of subdivisions appropriate (placement of geographic subdivision, etc.)?
  - Is the MARC coding correct?

5



## Example 1

---

245 00 Individuals, essence, and identity : \$b  
themes of analytic metaphysics / \$c  
edited by Andrea Bottani, Massimiliano  
Carrara, and Pierdaniele Giaretta.

650 \_0 Ontology.

650 \_0 Metaphysics.

6

### Authority record for 1st heading

Rec stat	c	Entered	19860211	Replaced	19880920133959.8		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman		Ref status	b	Mod rec		Name use	b
Govt agn		Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd		Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

<a href="#">010</a>	sh 85094833
<a href="#">040</a>	DLC <a href="#">+c</a> DLC <a href="#">+d</a> DLC
<a href="#">053</a>	BD300 <a href="#">+b</a> BD444
<a href="#">150</a>	Ontology
<a href="#">450</a>	Being
<a href="#">550</a>	<a href="#">Philosophy</a> <a href="#">+w</a> g
<a href="#">550</a>	<a href="#">Metaphysics</a>
<a href="#">550</a>	<a href="#">Necessity (Philosophy)</a>
<a href="#">550</a>	<a href="#">Substance (Philosophy)</a>

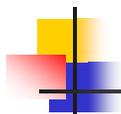
### Authority record for 2nd heading

Rec stat	c	Entered	19860211	Replaced	19900116103011.5		
Type	z	Upd status	a	Enc lvl	n	Source	
Roman		Ref status	a	Mod rec		Name use	b
Govt agn		Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd		Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

<a href="#">010</a>	sh 85084286
<a href="#">040</a>	DLC <a href="#">+c</a> DLC <a href="#">+d</a> DLC
<a href="#">053</a>	BD
<a href="#">150</a>	Metaphysics
<a href="#">550</a>	<a href="#">God</a>
<a href="#">550</a>	<a href="#">Ontology</a>
<a href="#">550</a>	<a href="#">Philosophy</a> <a href="#">+w</a> g
<a href="#">550</a>	<a href="#">Philosophy of mind</a>

## Example 2



100 1 Goldberg-Hiller, Jonathan, \$d 1958-  
 245 14 The limits to union : \$b same-sex marriage  
 and the politics of civil rights / \$c Jonathan  
 Goldberg-Hiller.

650 \_0 Same-sex marriage \$x Law and legislation  
 \$z United States.

650 \_0 Gays \$x Civil rights \$z United States.

9

Rec stat	n	Entered	19970616	Replaced	19970811081859.2
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	i
Ser num	n	Name	n	Subdiv tp	n
010	sh 97004784				
040	DLC †c DLC				
150	Same-sex marriage †x Law and legislation				
550	Marriage law †w g				
670	Work cat.: 97-110835: Michigan Legislative Research Bureau. Same-sex marriages, 1996.				
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	n	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	d	Geo subd	i
Ser num	n	Name	n	Subdiv tp	a
010	sh 99004848				
040	IEN †b eng †c DLC				
073	H 1147 †a H 1149 †a H 1150 †a H 1151.5 †a H 1153 †a H 1158 †a H 1180 †a H 1195 †a H 1200 †z lcsh				
180	†x Law and legislation				
667	Further subdivide by subdivisions used under legal topics.				
680	†i Use as a topical subdivision under individual animals and groups of animals, individual chemicals, individual diseases, types of educational institutions, types of industries, individual materials, individual plants and groups of plants, individual land vehicles, and individual wars.				

Type	z	Upd status	a	Enc lvl	n	Source
Roman		Ref status	a	Mod rec		Name use
Govt agn		Auth status	a	Subj	a	Subj use
Series	n	Auth/ref	a	Geo subd	i	Ser use
Ser num	n	Name	n	Subdiv tp	n	Rules

010	sh	94009215				
040	DLC	<del>zc</del> DLC <del>cd</del> DLC				
053	HQ76.5	<del>zb</del> HQ76.8 <del>zc</del> Sociology				
150	Gay rights					
450	Gay and lesbian rights					
450	Gay men	<del>zx</del> Civil rights				
450	Gays	<del>zx</del> Civil rights				
450	Lesbian rights					
450	Lesbians	<del>zx</del> Civil rights				
450	Rights of gays					
450	Rights of lesbians					

←

Gays \$x Civil rights is not an authorized heading.  
 The heading in the bib record should be changed to: **Gay rights \$z United States**

### Example 3

100 1 Christensen, Harriet Hilda.  
 245 10 Bystander reactions to illegal littering behavior in a forested recreation area / \$c by Harriet Hilda Christensen.  
**650 \_0 Forest litter.**

## Authority record

<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lvl</u>	n	<u>Source</u>	
Roman		<u>Ref status</u>	b	<u>Mod rec</u>		<u>Name use</u>	b
<u>Govt agn</u>		<u>Auth status</u>	a	<u>Subj</u>	a	<u>Subj use</u>	a
<u>Series</u>	n	<u>Auth/ref</u>	a	<u>Geo subd</u>	i	<u>Ser use</u>	b
<u>Ser num</u>	n	<u>Name</u>	n	<u>Subdiv tp</u>	n	<u>Rules</u>	n

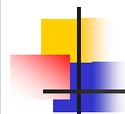
010 sh 85050599  
 040 DLC #c DLC #d WaU  
 150 Forest litter  
 450 Litter, Forest  
 550 Forest soils #w g  
 550 Plant litter #w g  
 670 The dict. of forestry, c1998 #b (litter: the surface layer of the forest floor that is not in an advanced stage of decomposition, usually consisting of freshly fallen leaves, needles, twigs, stems, bark, and fruits --see duff; duff: the partially decomposed organic material of the forest floor beneath the litter of freshly fallen twigs, needles, and leaves)

## Another authority record

<u>Rec stat</u>	c	<u>Entered</u>	19860211	<u>Replaced</u>	19880407115727.8		
<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lvl</u>	n	<u>Source</u>	
Roman		<u>Ref status</u>	b	<u>Mod rec</u>		<u>Name use</u>	b
<u>Govt agn</u>		<u>Auth status</u>	a	<u>Subj</u>	a	<u>Subj use</u>	a
<u>Series</u>	n	<u>Auth/ref</u>	a	<u>Geo subd</u>	i	<u>Ser use</u>	b
<u>Ser num</u>	n	<u>Name</u>	n	<u>Subdiv tp</u>	n	<u>Rules</u>	n

010 sh 85077671  
 040 DLC #c DLC #d DLC  
 053 TD813 #b TD870  
 150 Litter (Trash)  
 450 Littering  
 550 Refuse and refuse disposal #w g

## Example 4



- 100 1 Halliwell-Phillips, J. O. \$q (James Orchard), \$d 1820-1889.
  
- 245 12 A hand-book index to the works of Shakespeare / \$c by J.O. Halliwell.
  
- 500 Reprint of the 1866 ed. published by J.E. Adlard, London.
  
- 600 10 Shakespeare, William, \$d 1564-1616.  
\$x Dictionaries, indexes, etc.

15

### Subject authority record

<u>Rec stat</u> c	<u>Entered</u> 19910624	<u>Replaced</u> 20000405081356.0	
<u>Type</u> z	<u>Upd status</u> a	<u>Enc lvl</u> n	<u>Source</u>
<u>Roman</u>	<u>Ref status</u> a	<u>Mod rec</u>	<u>Name use</u> b
<u>Govt agn</u>	<u>Auth status</u> a	<u>Subj</u> a	<u>Subj use</u> a
<u>Series</u> n	<u>Auth/ref</u> a	<u>Geo subd</u>	<u>Ser use</u> b
<u>Ser num</u> n	<u>Name</u> a	<u>Subdiv tp</u> n	<u>Rules</u> n

<u>010</u>	sh 91003048
<u>040</u>	DLC #c DLC #d DLC
<u>053</u>	_0 PR2892
<u>100</u>	1_ Shakespeare, William, #d 1564-1616 #v Indexes
<u>400</u>	1_ Shakespeare, William, #d 1564-1616 #v Dictionaries, indexes, etc. #w nne

Heading in bib record should be:

600 10 Shakespeare, William, \$d 1564-1616 \$v  
Indexes.

## Example 5

245 04 The Loma Prieta earthquake and its effects on the California wine industry.

650 \_0 Wine industry \$z California, Northern.

650 \_0 Earthquakes \$z California, Northern \$x Economic aspects.

17

Type	z	Upd status	a	Enc lvl	n	Source	
Roman		Ref status	b	Mod rec		Name use	b
Govt agn		Auth status	a	Subj	a	Subj use	a
Series	n	Auth/ref	a	Geo subd		Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

[010](#) sh 85018897  
[040](#) DLC +c DLC  
[151](#) California, Northern  
[451](#) Northern California  
[781](#) \_0 +z California, Northern

### Entry from *SHM H 1095*:

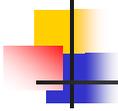
**\$x Economic aspects** (*May Subd Geog*)

Use under topical headings.

See also **–Economic conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups, including occupational groups, for works discussing the economic history or economic conditions in general of a place, class of persons, or ethnic group.

Heading should be:

Earthquakes \$x Economic aspects \$z California, Northern



## Example 6

245 14 The Elvis treasures.

500 Includes facsims. of documents from  
the Graceland Archives.

600 10 Presley, Elvis, \$d 1935-1977 **\$x**  
**Archives.**

650 \_0 Rock musicians \$x United States  
\$v Biography.

19

### From *Free-Floating Subdivisions: An Alphabetical Index*

SUB-DIVISION	SUBFIELD CODE(S)	FF LIST IN SHM	CATEGORY	USAGE GUIDELINES
--Archives	v	H 1095	see SHM	H 1230
		H 1100	Classes pers	H 1230
		H 1103	Ethnic groups	H 1230
		H 1105	Corp bodies	H 1230
		H 1110	Indiv pers	H 1230
		H 1120	Families	H 1230
		H 1151.5	Types schools	H 1230
		H 1159	Military srvces	H 1230

### Authority record for the form subdivision

Rec stat	c	Entered	19990223	Replaced	20010202125555.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	n	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	d	Geo subd	
Ser num	n	Name	n	Subdiv tp	b
		Source		Name use	b
		Subj use	a	Ser use	b
		Rules	n		

010 sh 99001262

040 IEN #b eng #c DLC #d DLC

073 H 1095 #a H 1100 #a H 1103 #a H 1105 #a H 1110 #a H 1120 #a H 1151.5 #a H 1159 #z lcsh

185 #v Archives

680 #i Use as a form subdivision under names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, types of corporate bodies and educational institutions, and military services for collections of documents or historical records, including notes, correspondence, minutes, photographs, legal papers, etc., pertaining to those persons or organizations.

681 #i Reference under the heading #a Archives

OCLC Connexion - [LC Authority File Expanded Browse List]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings 1.10 User Tools

Results

Archives

[150]

[180]

[185]

[550]

\*x Abstract

\*x Access

\*x Access

\*x Acquis

\*x Acquis

\*x Building

Rec stat	c	Entered	20040421	Replaced	20040527135136.0
Type	z	Upd status	a	Enc lvl	n
Roman	█	Ref status	b	Mod rec	
Govt agn	█	Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	i
Ser num	n	Name	n	Subdiv tp	n
		Source		Name use	b
		Subj use	a	Ser use	b
		Rules	n		

010 sh 85006913

040 DLC #b eng #c DLC #d DLC

053 0 CD931 #b CD4279

150 Archives

360 #i subdivision #a Archival resources #i under topical headings and under names of countries, cities, etc.; and subdivision #a ethnic groups, and under names of individual persons, families, and corporate bodies for collections of documents or historical records, including notes, correspondence, minutes, photographs, legal papers, etc., pertaining to those persons or organizations.

## Example 7

245 14 The wet engine : \$b exploring the mad  
wild miracle of the heart.

650 \_0 Heart \$x Religious aspects \$x  
Christianity.

650 \_0 Heart \$x Diseases \$x Religious aspects  
\$x Christianity.

23

\$x Cytopathology  
\$x Differentiation  
\$x Dilatation (*May Subd Geog*)  
 → \$x Diseases (*May Subd Geog*)  
\$x Dislocation (*May Subd Geog*)  
\$x Displacement  
\$x Dissection (*May Subd Geog*)  
\$x Effect of chemicals on (*May Subd Geog*)

\$x Regeneration (*May Subd Geog*)  
\$x Reimplantation (*May Subd Geog*)  
 → \$x Religious aspects  
\$x Religious aspects \$x Buddhism, [Christianity, etc.]  
\$x Reoperation (*May Subd Geog*)  
\$x Rupture (*May Subd Geog*)  
\$x Secretions  
\$x Sex differences (*May Subd Geog*)

SHM H 1164, H 1150 provide guidance

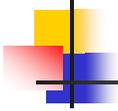
## Example 8

- 245 10 Afloat on the Ohio : \$b an historical pilgrimage of a thousand miles on a skiff, from Redstone to Cairo.
- 651 \_0 Ohio River \$x Description and travel.
- 651 \_0 Ohio River Region \$x Social life and customs.

