

## Update Information 2013 Update Number 1

This package updates the *Subject Headings Manual*, 2008 edition, which was published in 2009. All new instruction sheets and replacement pages in 2013 Update Number 1 are dated January 2013. The table that follows lists the pages included in this package and summarizes the nature of the updates. Users who wish to maintain a permanent record of the history of the additions and changes listed here should file this table behind the **Update Information** tab in Volume 4 of the manual.

With this update, the manual is current through the end of January 2013. 2013 Update Number 3 is scheduled to be published in Fall 2013.

**Note:** This update package cannot be used with the *Subject Cataloging Manual: Subject Headings*, 5th edition, originally published in 1996. That edition is closed, and is no longer being updated. These update sheets are compatible only with the 2008 edition of the *Subject Headings Manual*.

<i>Instruction Sheet</i>	<i>Page</i>	<i>Addition/Change</i>	<i>Action</i>
H 200	12	Typographical error corrected	Replace
H 250	9	Text updated in sec. 2.b	Replace
H 365	1-2	Text updated in sec. 1	Replace
H 371	1-9	Typographical errors corrected	Replace
H 374	1-2	Typographical errors corrected	Replace
H 400	2-3	Typographical errors corrected	Replace
H 460	1	Typographical error corrected in Background statement	Replace
H 690	2	Text updated in sec. 1	Replace pp. 1-12
H 1095	36	List updated	Replace
H 1100	9	List updated	Replace pp. 9-11
H 1140	8	List updated	Replace pp. 7-13
H 1147	5	List updated	Replace

## Update Information 2013 Update Number 1

<i>Instruction Sheet</i>	<i>Page</i>	<i>Addition/Change</i>	<i>Action</i>
H 1151	2	List updated	Replace pp. 1-3
H 1156	5	List updated	Replace
H 1225	3	Text updated in sec. 3	Replace
H 1332	6-7	Text and examples updated in sec. 9	Replace
H 1334	7	Example updated in sec. 4.a(4)	Replace
H 1595	2	Example updated in sec. 3	Replace
H 1629	1	Updated text in sec. 1	Replace
H 1865	1	Example updated in sec. 1	Replace
H 1917.5	10	Example updated in sec. 3	Replace
H 1918	6	Text updated in sec. 3	Replace pp. 5-10
H 2100	1, 3	Text updated in sec. 1; example updated in sec. 2	Replace
Index	1-103	Updated index	Replace pp. 1-99; add pp. 100-103

## Preparation of Subject Heading Proposals H 200

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

#### **9. Citation of sources.** (Continued)

**c. Sources in which the heading was not found.** Use a single 675 field to cite sources that were consulted but do not include the term or any variation of it. Cite these sources in the same manner as sources in which the term was found. Cite each source in a separate \$a subfield. Put a semicolon after each source citation before starting a new \$a subfield. Use no other subfield coding. *Example:*

```
675 ## $a Lippincott; $a Web. geog.; $a Times atlas
```

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

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

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

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

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

## H 200 Preparation of Subject Heading Proposals

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

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

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

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

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

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

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

**14. Bibliographic file maintenance.** Before submitting a completed proposal to the Data Integrity Section, search the LC Database to locate existing bibliographic records that should be updated as a result of the new proposal. Enter the total number of records to be changed in the 952 (Bib record changes) field. If there are none, enter 0 after the standard text, "Bib. Records to be changed."

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

## Music Heading Authority Records H 250

### 2. Pattern headings.

#### a. Pattern: *Medium of performance.*

##### (4) *Accompanying ensemble.*

*Examples: (Continued)*

```
150 ## $a Chamber orchestra music
150 ## $a Clarinet music
150 ## $a Flute music
150 ## $a Violin music
150 ## $a Violoncello music
650 #0 $a Clarinet, flute, violin, violoncello with chamber
      orchestra.

150 ## $a Songs
150 ## $a Piano music
650 #0 $a Songs (High voice) with piano.
```

**b. Pattern: *Musical format.*** This pattern applies to the free-floating form subdivisions that characterize the physical format and some standard types of arrangement of the music. The subdivisions are listed in H 1160. *Examples:*

```
650 #0 $a Concertos (Violin) $v Solo with piano.
650 #0 $a Operas $v Vocal scores with piano.
650 #0 $a Piano music (Pianos (2)) $v Scores.
650 #0 $a Symphonies $v 2-piano scores.
650 #0 $a Wind quintets (Bassoon, clarinet, flute, horn,
      oboe) $v Scores and parts.
```

**c. Pattern: *Singular/plural form.*** Names of musical instruments established in the singular may be used also in the plural as may be needed to specify medium of performance in form/genre headings for musical works. Conversely, types of instrumental ensembles established in the plural may also be used in the singular. For additional guidelines, see H 1917.5 and H 1918. *Examples:*

```
150 ## $a Bassoon music
150 ## $a Clarinet music
150 ## $a Horn music
150 ## $a Oboe music
```

```
authorize "bassoons," "clarinets," "horns," "oboes"
as in      650 #0 $a Wind nonets (Bassoons (3), clarinets (2),
           horns (2), oboes (2))
```

## H 250 Music Heading Authority Records

### 2. Pattern headings.

#### c. Pattern: Singular/plural form.

Examples: (Continued)

```
150 ## $a Instrumental ensembles  
  
authorizes "instrumental ensemble"  
as in      650 #0 $a Trumpet with instrumental ensemble.
```

d. Pattern: *Qualifier to distinguish homographs.* If the name of a musical instrument must be established with a qualifier to show the term belongs to music and not some other field, omit the qualifier when the instrument appears as a medium of performance in form/genre headings for musical compositions. *Example:*

*Heading established for the instrument:*

```
150 ## $a Horn (Musical instrument)
```

*Instrument as a medium of performance:*

```
150 ## $a Horn and organ music  
650 #0 $a Sonatas (Horn and organ)
```

If the name of an instrument has been established with a qualifier to distinguish it from another instrument with the same name, retain the qualifier when the instrument is used as a medium of performance in form/genre headings for musical compositions. *Example:*

```
150 ## $a Tar (Lute) ["tar" is also the term for several types of drum]  
150 ## $a Tar (Lute) and zarb music
```

However, when the same term is used for two or more instruments and one usage is clearly better known, that heading does not need a qualifier. *Example:*

*Heading established for the instrument:*

```
150 ## $a Guiro [predominantly a scraper]  
  
150 ## $a Atcheré  
450 ## $a Guiro (Rattle) [alternate name for the atcheré, a rattle]
```

*Instrument as a medium of performance:*

```
150 ## $a Flute and guiro music
```

## Library of Congress Classification Numbers H 365 In Subject Authority Records

**BACKGROUND:** *If one or more class numbers in the LC Classification system correspond precisely with the idea represented by a subject heading, the number or numbers are put in 053 fields in the subject authority record, with qualifying terms if necessary and appropriate. This instruction sheet provides principles and guidelines on when and when not to add LC class numbers to subject authority records. For procedures on how to add class numbers to newly proposed headings, see H 200, sec. 6. For procedures on how to add or change class numbers in existing subject authority records, see H 196.*

**1. When to assign and when not to assign a number to a heading.** Assign a class number to a heading if:

- the caption for the number is identical or nearly identical in scope, meaning, and language to the subject heading, or
- the topic is explicitly mentioned in an "Including" note under the caption for the number, or
- the number is built by using Cutter numbers listed at another location in the classification schedules or tables, or
- the topic belongs to a category for which it is standard LC classification policy to classify works at a level that is broader than the subject headings assigned. For example, the class number QL444.C74, (Harpacticoida) may be added to the subject heading **Harpacticidae** (a family of Harpacticoida), because works on species, genera, and families are all classed by order in QL444 rather than being individually established. Similarly, the class numbers M 288-M289 (Duets for two wind instruments) may be added to the subject heading **Bassoon and flute music**, because individual numbers are not established in subclass M for every combination of specific instruments.

## H 365 Library of Congress Classification Numbers In Subject Authority Records

### 1. *When to assign and when not to assign a number to a heading.* (Continued)

Do not assign:

- a number representing a concept broader than, and encompassing, a specific heading. For example, **HV874.8-HV875.7**, the numbers for **Adoption** should not be assigned to the heading **Open adoption**, a topic for which a specific number has not yet been established.
- a number for a general topic to a heading or heading-subdivision combination for a specific aspect of the topic, even if the specific aspect classes in the general number. For example, **LB1028.35**, the number for **Instructional systems** should not be assigned to the heading **Instructional systems–Design**, even though works on the topic may have been classed in the general number. **LB1028.35** should be assigned only to its corresponding general heading, **Instructional systems**.
- a class number with a qualifier for a specific aspect of a topic to a general heading, when the specific aspect is actually expressed by a free-floating topical subdivision under the general heading. For example, the number **RM666.R37 (Therapeutics)** should not be assigned to the heading **Recombinant molecules** because the number actually corresponds to **Recombinant molecules–Therapeutic use**.

*Exceptions:* For musical instrument headings, class numbers for history and/or for instruction and study may be added to the authority records for the instruments themselves. For literature headings, class numbers for collections and/or for history and criticism may be added to the authority records for the base headings. For headings that designate groups of people, class numbers for biography may be added to the authority records for the headings.

- a class number in which a particular item (or the only item) on a topic has been classed but whose caption does not directly correspond to the subject heading. For example, **RA785** with the caption **Relaxation. Rest. Stress management** should not be assigned to the heading **Worry beads**, a topic for which a specific number has not been established.
- a *General special* number to any subject heading, even if the topic is specified in an including note.

## General See Also References H 371

**BACKGROUND:** A general see also reference is a reference made from a heading not to specific individual headings but to an entire category of headings or subdivisions, frequently listing one or more individual headings or subdivisions by way of example. In numerous instances, general see also references were made in **Library of Congress Subject Headings** because it was considered impractical to list as specific narrower term references all individual headings encompassed by a broader heading even though such specific references would have been theoretically logical and proper within a hierarchical reference structure. These general see also references serve to suggest to the user of the subject headings list the pattern of the headings under which a particular class or group of topics is entered. For example, it would have been appropriate in theory to construct the following heading and reference structure:

*Tools*

*NT Axes*  
*Files and rasps*  
*Hammers*  
*Knives*  
*Pliers*  
*Saws*  
*Screwdrivers*  
*Wrenches*

For reasons of economy in the printed list, however, listings of individual headings of this type were not normally made in **Library of Congress Subject Headings**. Instead, a single general see also reference was made as follows:

*Tools*

*SA individual tools, e.g., Files and rasps; Saws*

Such references also serve to alert users of **Library of Congress Subject Headings** who are unaware of the principle of specificity that they may be searching under a broader term than is proper for the specific topic they seek, and to provide guidance as to the type of heading more appropriate to their search.

The practice of making new references of this type has now largely been abandoned in favor of making a specific reference from a broader heading whenever a new heading is established. Existing general see also references of this type are being retained in the subject authority file until all individual headings that had formerly been covered by the general reference are actually linked to the broader heading by BT/NT references.

## H 371 General See Also References

### **BACKGROUND:** (Continued)

*There are other categories of general see also references that have been made in the past, and that may still be made now. These include references to subdivisions that are free-floating, as in the following example:*

#### *Patents*

*SA subdivision Patents under disciplines and under types of articles patented, e.g., Automobiles–Patents*

*Some general see also references also provide information about the use of the subdivision, as illustrated by the following example:*

#### *Taxation*

*SA subdivision Taxation under topical headings for works on the taxes levied on income-producing activities or articles of value, e.g., Construction industry–Taxation; Automobiles–Taxation; and under classes of persons and ethnic groups*

*Also included are general references to categories or types of name headings, such as:*

#### *Church buildings*

*SA names of individual churches*

*and general references of the type*

#### *Kidneys*

*SA headings beginning with the word Renal*

*Many general see also references combine elements of more than one of these categories, as in the following example:*

#### *Exhibitions*

*SA subdivision Exhibitions under names of individual persons and under subjects, e.g., Bookbinding–Exhibitions; and names of individual exhibitions*

*This instruction sheet provides guidelines for making general see also references and gives standard wording for various situations.*

## General See Also References H 371

**1. General rule.** When establishing new headings, provide general see also references to existing headings or free-floating subdivisions, as appropriate, in 360 fields according to the procedures given in H 200, sec. 12. Follow the procedures in H 195, sec. 4 to add general see also references to existing headings.

**2. General see also references vs. specific references.** Provide specific broader term references in preference to a single general see also reference whenever possible. Make new general see also references only in the following circumstances:

- To refer from a generic heading to a free-floating subdivision. *Example:*

```
150 ## $a Books $v Reviews
360 ## $i subdivision $a Book reviews $i under subjects
```

*Note: Whenever a formerly non-free-floating subdivision is declared free-floating, cancel all specific broader term references that have been made to the subdivision, and provide instead a general see also reference. When, for example, the subdivision **-Alcohol use** was made free-floating under classes of persons and ethnic groups, specific BT references from **Alcoholism** to the subdivision were cancelled and a single general reference established in their place.*

- To refer from a subject heading to a category or type of name heading that is normally not included in the subject authority file. *Example:*

```
150 ## $a Church buildings
360 ## $i names of individual churches
```

- To refer from a generic heading to a group of headings that begin with the same word. *Example:*

```
150 ## $a Science
360 ## $i headings beginning with the word $a Scientific
```

**3. General see also references and free-floating subdivisions.** Although *new* general see also references are made only when a subdivision is free-floating, many general see also references to subdivisions that are not free-floating were made in the past and remain in the subject authority file. Therefore, the presence of a general see also reference to a subdivision does not automatically authorize the assignment of that subdivision on a free-floating basis. Treat subdivisions as free-floating only in accordance with the provisions of H 1095 or other free-floating subdivision lists in H 1100-H 1200.

## H 371 General See Also References

**4. Formulating general see also references.** For the sake of consistency in the subject authority file, use, whenever possible, the following formulations in constructing general see also references:

- References to subject headings:

360 ## \$i headings beginning with the word \$a [...]

- References to name headings:

360 ## \$i names of individual [...]

- References to subdivisions used under subject headings (general):

360 ## \$i subdivision \$a [...] \$i under subjects

- References to subdivisions used under pattern headings (cf. H 1146):

(H 1147)

360 ## \$i subdivision \$a [...] \$i under individual animals and groups of animals, e.g., \$a Cattle-[...] <or \$a Fishes-[...]>

(H 1148)

360 ## \$i subdivision \$a [...] \$i under individual art forms and headings for national or ethnic art, e.g., \$a Art, Italian-[...]

(H 1149)

360 ## \$i subdivision \$a [...] \$i under individual chemicals and groups of chemicals, e.g., \$a Copper-[...] <or \$a Insulin-[...]>

(H 1149.5)

360 ## \$i subdivision \$a [...] \$i under names of countries, cities, etc., e.g., \$a Great Britain-Colonies-[...]

(H 1150)

360 ## \$i subdivision \$a [...] \$i under individual diseases and types of diseases, e.g., \$a Cancer-[...] <or \$a Tuberculosis-[...]>

(H 1151)

360 ## \$i subdivision \$a [...] \$i under individual educational institutions, e.g., \$a Harvard University-[...]

## General See Also References H 371

### 4. Formulating general see also references.

- References to subdivisions used under pattern headings: *(Continued)*

(H 1151.5) 360 ## \$i subdivision \$a [...] \$i under types of educational institutions, e.g., \$a Universities and colleges-[...]

(H 1153) 360 ## \$i subdivision \$a [...] \$i under types of industries, e.g., \$a Construction industry-[...] <or \$a Retail trade-[...]>

(H 1154) 360 ## \$i subdivision \$a [...] \$i under individual languages and groups of languages, e.g., \$a English language-[...] <or \$a French language-[...] or \$a Romance languages-[...]>

(H 1154.5) 360 ## \$i subdivision \$a [...] \$i under individual legal topics, e.g., \$a Labor laws and legislation-[...]

(H 1155) 360 ## \$i subdivision \$a [...] \$i under names of individual legislative bodies, e.g., \$a United States. Congress-[...]

(H 1155.2) 360 ## \$i subdivision \$a [...] \$i under groups of literary authors, e.g., \$a Authors, English-[...]

(H 1155.6) 360 ## \$i subdivision \$a [...] \$i under individual literary works entered under author, e.g., \$a Shakespeare, William, 1564-1616. Hamlet-[...]

## H 371 General See Also References

### 4. Formulating general see also references.

- References to subdivisions used under pattern headings: *(Continued)*

- (H 1155.8) 360 ## \$i subdivision \$a [...] \$i under individual literary works entered under title, e.g., \$a Beowulf-[...]
- (H 1156) 360 ## \$i subdivision \$a [...] \$i under individual literatures, e.g., \$a English literature-[...]
- (H 1158) 360 ## \$i subdivision \$a [...] \$i under individual materials and types of materials, e.g., \$a Concrete-[...] <or \$a Metals-[...]>
- (H 1159) 360 ## \$i subdivision \$a [...] \$i under military services, e.g., \$a United States-Armed Forces-[...] <or \$a United States. Air Force-[...] or \$a United States. Army-[...] or \$a United States. Marine Corps-[...] or \$a United States. Navy-[...]>
- (H 1160) 360 ## \$i subdivision \$a [...] \$i under forms and types of musical compositions, e.g., \$a Operas-[...]
- (H 1161) 360 ## \$i subdivision \$a [...] \$i under individual musical instruments and families of instruments, e.g., \$a Piano-[...]
- (H 1164) 360 ## \$i subdivision \$a [...] \$i under individual organs and regions of the body, e.g., \$a Foot-[...] <or \$a Heart-[...]>
- (H 1180) 360 ## \$i subdivision \$a [...] \$i under individual plants and groups of plants, e.g., \$a Corn-[...]
- (H 1185) 360 ## \$i subdivision \$a [...] \$i under individual religions, e.g., \$a Buddhism-[...]

## General See Also References H 371

### 4. Formulating general see also references.

- References to subdivisions used under pattern headings: *(Continued)*

- (H 1186) 360 ## \$i subdivision \$a [...] \$i under names of individual religious and monastic orders, e.g., \$a Jesuits-[...]
- (H 1187) 360 ## \$i subdivision \$a [...] \$i under individual Christian denominations, e.g., \$a Catholic Church-[...]
- (H 1188) 360 ## \$i subdivision \$a [...] \$i under uniform titles of sacred works, e.g., \$a Bible-[...]
- (H 1195) 360 ## \$i subdivision \$a [...] \$i under individual land vehicles and types of land vehicles, e.g., \$a Automobiles-[...]
- (H 1200) 360 ## \$i subdivision \$a [...] \$i under individual wars, e.g., \$a United States-History-Civil War, 1861-1865-[...] <or \$a World War, 1939-1945-[...]>

- References to subdivisions used under name headings:

360 ## \$i subdivision \$a [...] \$i under names of individual [...]