25

<a href="#">OHIO POLITICS AND GOVERNMENT 1951</a>	<b>1 record</b>
<a href="#">OHIO POLITICS AND GOVERNMENT CIVIL WAR 1861 1865</a>	<b>1 record</b>
<b><a href="#">OHIO RIVER</a></b>	<b>1 record</b>
<a href="#">OHIO RIVER BRIDGES</a>	<b>1 record</b>
<a href="#">OHIO RIVER ISLANDS NATIONAL WILDLIFE REFUGE</a>	<b>1 record</b>
<a href="#">OHIO RIVER NAVIGATION</a>	<b>1 record</b>
<a href="#">OHIO RIVER VALLEY</a>	<b>1 record</b>

ARN 02092247				
<u>Rec stat</u> c	<u>Entered</u> 19860211	<u>Replaced</u> 20010524095249.0		
<u>Type</u> z	<u>Upd status</u> a	<u>Enc lvl</u> n	<u>Source</u>	
<u>Roman</u>	<u>Ref status</u> a	<u>Mod rec</u>	<u>Name use</u> b	
<u>Govt agn</u>	<u>Auth status</u> a	<u>Subj</u> a	<u>Subj use</u> a	
<u>Series</u> n	<u>Auth/ref</u> a	<u>Geo subd</u>	<u>Ser use</u> b	
<u>Ser num</u> n	<u>Name</u> n	<u>Subdiv tp</u> n	<u>Rules</u> n	
<b>010</b>	sh 85094289			
<b>040</b>	DLC #c DLC #d DLC			
<b>151</b>	Ohio River			
<b>550</b>	Rivers #z United States #w g			
<b>781</b>	_0 #z Ohio River			

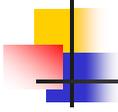


## H 362 Free-Floating Terms and Phrases

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- Excerpt from H 362: Formulate and assign the following types of phrase headings without submitting proposals to establish them in the subject authority files
  - (several omitted here, see H 362)
  - **[name of river, as established in the subject authority file] Region [qualifier, if part of the name as established]** *Example:*  
**Tweed River Region (Scotland and England)**

27



## Subdivisions under names of places

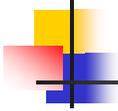
---

### H 1140 Names of Places

**\$x Description and travel** (*H 1530; H 1845*)

**\$x Social life and customs** (*H 1627; H 1845; H 2057*)

28



## Summary: Evaluating existing headings

---

- Use name and subject authority records
- Use *Free-Floating Subdivisions: An Alphabetical Index* as an index to the *SHM*
- Understand subdivision practice as described in the *SHM*
  - Consult free-floating lists and other instruction sheets to determine whether subdivisions have been assigned correctly

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## Checklist of steps and testing results

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### Session 13

1



## Checklist of steps and testing results

---

- What are the general steps to follow when doing subject cataloging using LCSH?
- How can catalogers evaluate the effectiveness of the headings assigned?

2



## Checklist of steps in subject analysis

- Analyze the subject focus of the work being cataloged
  - Summarize the contents of the work as a whole
  - Bring to the attention of the catalog user the most important topics discussed
  - Assign headings for topics that comprise at least 20% of the work

3



## Checklist of steps (2)

- Sources of information:
  - Title
  - Table of contents
  - Introduction/preface
  - Jacket blurbs
  - Bibliography
  - Editorial statement on content/instructions to authors
- It can be helpful to make a free-form list of topics in natural language, as a first step

4



## Checklist of steps (3)

- Within the controlled vocabulary of LCSH, assign headings that are authorized in the authority files
- To find the appropriate LCSH headings for your topics:
  - Search LCSH in print or online
  - Search the authority file
  - Search by keyword in online catalogs for similar works

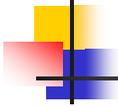
5



## Checklist of steps (4)

- When searching LCSH:
  - Follow the hierarchical structure of broader and narrower terms to find as close a match as possible
  - Use scope notes to help decide whether a heading is appropriate
- Your strategy may vary depending on your familiarity with the topic. However you find LCSH headings, be sure to check the authority file to make sure they're valid.

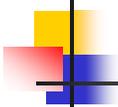
6



## Checklist of steps (5)

- Use free-floating subdivisions after consulting the appropriate instruction sheets in the *SHM*
- Be guided by the rule of specificity to express the predominant topics of the material
- Verify that the string of elements in each heading is logical and correct
- Verify that the order of the headings reflects the predominant topic

7



## Checklist of steps (6)

- Use valid geographic names as topics and as subdivisions
- Recognize when a new subject heading is needed and a proposal must be prepared
- Use the instruction sheets in the *SHM* to guide the assignment of headings for special categories of material and for special combinations of headings for subjects such as biography, folklore, and local history

8



## Testing results

- After completing the analysis, use the following test questions to check the suitability of analysis and the assignment of headings:
  - Do the assigned headings express what is needed and intended?
  - Would a researcher look under these headings for this type of material?
  - Do the headings capture the essence and spirit of the work?

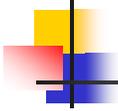
9



## Testing results (2)

- Test questions (cont.):
  - Will the assigned headings retrieve this work with similar works in the collection?
  - Do the assigned headings express what is special or unique about the work being cataloged?
  - Are the assigned headings misleading about the content of the work?

10



## Headings assigned to:

### *Golden arches east : McDonald's in East Asia*

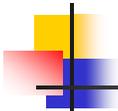
610 20 | a McDonald's Corporation.

650 \_0 | a Fast food restaurants | x Social aspects | z East Asia.

651 \_0 | a East Asia | x Social life and customs.

11

## Headings assigned to: *The professor and the madman*



630 00 Oxford English dictionary.

630 00 New English dictionary on historical principles.

650 \_0 English language \$x Lexicography \$x History \$y 19th century.

600 10 Murray, James Augustus Henry, \$c Sir, \$d 1837-1915.

650 \_0 Lexicographers \$z Great Britain \$v Biography.

600 10 Minor, William Chester.

650 \_0 Psychiatric hospital patients \$z Great Britain \$v Biography.

651 \_0 United States \$x History \$y Civil War, 1861-1865 \$x Veterans \$v Biography.

650 \_0 English language \$x Etymology.

12

# Specialized Subject Areas and Formats



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## Session 14

1

# Specialized subject areas and formats



---

- A quick tour of special practices in subject cataloging for selected:
  - subject areas
    - History, Music, Literature
  - publication types
    - Serials
  - formats
    - Electronic resources, Cartographic materials

2



## History

- H 1647 provides detailed instructions on the use of the subdivision **–History**
  - general rule for use
  - restrictions on its use
- Use of the related subdivision **–History and criticism** is mentioned
  - reference to instruction sheets under literatures and literary genres (H 1156) and music (H 1160)

3



## History (2)

- Subdivisions  
    **--History**  
    &  
    **--History and criticism**

are always coded as topical subdivisions  
(\$x), never as form (\$v)

4



## History (3)

- H 1845 Local History and Genealogical Source Materials
  - guidelines for providing at least one heading of the type **[place]—[topic]** for materials of interest to local historians and genealogists

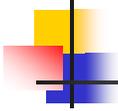
5



## Other instruction sheets relating to history

- H 715 Extinct Cities
- H 1225 Archaeological Works
- H 1250 Art and Fine Art
- H 1285 Battles
- H 1330 Biography
- H 1367 Chronology
- H 1370 Civilization
- H 1530 Description and Travel
- H 1560 Disasters, Riots, Demonstrations, Etc.
- H 1564 Discovery and Exploration
- H 1574 Dynasties, Royal Houses, Etc.

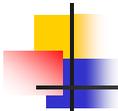
6



## Other instruction sheets relating to history (2)

- H 1592 Events
- H 1631 Genealogy
- H 1676 Inquisition
- H 1775-H 1828 Literature
- H 1916.3-H 1917.5 Music
- H 1928 Personal Narratives
- H 1942 Politics and Government
- H 1995 Regimental Histories
- H 1996 Relations and Military Relations
- H 2080 Sources

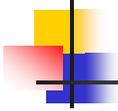
7



## H 1576 Early Works

- For materials of historical value because of their early publication date, use form subdivisions such as:
  - \$v Early works to 1800**
- Collocates early texts on a subject
- Separates early works from more current works

8



## H 1576 Early Works (2)

Check for conflicts

- in some cases, other [heading]—[subdivision] combinations have been established

**Psychiatry \$v Early works to 1900**

**Botany \$v Pre-Linnean works**

- in some cases, free-floating subdivisions are different

**\$v Bibliography \$v Early (H 1095)**

**\$v Dictionaries \$v Early works to 1700 (H 1154)**

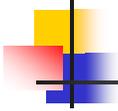
9



## H 1576 Early Works (3)

- Do not use an early works subdivision for historical works and chronologies  
*not* **Medicine \$x History \$v Early works to 1800**  
*not* **Popular music \$z United States \$v Chronology \$v Early works to 1800**

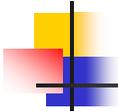
10



## Music

- H 1916.3 Music: General
  - provides a general overview of assignment of subject headings for all materials in the field of music
  - includes list of additional instruction sheets for specific kinds of materials and types of music

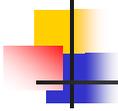
11



## Music (2)

- Headings for musical forms, types, and styles are established in the plural
  - Fanfares**
  - Piano quartets**
- For works about these compositions, the heading is subdivided by **-History and criticism**
  - Fanfares \$x History and criticism**
  - Piano quartets \$x History and criticism**

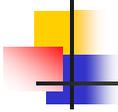
12



## Music (3)

- Exceptional cases: two separate headings
  - singular (for works about a musical form or genre)  
**Symphony**
  - plural (for examples of the form or genre)  
**Symphonies**

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## Music (4)

- Musical form headings are assigned unsubdivided to represent sound recordings  
**Flute and guitar music**
- Form subdivisions may be added to designate other types of materials  
**Flute and guitar music \$v Discography**  
**Flute and guitar music \$v Scores**

14



## Music headings: tagging

- Headings for musical form, genre, type, medium of performance, and style are assigned using MARC tag 650 (topical heading), rather than 655 (genre/form)
  - even when the material being cataloged is an example of the form, genre, style, etc.

15



## Music: authority records

- Authority records for music form/genre headings that include medium of performance are no longer made (with some exceptions)
- Example: no authority record:  
**Sextets (Piano, clarinet, flute, percussion, violin, violoncello)**

16



## Music: authority records (2)

- Catalogers are free to create new subject headings for these types of headings without authorization of an authority record
- H 1917.5 provides instruction on formulating, and on when authority record is still required
- Examples: authority records required:
  - Synthesizer ensembles**
  - Bassoon and accordion music**

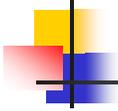
17



## Help with subject headings for music

- *Music Subject Headings* / Harriette Hemmasi.
- *Music Coding and Tagging : MARC 21 Content Designation for Scores and Sound Recordings* / Jay Weitz.
- *Music Cataloging Bulletin* / Music Library Association.
- *Music OCLC Users Group Newsletter*.

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## Literature

- H 1775: general overview, references to other instruction sheets
- H 1780 Drama
- H 1790 Fiction
- H 1795 Legends and Romances
- H 1800 Poetry

19



## Pattern headings for literature

- H 1156 Literatures  
Pattern: English literature
- H 1155.2 Groups of Literary Authors  
Pattern: Authors, English
- H 1155.6 Literary Works Entered Under Author  
Pattern: Shakespeare, William, 1564-1616. Hamlet
- H 1155.8 Literary Works Entered Under Title  
Pattern: Beowulf

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## Commonly expressed concepts

- Nationality
  - American, Mexican, Swiss
- Form or Genre
  - poetry, short stories, one-act plays
- Theme or Topic
  - love, mystery, Napoleon, Korean War
- Time Period
  - 20th century, Renaissance

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## Commonly expressed concepts (2)

- Special Group of Authors
  - Jews, women, prisoners
- Translations
  - from French into English
- Movements
  - Romanticism, Surrealism
- Language
  - Basque, Yiddish, Indonesian
- Locality Where Written
  - New York City, Normandy, Southern States

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## Categories of material

- Collections of literary texts by several authors
- Collections of literary texts by one author
- Single literary text
- Discussion of several authors
- Discussion of one author
- Discussion of a single literary text

23



## Examples: collections

- Collections of texts by several authors
  - Maine lines : 101 contemporary poems about Maine.*  
650 0 \$a American poetry \$y 20th century.
  - 651 0 \$a Maine \$x Description and travel \$v Poetry.
- Collections of texts by one author
  - Selected stories of Eudora Welty.*  
(no subject headings assigned in this case)
  - Gulliver the Great, and other dog stories.*  
650 0 \$a Dogs \$v Fiction.
  - Collected sonnets of Edna St. Vincent Millay.*  
650 0 \$a Sonnets, American.

24



## Examples: single literary text

- **A single play**

*You have the right to remain dead : an audience-participation comedy mystery.*  
650 0 \$a **Participatory theater.**  
650 0 \$a **Detective and mystery plays, American.**
- **A single novel**

*The Da Vinci code.*  
600 00 \$a **Leonardo, \$c da Vinci, \$d 1452-1519 \$x Appreciation \$v Fiction.**  
650 0 \$a **Grail \$v Fiction.**  
650 0 \$a **Cryptographers \$v Fiction.**  
655 7 \$a **Mystery fiction. \$2 gsafd**

25

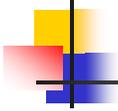


## Examples: discussion of authors

- **Discussion of several authors**

*Love American style : divorce and the American novel, 1881-1976.*  
650 0 \$a **American fiction \$y 20th century \$x History and criticism.**  
650 0 \$a **Divorce in literature.**  
650 0 \$a **American fiction \$y 19th century \$x History and criticism.**  
650 0 \$a **Domestic fiction, American \$x History and criticism.**  
650 0 \$a **Marriage in literature.**  
650 0 \$a **Love in literature.**

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## Examples: discussion of authors (2)

- Discussion of one author

*James Joyce and the fabrication of an Irish identity.*

600 10 \$a Joyce, James, \$d 1882-1941 \$x Criticism and interpretation.

650 0 \$a National characteristics, Irish, in literature.

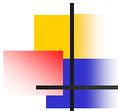
- Discussion of single literary text

*Alice Walker's The color purple.*

600 10 \$a Walker, Alice, \$d 1944- \$t Color purple.

650 0 \$a African American women in literature.