- References to subdivisions used under place names:

360 ## \$i subdivision \$a [...] \$i under names of countries, cities, etc.  
*[for subdivisions used under any place name]*

360 ## \$i subdivision \$a [...] \$i under names of countries, etc.  
*[for subdivisions used only under places larger than cities]*

## H 371 General See Also References

### 4. Formulating general see also references.

- References to subdivisions used under place names: (Continued)

```
360 ## $i subdivision $a [...] $i under names of cities  
[for subdivisions used only under cities]
```

If several of these elements are incorporated into a single reference, use the following order in constructing the reference:

```
360 ## $i subdivision $a [...] $i under [type of place name];  
also subdivision $a [...] $i under names of [category  
of name headings] or subjects [or individual wars,  
animals, etc.]; also headings beginning with the word  
$a [...]; $i and names of individual [category of name  
headings]
```

Note that each clause begins with the word **also** except for the final clause which begins with the word **and**. Each clause is separated from the following clause by a semicolon. This phraseology should serve as the pattern for the most common situations in which general see also references are required; slight modifications may be required for especially complex or unusual situations.

### 5. Providing examples in the reference.

*a. Examples provided for clarity.* Past practice, reflected in the subject authority file, was to provide examples routinely to illustrate nearly all general references. This practice is no longer followed. Instead, provide examples in the reference only if they are required for clarity. *Examples:*

```
150 ## $a Time management  
360 ## $i subdivision $a Time management $i under classes  
of persons and ethnic groups
```

*No example →  
needed for clarity*

5. *Providing examples in the reference.*

a. *Examples provided for clarity. (Continued)*

150 ## \$a Pamphlets  
 360 ## \$i subdivision \$a Pamphlets \$i under 16th, 17th and 18th century period subdivisions of European and American history and under individual wars for short, separately published, usually polemical essays or treatises regarding controversial issues of contemporary interest, especially political or religious matters, e.g., \$a Germany-History-1517-1648-Pamphlets; United States-History-Civil War, 1861-1865-Pamphlets

*Examples required for clarity* →

b. *Examples of subdivisions under place names.* Do not provide an example illustrating the use of a subdivision under the name of a place, since such usage is self-evident. *Example:*

150 ## \$a Gold mines and mining  
 360 ## \$i subdivision \$a Gold discoveries \$i under names of countries, etc.

[*not* 150 ## \$a Gold mines and mining  
 360 ## \$i subdivision \$a Gold discoveries \$i under names of countries, etc., e.g., United States-Gold discoveries]

c. *Name headings as examples.* Avoid, whenever possible, using name headings as examples, especially name headings that are not already included in the subject authority file.

*Exception:* If the name heading also serves as a pattern subject heading and is therefore already included in the subject authority file, it may be freely cited as an example.

d. *Pattern headings as examples.* When providing examples to illustrate a general reference, choose a pattern heading if the category being illustrated is controlled by a pattern heading. Be more generous in providing examples to illustrate the use of a subdivision if it can be illustrated by citing a pattern heading.



## General See References H 374

**BACKGROUND:** A general see reference is a “use” reference made not to specific individual headings but to a category of subject headings or subdivisions, frequently listing one or more individual headings or subdivisions as examples. Records for general see references are reference records rather than heading records and may be identified by code **b** or **c** in MARC 21 field 008/09 (the box labeled **Kind of Record** on the 008 input screen in the LC ILS).

**1. General rule.** Make general see references when relationships exist between terms and established headings or subdivisions that cannot be adequately conveyed by one or more simple UF references in records for established subject headings. Follow the procedures stated in H 200 sec. 13, giving the term or terms referred from in a 150 field, the explanatory text in an \$i subfield of a 260 field, and the heading terms, or subdivisions referred to in an \$a subfield of the 260 field.

**2. General see references vs. specific references.** Provide general see references from non-used variant forms of national and ethnic adjectival qualifiers in preference to making explicit UF references in each heading established using that qualifier. Place three dots following the variant word referred from and use the following standard wording as the text in the \$i subfield of the 260 field: “subject headings beginning with or qualified by the word” followed by the preferred form in an \$a subfield. Provide sources for the variant form in 670 fields according to the procedures given in H 200 sec. 9. *Example:*

```
150 ## $a Ecuadoran ...
260 ## $i subject headings beginning with or qualified by the
      word $a Ecuadorian, $i e.g., $a Ecuadorian literature;
      Art, Ecuadorian
670 ## $a Random House $b (Ecuadoran, Ecuadorean, Ecuadorian,
      adj.)
```

Also provide general see references from variant spellings of common words used in several headings in preference to making explicit UF references in individual headings beginning with that word. *Example:*

```
150 ## $a Catalogue ...
260 ## $i topical headings beginning with or including the words
      $a Catalog $i or $a Catalogs $i e.g., $a Catalog cards;
      Library catalog management; Exhibition catalogs
670 ## $a Web. 3 $b (catalog or catalogue)
```

## H 374 General See References

**3. General see references and free-floating subdivisions.** Provide a general see reference from the general concept to the corresponding free-floating subdivision when no generic heading exists for the concept in the subject authority file. When a generic heading for the concept exists, make a general see also reference from it to the free-floating subdivision according to the guidelines in H 371. *Example:*

```
150 ## $a Amateurs' manuals
260 ## $i subdivision $a Amateurs' manuals $i under technical
      topics for works of instruction for nonprofessionals on
      how to acquire a skill or perform an operation, e.g.,
      $a Radio--Amateurs' manuals
```

Although *new* general see references are made for a subdivision only when that subdivision is free-floating, many general see references to subdivisions that are not free-floating were made in the past and remain in the subject authority file. Therefore, the presence of a general see reference does not automatically authorize assignment of that subdivision on a free-floating basis. Treat subdivisions as free-floating only in accordance with the provisions of H 1095 or other free-floating subdivision lists in H 1100 - H 1200.

**4. Geographic subdivision.** Code **n** in MARC 21 field 008/06 indicates that geographic subdivision is not applicable for a reference record. The template for general see references in the Subject Heading Proposal System is set to code **n** by default and cannot be edited by users.

**BACKGROUND:** *Scope notes generally serve to limit the scope of a heading as used in the catalog, thereby helping readers to determine to what extent it covers the material they seek, and making it possible for catalogers to maintain consistency in the way headings are assigned. Scope notes are especially useful under headings that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new headings of this type. This instruction sheet describes the various types of scope notes used in the subject authority file and the procedures for submitting proposals to add scope notes to new or existing subject headings.*

### ***1. Types of scope notes used in the subject authority file.***

- ***A single heading defined without reference to any other headings.*** This type of note is required in situations where various reference works consulted in doing authority research fail to agree completely, and usage does not offer a sufficiently precise definition. It is also necessary when no dictionary definition of the heading is readily available and the meaning of the heading is potentially ambiguous or obscure. *Examples:*

#### **Artists' preparatory studies**

Here are entered works on studies or sketches by artists preparatory to executing works of art in any form.

#### **Southwest, New**

Here are entered works on that part of the United States which roughly corresponds to the old Spanish province of New Mexico, including the present Arizona, New Mexico, southern Colorado, Utah, Nevada and California.

This type of note may also be included, even if *Webster's* gives a definition, if the note will serve a useful purpose.

## H 400 Scope Notes

### 1. Types of scope notes used in the subject authority file. (Continued)

- ***A single heading described with reference to more specific headings.*** This type of note is used in those occasional situations where it is necessary to state explicitly that the heading in question is used for a topic in its most general sense, and that more specific aspects of the topic will be found under more specific headings. *Example:*

#### **Commodity exchanges**

Here are entered general works on commodity exchanges. Works on exchanges dealing in a single commodity or class of commodities are entered under the specific commodity industry, e.g., Cotton trade, Grain trade, etc.

Note that it is more common to use a general see also reference or specific narrower term references in situations of this type.

- ***Two or more closely related or overlapping headings.*** This type of note provides contrasting information regarding the scope and usage of superficially similar headings. *Examples:*

#### **Ageism**

Here are entered works on negative or prejudicial attitudes toward people based on their age. Works on discriminatory behavior toward people based on their age are entered under Age discrimination.

#### **Age discrimination**

Here are entered works on discriminatory behavior toward people based on their age. Works on negative or prejudicial attitudes toward people based on their age are entered under Ageism.

1. *Types of scope notes used in the subject authority file.*

- *Two or more closely related or overlapping headings.* (Continued)

When one heading is defined or described with reference to one or more other headings, reciprocal notes are provided under all other headings to which the original note refers. The wording of the reciprocal note should be a "mirror image" of that of the original note, and the two notes should be composed using the following format:

Here are entered works on [*description of heading A*]. Works on [*description of heading B*] are entered under [*heading B*].

The second sentence of these notes should not be in the form "For works on [*description of heading B*], see [*heading B*]."

- *Special instructions, explanation, referrals, etc.* This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references. *Examples:*

**Economic forecasting**

When this heading is subdivided by place, a second subject heading is assigned for the name of the place with subdivisions such as Economic conditions, Economic policy, etc., e.g., 1. Economic forecasting–United States. 2. United States–Economic policy–2001-2009.

**School prose**

For works limited to one school, the heading is qualified by nationality and subdivided by place, and an additional subject entry is made under the name of the school.

## H 400 Scope Notes

2. *Proposing a scope note for a new heading being established.* Key the text of the scope note in a **680** field in the subject heading proposal template (see H 200, sec. 10).

3. *Adding a scope note to an existing heading or changing an existing scope note.*

a. *Retrieving the heading in the Subject Heading Proposal System.* In order to add or change a scope note in a subject authority record, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

b. *Adding or editing the 680 field.* Add a new 680 field following the procedures for content designation provided in H 200, sec. 10, or edit the existing 680 field as necessary.

c. *Saving and viewing the record.* Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed update is now searchable within the system. Click the **Refresh** button on the browse display. The text of the heading is displayed in brown, indicating that it is a proposed update and not yet approved.

d. *Submitting the proposal.* Make a printout of the revised record. In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible. It is not necessary to explicitly indicate fields that have been deleted. Submit the proposal to the Data Integrity Section. Once the proposal has been printed out and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, notify the Data Integrity Section by telephone, email, or inter-office mail.

## Name Changes in Non-Jurisdictional Corporate Bodies H 460

**BACKGROUND:** *There are three types of corporate body name changes: (1) simple linear name changes, for example, **United States Steel** changes its name to **USX**; (2) mergers, that is, two or more bodies join to form a new body; or (3) splits, that is, a single body divides to form two or more new bodies. When any of these types of name change occurs, separate name authority records are created for each of the corporate body's various names and the earlier and/or later name(s) are recorded in 510 fields in each authority record. In the LC ILS, the 510 fields that represent the earlier name of the corporate body have a \$w control subfield containing the value **a** in the initial position. Examples:*

### **LINEAR NAME CHANGE**

110 2# \$a Pillsbury Company  
510 2# \$w a \$a Pillsbury Mills, Inc.

### **MERGER**

110 2# \$a Ringling Brothers Barnum and Bailey Combined Shows  
510 2# \$w a \$a Ringling Brothers  
510 2# \$w a \$a Barnum and Bailey

*This instruction sheet provides guidelines for subject catalogers in selecting which heading(s) to use when cataloging a work about a non-jurisdictional corporate body that has undergone a change of name.*

*Note: Occasionally non-jurisdictional corporate bodies are tagged 151 rather than 110. The principles in this instruction sheet apply to corporate bodies of that type as well.  
Example:*

### **LINEAR NAME CHANGE**

151 ## \$a Buckley Air Force Base (Colo.)  
551 ## \$w a \$a Buckley Air National Guard Base (Colo.)

**1. Assignment of name for latest period covered.** Assign the heading for the name used by the body during the latest period covered by the work being cataloged.

*Note: Do not construe an incidental reference to a recent period as being "coverage" of that period. For example, a work about the New York Central Railroad published in 1985 that mentions only briefly in the closing chapter the railroad's absorption into Amtrak and ConRail would not be considered to "cover" the recent period and would not be assigned the headings for Amtrak and ConRail. Only the heading for the New York Central Railroad would be assigned.*

## H 460 Name Changes in Non-Jurisdictional Corporate Bodies

*2. Assignment of earlier names.* If an earlier name is prominently featured in the work being cataloged, assign the heading for the earlier name as well. For example, an up-to-date history of the Ringling Bros. Barnum & Bailey Circus that prominently features the histories of its predecessors, the Ringling Bros. Circus and the Barnum and Bailey Circus, would be assigned the heading for its latest name, **Ringling Brothers Barnum and Bailey Combined Shows**, as well as the headings **Ringling Brothers** and **Barnum and Bailey**.

## Formulating Geographic Headings H 690

**BACKGROUND:** *Headings for geographic names fall into two categories: (1) names of political jurisdictions, and (2) non-jurisdictional geographic names. Headings in the first category are established according to descriptive cataloging conventions with authority records that reside in the name authority file. Since these jurisdictional name headings are routinely assigned as subject headings, frequently in combination with non-free-floating subdivisions, many of them were also represented by authority records in the subject authority file. To alleviate the confusion caused by duplicate authority records, the Library of Congress ceased creating new subject authority records for name headings in January 1995 and began a project to delete existing duplicate authority records for name headings from the subject authority file. Headings in the second category are established according to guidelines in this instruction sheet with authority records that reside in the subject authority file. Headings for entities having geographic extent, including certain types of engineering constructions, are treated as geographic headings. The following is a representative list of such entities:*

*Archaeological sites, historic sites, etc.*  
*Areas and regions (when not free-floating)*  
*Canals*  
*Dams*  
*Extinct cities (pre-1500)*  
*Farms, ranches, gardens*  
*Forests, grasslands, etc.*  
*Geographic features (for example, caves, deserts, non-jurisdictional islands, lakes*  
*mountains, ocean currents, plains, rivers, seas, steppes, underseafeatures)*  
*Geologic basins, geologic formations, etc.*  
*Mines*  
*Parks, reserves, refuges, recreation areas, etc.*  
*Reservoirs*  
*Roads, streets, trails*  
*Valleys*

*This instruction sheet provides guidelines for formulating the substantive portion of non-jurisdictional geographic names established as subject headings. For procedures for qualifying geographic names, see H 810.*

## H 690 Formulating Geographic Headings

### 1. *Obtaining the approved form of name.*

**a. Names of the United States.** For names of the United States, the Geographic Names Information System (GNIS), U.S. Geological Survey (U.S. Board on Geographic Names (BGN) domestic names system) is available on the World Wide Web. GNIS may be accessed and queried at <http://geonames.usgs.gov/domestic/index.html>.

**b. Foreign names other than those of New Zealand.** For foreign geographic names other than those of New Zealand, the GEOnet Names Server (GNS) of the National Geospatial-Intelligence Agency (the BGN foreign names system) is also available on the World Wide Web. It may be accessed and queried at <http://earth-info.nga.mil/gns/html/index.html>.

**c. Names of New Zealand.** For names of New Zealand, prefer the form found in Land Information New Zealand's *New Zealand Gazetteer of Official Geographic Names*. For Maori names, search *Official Names with Macrons*. If the name does not appear in either of the above sources, consult the archived *New Zealand Place Names Database*, which is a valid source for names not yet added to the other lists. All three sources are available on the World Wide Web at <http://www.linz.govt.nz/placenames/find-names/index.aspx>.

**2. Additional authority research.** Although the BGN decision, when it is obtained, is generally preferred over any other name forms for all names other than those of New Zealand, additional authority work is usually required for the following reasons:

- The BGN decision may not in itself be sufficient to determine if name conflicts exist and further qualification of the heading is necessary.
- In cases of conflict, research can confirm that the BGN decision does in fact refer to the same place discussed in the work being cataloged.
- For geographic names in non-English-speaking countries, reference sources may aid in the translation of generic terms, or may justify the choice of the conventional English form when BGN has supplied the name only in the vernacular form.
- Variant forms of the geographic name found in reference sources are useful as UF references in addition to the variants provided by BGN.

## Formulating Geographic Headings H 690

### **2. Additional authority research.** (Continued)

The BGN decision, when it is obtained, must be evaluated in conjunction with information found in the standard authorities available to subject catalogers. Consult additional authorities such as *Merriam-Webster's Geographical Dictionary*, *Columbia Gazetteer of the World*, *National Gazetteer of the United States of America*, national gazetteers issued by the country where the feature is located, standard encyclopedias, atlases, titles in the database, etc.

Cite the works consulted in 670 fields in the authority record, following the conventions for citation of sources described in H 203.

Record in a \$b subfield of each 670 field any data that conflicts with, or supplements, the BGN decision.

Record any data showing that the name under consideration conflicts with other names. This serves to justify the form of the qualifier constructed in accordance with H 810.

### **3. Selecting the form of the heading.**

**a. The BGN decision.** If the BGN decision has been obtained, generally favor it over any other name forms obtained from other sources. Adjust it or choose another name form when necessary to conform with the other guidelines provided below.

If BGN provides more than one form, select the English form of the name, if one is provided. Select the conventional form if one is identified as such. Use the information found in other authorities as guidance in making a final decision.

If no BGN decision is obtained, select the form of name found to be in predominant usage in the reference sources that were consulted.

## H 690 Formulating Geographic Headings

### 3. *Selecting the form of the heading.* (Continued)

*Note:* When a new country is formed or a country changes its name, LC must take into account information from several sources before an accepted name can be established for the name authority file or for LCSH. LC coordinates with the Board of Geographic Names, which gets its information from the State Department. The latter takes into account which countries the United States has recognized and also information from the United Nations. In addition, it is necessary to establish MARC country and geographic area codes compatible with LCSH and ISO 3166, the international standard for country codes. SACO and NACO participants should refrain from sending proposals or creating authority records for the new country name until LC has created the name authority record and determined the appropriate LCSH treatment.

**b. English vs. vernacular form.** Select the English form of the name whenever possible, especially for geographic features. *Examples:*

Vernacular

Passo del San Gottardo  
Fujiyama  
Øresund  
Peipsi järv

English

Saint Gotthard Pass  
Mount Fuji  
TheSound  
Lake Peipus

*Note:* For purposes of these illustrations the geographic qualifiers are omitted.