27



## Serials

- Subject cataloging practices vary based on the type of serial being cataloged
- Separate instruction sheets for:
  - newspapers on special topics and ethnic newspapers (H 1920)
  - periodicals (H 1927)
  - yearbooks (H 2400)

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## Serials (2)

- Other instruction sheets must be consulted when a serial occurs in a specific form:
  - abstracts (H 1205)
  - catalogs (H 1360, H 1361, H 1965)
  - congresses (H 1460)
  - directories (H 1558)
  - electronic serials (H 1580.5)
  - guidebooks (H 1645)
  - indexes (H 1670)
  - reviews (H 2021)
  - statistics (H 2095)

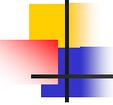
29



## Serials and specificity

- Subject headings assigned should be as broad as the scope of the serial
  - may be very specific because the scope of the serial is narrowly focused  
**Beetles \$v Periodicals**
  - may be very broad because the scope of the serial is wide-ranging  
**Science \$v Periodicals**

30



## \$v Periodicals (H 1927)

- Most commonly used form subdivision for serials
- Used on all headings assigned to serials that conform to the subject cataloging definition of periodicals
- H 1927 provides detailed information on when to assign and when not to

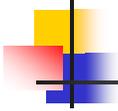
31



## Electronic resources

- Subject cataloging practices are generally the same as for non-electronic resources
- Some form subdivisions are used only for electronic resources:
  - \$v Blogs**
  - \$v Computer games**
  - \$v Electronic discussion groups**
  - \$v Interactive multimedia**
  - \$v Juvenile software**
  - \$v Online chat groups**
  - \$v Software** (see H 2070)

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## Common errors, misunderstandings

- Subdivisions:

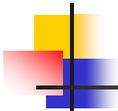
- \$x Computer network resources**

- \$x Computer programs**

- \$x Electronic information resources**

are not valid for use as a form, **only** as a topic (for works *about* computer network resources, computer programs, etc.)

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## Examples of correct application

*Religion online : finding faith on the Internet.*

650 0 **Religion \$x Computer network resources.**

*A simple guide to SPSS for Windows.*

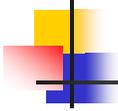
630 00 **SPSS for Windows.**

650 0 **Social sciences \$x Statistical methods \$x  
Computer programs.**

*Electronic information and communication in mathematics.*

650 0 **Mathematics \$x Electronic information resources.**

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## Common errors (2)

- Form subdivision:  
**\$v Databases**  
has a very specific meaning in LCSH
- Not assigned to show that a resource is in electronic form
- H 1520 provides definition and guidance
- Resources that are essentially textual are not considered databases, even if searching is available

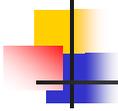
35



## Common errors (3)

- Do not assign topical subject headings for the form of the resource:  
**Electronic journals**  
**Online databases**  
**Web sites**
- Use such headings for works *about* these topics only
- If you wish to assign as form headings, use 655:  
655 \_7 Web sites. \$2 local

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## Cartographic materials

- H 1865: materials in which cartographic content is secondary
- Map headings assigned if at least 20% of total content of a work discusses or consists of maps
- Instructions on providing subject access for maps and atlases in *Map Cataloging Manual*

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## Cartographic materials (2)

- Every map of an identifiable place must have a subject heading for the area
- *Map Cataloging Manual* includes:
  - “Subject Headings Decision Table”: how many headings to assign
  - Instructions for specific types of material (ancillary maps, bus lines, tourist maps, etc.)
- Consult *SHM* H 690-H 810 to formulate headings for geographic features
- Consult *AACR2* and *LCRI*s to formulate headings for jurisdictions

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# SACO: Subject Authority Cooperative Program

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Session 15

1



## What is SACO?

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- A component of the Program for Cooperative Cataloging (PCC)
- A means for libraries to propose:
  - new Library of Congress Subject Headings
  - new Library of Congress Classification numbers
  - changes to existing subject headings and classification

2



## SACO membership

- Institutions that participate in other PCC programs are automatically considered SACO members
- Non-PCC libraries can submit application for membership
- No formal training is required
- Participants do not gain “independent” status; all proposals are reviewed at LC (and may be approved or not)

3



## Overview of SACO process

- Cataloger recognizes need for new subject heading and prepares proposal
- Proposal is submitted to LC via the Cooperative Cataloging Team for initial review
- Proposal is further reviewed by Policy and Standards Division (PSD) & placed on tentative weekly list

4

### Tentative Weekly Lists:

[www.loc.gov/catdir/pcc/tentative/twls.html](http://www.loc.gov/catdir/pcc/tentative/twls.html)

```
(C) 151 San Francisquito Canyon (Calif.) [sp2004007753]
    451 UF San Franciesquito Canyon (Calif.)
    550 BT Canyons--California

    150 School songbooks, Finnish [May Subd Geog] [sp2004003822]
    450 UF Finnish school songbooks

(C) 151 Selinus (Extinct city) [sp 91003755 ]
    * 451 UF Selinous (Extinct city)

(C) 110 Senator Paul Simon Federal Building (Carbondale, Ill.)
    [sp2004007751]
    410 UF Paul Simon Federal Building (Carbondale, Ill.)
    410 UF Simon Federal Building (Carbondale, Ill.)
    550 BT Public buildings--Illinois

(C) 150 Sexual consent in literature [Not Subd Geog] [sp2004007013]

    151 Sierra Sur Region (Jaen, Spain) [sp2004005510]
    550 BT Comarcas--Spain

(C) 150 Single mothers in motion pictures [sp2004006763]
    550 BT Motion pictures

    150 Skiers with disabilities [May Subd Geog] [sp2004003229]
    550 BT Athletes with disabilities
    550 BT Skiers
```

## Overview of SACO (2)

- Proposal undergoes final review at weekly editorial meeting
- Approved subject headings are:
  - posted to the weekly lists of new and changed subject headings on the PSD web page
  - distributed as subject authority records by Cataloging Distribution Service
  - included in printed *LCSH* and Classification Web



## Requirements for participation

- Familiarity with *LCSH* and basic principles of assigning subject headings
- Knowledge of the procedures and guidelines in the *SHM*
- Access to online LC authority files for searching
- Familiarity with:
  - *Free-Floating Subdivisions: An Alphabetical Index*
  - *MARC 21 Format for Authority Data*

7



## Resources

- SACO home page:  
[www.loc.gov/catdir/pcc/saco.html](http://www.loc.gov/catdir/pcc/saco.html)
  - Proposal forms
  - Guidelines for formulating proposals
  - Web resources for use in preparing proposals
- *SACO Participants' Manual*, by Adam Schiff
  - Available in print and on *Cataloger's Desktop* from CDS and as PDF file on SACO home page
- SHM H 187-H 250 Making Subject Heading Proposals

8

**SACO home page: [www.loc.gov/catdir/pcc/saco.html](http://www.loc.gov/catdir/pcc/saco.html)**

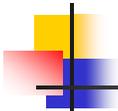
**LCSH and LCC Proposals**  
[Proposal Forms and SACO Resources](#)  
  
[Proposal Workflow](#) (monitor the status of a proposal)  
[Weekly Lists & Editorial Meetings](#)  
[Search subject authorities](#) (including proposed headings)

**Inside SACO**  
**About SACO** (program, mission, goals)  
**Membership / SACO Application**, FAQ on membership, Funnel  
**Contact us:** / liaisons, coordinators, SACO-Only, etc.  
[SACO listserv](#) and how to subscribe  
[SACO Archives](#) of the PCC Archives

**Workshops**  
[SACO Training by PCC Members](#)

**What's New:**  
**NEW!** [SACO-At-Large Agenda](#) for ALA Annual 2009 in Chicago  
**NEW!** [PowerPoint Presentation](#) used at the ALA Midwinter 2009 SACO-At-Large Meeting [PPT; 142 KB, 11 slides]  
 ALA Annual Anaheim - June 29, 2008  
[SACO-At-Large meeting summary](#)  
[PCC calendar](#)

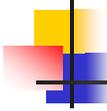
**Documentation:**  
[FAQ on SACO Heading Proposals](#)  
[Alphabetic list of ambiguous entities](#)  
[SACO Participants' Manual, 2nd edition](#) published in May 2007 [PDF; 3.87 MB, 306 pp.]  
[SACO Participants' Manual](#) - 1st edition, 2001 [PDF; 994.89 KB, 218 pp.]



## When to make a SACO proposal

- *LCSH* does not include a heading you need for a work you're cataloging
  - Existing headings are not specific enough to provide adequate access to the work
  - Not possible to bring out the concept using a [heading]—[free-floating subdivision] combination

10

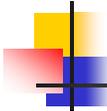


## Examples: headings proposed by SACO participants

---

**Accounting fraud**  
**Biodiversity \$x Monitoring**  
**Cootie catchers**  
**Cross-functional teams**  
**Customs inspection**  
**Distracted driving**  
**Former communist countries**  
**Golden Crescent (Asia)**  
**Human-wolf encounters**

11

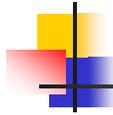


## Examples: headings proposed by SACO participants (2)

---

**Integrating resources (Publications)**  
**Interplanetary navigation**  
**Luxembourg \$x History \$y German occupation, 1940-1944**  
**Mars (Planet) \$x Gravity**  
**Operation Allied Force, 1999**  
**Race riots**  
**Wagon trains**  
**Women authors, Puerto Rican**

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## Authority research

When preparing a proposal, a cataloger must do research in authoritative sources to determine:

- the form of the heading
  - based on terminology used in current literature
  - consistent with the language, construction and style of LCSH
- variant forms to be used as cross-references
- broader or related terms

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PCC Subject Authority Proposal Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Today's date:

008/06 Direct or indirect geographic subdivision:  
 Select decision from pull down tab (cf. SCM H364, sec. 3)

040:  \*(Input institutional MARC 21 code; **not utility code**)

053:  Input classification number, if appropriate (cf. SCM H365)

\* Select 1XX from pull-down tab. [Diacritics list](#)

---

Select 4XX from pull-down tab.

---



## Sample SACO proposal

Work being cataloged: *Vernal pools of northern Santa Barbara County, California.*

Existing LCSH, **Ponds**, is too broad for this work.

Heading proposed: **Vernal pools**

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### 008/06: Direct or indirect geographic subdivision

“May subd geog” selected from the pull-down list, as this heading could be discussed in relation to a place.

008/06 Direct or indirect geographic subdivision:

Select decision from pull down tab (cf. SCM H364, sec. 3)

040:  \*(Input institutional MARC 21 code; **not utility code**)

053:  Input classification number, if appropriate (cf. SCM H365)

### 040: Requestor's MARC 21 identification code

Proposal was prepared by the California Academy of Sciences, code CSfA

### 1XX: Proposed new heading

Tag 150 selected from the pull-down list.

### 4XX: Cross-references

Variant terms for the heading entered in alphabetical order, with tag 450.

150	<input type="checkbox"/>	* Select 1XX from pull-down tab. <a href="#">Diacritics list</a>
Vernal pools		
450	<input type="checkbox"/>	Select 4XX from pull-down tab.
Hog wallows		
450	<input type="checkbox"/>	Select 4XX from pull-down tab.
Hogwallows		

### 5XX: Broader and related terms

**Ponds** is the appropriate Broader Term

No additional Broader Terms, no Related Terms needed for this heading

550	<input type="checkbox"/>	Broader Term (BT) select 5XX from pull-down tab. <b>Do not input subfields \$w or \$a; Subfield information is supplied based on selection of this field.</b>
Ponds		
	<input type="checkbox"/>	Broader Term (BT) select 5XX from pull-down tab. <b>Do not input subfields \$w or \$a.</b>
	<input type="checkbox"/>	Related Term (RT) select 5XX from pull-down tab. <b>Subfield information is supplied based on selection of this field. Note: RTs require an accompanying change proposal or an accompanying new reciprocal heading; please note this in comments field below.</b>

**670: Source citations**

1<sup>st</sup> 670 for work being cataloged

Additional 670s for additional sources found

670 Work cat.: (Include **subfield \$b** when appropriate)

Olson, M. Vernal pools of northern Santa Barbara County, California, 1992.

670 Additional Sources: (cf. SCM H202, paragraph 2.a.(1))

Acad. Press dict. sci. tech., 1992 \$b (vernal pool: ecology, a temporary pool of water formed during a spring thaw)

**Additional 670s**

670 Additional Sources:

Schoenherr, A.A. A natural history of California, 1992: \$b p. 395-396 ("The temporary ponds that occur in areas with poor drainage are known as vernal pools or hogwallows ... These pools are formed by runoff during winter rains, but the water does not percolate

670 Additional Sources:

Web. 3 \$b (hog wallow)

675 Sources not found: (When supplying more than one title precede each with a **subfield \$a**)

Gloss. of hydrology, 1992; \$a GeoRef thes.

**675: Sources not found**

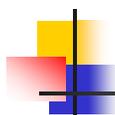
Cataloger completes the proposal form by including name and e-mail address and clicking “Submit”

952: LC pattern or SCM instruction sheet: (Do not key any subfields in this area; use dashes to indicate subdivisions)

Comments/Additional 4XX, 5XX, or 670 fields.

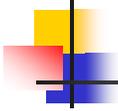
\* Name of cataloger: (Include name of SACO coordinator at this institution, if different from person submitting the proposal)

\* E-mail:



## Summary

- For more guidance, consult the resources noted earlier:
  - SACO home page
  - *SACO Participants' Manual*
  - SHM H 187-250
- Attend a SACO workshop
- Try it out! Next time you need a subject heading that is not in *LCSH*, propose it!