If no English form is found, construct an English heading by translating the generic term into English. If, in the case of certain inflected languages, the resulting construction is grammatically awkward, use the noun form of the proper name in the nominative case, rather than either the adjectival form or the noun form in the genitive case. In such situations, provide UF references from the pure vernacular forms, as specified in sec. 10, below. *Examples:*

```
151 #0 $a Strážov Mountains (Slovakia)
451 #0 $w nnnn $a Strážovská hornatina (Slovakia)
451 #0 $w nnnn $a Strážovské vrchy (Slovakia)
```

[*not* 151 #0 \$a Strážovská Mountains (Slovakia)]

[*not* 151 #0 \$a Strážovské Mountains (Slovakia)]

## Formulating Geographic Headings H 690

### 3. *Selecting the form of the heading.*

#### *b. English vs. vernacular form.*

*Examples: (Continued)*

```
151 #0 $a Gauja River (Latvia and Estonia)
451 #0 $w nnnn $a Gaujas upe (Latvia and Estonia)
```

[*not* 151 #0 \$a Gaujas River (Latvia and Estonia)]

Use the vernacular form under the following circumstances:

- if the generic term is an integral part of the name and cannot be separated from the distinctive portion, for example, **Kilpisjärvi (Finland and Sweden)**.
- when establishing parks, reserves, gardens, trails, streets, and roads in the vernacular. See H 1925 for specific instructions for parks, reserves, gardens, and trails; see H 2098 for streets and roads.
- if the entity in question is best known in the English-speaking world by its vernacular name, for example, **Rio Grande; Blanc, Mont (France and Italy)**.

Use English-language gazetteers and reference sources to determine whether an entity is known in its vernacular form in the English-speaking world. If a vernacular form is used and it includes the generic term for the feature, do not add the English generic term to the heading. For example, **Tien Shan** is a conventional name which includes the Chinese term for mountains. Do not add **Mountains** to the heading.

## H 690 Formulating Geographic Headings

**4. Arrangement of elements appearing in the name.** If necessary, rearrange the elements of the name so that the distinctive portion of the name occurs in the initial position.

**a. Names in English.** For entities in English-speaking countries, and for entities that have a conventional English name, invert the heading if necessary to put the distinctive portion of the name in the initial position. *Examples:*

English Name

Firth of Forth  
Lake Erie  
Mount Abbot  
Gulf of Mexico  
River Wye

Name Inverted

Forth, Firth of  
Erie, Lake  
Abbot, Mount  
Mexico, Gulf of  
Wye, River

*Note: For purposes of these illustrations the geographic qualifiers are omitted.*

**b. Names in foreign languages.** Translate the name and rearrange the elements to put the distinctive portion of the name in the initial position. Since the resulting heading is not inverted, do not put a comma between the elements. *Example:*

Vernacular

Río Jiloca

Final Form of Heading

Jiloca River (Spain)

**5. Abbreviations.** Spell out in full all words in the substantive portion of the name. For provisions on the use of abbreviations in qualifiers, see H 810. *Example:*

Saint Johns River (Fla.)

[*not* St. Johns River (Fla.)]

## Formulating Geographic Headings H 690

**6. Initial articles.** Anglicize names of geographic features that are located in non-English-speaking countries and that begin with an article by dropping the initial article and including a generic term in English describing the feature. Retain initial articles for non-English names in English-speaking countries. For English names beginning with the word **The** as an integral part of the name, retain **The** and invert the name. *Examples:*

<u>Name of Entity</u>	<u>Final Form of Heading</u>
La Huasteca [ <i>a region in Mexico</i> ]	Huasteca Region (Mexico)
Les Cévennes [ <i>mountains in France</i> ]	Cévennes Mountains (France)
Los Olmos Creek [ <i>a stream in Texas</i> ]	Los Olmos Creek (Tex.)
The Fens [ <i>a region in England</i> ]	Fens, The (England)
The Sound [ <i>conventional English name for sound between Denmark and Sweden</i> ]	Sound, The (Denmark and Sweden)

**7. Transliteration.** As a general rule, transliterate geographic names in non-Roman scripts by means of LC transliteration tables. If BGN provides a romanized form in conflict with LC's policy for the romanization of a particular script, convert the name to the LC form. However, if it is clear that a non-LC-romanized form is more commonly used in English-language reference sources, establish the heading using that form, and add a 451 field with the LC-romanized form.

*Note: During 1999 the Library of Congress changed a limited number of name and subject headings that contain names of Chinese provinces and major cities from conventional to pinyin romanized forms. In October 2000 the Library discontinued use of the Wade-Giles system of romanization of Chinese in favor of pinyin in name and subject headings except for geographic names of Taiwan, which continued to use Wade-Giles. In May 2012 the Library determined that pinyin romanization will now be used for geographic name and subject headings for places in Taiwan. This decision follows the 2010 decision of the U.S. Board of Geographic Names, which now also uses pinyin romanization for places in Taiwan.*

## H 690 Formulating Geographic Headings

**8. Conflicts.** Conflicts involving geographic names may be resolved by designating the category of the feature in the parenthetical qualifier following a colon (cf. H 810) or by incorporating the generic term for the feature into the name itself. Prefer the latter method if it will resolve the conflict without causing redundancy. *Example:*

```
151 ## $a Madura Island (Indonesia)
[not 151 ## $a Madura (Indonesia : Island)]
```

*Exception:* For named regions that conflict with names of cities, include the term **Region** in the qualifier (cf. H 760, sec. 1.e.(2)).

**9. Capitalization.** When formulating names or references, use the appropriate current rules of capitalization for the language in question (see Appendix B of this manual and Appendix A of AACR2).

For English forms of place names, capitalize all nouns and adjectives that are essential parts of the name. For example, in the heading **Tatar Strait (Russia)**, the word **Strait** is capitalized since the heading is in English. However, in the UF reference from the vernacular form, **Tatarskii ~ proliv (Russia)**, the word **proliv** is lowercased in accordance with Russian capitalization rules.

### 10. References.

*a. UF references.* Add 451 fields with alternative forms, including:

- alternative name forms supplied by BGN or found in other authorities, and their LC romanized equivalents if different from the forms supplied or found.
- the straight form of the name if the heading is established in inverted form.
- the name in the vernacular, including variant forms, if the name is translated into English or a conventional English form is adopted. In this reference, a generic term may appear in the initial position.
- other pertinent foreign language forms, for example, forms in other official languages of the country where the feature is located; the form in the language of countries that previously controlled the feature. Do not add 451 fields with foreign language forms used in a work being cataloged if they are not pertinent to the feature.

## Formulating Geographic Headings H 690

### 10. References.

*a. UF references.* Add 451 fields with alternative forms, including: (Continued)

- the English form of the name, if meaningful, if the selected name is left in the vernacular.
- abbreviated forms, if the name commonly occurs with an abbreviated term in the initial position.
- alternative forms after the decision has been reached to include or delete the initial article.
- the BGN romanized form if it differs from the LC romanized form and has been supplied as a variant by BGN.

*b. Broader terms.* Add up to three 550 (broader term) fields containing the generic heading for the type of feature, structure, etc., subdivided by country, etc. For features in more than three countries or first order political divisions of the United States, Canada, and Great Britain, use an appropriate broader geographic name as the subdivision.

References are made for some types of entities, such as parks, archaeological sites, early cities, etc., according to pattern provisions. These patterns are described in individual instruction sheets in this manual.

*c. Named groups as broader terms.* Add a 551 field containing the named group to which an individual feature belongs, if appropriate and if the heading already exists, for example, an individual peak in a mountain range or an individual lake in a group of lakes, such as **Great Lakes (North America)** or **Finger Lakes (N.Y.)**. Do not establish headings for larger groups only to make the reference.

Make this reference from the smallest applicable named group. *Example:*

```
151 ## $a Black Mountains (N.C.)
551 ## $w g $a Blue Ridge Mountains
[not 551 ## $w g $a Appalachian Mountains]
```

Do not add a 551 field containing the name of a region in which a feature is located.

## H 690 Formulating Geographic Headings

**11. Model for heading and references.** The above provisions may be summarized as follows:

```
151 ## $a [distinctive name] [generic term] ([geographic
qualifier])
451 ## $a [alternate name(s)] ([geographic qualifier])
550 ## $w g $a [type of feature, structure, etc.] $z [country
or first order division]
551 ## $w g $a [name of group] ([geographic qualifier])
```

### 12. Examples.

*Note: The following examples illustrate complete headings, including the proper forms of qualifiers. For rules for qualification, see H 810.*

```
151 ## $a Margeride Mountains (France)
451 ## $a Montagnes de la Margeride (France)
551 ## $w g $a Massif Central (France)
550 ## $w g $a Mountains $z France
```

```
151 ## $a Ejón Hill (Colombia)
451 ## $a Cerrejón (Colombia)
451 ## $a El Cerrejón (Colombia)
451 ## $a Cerro Ejón (Colombia)
550 ## $w g $a Mountains $z Colombia
```

```
151 ## $a El Capitan (Calif.)
451 ## $a Capitan (Calif.)
550 ## $w g $a Mountains $z California
551 ## $w g $a Sierra Nevada (Calif. and Nev.)
```

```
151 ## $a Erzgebirge (Czech Republic and Germany)
451 ## $a Krušé hory (Czech Republic and Germany)
451 ## $a Krušnohoří (Czech Republic and Germany)
451 ## $a Ore Mountains (Czech Republic and Germany)
550 ## $w g $a Mountains $z Czech Republic
550 ## $w g $a Mountains $z Germany
```

## Formulating Geographic Headings H 690

### 12. Examples. (Continued)

151 ## \$a Forth, Firth of (Scotland)  
451 ## \$a Bodotria (Scotland)  
451 ## \$a Firth of Forth (Scotland)  
451 ## \$a Forth Estuary (Scotland)  
451 ## \$a Forth, River, Estuary (Scotland)  
550 ## \$w g \$a Estuaries \$z Scotland

151 ## \$a Fuji, Mount (Japan)  
451 ## \$a Fuji-san (Japan)  
451 ## \$a Fuji-yama (Japan)  
451 ## \$a Fujiyama (Japan)  
451 ## \$a Mount Fuji (Japan)  
451 ## \$a Suji Mountain (Japan)  
550 ## \$w g \$a Mountains \$z Japan  
550 ## \$w g \$a Volcanoes \$z Japan

151 ## \$a Peipus, Lake (Estonia and Russia)  
451 ## \$a Chudskoe ozero (Estonia and Russia)  
451 ## \$a Chudskoye ozero (Estonia and Russia)  
451 ## \$a Lake Peipus (Estonia and Russia)  
451 ## \$a Peipsi järv (Estonia and Russia)  
550 ## \$w g \$a Lakes \$z Estonia  
550 ## \$w g \$a Lakes \$z Russia (Federation)

151 ## \$a Rio de la Plata (Argentina and Uruguay)  
451 ## \$a Plate River (Argentina and Uruguay)  
451 ## \$a Plata, Rio de la (Argentina and Uruguay)  
550 ## \$w g \$a Estuaries \$z Argentina  
550 ## \$w g \$a Estuaries \$z Uruguay

151 ## \$a Rio Grande  
451 ## \$a Río Bravo del Norte  
550 ## \$w g \$a Rivers \$z Mexico  
550 ## \$w g \$a Rivers \$z United States

## H 690 Formulating Geographic Headings

### 12. Examples. (Continued)

151 ## \$a Saint Gotthard Pass (Switzerland)  
451 ## \$a Gotthard Pass (Switzerland)  
451 ## \$a Pass of Saint Gotthard (Switzerland)  
451 ## \$a Passo del San Gottardo (Switzerland)  
451 ## \$a Saint Gothard Pass (Switzerland)  
451 ## \$a Sankt Gotthardpass (Switzerland)  
451 ## \$a St. Gotthard Pass (Switzerland)  
550 ## \$w g \$a Mountain passes \$z Switzerland

151 ## \$a Sound, The (Denmark and Sweden)  
451 ## \$a Øresund (Denmark and Sweden)  
451 ## \$a Sundet (Denmark and Sweden)  
451 ## \$a The Sound (Denmark and Sweden)  
550 ## \$w g \$a Sounds (Geomorphology) \$z Denmark  
550 ## \$w g \$a Sounds (Geomorphology) \$z Sweden

151 ## \$a Wye, River (Wales and England)  
451 ## \$a River Wye (Wales and England)  
550 ## \$w g \$a Rivers \$z England  
550 ## \$w g \$a Rivers \$z Wales

151 ## \$a Yellow River (China)  
451 ## \$a Hoang Ho (China)  
451 ## \$a Huang He (China)  
451 ## \$a Huang Ho (China)  
451 ## \$a Hwang Ho (China)  
550 ## \$w g \$a Rivers \$z China

## Free-floating Subdivisions H 1095

### **FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:**

**\$x Linear programming**

Use under topical headings.

**\$v Literary collections**

Use under names of countries, cities, etc., names of individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, individual wars, and topical headings for collections including several literary forms.

**\$x Liturgy**

Use under individual Jewish and Christian sects and rites; under names of individual Christian monastic and religious orders; and under individual Jewish and Christian ceremonies, rituals, holidays, etc.

**\$x Liturgy \$v Texts** (*H 2190*)

**\$x Location** (*May Subd Geog*)

Use under types of industries, business entities, government agencies, and facilities, and under individual plants and groups of plants.

**\$v Longitudinal studies** (*H 1848*)

Use under classes of persons, ethnic groups, and topical headings.

**\$x Maintenance and repair**

Use under types of objects, including machinery, vehicles, structures, etc., requiring maintenance and repair.

See also **-Repairing**

**\$x Management**

Use under names of individual corporate bodies, including government agencies, galleries, museums, parks, etc., and under types of industries, industrial plants and processes, special activities, resources, etc.

See also **-Administration**

**\$x Manuscripts** (*H 1855*)

Use under names of individual persons and families, individual works entered under title, uniform titles of sacred works, and under classes of persons, ethnic groups, groups of authors, literatures, and topical headings.

## H 1095 Free-Floating Subdivisions

### *FORM AND TOPICAL SUBDIVISIONS OF GENERAL APPLICATION:*

**\$x Manuscripts \$v Catalogs** (H 1855)

**\$v Manuscripts \$v Facsimiles** (H 1595; H 1855)

Use under names of individual composers and literary authors and under individual works entered under title.

**\$x Manuscripts \$v Indexes**

**\$x Manuscripts \$v Microform catalogs** (H 1361)

**\$v Maps** (H 1865)

Use under names of countries, cities, etc., individual celestial bodies, individual corporate bodies, and under topical headings for individual maps or collections of maps.

See also **-Aerial views** under names of countries, cities, etc., and individual educational institutions.

**\$x Maps \$v Bibliography**

Use under names of countries, cities, etc., and individual corporate bodies, and under topical headings.

**\$v Maps \$v Early works to 1800** (H 1576)

Use under names of countries, cities, etc., and under topical headings.

**\$v Maps \$v Facsimiles** (H 1595)

Use under names of countries, cities, etc., and under topical headings

**\$x Maps \$x Symbols**

Use under topical headings.

**\$x Marketing** (H 1870)

Use under types of commodities, products, services, and institutions providing products or services.

**\$x Materials** (May Subd Geog)

Use under scientific and technical disciplines and under types of equipment and construction.

## Free-Floating Subdivisions: Classes of Persons H 1100

**\$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)

**\$x Salaries, etc.** **\$x Law and legislation** (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 Services for** **\$x Law and legislation** (May Subd Geog)

**\$x Sexual behavior** (May Subd Geog)

**\$x Social conditions** (H 2055)

**\$x Social conditions** **\$y 16th century** (H 2055)

**\$x Social conditions** **\$y 17th century** (H 2055)

**\$x Social conditions** **\$y 18th century** (H 2055)

**\$x Social conditions** **\$y 19th century** (H 2055)

**\$x Social conditions** **\$y 20th century** (H 2055)

**\$x Social conditions** **\$y 21st century** (H 2055)

**\$x Social life and customs** (H 2057)

**\$x Social life and customs** **\$y 16th century** (H 2057)

**\$x Social life and customs** **\$y 17th century** (H 2057)

**\$x Social life and customs** **\$y 18th century** (H 2057)

**\$x Social life and customs** **\$y 19th century** (H 2057)

**\$x Social life and customs** **\$y 20th century** (H 2057)

**\$x Social life and customs** **\$y 21st century** (H 2057)

**\$x Social networks** (May Subd Geog)

**\$x Societies, etc.** (H 2060)

Do not use under headings for classes of persons if the corresponding heading for the discipline can be assigned. For example, use **Engineering-Societies, etc.** *not* **Engineers- Societies, etc.**, but do use **Women engineers-Societies, etc.** or **African American engineers-Societies, etc.**

**\$x Societies and clubs** (H 2060)

Use under age and sex groups.

## H 1100 Free-Floating Subdivisions: Classes of Persons

*Socioeconomic status*, see **-Economic conditions**; **-Social conditions**

\$v **Songs and music** (H 2075)

\$x **Songs and music** \$x **History and criticism** (H 2075)

\$v **Songs and music** \$v **Texts** (H 2190)

\$x **Statistical services** (H 2095)

\$v **Statistics** (H 2095)

\$x **Study and teaching** (May Subd Geog) (H 2110)

Use only for works on study and teaching about the group as a topic.

The free-floating subdivision **-Study and teaching**, qualified by level of study, for example, **-Study and teaching (Elementary)**; **-Study and teaching (Secondary)**, may also be used under classes of persons (cf. H 1095).

\$x **Substance use** (May Subd Geog)

\$x **Suffrage** (May Subd Geog)

\$x **Suicidal behavior** (May Subd Geog)

\$x **Supervision of** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Supplementary employment** (May Subd Geog)

\$x **Supply and demand** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Surgery** (May Subd Geog)

Do not use under headings for persons with specific diseases to cover surgical treatment of the disease. Use [**disease**]-**Surgery** instead (cf. H 1150).

\$x **Surgery** \$x **Complications** (May Subd Geog)

\$x **Surgery** \$x **Risk factors** (May Subd Geog)

\$x **Suspension** (May Subd Geog)

Use under occupational groups and types of employees.

\$x **Taxation** (May Subd Geog)

\$x **Taxation** \$x **Law and legislation** (May Subd Geog)

\$v **Telephone calls**

\$v **Telephone directories** (H 1558)

\$v **Terminology** (H 2184)

\$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**

## Free-Floating Subdivisions: Classes of Persons H 1100

\$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 education** (*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*)



## Free-Floating Subdivisions: Names of Places H 1140

\$x **Genealogy** \$x **Religious aspects** (H 1998)

\$x **Geography** (H 1530)

\$x **Gold discoveries**

Do not use under cities.

\$v **Guidebooks** (H 1645)

\$x **Historical geography**

\$x **Historical geography** \$v **Maps**

\$x **Historiography**

\$x **History** (H 1647; H 1845)

\$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)

\$x **History** \$y [*period subdivision*] \$v **Biography** (H 1330)

If no period subdivision is used, use [*place*]-**Biography**.

\$x **History** \$y [*period subdivision*] \$v **Biography** \$v **Anecdotes**

If no period subdivision is used, use [*place*]-**Biography**-**Anecdotes**.

\$x **History** \$y [*period subdivision*] \$v **Biography** \$v **Portraits**

If no period subdivision is used, use [*place*]-**Biography**-**Portraits**.

\$x **History** \$y [*period subdivision*] \$x **Biography** \$v **Sources**

If no period subdivision is used, use [*place*]-**Biography**-**Sources**.