## Exercises

---

- Proposal for topical heading
- Proposal for geographic heading

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## SACO Exercise 1

You are cataloging a cookbook with the title:

*The Joy of Baking Christmas Cookies.*

You search LCSH and find the following headings:

**Cookies** (*May Subd Geog*)  
*Geog*)

[TX772]  
UF Biscuits, English  
BT Cake  
NT Bars (Desserts)  
Biscotti  
Brownies (Cookery)  
Chocolate chip cookies  
Fortune cookies  
Gingerbread houses  
Gingerbread men  
Girl Scout cookies  
Moon Pies  
Shortbread  
Tea cakes

**Christmas cookery** (*May Subd*

[TX739.2.C45]  
UF Cookery, Christmas  
BT Holiday cookery  
NT Christmas cakes

**Christmas cakes** (*May Subd Geog*)

BT Cake  
Christmas cookery

You search OCLC WorldCat and find the following titles:

*Cookies for Christmas*, by Jennifer D. Darling

*The Christmas Cookie Book*, by Lou Seibert Pappas

*The Christmas Cookie Book*, by Judy Knipe and Barbara Marks

*Rose's Christmas Cookies*, by Rose Levy Beranbaum

*FamilyFun's Cookies for Christmas : 50 Recipes for You and Your Kids*, by  
Deanna F. Cook

1. What established subject heading(s) would you assign to this work?

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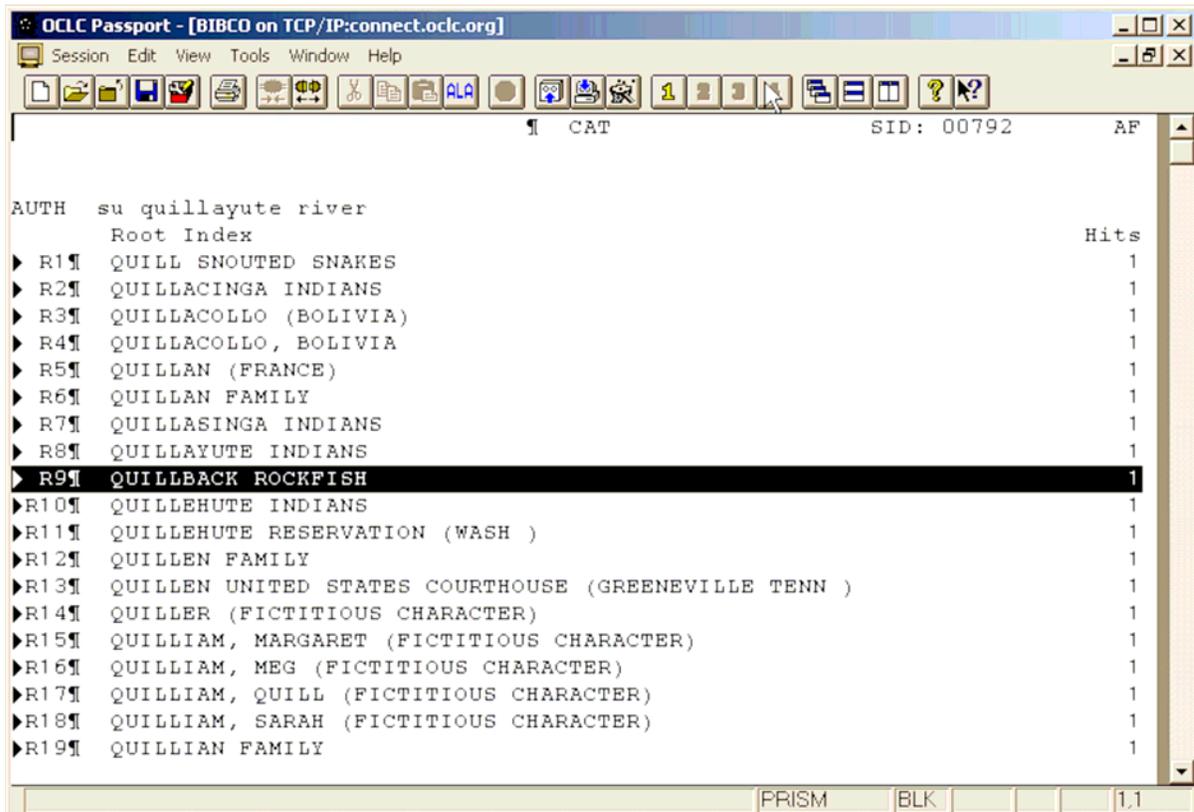
2. Based on the principle of specificity, could you think of a heading that would be as specific as the subject of the book?
3. What would you need to do to propose a new subject heading?
4. What would the heading be? What, if any, would the UF reference(s) be? What would the BT reference(s) be?

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## SACO Exercise 2

You are cataloging a publication dealing with environmental conditions in the Quillayute River in Washington State.

You search the online authority file in OCLC and find that there is no authority record for this river (screen shot from subject browse shown below):



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### Questions

- 1) Is a SACO proposal for this geographic feature warranted? What would be the benefits of making a SACO proposal? What kinds of reference sources should you consult?
- 2) Below are screen shots from two online reference sources.

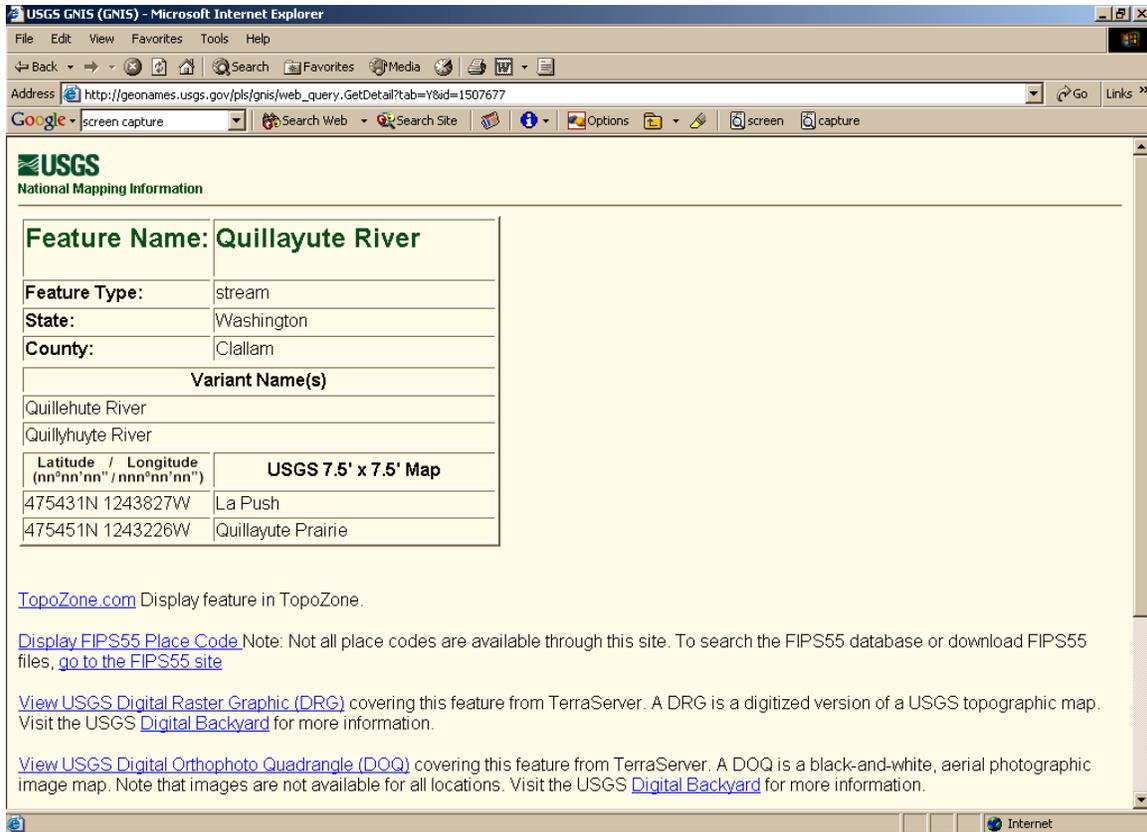
### Geographic Names Information System (GNIS)

The screenshot shows a web browser window displaying the USGS National Mapping Information page. The page title is "USGS GNIS (GNIS) - Microsoft Internet Explorer". The address bar shows the URL: [http://geonames.usgs.gov/pls/gnis/web\\_query.gnisprod?f\\_name=Quillayute&variant=Y&f\\_state=&f\\_cnty=&f\\_ty=&selev1=&selev2=&cell=&my\\_function=Send+Query&last\\_n](http://geonames.usgs.gov/pls/gnis/web_query.gnisprod?f_name=Quillayute&variant=Y&f_state=&f_cnty=&f_ty=&selev1=&selev2=&cell=&my_function=Send+Query&last_n). The page content includes the USGS logo and the text "9 feature records have been selected from GNIS." Below this is a table with 9 rows and 8 columns: Feature Name, St, County Equivalent Name, Type, Latitude, Longitude, and USGS 7.5' Map. The table lists various features in Quillayute, WA, including a reservation, populated place, cemetery, needles, prairie, river, state airport, high school, and national wildlife refuge. At the bottom of the page, there is contact information for the U.S. Department of the Interior, U.S. Geological Survey, including the address, URL, maintainer email, and last modified date.

Feature Name	St	County Equivalent Name	Type	Latitude nn°nn'nn"	Longitude nnn°nn'nn"	USGS 7.5' Map
<a href="#">Quileute Indian Reservation</a>	WA	Ciallam	reserve	475408N	1243656W	Quillayute Prairie
<a href="#">Quillayute</a>	WA	Ciallam	populated place	475636N	1243228W	Quillayute Prairie
<a href="#">Quillayute Cemetery</a>	WA	Ciallam	cemetery	475636N	1243226W	Quillayute Prairie
<a href="#">Quillayute Needles</a>	WA	Ciallam	pillar	475302N	1243807W	La Push
<a href="#">Quillayute Prairie</a>	WA	Ciallam	flat	475652N	1243148W	Quillayute Prairie
<a href="#">Quillayute River</a>	WA	Ciallam	stream	475431N	1243827W	La Push
<a href="#">Quillayute State Airport</a>	WA	Ciallam	airport	475603N	1243339W	Quillayute Prairie
<a href="#">Quillayute Valley High School</a>	WA	Ciallam	school	475655N	1242255W	Forks
<a href="#">Quillayute Needles National Wildlife Refuge</a>	WA	Jefferson	park	474900N	1242954W	Hoh Head

U.S. Department of the Interior | U.S. Geological Survey  
 12201 Sunrise Valley Drive, Reston, VA 20192, USA  
 URL: [http://geonames.usgs.gov/pls/gnis/web\\_query.gnis\\_web\\_query\\_form](http://geonames.usgs.gov/pls/gnis/web_query.gnis_web_query_form)  
 Maintainer: [gnis\\_manager@usgs.gov](mailto:gnis_manager@usgs.gov)  
 Last modified: November 1, 2000  
[USGS Privacy Policy and Disclaimers](#)

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**USGS**  
National Mapping Information

<b>Feature Name:</b>	<b>Quillayute River</b>
<b>Feature Type:</b>	stream
<b>State:</b>	Washington
<b>County:</b>	Clallam
<b>Variant Name(s)</b>	
Quillehute River	
Quillyhuyte River	
<b>Latitude / Longitude</b> (nn°nn'nn" / nnn°nn'nn")	<b>USGS 7.5' x 7.5' Map</b>
475431N 1243827W	La Push
475451N 1243226W	Quillayute Prairie

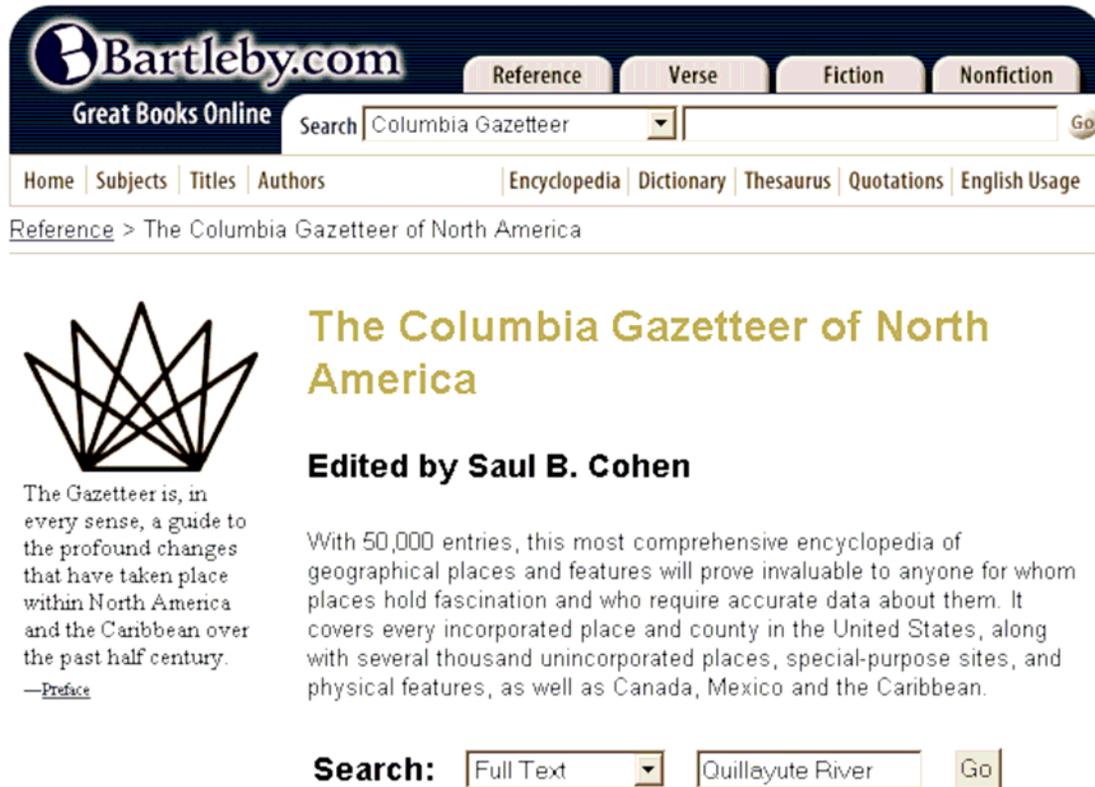
[TopoZone.com](#) Display feature in TopoZone.

[Display FIPS55 Place Code](#) Note: Not all place codes are available through this site. To search the FIPS55 database or download FIPS55 files, [go to the FIPS55 site](#)

[View USGS Digital Raster Graphic \(DRG\)](#) covering this feature from TerraServer. A DRG is a digitized version of a USGS topographic map. Visit the USGS [Digital Backyard](#) for more information.

[View USGS Digital Orthophoto Quadrangle \(DOQ\)](#) covering this feature from TerraServer. A DOQ is a black-and-white, aerial photographic image map. Note that images are not available for all locations. Visit the USGS [Digital Backyard](#) for more information.

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The screenshot shows the Bartleby.com website interface. At the top, the Bartleby.com logo is on the left, and navigation tabs for 'Reference', 'Verse', 'Fiction', and 'Nonfiction' are on the right. Below the logo, the text 'Great Books Online' is visible. A search bar contains the text 'Columbia Gazetteer' and a 'Go' button. A horizontal menu below the search bar includes links for 'Home', 'Subjects', 'Titles', 'Authors', 'Encyclopedia', 'Dictionary', 'Thesaurus', 'Quotations', and 'English Usage'. The breadcrumb trail reads 'Reference > The Columbia Gazetteer of North America'.



**The Columbia Gazetteer of North America**

**Edited by Saul B. Cohen**

The Gazetteer is, in every sense, a guide to the profound changes that have taken place within North America and the Caribbean over the past half century.  
—[Preface](#)

With 50,000 entries, this most comprehensive encyclopedia of geographical places and features will prove invaluable to anyone for whom places hold fascination and who require accurate data about them. It covers every incorporated place and county in the United States, along with several thousand unincorporated places, special-purpose sites, and physical features, as well as Canada, Mexico and the Caribbean.

**Search:**

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The screenshot shows the Bartleby.com website interface. At the top left is the Bartleby.com logo with the tagline 'Great Books Online'. To the right are navigation buttons for 'Reference', 'Verse', 'Fiction', and 'Nonfiction'. Below these is a search bar containing the text 'Columbia Gazetteer' and a 'Go' button. A secondary navigation bar includes links for 'Home', 'Subjects', 'Titles', 'Authors', 'Encyclopedia', 'Dictionary', 'Thesaurus', 'Quotations', and 'English Usage'. Below the search bar, the breadcrumb path 'Reference > The Columbia Gazetteer of North America' is visible. At the bottom of the search results area, there are navigation links: '< Quill Lakes' on the left and 'Quillingok >' on the right.

[CONTENTS](#) · [ENTRY INDEX](#) · [BIBLIOGRAPHIC RECORD](#)

The Columbia Gazetteer of North America. 2000.

### Quillayute River

**Quillayute River** (kwil-ah-YOOT), c. 6 mi/9.7 km long, Clallam co., NW Wash., short stream of Olympic Peninsula; formed by junction of Soleduck (Sol Duc) and Bogachiel rivers E of La Push; flows W to Pacific Ocean, in coastal section of Olympic Natl. Park, where its estuary is harbor of La Push. Quillayute Needles Natl. Wildlife Refuge extends S from La Push in offshore rocks and isls.

The Columbia Gazetteer of North America. Copyright © 2000 Columbia University Press.

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Based on the information found in the sources above, fill in the following fields (if appropriate) for a proposed subject authority record for this geographic feature:

1\_\_ Authorized heading:

---

4\_\_ UF:

---

4\_\_ UF:

---

4\_\_ UF:

---

5\_\_ BT:

---

5\_\_ BT:

---

5\_\_ RT:

---

781 \_0 \$z \_\_\_\_\_ \$z \_\_\_\_\_

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## APPENDIX A

### Brief History of *Library of Congress Subject Headings*

*Library of Congress Subject Headings (LCSH)* is an accumulation of the subject headings that have been established at the Library of Congress since 1898 and used in its cataloging. This document highlights key dates in the development of *LCSH*.

#### Origin

**1869** *Catalogue of the Library of Congress: Index of Subjects*, a two-volume alphabetico-classified subject index to works LC held. Subjects were grouped in broad classes with numerous alphabetic subdivisions.

**1898** After the Library of Congress moved into its new Capitol Hill building, it decided to switch to a dictionary catalog with subject headings based on the 1895 edition of the American Library Association's *List of subject headings for use in dictionary catalogs*.

**1902** LC began distributing its printed catalog cards to subscribers.

**1910-1914** The first *Subject headings used in the dictionary catalogues of the Library of Congress* was prepared and issued in parts. Successive cumulated editions followed at irregular intervals.

#### Recent history

**1975** Introduction of the full-fledged free-floating subdivision system, including subdivisions controlled by pattern headings, with the publication of the renamed 8<sup>th</sup> edition of *Library of Congress Subject Headings*.

**1982-1984** ALA-sponsored regional institutes on *LCSH* held around the country; formation of Cooperative Subject Cataloging Projects (CSCP) for enriching *LCSH*; publication of *Subject Cataloging Manual: Subject Headings*.

**1986** Conversion of *LCSH* to machine-readable form and beginning of the weekly tape distribution service of subject authority records.

**1987** The printed volumes of *LCSH* became an annual publication.

**1988** LC began to welcome subject heading proposals from other libraries, first those libraries in formal cooperative programs, and then any library willing to follow the stated policies and submit proposals by mail, fax, or Internet email.

**1989** Publication of first edition of *Free-Floating Subdivisions: An Alphabetical Index*; issuance of *CDMARC Subjects*, a quarterly subscription service offering *LCSH* on a single CD-ROM disk.

**1991** Airlie House Subject Subdivisions Conference convened. Based on its recommendations, efforts to standardize and simplify the system of subdivisions used in *LCSH* have occurred since the conference.

**1995** Subject Authority Cooperative Program (SACO) of the Program for Cooperative Cataloging (PCC) formed. Today over 100 libraries worldwide submit proposals through SACO.

**1996** Introduction of *Classification Plus*, a quarterly subscription service containing *Library of Congress Classification* schedules and *LCSH* on a single, Windows-based CD-ROM to replace *CDMARC Subjects*. Publication of the 5<sup>th</sup> edition of *Subject Cataloging Manual: Subject Headings* following a survey of user preferences and suggestions.

**1999** Implementation of MARC subfield code \$v to identify form subdivisions functioning as forms in LC subject heading strings. The project to create subdivision authority records to control free-floating subdivisions was started.

**2002** Launching of *Classification Web*, a subscription service offering access to both *Library of Congress Classification* and *LCSH*, which is updated weekly. Inauguration of *Web Authorities* to provide free access to LC authority records for names, subjects, and uniform titles via the Web.

**2004** Launching of Cataloger's Desktop on the Web.

**APPENDIX B****Sample Authority Records**

## Sample Authority Record from OCLC

ARN: 5878231

Rec stat: n	Entered: 20020925	Replaced: 20020925131150.0
Type: z	Upd status: a	Enc lvl: n Source:
Roman:	Ref status: a	Mod rec: Name use: b
Govt agn:	Auth status: a	Subj: a Subj use: a
Series: n	Auth/ref: a	Geo subd: Ser use: b
Ser num: n	Name: n	Subdiv tp: n Rules: n

010 sh2002004671

040 DLC \$b eng \$c DLC

151 Ridge Basin (Calif.)

550 Sedimentary basins \$z California \$w g

670 Work cat.: 2002033897: Evolution of Ridge Basin, southern California, 2003.

670 GeoRef \$b (Ridge Basin; S Calif. in Kern and Los Angeles cos.)

675 Geog. thes. suppl.; \$a GNIS, Aug. 29, 2002

781 0 \$z California \$z Ridge Basin

### Sample Authority Record from LC Authorities Online

**LC Control Number:** sh2002003572

**HEADING:** English literature Asian authors

**000** 00902cz 2200217n 450

**001** 5614829

**005** 20020521235823.0

**008** 020329|| anannbabn |n ana

**035** \_\_ |a (DLC)5614829

**035** \_\_ |a (DLC)sh2002003572

**035** \_\_ |a (DLC)282169

**906** \_\_ |t 0218 |u te03 |v 1

**010** \_\_ |a sh2002003572

**040** \_\_ |a DLC |b eng |c DLC

**150** \_\_ |a English literature |x Asian authors

**670** \_\_ |a Work cat.: 2002025662: Innes, Catherine Lynette. A history of Black and Asian writing in Britain, 2002.

**680** \_\_ |i Here are entered works of English literature written in Britain by authors of Asian origin or ancestry. Works of literature written in Asia in the English language are entered under |a Oriental literature (English).

**681** \_\_ |i Note under |a Oriental literature (English)

**952** \_\_ |a 0 bib. record(s) to be changed

**952** \_\_ |a LC pattern: English literature--South Asian authors

**953** \_\_ |a lh06

## APPENDIX C

### Selected MARC 21 Content Designation for Subject Authority Records

<b>008 – Fixed-length data elements</b>	<b><u>OCLC</u></b>	<b><u>RLIN</u></b>
<b>008/06 : Direct or Indirect Geographic Subdivision</b>	Geo subd	DID
# Not subdivided geographically		
i Subdivided geographically indirect		
n Not applicable		
No attempt to code		
<b>008/09 : Kind of Record</b>	Auth/ref	KRC
a Established heading		
b Untraced reference		
c Traced reference		
d Subdivision		
<b>008/11 : Subject Heading System / Thesaurus</b>	Subj	SBC
a Library of Congress Subject Headings		
b Library of Congress Subject Headings for Children		
<b>008/15 : Heading Use – Subject Added Entry</b>	Subj use	SBU
a Appropriate for use as a subject added entry in a bibliographic record		
b Not appropriate for use as a subject added entry in a bibliographic record		
<b>008/17 : Type of Subject Subdivision</b>	Subdiv tp	TSS
a Topical		
b Form		
c Chronological		
d Geographic		
n Not applicable		
<b>008/29 : Reference Evaluation</b>	Ref stat	RFE
a Tracings are consistent with the heading		
b Tracings are not necessarily consistent with the heading		
n Not applicable		
<b>008/33 : Level of Establishment</b>	Auth status	STH
a Fully established		
c Provisional		
n Not applicable		

**008/39 : Cataloging Source**

Source

CSC

- # National bibliographic agency
- c Cooperative cataloging program

**010 : Library of Congress Control Number**

- \$a LC control number
- \$z Canceled/invalid LC control number

Prefixes:

- sh: subject authority record
- sj: juvenile subject authority record

**040 : Cataloging Source**

- \$a original cataloging agency
- \$b language of the catalog for which the record is intended
- \$c MARC 21 symbol/code of transcribing agency
- \$d MARC 21 symbol/code of modifying agency

**053 : LC Classification**

- \$a Classification number element—single number or beginning of a span
- \$b Classification number element—ending number of a span
- \$c Explanatory term

**073 : Subdivision Usage**

- \$a Subdivision usage
- \$z Code source

**15X : Established Heading**

150 Heading – Topical Term

151 Heading – Geographic Name

- \$a Topical term/Geographic name
- \$v Form subdivision
- \$x General subdivision
- \$y Chronological subdivision
- \$z Geographic subdivision

**18X : Subdivisions**

180 – General subdivision

181 – Geographic subdivision

182 – Chronological subdivision

185 – Form subdivision

- \$v – Form subdivision
- \$x – General subdivision
- \$y – Chronological subdivision
- \$z – Geographic subdivision

**260 : Complex See Reference / General See Reference**

- \$a Heading referred to
- \$i Explanatory text

**360 : Complex See Also Reference / General See Also Reference**

- \$a Heading referred to
- \$i Explanatory text

**45X : See From / UF (Used For) Tracings**

- 450 – See From tracing, topical term
- 451 – See From tracing, geographic name

**55X : See Also From Tracings**

- 550 – See Also From tracing, topical term
- 551 – See Also From tracing, geographic name

**4XX and 5XX subfields:** same as for 1XX fields, PLUS:

- \$w – control subfield
  - Position 1 (also called byte 0) – Special relationship
    - a – Earlier heading
    - b – Later heading
    - g – broader term
  - Position 2 (also called byte 1) – Tracing use restriction
  - Position 3 (also called byte 2) – Earlier form of heading
    - e – earlier established form of heading
  - Position 4 (also called byte 3) – Reference display

**667 : Nonpublic General Note****670 : Source Data Found**

- \$a Source citation
- \$b Information found

**675 : Source Data Not Found****680 : Public Display Note / Scope Note**

- \$a Heading or subdivision term
- \$i Explanatory text

**681 : Subject Example Tracing Note**

- \$a Subject heading or subdivision term
- \$i Explanatory text

**781 : Subdivision Linking Entry – Geographic Subdivision**

- \$z Geographic subdivision

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## APPENDIX D.1

### EXCERPTS from H 1095 Form and Topical Subdivisions of General Application (SCM:SH 5th ed., 2003 Update 2)

*NOTE:* H 1095 begins with a description of types of free-floating subdivisions and procedures for assigning free-floating subdivisions, which are not included here.

\*\*\*\*\* Indicates sections from list omitted in this selection!

#### *FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:*

Listed below are general free-floating form subdivisions and those topical subdivisions having general application, or an application not covered by the pattern and other lists of free-floating subdivisions outlined on p. 1. For subdivisions having applications governed solely by the other lists, consult the appropriate list(s). On this list, statements are given of the types of headings under which each subdivision may be used along with definitions of use in some cases. For subdivisions that may be used under all types of headings - geographic, personal, corporate, title, and topical - the statement reads, "Use under subjects." Subdivisions authorized for use under topical headings may be used under appropriate headings tagged 150 as well as under headings with other tags that are divided by topical subdivisions. For subdivisions of general application that also appear on other special lists, all uses are enumerated here. See also references are provided between related subdivisions on this list. See also references to closely related subdivisions on other special lists are also given. Appearing with each subdivision are references to instruction sheets in the *Subject Cataloging Manual* which explain or mention its use.