\$x **History** \$y [*period subdivision*] \$v **Chronology** (H 1367)

\$x **History** \$y [*period subdivision*] \$x **Historiography**

If no period subdivision is used, use [*place*]-**Historiography**.

\$x **History** \$y [*period subdivision*] \$x **Philosophy**

\$x **History** \$y [*period subdivision*] \$v **Sources** (H 2080)

\$x **History** \$v **Anecdotes**

\$x **History** \$x **Autonomy and independence movements**

Do not use under cities.

\$x **History** \$v **Chronology** (H 1367)

\$x **History** \$v **Comic books, strips, etc.**

\$x **History** \$x **Errors, inventions, etc.**

\$x **History** \$v **Humor**

\$x **History** \$x **Periodization**

\$x **History** \$x **Philosophy**

\$x **History** \$v **Pictorial works** (H 1935)

\$x **History** \$x **Prophecies**

## H 1140 Free-Floating Subdivisions: Names of Places

**\$x History \$x Religious aspects** (H 1998)

**\$x History \$x Religious aspects \$x Baptists, [Catholic Church, etc.]** (H 1998)

**\$x History \$x Religious aspects \$x Buddhism, [Christianity, etc.]** (H 1998)

**\$x History \$v Sources** (H 2080)

**\$x History, Local** (H 1845)

Do not use under cities. Use under names of regions, countries, states, etc., for the collective histories of several local units. For the history of a single locality, use the subdivision **-History** under the name of the locality.

**\$x History, Local \$x Collectibles**

Do not use under names of cities.

**\$x History, Military** (H 1845)

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

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

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

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

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

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

**\$x History, Military \$x Religious aspects** (H 1998)

**\$x History, Naval** (H 1845)

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

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

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

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

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

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

**\$v Humor**

**\$v Imprints** (H 1660)

**\$v In art** (H 362; H 910; H 1250; H 1935)

**\$x In bookplates**

**\$x In literature** (H 362; H 910; H 1780; H 1790; H 1800)

**\$x In mass media**

**\$x In motion pictures**

**\$x In opera**

**\$x In popular culture**

**\$x Information services** (H 1675.5)

**\$x Intellectual life**

**\$x Intellectual life \$y 16th century**

## Free-Floating Subdivisions: Names of Places H 1140

\$x **Intellectual life** \$y **17th century**

\$x **Intellectual life** \$y **18th century**

\$x **Intellectual life** \$y **19th century**

\$x **Intellectual life** \$y **20th century**

\$x **Intellectual life** \$y **21st century**

\$x **International status**

\$v **Juvenile drama** (H 1690)

\$v **Juvenile fiction** (H 1690)

\$v **Juvenile humor** (H 1690)

\$v **Juvenile poetry** (H 1690)

\$x **Kings and rulers** (H 1574)

See H 1100 for further subdivisions used under classes of persons.

\$x **Kings and rulers** \$x **Abdication**

\$x **Kings and rulers** \$x **Art patronage**

\$x **Kings and rulers** \$x **Assassination**

\$x **Kings and rulers** \$x **Brothers**

See H 1100 for further subdivisions used under classes of persons.

\$x **Kings and rulers** \$x **Children**

See H 1100 for further subdivisions used under classes of persons.

\$x **Kings and rulers** \$x **Death and burial**

\$x **Kings and rulers** \$x **Deposition**

\$x **Kings and rulers** \$x **Dwellings**

\$x **Kings and rulers** \$x **Education** (H 1579)

\$x **Kings and rulers** \$v **Folklore** (H 1627)

\$x **Kings and rulers** \$v **Genealogy** (H 1631)

\$x **Kings and rulers** \$x **Heraldry**

\$x **Kings and rulers** \$x **Mythology** (H 1998)

\$x **Kings and rulers** \$x **Paramours**

See H 1100 for further subdivisions used under classes of persons.

\$x **Kings and rulers** \$x **Religious aspects** (H 1998)

\$x **Kings and rulers** \$x **Sisters**

See H 1100 for further subdivisions used under classes of persons.

\$x **Kings and rulers** \$x **Succession**

\$x **Kings and rulers** \$x **Tombs**

\$x **Kings and rulers** \$x **Travel** (May Subd Geog)

\$x **Languages**

See H 1154 for further subdivisions used under languages.

## H 1140 Free-Floating Subdivisions: Names of Places

**\$x Languages \$x Law and legislation** (H 1705)

**\$x Languages \$x Political aspects** (H 1942)

**\$x Languages \$v Texts** (H 2190)

**\$x Library resources**

**\$v Literary collections** (H 910)

**\$v Literatures** (H 1828)

See H 1156 for further subdivisions used under literatures.

**\$v Maps** (H 1865)

**\$x Maps \$v Bibliography**

**\$v Maps \$v Early works to 1800** (H 1576)

**\$v Maps \$v Facsimiles** (H 1595)

**\$x Military policy**

Use only under countries and regions larger than countries.

**\$x Military policy \$x Religious aspects** (H 1998)

Use only under countries and regions larger than countries.

**\$x Military relations** (May Subd Geog) (H 1996)

**\$x Militia**

Do not use under cities.

See H 1159 for further subdivisions used under military services.

**\$x Moral conditions**

**\$x Name** (H 1919)

**\$x National Guard**

Use only under countries and regions larger than countries.

See H 1159 for further subdivisions used under military services.

**\$x Naval militia**

Do not use under cities.

**\$v Newspapers** (H 1920)

Use for newspapers for and about specific places.

**\$x Officials and employees** (May Subd Geog)

See H 1100 for further subdivisions used under classes of persons.

**\$x Officials and employees \$x Accidents** (May Subd Geog)

**\$x Officials and employees \$z Foreign countries**

**\$x Officials and employees \$z Foreign countries \$x Foreign language competency**

**\$x Officials and employees \$x Furloughs**

**\$x Officials and employees \$x Leave regulations**

**\$x Officials and employees \$x Payroll deductions**

**\$x Officials and employees \$x Salaries, etc.** (May Subd Geog)

## Free-Floating Subdivisions: Names of Places H 1140

**\$x Officials and employees \$x Salaries, etc. \$x Regional disparities**

Do not use under cities.

**\$x Officials and employees \$x Turnover**

**\$x Officials and employees, Alien**

See H 1100 for further subdivisions used under classes of persons.

**\$x Officials and employees, Honorary**

See H 1100 for further subdivisions used under classes of persons.

**\$x Officials and employees, Retired**

See H 1100 for further subdivisions used under classes of persons.

**\$x On postage stamps (H 1945)**

**\$x On television**

**\$v Photographs from space (H 1210.5)**

Do not use for cartographic materials.

**\$v Pictorial works (H 1935)**

**\$v Poetry (H 1800)**

**\$x Politics and government (H 1942)**

**\$x Politics and government \$y 16th century (H 1942)**

**\$x Politics and government \$y 17th century (H 1942)**

**\$x Politics and government \$y 18th century (H 1942)**

**\$x Politics and government \$y 19th century (H 1942)**

**\$x Politics and government \$y 20th century (H 1942)**

**\$x Politics and government \$y 21st century (H 1942)**

**\$x Politics and government \$y [period subdivision] \$x Philosophy**

**\$x Politics and government \$x Philosophy**

**\$x Population**

**\$x Population \$x Economic aspects**

**\$x Population \$x Environmental aspects**

**\$x Population policy**

**\$v Posters (H 1945.5)**

**\$x Press coverage (May Subd Geog)**

**\$v Quotations, maxims, etc. (H 1969)**

**\$x Race relations (H 1845)**

**\$x Race relations \$x Economic aspects**

**\$x Race relations \$x Political aspects**

**\$v Registers (H 1558)**

**\$x Relations (May Subd Geog) (H 1996)**

**\$v Relief models**

## H 1140 Free-Floating Subdivisions: Names of Places

- \$x Religion** (H 1845; H 1997)
- \$x Religion \$y 16th century** (H 1997)
- \$x Religion \$y 17th century** (H 1997)
- \$x Religion \$y 18th century** (H 1997)
- \$x Religion \$y 19th century** (H 1997)
- \$x Religion \$y 20th century** (H 1997)
- \$x Religion \$y 21st century** (H 1997)
- \$x Religion \$x Economic aspects**
- \$x Religious life and customs** (H 1845; H2016)
- \$v Remote-sensing images**
- \$x Research** (May Subd Geog) (H 2020)
- \$x Rural conditions**  
Do not use under cities.
- \$x Scheduled tribes**  
Use only under **India** and names of states, regions, cities, etc., of India
- \$x Seal**
- \$v Slides**
- \$x Social conditions** (H 1845; H 2055)
- \$x Social conditions \$y 16th century** (H 2055)
- \$x Social conditions \$y 17th century** (H 2055)
- \$x Social conditions \$y 18th century** (H 2055)
- \$x Social conditions \$y 19th century** (H 2055)
- \$x Social conditions \$y 20th century** (H 2055)
- \$x Social conditions \$y 21st century** (H 2055)
- \$x Social life and customs** (H 1627; H 1845; H 2057)
- \$x Social life and customs \$y 16th century** (H 2057)
- \$x Social life and customs \$y 17th century** (H 2057)
- \$x Social life and customs \$y 18th century** (H 2057)
- \$x Social life and customs \$y 19th century** (H 2057)
- \$x Social life and customs \$y 20th century** (H 2057)
- \$x Social life and customs \$y 21st century** (H 2057)
- \$x Social policy**
- \$v Songs and music** (H 2075)
- \$x Songs and music \$x History and criticism** (H 2075)
- \$v Songs and music \$v Texts** (H 2190)
- \$x Statistical services** (H 2095)
- \$x Statistical services \$x Law and legislation** (H 1705)

## Free-Floating Subdivisions: Names of Places H 1140

\$v **Statistics** (H 2095)

\$v **Statistics, Medical** (H 2095)

\$v **Statistics, Vital** (H 2095)

\$x **Strategic aspects**

\$x **Study and teaching** (May Subd Geog) (H 2110)

Use for works on study and teaching about the place.