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

#### **\$x Abbreviations**

Use under topical headings for works about abbreviations pertaining to those topics.

See also –**Acronyms**

#### **\$x Abbreviations \$v Dictionaries**

Use under topical headings for lists of abbreviations pertaining to those topics.

#### **\$v Abbreviations of titles**

Use under types of periodicals, for example, **English periodicals–Abbreviations of titles.**

See also –**Periodicals–Abbreviations of titles**

\*\*\*\*\*

**\$v Bibliography** (*H 1205; H 1322; H 1325; H 1670*)

Use under subjects.

See also **–Imprints** under names of countries, cities, etc.

**\$v Bibliography \$v Catalogs** (*H 1361*)

Use under subjects.

**\$v Bibliography \$v Early** (*H 1576*)

Use under subjects for bibliographies issued before 1800.

\*\*\*\*\*

**\$v Biography** (*H 1330; H 1720; H 1845*)

Use under names of countries, cities, etc., names of individual corporate bodies, uniform titles of sacred works, and under classes of persons, ethnic groups, individual and groups of animals, and historic events.

**\$v Biography \$v Dictionaries**

Use under names of countries, cities, etc., names of individual corporate bodies, and under classes of persons, ethnic groups, and historic events.

**\$v Biography \$v Dictionaries \$x French, [Italian, etc.]**

**\$x Biography \$x History and criticism**

Use under names of countries, cities, etc., names of individual corporate bodies, and under classes of persons, ethnic groups, and historic events.

\*\*\*\*\*

**\$x Computer network resources**

Use under subjects for works on computer network resources available for research in various fields.

**\$x Computer networks** (*May Subd Geog*)

Use under subjects.

**\$x Computer networks \$x Security measures** (*May Subd Geog*)

Use under subjects.

**\$x Computer programs** (*H 2070*)

Use under topical headings for works on computer programs, whether or not lists of machine instructions are included.

See also **–Software**

**\$x Computer simulation** (*H 2040*)

Use under topical headings.

**\$v Concordances** (*H 1670*)

Use under names of individual persons, individual works (author-title or title entries), and uniform titles of sacred works, and under individual literatures and literary forms.

**\$v Congresses** (*H 1460*)

Use under subjects.

**\$x Congresses \$x Attendance** (*H 1460*)

Use under subjects.

**\$x Conservation and restoration** (*May Subd Geog*)

Use under types of art objects, library materials, types of architecture, types of buildings, etc., for works on preserving and restoring those items.

\*\*\*\*\*

**\$v Early works to 1800** (*H 1576*)

Use under names of countries, cities, etc., and appropriate topical headings to designate individual works written or issued before 1800.

**\$x Earthquake effects** (*May Subd Geog*)

Use under types of buildings, structures, facilities, and equipment.

**\$x Econometric models** (*H 2040*)

Use under topical headings for works that employ mathematical or statistical models used to test or measure economic phenomena.

**\$x Economic aspects** (*May Subd Geog*)

Use under topical headings.

See also –**Economic conditions** under names of countries, cities, etc., and under classes of persons and ethnic groups, including occupational groups, for works discussing the economic history or economic conditions in general of a place, class of persons, or ethnic group.

**\$x Electromechanical analogies** (*H 2040*)

Use under scientific and technical topics.

**\$v Electronic discussion groups**

Use under subjects.

**\$x Electronic information resources**

Use under subjects.

**\$x Employees**

Use under names of individual nongovernmental corporate bodies and under types of industries, services, establishments, and institutions.

See also –**Officials and employees**

**\$v Encyclopedias** (*H 1540*)

Use under subjects.

**\$v Encyclopedias, Juvenile** (*H 1540*)

Use under subjects.

**\$x Endowments**

Use under names of individual corporate bodies and under types of corporate bodies and disciplines.

**\$x Energy conservation** (*May Subd Geog*)

Use under types of industries, facilities, etc.

**\$x Energy consumption** (*May Subd Geog*)

Use under types of industries, military services, and topical headings.

\*\*\*\*\*

**\$x History** (*H 1647; H 1845*)

Use under names of countries, cities, etc., and individual corporate bodies, uniform titles of sacred works, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y To 1500** (*H 1647*)

Use under topical headings.

**\$x History \$y 16th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 17th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 18th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 19th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 20th century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

**\$x History \$y 21st century** (*H 1647*)

Use under names of countries, cities, etc., individual corporate bodies, and under classes of persons, ethnic groups, and topical headings.

\*\*\*\*\*

**\$x Research** (*May Subd Geog*) (*H 2020*)

Use under names of countries, cities, etc., individual corporate bodies, and classes of persons, ethnic groups, and topical headings.

**\$x Research grants** (*May Subd Geog*)

Use under names of individual corporate bodies and under topical headings. This subdivision may be further subdivided by place only under topical headings.

**\$v Reviews** (*H 2021*)

Use under the heading **Books** and headings for types of books for collections of descriptive and evaluative accounts of books on many subjects. Use under headings for nonbook materials for collections of descriptive and evaluative accounts of those materials. Also use under headings for mass media and the performing arts for collections of critical writings about programs, performances, etc.

**\$x Risk assessment** (*May Subd Geog*)

Use under topical headings with which risk is associated.

*\$v* **Romances** (*H 1795*)

Use under names of individual persons and legendary characters for texts of medieval (that is, pre-1501) European tales based chiefly on legends of chivalric love and adventure in which those persons or characters are the dominant character.

See also **–Legends**

*\$v* **Rules**

Use under names of individual religious and monastic orders, contests, and sport events and under types of games and activities.

## APPENDIX D.2

### EXCERPTS from H 1100 Classes of Persons (*SCM:SH 5th ed., 2003 Update 2*)

\*\*\*\*\* Indicates sections from list omitted in this selection!

**TYPES OF HEADINGS COVERED:** The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for classes of persons, including age and sex groups; social, economic, and political categories of persons; types of afflicted persons; members of particular religions; employees and occupational groups; etc. Examples: **Youth; Women; Fathers; Poor; Political prisoners; People with mental disabilities; Liver–Cancer–Patients; Catholics; Hare Krishnas; Fire fighters; Judges; Darts players; High technology industries–Employees.** The category includes headings for classes of persons that are formulated with subdivisions used under names of places or individual corporate bodies, for example, **Great Britain–Officials and employees; Stanford University–Faculty; United States. Navy–Officers.** Not included in this category are headings for social classes such as **Peasantry; Nobility; Middle class; Working class;** nor headings for ethnic groups and nationalities, such as **Hispanic Americans; Maori (New Zealand people); French.** For subdivisions used under ethnic groups and nationalities, see H 1103. However, headings for classes of persons qualified by ethnic or national adjectival qualifiers are included in this category, for example, **African American dentists; French students; Alien labor, Turkish.** Subdivisions from this list may be used under headings for groups of literary authors where there is no conflict with a subdivision designated for use under literary authors. Subdivisions specifically for use under literary authors are given in a separate list. For the additional subdivisions used under groups of literary authors, see H 1155.2. Headings for members of religious and monastic orders are also governed by a separate list. For subdivisions used under names of individual religious and monastic orders, see H 1186.

**CONFLICTS:** Determine if the use of a free-floating subdivision from this list conflicts with a previously established subject heading. In the event of a conflict between an established subject heading and a subdivision on this list, use the established heading unless a decision has been made to update or change all headings of that type. For example, use the established subject heading **Child abuse** rather than formulate a heading of the type **Children–Abuse of.** However, previously established headings of the type **Teachers, Training of** were changed to the form **Teachers–Training of.**

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

- \$x **Abstracting and indexing** (*May Subd Geog*) (H 1205; H 1670)  
 \$v **Abstracts** (H 1205)  
 \$x **Abuse of** (*May Subd Geog*)  
 \$x **Alcohol use** (*May Subd Geog*)  
 \$v **Anecdotes**  
 \$x **Anniversaries, etc.**  
     Use for works discussing or listing dates or commemorations of significant events for group members.  
 \$x **Anthropometry** (*May Subd Geog*)  
     *Appointment, qualifications, tenure, etc.*, see –**Selection and appointment**  
 \$v **Archives** (H 1230)  
 \$x **Assassination attempts** (*May Subd Geog*)  
     *Assaults against*, see –**Violence against**  
 \$x **Attitudes** (H 1955)  
     Use for works on attitudes or opinions held by members of the group.  
     For works on public opinion about the group, see –**Public opinion**.  
 \$v **Autographs**  
 \$v **Biography** (H 1330)  
     *Biography–Anniversaries, etc.*, see –**Anniversaries, etc.**  
 \$v **Biography** \$v **Dictionaries**  
 \$v **Biography** \$v **Dictionaries** \$x **French, [Italian, etc.]**  
 \$x **Biography** \$x **History and criticism**  
 \$v **Biography** \$v **Pictorial works** (H 1935)  
 \$v **Biography** \$v **Sources**  
 \$v **Blogs**  
 \$x **Bonding** (*May Subd Geog*)  
     Use under occupational groups and types of employees.

\*\*\*\*\*

- \$x **Family relationships**  
 \$x **Fees** (*May Subd Geog*)  
     Use under professional groups  
     *Fellowships*, see –**Scholarships, fellowships, etc.**  
 \$v **Fiction** (H 1790)  
 \$x **Finance, Personal** (H 1624)  
 \$v **Folklore** (H 1627)  
 \$v **Genealogy** (H 1631)  
 \$x **Government policy** (*May Subd Geog*) (H 1642)  
 \$v **Handbooks, manuals, etc.** (H 1646)  
     Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Nurses' aides–Handbooks, manuals, etc.**  
  
     *Haunts*, see –**Homes and haunts**

- \$x **Health and hygiene** (*May Subd Geog*)
- \$x **Health risk assessment** (*May Subd Geog*)
- \$x **Historiography**
- \$x **History** (*H 1647*)
- \$x **History \$y 16th century** (*H 1647*)
- \$x **History \$y 17th century** (*H 1647*)
- \$x **History \$y 18th century** (*H 1647*)
- \$x **History \$y 19th century** (*H 1647*)
- \$x **History \$y 20th century** (*H 1647*)
- \$x **History \$y 21st century** (*H 1647*)
- History–Anniversaries, etc., see –Anniversaries, etc.*
- \$x **History \$v Sources** (*H 2080*)

\*\*\*\*\*

- \$v **Longitudinal studies** (*H 1848*)
- \$x **Manuscripts**
- \$x **Medals** (*May Subd Geog*)
- \$x **Medical care** (*May Subd Geog*)
- \$x **Medical examinations** (*May Subd Geog*)
- \$x **Mental health** (*May Subd Geog*) (*H 1890*)
- \$x **Mental health services** (*May Subd Geog*) (*H 1890*)
- \$v **Miscellanea** (*H 1910*)
- \$x **Monuments** (*May Subd Geog*)
- \$x **Mortality**
  - Do not use under headings for persons with specific diseases. Use [*disease*]–**Mortality** instead (cf. *H 1150*).
- \$x **Museums** (*May Subd Geog*) (*H 1916*)
  - Music, see –Songs and music*
- \$x **Nursing home care** (*May Subd Geog*)
- \$x **Nutrition**
- \$x **Nutrition \$x Requirements**
- \$v **Obituaries**
- \$v **Online chat groups**
- \$v **Outlines, syllabi, etc.**
  - Outside employment, see –Supplementary employment*
- \$x **Pastoral counseling of** (*May Subd Geog*)

\*\*\*\*\*

- \$x **Public opinion** (*H 1955*)
  - Use for works on public opinion about the group. For works on attitudes or opinions held by members of the group, see –**Attitudes**.
  - Qualifications, see –Rating of; –Selection and appointment*
- \$v **Quotations** (*H 1969*)
  - Use for collections or discussions of quotations by or about the group.
  - Quotations, maxims, etc., see –Quotations*
- \$x **Rating of** (*May Subd Geog*)

- Reading habits or interests, see –Books and reading*
- \$x **Recreation** (*May Subd Geog*)
- \$x **Recruiting** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$v **Registers** (*H 1558*)
- \$x **Rehabilitation** (*May Subd Geog*)
- \$x **Reinstatement** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Religious life** (*May Subd Geog*) (*H 2015.5*)
- \$x **Relocation** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Reporting to** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Research** (*May Subd Geog*) (*H 2020*)
- \$x **Residence requirements** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Resignation** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Respite care** (*May Subd Geog*)
- \$x **Retirement** (*May Subd Geog*)  
*Salaries, allowances, etc., see –Salaries, etc.*  
*Salaries, commissions, etc., see –Salaries, etc.*
- \$x **Salaries, etc.** (*May Subd Geog*)  
Use under classes of professional or public employees. Headings for wages of non professional employees, workers, etc., are constructed in the form: **Wages–[industry or class of wage earners].**
- \$x **Salaries, etc.** \$x **Cost-of-living adjustments** (*May Subd Geog*)  
*Salaries, pensions, etc., see –Pensions; –Salaries, etc.*
- \$x **Scholarships, fellowships, etc.** (*May Subd Geog*)
- \$x **Selection and appointment** (*May Subd Geog*)  
Use under occupational groups and types of employees.
- \$x **Services for** (*May Subd Geog*)
- \*\*\*\*\*
- \$x **Time management** (*May Subd Geog*)
- \$x **Titles**
- \$x **Tobacco use** (*May Subd Geog*)
- \$x **Tombs** (*May Subd Geog*)
- \$x **Training of** (*May Subd Geog*) (*H 2217*)  
Use under occupational groups and types of employees.
- \$x **Transfer**
- \$x **Transportation** (*May Subd Geog*) (*H 2225*)
- \$x **Travel** (*May Subd Geog*)  
*Treatment, see –Care*
- \$x **Uniforms**
- \$x **Violence against** (*May Subd Geog*)

*\$x* **Vocational guidance** (*May Subd Geog*) (H 2232)

Use only if a heading for the corresponding field or activity does not exist or cannot be established, for example, **Allied health personnel–Vocational guidance**.

*Working conditions*, see –**Employment**

*\$x* **Workload** (*May Subd Geog*)

Use under occupational groups and types of employees.

*\$x* **Wounds and injuries** (*May Subd Geog*)

## APPENDIX D.3

### H 1153 Industries (*SCM:SH* 5th ed., 2003 Update 2)

**PATTERNS:** Construction industry; Retail trade

**TYPES OF HEADINGS COVERED BY THE PATTERN:** Headings for types of industries, including service industries as well as those based on commodities, manufactured goods, or natural resources. Examples: **Animal industry; Cobalt industry; Electronic industries; Food industry and trade; Gardening equipment industry; High technology industries; Laundry industry; Lumber trade; Macadamia nut industry; Wedding supplies and services industry.** Also included are headings which represent industries but do not explicitly include the term industry, for example, **Aeronautics, Commercial and Tourism.** The category does not include names of individual businesses or corporations, nor the general heading Industries. For subdivisions used under the names of individual businesses or corporations, see H 1105. Establish new subdivisions under **Construction industry**, if possible. If that is not possible, establish them under **Retail trade.**

**CONFLICTS:** Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to the category if it is appropriate and no conflict exists in the subject authority file. Subject authority records may exist for headings employing variant phrases or subdivisions equivalent to subdivisions on this list.

*LC practice:*

If an exceptional variant form is to be retained, make a UF reference from the equivalent free-floating subdivision form following the procedures in H 195 if the reference does not yet exist. Otherwise, submit a proposal to change the variant form along with all bibliographic records requiring correction following the procedures in H 193.

Note: Most form subdivisions coded \$v in this list may also be used as topical subdivisions coded \$x when assigned to works **about** the form (see H 1075, sec. 1.d.).

- \$x **Accidents** (*May Subd Geog*)
- \$x **Accounting**
- \$x **Accounting \$x Law and legislation** (*May Subd Geog*)
- \$x **Appropriate technology** (*May Subd Geog*)
- \$x **Auditing**
- \$x **Automation**
- \$x **Capital investments** (*May Subd Geog*)
- \$x **Capital productivity** (*May Subd Geog*)
- \$x **Certification** (*May Subd Geog*)
- \$x **Communication systems**
- \$x **Corrupt practices** (*May Subd Geog*)

- \$x **Cost control**
- \$x **Cost effectiveness**
- \$x **Costs**
- \$x **Credit ratings**
- \$x **Customer services** (*May Subd Geog*)
- \$x **Defense measures** (*May Subd Geog*)
- \$x **Deregulation** (*May Subd Geog*)
- \$x **Dust control** (*May Subd Geog*)
- \$x **Econometric models**
- \$x **Electric equipment** (*May Subd Geog*)
- \$x **Electronic equipment** (*May Subd Geog*)
- \$x **Employees**
- \$x **Employees \$x Diseases** (*May Subd Geog*)
- \$x **Employees \$x Effect of technological innovations on** (*May Subd Geog*)
- \$x **Employees \$x Health and hygiene** (*May Subd Geog*)
- \$x **Employees \$v Job descriptions** (*May Subd Geog*)
- \$x **Employees \$x Legal status, laws etc.** (*May Subd Geog*)
- \$x **Employees \$x Medical care** (*May Subd Geog*)
- \$x **Employees \$x Pensions** (*May Subd Geog*)
- \$x **Employees \$x Pensions \$x Law and legislation** (*May Subd Geog*)
- \$x **Employees \$x Supply and demand** (*May Subd Geog*)
- \$x **Employees \$x Training of** (*May Subd Geog*)
- \$x **Energy conservation** (*May Subd Geog*)
- \$x **Energy consumption** (*May Subd Geog*)
- \$x **Environmental aspects** (*May Subd Geog*)
- \$x **Equipment and supplies**
- \$x **Estimates** (*May Subd Geog*)
- \$x **Finance**
- \$x **Finance \$x Law and legislation** (*May Subd Geog*)
- \$x **Fires and fire prevention** (*May Subd Geog*)
- \$x **Foreign ownership**
- \$x **Fume control** (*May Subd Geog*)
- \$x **Government ownership** (*May Subd Geog*)
- \$x **Government policy** (*May Subd Geog*)
- \$x **Health aspects** (*May Subd Geog*)
- \$x **Industrial capacity** (*May Subd Geog*)
- \$x **Information resources management** (*May Subd Geog*)
- \$x **Information services**
- \$x **Information services \$x Law and legislation** (*May Subd Geog*)
- \$x **Information technology** (*May Subd Geog*)
- \$x **Insurance** (*May Subd Geog*)
- \$x **Insurance \$x Law and legislation** (*May Subd Geog*)
- \$v **Inventories**
- \$x **Inventory control** (*May Subd Geog*)
- \$x **Job vacancies** (*May Subd Geog*)
- \$x **Labor productivity** (*May Subd Geog*)

- \$x **Law and legislation** *(May Subd Geog)*
- \$x **Licenses** *(May Subd Geog)*
- \$x **Licenses \$x Fees** *(May Subd Geog)*
- \$x **Location** *(May Subd Geog)*
- \$x **Management**
- \$x **Management \$x Employee participation** *(May Subd Geog)*
- \$x **Management \$x Employee participation \$x Law and legislation** *(May Subd Geog)*
- \$x **Materials management** *(May Subd Geog)*
- \$x **Mergers** *(May Subd Geog)*
- \$x **Military aspects** *(May Subd Geog)*
- \$x **Noise**
- \$x **Ownership** *(May Subd Geog)*
- \$x **Personnel management**
- \$x **Planning**
- \$x **Political activity**
- \$x **Power supply** *(May Subd Geog)*
- \$x **Prices** *(May Subd Geog)*
- \$x **Prices \$x Government policy** *(May Subd Geog)*
- \$x **Prices \$x Law and legislation** *(May Subd Geog)*
- \$x **Production control** *(May Subd Geog)*
- \$x **Production standards** *(May Subd Geog)*
- \$x **Quality control**
- \$v **Records and correspondence**
- \$x **Safety measures**
- \$x **Safety regulations** *(May Subd Geog)*
- \$x **Sanitation** *(May Subd Geog)*
- \$x **Seasonal variations** *(May Subd Geog)*
- \$x **Security measures** *(May Subd Geog)*
- \$x **Self-regulation** *(May Subd Geog)*
- \$x **Social aspects** *(May Subd Geog)*
- \$v **Specifications** *(May Subd Geog)*
- \$x **Standards** *(May Subd Geog)*
- \$x **State supervision**
- \$x **Statistical methods**
- \$x **Statistical services**
- \$x **Subcontracting** *(May Subd Geog)*
- \$x **Technological innovations** *(May Subd Geog)*
- \$v **Telephone directories**
- \$v **Trademarks**
- \$x **Vertical integration** *(May Subd Geog)*
- \$x **Vocational guidance** *(May Subd Geog)*
- \$x **Waste disposal** *(May Subd Geog)*
- \$x **Waste minimization** *(May Subd Geog)*
- \$x **Water-supply**

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## APPENDIX E

### Bibliography

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- Free-Floating Subdivisions: an Alphabetical Index*. Washington, D.C.: Cataloging Distribution Service, 1989- Annual. ISSN 1052-1445.
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- Understanding MARC Authority Records: Machine-Readable Cataloging*. Washington, D.C.: Cataloging Distribution Service, 2004.

### **Books and Periodicals: Special Subjects and Formats**

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- Map Cataloging Manual*. Washington, D.C.: Cataloging Distribution Service, 1991.
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- Weitz, Jay. *Music Coding and Tagging: MARC 21 Content Designation for Scores and Sound Recordings*. 2nd ed. Belle Plaine, Minn.: Soldier Creek Press, 2001.

### **Electronic Resources**

- Cataloger's Desktop*. Washington, D.C.: Cataloging Distribution Service, 1994. Available by subscription, CD-ROM or Web version. Updated quarterly. ISSN 1073-4929. Includes several tools used in this workshop: AACR2, LCRI's, MARC Formats, SACO Participants' Manual, Subject Cataloging Manual: Subject Headings, Map Cataloging Manual.

**Online Resources**

*Classification Web*. Available by subscription. See <http://classweb.loc.gov>

*Library of Congress Authorities*. <http://authorities.loc.gov>

*Library of Congress Online Catalog*. <http://catalog.loc.gov>

*Library of Congress Subject Headings Weekly Lists*. Access from <http://www.loc.gov/catdir/cpso/cpso.html#subjects>

**Web Sites**

Cataloging Distribution Service. [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov) or [www.loc.gov/cds](http://www.loc.gov/cds)

Cataloging Policy and Support Office (CPSO). <http://www.loc.gov/aba>

MARC Distribution Services. <http://www.loc.gov/cds/mds.html>

MARC Standards. <http://www.loc.gov/marc>

SACO (from the PCC home page). <http://www.loc.gov/catdir/pcc/saco.html>

**E-mail Discussion Lists**

*AUTOCAT*. <http://ublib.buffalo.edu/libraries/units/cts/autocat>

*OCLC-CAT*. Subscribe at <https://www3.oclc.org/app/listserv>

**Form Headings/Subdivisions**

The handouts, etc., from the Subject Analysis Committee's Subcommittee on Form Headings/Subdivisions Implementation educational forum that was held during ALA have been posted to the Subcommittee's website. The URL is: <http://www.pitt.edu/~agtaylor/ala/edforum.htm>

For the Subcommittee's website see:

<http://www.pitt.edu/~agtaylor/ala/implem.htm>

For background material on the form/genre issue please see:

<http://www.pitt.edu/~agtaylor/ala/alac.htm> and  
<http://www.pitt.edu/~agtaylor/ala/followup.htm>

For LC's description of the new subdivision authority records:

<http://www.loc.gov/catdir/cpso/subdauth.html>

Kathleen Wells, University of Southern Mississippi Libraries:

<http://www.lib.usm.edu/~techserv/cat/tools/formsubv.htm>

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## APPENDIX F

### Answers to Exercises

#### Answers to Session 5 Exercises: Subject Authority Records

##### Exercise 1: Internet voting

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 053 field indicate?

Consider classing in JF1032.

3. What information do you find in the 4XX and 5XX fields?

The 4XX fields are See From / UF tracings for variant forms of the term Internet voting.  
The 5XX field is a See Also reference that is a broader term.

##### Exercise 2: Fools Hollow Lake (Ariz.)

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established heading for a geographic feature.

2. What does the 040 field indicate?

The heading was proposed by a SACO participating library (AzTeS = Arizona State University) and transcribed into machine-readable form by the Library of Congress.

3. What information do you find in the 4XX and 5XX fields?

The 4XX field is a See From / UF tracing for a variant form of the name. The 5XX fields are See Also references that are broader terms.

4. What does the 781 field tell you?

The 781 field tells the cataloger how to use the heading as a geographic subdivision.

**Exercise 3:** Rural conditions

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical heading.

2. What does the 360 field indicate?

The 360 field translates as “See Also.” The cataloger may need to use the subdivision **--Rural conditions** under names of countries, etc.

3. Can the term in the 150 field be subdivided geographically?

No.

4. Would you use this heading for a work on rural conditions in Afghanistan?

No, you would use the subdivision **--Rural conditions** under the heading for Afghanistan.

5. Would you use this heading for a memoir about growing up in rural Ireland?

No, the scope note indicates that the heading **Rural conditions** would not be appropriate for such a work. Instead you would use a heading such as **Country life--Ireland**.

**Exercise 4:** Foreign relations

1. Is this an established heading? If so, what type of heading? If not, why not?

No, this is a reference record, as indicated by fixed field codes and the 260 field.

2. Which fixed field elements are critical in understanding this authority record?

Auth/status: n (no level of establishment)

Auth/ref: c (traced reference)

Subj use: b (not appropriate for use as a subject added entry)

3. What does the 260 field indicate?

Use the subdivision **--Foreign relations** under names of countries, instead of using the term Foreign relations as a heading.

**Exercise 5:** Foreign relations

1. Is this an established heading? If so, what type of heading? If not, why not?

Yes, this is an established topical subdivision authority record.

2. What does the scope note indicate?

**\$x Foreign relations** is a topical subdivision which can be used under names of countries, etc., and individual Christian denominations.

3. What information do you find in the 480 field?

The 480 field is a UF reference for the earlier valid form of the subdivision.

4. What does the 073 field indicate?

This subdivision appears on the free-floating lists H 1140 (Names of Places) and H 1187 (Christian Denominations) in the *SCM:SH*.

5. Could the term in the 180 field be subdivided geographically?

Yes.

**Exercise 6:** Premature babies

1. Is this an established heading? If so, what type of heading? If not, why not?

This is an established heading, but in the Library of Congress subject headings for children list. This is a separate subject vocabulary used in the cataloging of juvenile materials.

2. Which fixed field element is critical in understanding this authority record?

Subj: b (subject heading system/thesaurus is LC subject headings for children)

3. What does the 010 field indicate?

The “sj” prefix is another indication that this is a juvenile subject heading.

## Answers to Session 6 Exercises: Application of Main Headings

1. *Encyclopedia of mules and horses.*

**Mules.**

**Horses.**

2. *Encyclopedia of horses, donkeys, and mules.*

**Horses.**

**Donkeys.**

**Mules.**

3. *Horses, swine, and other four-legged farm animals.*

- a. *Coverage: horses 30%, swine 30%, others 40%*

**Livestock.**

**Horses.**

**Swine.**

- b. *Coverage: no animal constitutes 20%*

**Livestock.**

4. *Cows, ewes, hens, and mares of the farm.*

**Female livestock.**

5. *Guide to cows, bulls, and calves.*

**Cattle.**

6. *Farm animals : a guide for sheep, pigs, and goats.*

**Sheep.**

**Swine.**

**Goats.**

7. *Farm animals : a guide for chicken, ducks, geese, and turkeys.*

**Poultry.**

8. *How to tell male and female livestock apart.*

**Male livestock** OR

**Female livestock**

Establish new heading?

(possibly **Livestock—Sexing**, following the pattern of **Fishes—Sexing**)

## **Answers to Session 7 Exercises: Application of Subdivisions**

1. *Retire rich : the baby boomer's guide to a secure future.*

Practical advice on how to plan, save and invest to build a secure retirement, aimed at baby boomers in the United States who are still earning a steady income.

Heading: **Baby boom generation**

Free-floating list: H 1100 Classes of Persons

Headings:

**Baby boom generation \$z United States \$x Finance, Personal.**

**Baby boom generation \$x Retirement \$z United States.**

2. *Television under the Tories : broadcasting policy, 1979-1997.*

A history of television broadcasting policy in Great Britain.

Heading: **Television broadcasting**

Free-floating list: H 1153 Industries

Heading: **Television broadcasting policy \$z Great Britain \$x History.**

## Answers to Session 8 Exercises: Geographic Subdivision

### Exercise 1

Title: *New York City traffic survey report.*

Heading:

**Traffic surveys--New York (State)--New York**

### Exercise 2

Title: *The forests and flora of British Honduras.*

Headings:

**Plants--Belize**

**Forests and forestry--Belize**

**Timber--Belize**

### Exercise 3

Title: *Telecommunications in Northern Alberta.*

Heading:

**Telecommunication--Alberta, Northern**

### Exercise 4

Title: *Cancer incidence, Texas Panhandle, 1976-1985.*

Headings:

**Cancer--Texas--Texas Panhandle--Statistics**

**Texas Panhandle (Tex.)--Statistics, Medical**

### Exercise 5

Title: *An adventure in the Amazon.*

Headings:

**Cousteau, Jacques Yves--Travel--Amazon River Region**

**Natural history--Amazon River Region**

**Indians of South America--Amazon River Region**

**Amazon River Region--Description and travel**

### Exercise 6

Title: *Magical nights at the theatre : a chronicle.*

Headings:

**Music-halls (Variety-theaters, cabarets, etc.)--Australia--Melbourne (Vic.)**

**Theater--Australia--Melbourne (Vic.)--History**

**Entertainers--Australia--Melbourne (Vic.)**

**Vaudeville--Australia--Melbourne (Vic.)--History**

### Exercise 7

Title: *Take me to Coney Island.*

Headings:

**Jews--Québec (Province)--Montréal--Social life and customs**

**Children of immigrants--Québec (Province)--Montréal**

**Exercise 8**

Title: *Assessment of regional earthquake hazards  
and risk along the Wasatch Front, Utah.*

Headings:

**Earthquake hazard analysis--Wasatch Range (Utah and Idaho)**

**Earthquake hazard analysis--Utah**

**Exercise 9**

Title: *History on the line : testimony in the cause of preservation.*

Headings:

**Historic preservation--Washington (D.C.)**

**Historic buildings--Conservation and restoration--Washington (D.C.)**

**Architecture--Conservation and restoration--Washington (D.C.)**

(Note: LC also adds the heading **Washington (D.C.)--Buildings, structures, etc.--  
Conservation and restoration**)

**Exercise 10**

Title: *Amawoti--responding to the needs and rights of  
people with disabilities.*

Headings:

**People with disabilities--South Africa--Durban Region--Social conditions**

**People with disabilities--Civil rights--South Africa--Durban Region**

**People with disabilities--Services for--South Africa--Durban Region**

**Squatter settlements--South Africa--Durban Region**

## Answers to Session 9 Exercises: Chronological Subdivision

Established headings:

***Balkan Peninsula \$x Politics and government \$y 1945-1989***

***Balkan Peninsula \$x Politics and government \$y 1989-***

***Balkan Peninsula \$x Politics and government \$y 20th century***

From H 1140 Names of Places:

***\$x Politics and government \$y 21st century***

- 1) **Experimenting with democracy : regime change in the Balkans**  
*(published in 2000, provides an analysis of transitions and regime change since the collapse of communist systems in 1989)*

Balkan Peninsula \$x Politics and government \$y **1989-**

- 2) *Ideologies and national identities : the case of twentieth-century Southeastern Europe.*

Balkan Peninsula \$x Politics and government \$y **20th century.**

- 3) *Balkans since the second World War.* (published in 2002)

Balkan Peninsula \$x Politics and government \$y **1945-1989.**

Balkan Peninsula \$x Politics and government \$y **1989-**

- 4) *Southeast European politics today.* (published in 2003, emphasis on events and conditions after 2001 but includes background from the 1990s)

Balkan Peninsula \$x Politics and government \$y **1989-**

**OR**

Balkan Peninsula \$x Politics and government \$y **21st century.**

Depending on the balance of material, either heading might be appropriate. With the book in hand, you could more easily review the contents of the work to determine this.

Also consider existing headings in your catalog: which heading would place this book with like materials?

Established headings:

**Jews \$x History \$y 70-1789**

***Jews \$x History \$y 1789-1945***

***Jews \$x History \$y 1945-***

**Judaism \$x History \$y Modern period, 1750-**

From H 1103 Ethnic Groups:

**\$x History \$y 18th century**

**\$x History \$y 19th century**

**\$x History \$y 20th century**

**\$x History \$y 21st century**

5) *Jews in the post-war world.*

**Jews \$x History \$y 1945-**

6) *Jews in the modern world : a history since 1750.* (published in 2002)

**Jews \$x History \$y 1789-1945.**

**Jews \$x History \$y 1945-**

**Judaism \$x History \$y Modern period, 1750-**

7) *A history of the Jews in the nineteenth century.*

**Jews \$x History \$y 19th century.**

8) *Two generations in perspective : notable events and trends, 1896-1956.* (published in 1957)

**Jews \$x History \$y 20th century.**

This work focuses on the first part of the 20th century. The established date ranges that would provide coverage for this title extend far beyond the coverage of the work. The heading **Jews \$x History \$y 1789-1945** covers from the French Revolution through World War II, including all of the 19th century. The content of the work is better encompassed by the free-floating subdivision **\$x History \$y 20th century**.

## Answers to Session 11 Exercises: MARC Coding

*Sports hero : Henry Aaron.*

- 600 10** Aaron, Hank, **\$d** 1934- **\$v** Juvenile literature.  
**650 \_0** African American baseball players **\$v** Biography **\$v** Juvenile literature.

*Microsoft in the mirror : nineteen insiders reflect on the experience.*

- 610 20** Microsoft Corporation **\$x** Employees **\$v** Biography.  
**650 \_0** Computer software industry **\$z** United States.

*Canada-Japan : policy issues for the future.*

- 651 \_0** Canada **\$x** Economic conditions **\$y** 1945- **\$v** Congresses.  
**651 \_0** Canada **\$x** Foreign economic relations **\$z** Japan **\$v** Congresses.  
**651 \_0** Japan **\$x** Foreign economic relations **\$z** Canada **\$v** Congresses.

*Union list of serials in Canada Department of Agriculture Libraries.*

- 610 10** Canada. **\$b** Dept. of Agriculture. **\$b** Library **\$v** Catalogs.  
**650 \_0** Agriculture **\$x** Periodicals **\$v** Bibliography **\$v** Union lists.  
**650 \_0** Catalogs, Union **\$z** Canada.

*Saying it's so : a cultural history of the Black Sox scandal.*

- 610 20** Chicago White Sox (Baseball team) **\$x** History.  
**611 20** World Series (Baseball) **\$d** (1919)

*The Brontës A to Z : the essential reference to their lives and work.*

- 600 30** Brontë family **\$v** Encyclopedias.  
**650 \_0** Authors, English **\$y** 19th century **\$v** Biography **\$v** Encyclopedias.

*The Empire State Building.*

- 610 20** Empire State Building (New York, N.Y.) **\$v** Pictorial works.  
**650 \_0** Skyscrapers **\$z** New York (State) **\$z** New York **\$x** Design and construction **\$v** Pictorial works.

*Lewis & Clark in North Dakota.*

- 611 20** Lewis and Clark Expedition **\$d** (1804-1806) **\$v** Exhibitions.  
**651 \_0** North Dakota **\$x** Discovery and exploration **\$v** Exhibitions.

## Answers to Session 15 Exercises: SACO

### Exercise 1:

1. Two headings would be needed: **Cookies**  
**Christmas cookery**
2. “Christmas cookies” is the most likely form of the heading. **Christmas cakes** has already been established and can be used as a pattern. Specific kinds of cookies have also been established, such as **Chocolate chip cookies** and **Girl Scout cookies**.
3. You would need to do authority research to justify the heading and to find any variant forms that would be cross-references. Research should be done in sources relevant to the topic being established. In this case, you might search general dictionaries and encyclopedias of cooking, and search bibliographic databases such as OCLC WorldCat to see if other books on Christmas cookies have been published.

It is not necessary to wait for several books to be published on a topic before proposing a subject heading for the topic, but it is important to demonstrate that the proposed heading represents a discrete, identifiable concept and that the form selected for the heading reflects predominant usage.

You would need to determine what the broader term(s) would be—how the proposed heading fits into the hierarchical structure of LCSH.

4. The proposed heading would be: **Christmas cookies**.  
There would likely be no UF references in this case.  
BT references would be **Christmas cookery** and **Cookies**.

### Exercise 2:

1. Yes, a SACO proposal is warranted. A heading for this specific river is needed for the subject of the work being cataloged and no existing heading covers it. You could use the appropriate geographic heading without proposing it through SACO, but you would lose the ability to verify the subject heading through authority processing and your catalog users would not benefit from cross-references from variant forms of the name to the authorized form.

To determine the proper form of the heading to use in the catalog record, you would need to do authority research to determine what the authorized U.S. Board on Geographic Names form is, if there are conflicts with other features with the same name, etc. It’s not a great deal of extra work to then document this research and submit a SACO proposal. By creating an authority record for the feature, catalogers save themselves and other catalogers from having to repeat this research when they encounter another work dealing with the same feature.

For geographic features in the U.S., the primary reference source is *Geographic Names Information System (GNIS)*. If a geographic name is found in *GNIS*, you would not need to check additional sources unless there were unresolved questions about the name. In this example, the name is found in *GNIS* and no additional research is required, but an additional source is shown to illustrate the type of information that might be found in a general gazetteer such as the *Columbia Gazetteer of North America*.

Other sources that may be useful include gazetteers for a particular state, atlases, maps, or guidebooks. For features outside the U.S., the online *GEOnet Names Server (GNS)* is an authoritative source that should be consulted if available. On the SACO home page, there is a resource entitled *Web Resources for SACO Proposals* that provides links to a large number of online resources for geographic names.

2.

151 Authorized heading: Quillayute River (Wash.)

451 UF: Quillehute River (Wash.)

451 UF: Quillyhuyte River (Wash.)

4\_\_ UF: \_\_\_\_\_

550 BT: Rivers \$z Washington (State)

5\_\_ BT: \_\_\_\_\_

5\_\_ RT: \_\_\_\_\_

781 \_0 \$z Washington (State) \$z Quillayute River

In addition to the fields above, a completed SACO proposal would include the following:

008/06 - whether the heading may be subdivided geographically or not, or that no decision has been made (geographic features are coded for no decision)

040 \$a - the proposing library's MARC 21 code

053 - classification number if appropriate (it wouldn't be in this case)

670 - citations for the work being cataloged that generated the SACO proposal and for reference sources consulted to justify the form of the heading and any variant forms included as cross-references; each source cited is put in its own 670 field

675 - not required, but can be used to cite sources searched in which no relevant information was found

680 - scope note if appropriate

667 - nonpublic general note if appropriate (e.g., used to indicate that a geographic heading is not valid for use as a geographic subdivision)

A complete SACO proposal for the Quillayute River might look like this:

008/06: \_\_\_\_\_ (May Subd Geog) \_\_\_\_\_ (Not Subd Geog)   X   (No Decision)

040: Your MARC 21 Code \$b eng \$c DLC

151: Quillayute River (Wash.)

451: Quillehute River (Wash.)

451: Quillyhuyte River (Wash.)

550 BT: Rivers \$z Washington (State)

670 Work cat.: Main entry and title of work being cataloged, year published: \$b p. 3 (Bogachiel and Soleduck Rivers converge to form the Quillayute River about 6 mi. east of La Push)

670 GNIS, date viewed \$b (Quillayute River, stream, Washington, Clallam Co., variant names: Quillehute River, Quillyhuyte River)

670 The Columbia gazetteer of North America, via WWW, date viewed \$b (Quillayute River, c.6 mi/9.7 km long, Clallam co., NW Wash., short stream of Olympic Peninsula; formed by junction of Soleduck (Sol Duc) and Bogachiel rivers E of La Push; flows W to Pacific Ocean)

781 \_0 \$z Washington (State) \$z Quillayute River

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# APPENDIX G

## Evaluation Form Basic Subject Cataloging Using LCSH

**Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.**

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

	5	4	3	2	1	
a. was extremely valuable						was of little value
b. provided enough detail						was too general
c. was current & relevant						was outdated
d. was cohesive & logical						was fragmented/difficult to follow
e. was appropriate to my needs						was not at all appropriate
f. met its stated objectives						did not meet objectives

2. Presenter 1 \_\_\_\_\_:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

3. Presenter 2 \_\_\_\_\_:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

	5	4	3	2	1	
a. are excellent						are poor
b. followed course content						are disjointed/out of sequence
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

	5	4	3	2	1	
a. were clear and easy to read						were hard to read
b. were well organized						were poorly organized
c. illustrated concepts clearly						were confusing
d. covered an appropriate amount of information						contained too much or not enough information
e. were visually effective						were not effective
f. were enhanced by and supported the presenter's remarks						were poorly related to the presenter's remarks

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**Please give the following information about yourself:**

6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2 1 novice
7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2 1 beginner
8. Other comments:

**Comments on specific sessions:**

THANK YOU!

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