The free-floating subdivision **-Study and teaching**, qualified by level of study, for example, **-Study and teaching (Elementary)**; **-Study and teaching (Secondary)**, may also be used under places (cf. H 1095).

\$x **Study and teaching** \$x **Law and legislation** (May Subd Geog) (H 1705)

\$v **Surveys**

\$x **Symbolic representation**

\$v **Telephone directories** (H 1558)

\$v **Telephone directories** \$v **Yellow pages**

\$x **Territorial expansion**

Use only under countries and regions larger than countries.

\$x **Territories and possessions** (H 2185)

Use only under countries and regions larger than countries.

**[name of country]-Territories and possessions** may also be used under topical headings, for example, **Taxation-United States-Territories and possessions**.

\$x **Territories and possessions** \$x **Politics and government**

\$v **Tours** (H 1645)

\$v **Trials, litigation, etc.** (H 2228)

*Also free-floating:*

... **Metropolitan Area** (*[geographic qualifier]*) (based on names of cities) (H 790)

... **Suburban Area** (*[geographic qualifier]*) (based on names of cities) (H 790)

... **Region** (*[geographic qualifier]*) (based on names of cities and geographic features) (H 790)



- \$x Effect of salt on (*May Subd Geog*)
- \$x Effect of sediments on (*May Subd Geog*)
- \$x Effect of selenium on (*May Subd Geog*)
- \$x Effect of sound on (*May Subd Geog*)
- \$x Effect of storms on (*May Subd Geog*)
- \$x Effect of stray currents on (*May Subd Geog*)
- \$x Effect of stress on (*May Subd Geog*)
- \$x Effect of surface active agents on (*May Subd Geog*)
- \$x Effect of temperature on (*May Subd Geog*)
- \$x Effect of turbidity on (*May Subd Geog*)
- \$x Effect of ultraviolet radiation on (*May Subd Geog*)
- \$x Effect of volcanic eruptions on (*May Subd Geog*)
- \$x Effect of water acidification on (*May Subd Geog*)
- \$x Effect of water currents on (*May Subd Geog*)
- \$x Effect of water levels on (*May Subd Geog*)
- \$x Effect of water pollution on (*May Subd Geog*)
- \$x Effect of water quality on (*May Subd Geog*)
- \$x Effect of wind power plants on (*May Subd Geog*)
- \$x Eggs (*May Subd Geog*)
- \$x Eggs \$x Counting (*May Subd Geog*)
- \$x Eggs \$x Dispersal (*May Subd Geog*)
- \$x Eggs \$x Geographical distribution
- \$x Eggs \$x Incubation (*May Subd Geog*)
- \$x Embryology
- \$x Embryos (*May Subd Geog*)
- \$x Embryos \$x Anatomy
- \$x Embryos \$x Effect of ultraviolet radiation on (*May Subd Geog*)
- \$x Embryos \$x Effect of water quality on (*May Subd Geog*)
- \$x Embryos \$x Motility
- \$x Embryos \$x Physiology (*May Subd Geog*)
- \$x Embryos \$x Transplantation (*May Subd Geog*)
- \$x Endocrinology
- \$x Environmental enrichment (*May Subd Geog*)
- \$x Equipment and supplies
- \$x Evolution (*May Subd Geog*)
- \$x Exercise (*May Subd Geog*)
- \$x Exercise \$x Physiological aspects
- \$x Feces (*May Subd Geog*)
- \$x Feces \$x Detection (*May Subd Geog*)

## H 1147 Pattern Headings: Animals

- \$x Feed utilization efficiency (*May Subd Geog*)
- \$x Feeding and feeds<sup>7</sup> (*May Subd Geog*)
- \$x Feeding and feeds \$x Climatic factors (*May Subd Geog*)
- \$x Feeding and feeds \$x Contamination (*May Subd Geog*)
- \$x Feeding and feeds \$v Recipes
- \$x Fertility (*May Subd Geog*)
- \$x Fetuses
- \$x Fetuses \$x Anatomy
- \$x Fetuses \$x Physiology (*May Subd Geog*)
- \$x Flight<sup>5</sup> (*May Subd Geog*)
- \$x Flight \$x Physiological aspects<sup>5</sup>
- \$x Fluorescence<sup>5</sup> (*May Subd Geog*)
- \$x Food<sup>8</sup> (*May Subd Geog*)
- \$x Fractures<sup>1</sup> (*May Subd Geog*)
- \$x Functional genomics
- \$x Generative organs
- \$x Genetic engineering (*May Subd Geog*)
- \$x Genetics
- \$x Genome mapping (*May Subd Geog*)
- \$x Geographical distribution
- \$x Geographical distribution \$x Climatic factors (*May Subd Geog*)
- \$x Germplasm resources (*May Subd Geog*)
- \$x Germplasm resources \$x Cryopreservation (*May Subd Geog*)
- \$x Germplasm resources \$x Microbiology (*May Subd Geog*)
- \$x Grading (*May Subd Geog*)
- \$x Grooming<sup>9</sup> (*May Subd Geog*)
- \$x Growth
- \$x Habitat (*May Subd Geog*)
- \$x Habitat \$x Conservation (*May Subd Geog*)
- \$x Habitat suitability index models (*May Subd Geog*)
- \$x Habitations<sup>10</sup> (*May Subd Geog*)
- \$x Handling<sup>11</sup> (*May Subd Geog*)
- \$x Health (*May Subd Geog*)
- \$x Hibernation (*May Subd Geog*)
- \$x Histology
- \$x Histopathology
- \$x Home range (*May Subd Geog*)
- \$x Homing (*May Subd Geog*)
- \$x Host plants (*May Subd Geog*)

## Pattern Headings: Individual Educational Institutions H 1151

**PATTERN:** Harvard University

**TYPES OF HEADINGS COVERED BY THE PATTERN:** Headings for names of individual educational institutions at all levels and of all types, including systems, which are established as corporate bodies in the name authority file. *Examples:* **Anne Arundel Community College; Muleshoe Junior High School; Medical University of South Carolina; Union Theological Seminary (New York, N.Y.); University of California (System).** The category does not include headings for types of educational institutions, which are covered by H 1151.5.

**RELATION TO H 1105:** Subdivisions on the list of free-floating subdivisions used under names of individual corporate bodies, H 1105, are also free-floating under individual educational institutions where there is no conflict. This list contains additional subdivisions appropriate for educational institutions.

**CONFLICTS:** Any subdivision listed here can be used as a free-floating subdivision under any heading belonging to this 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 Administration

\$x Admission

\$v Aerial views

\$x Alumni and alumnae<sup>1</sup> (*May Subd Geog*)

\$x Bands

\$x Baseball

## H 1151 Pattern Headings: Individual Educational Institutions

- \$x Basketball
- \$x Benefactors<sup>1</sup>
- \$x Buildings
- \$x Buildings \$x Barrier-free design
- \$x Buildings \$x Remodeling for other use
- \$x Choral organizations
- \$x Curricula
- \$x Curricula \$v Catalogs
- \$x Degrees
- \$x Dissertations
- \$x Dissertations \$v Style manuals
- \$x Employees<sup>1</sup>
- \$x Entrance examinations
- \$x Entrance requirements
- \$x Entrance requirements \$x [*subject*]
- \$x Examinations
- \$x Examinations \$x [*subject*]
- \$x Faculty<sup>1</sup>
- \$x Faculty housing
- \$x Finance
- \$x Football
- \$x Foreign students<sup>1</sup>
- \$x Freshmen<sup>1</sup>
- \$x Funds and scholarships
- \$x Golf
- \$x Graduate students<sup>1</sup>
- \$x Graduate work
- \$x Gymnastics
- \$x Hockey
- \$x Honor system
- \$x Lacrosse
- \$x Language
- \$x Mascots
- \$x Open admission
- \$x Orchestras
- \$x Parking
- \$x Professional staff<sup>1</sup>

## Pattern Headings: Individual Educational Institutions H 1151

\$x Public services  
\$v Regulations  
\$x Riot, [date]<sup>2</sup>  
\$x Riots  
\$x Rowing  
\$x Rugby football  
\$x Sanitary affairs  
\$x Soccer  
\$x Sports  
\$x Student housing  
\$x Student strike, [date]<sup>2</sup>  
\$x Students<sup>1</sup>  
\$x Students \$v Yearbooks  
\$x Swimming  
\$x Tennis  
\$x Track and field  
\$x Tuition  
\$x Undergraduates  
\$x Volleyball  
\$x Wrestling

### *NOTES*

<sup>1</sup>See H 1100 for further subdivisions used under classes of persons.

<sup>2</sup>See H 1078 for instructions on dates in subdivisions for specific events.



**II. AUTHOR GROUP SUBDIVISIONS:** *(Continued)*

- \$x Kurdish authors
- \$x Kyrgyz authors
- \$x Lutheran authors
- \$x Luxembourg authors
- \$x Male authors
- \$x Maori authors
- \$x Maratha authors
- \$x Mennonite authors
- \$x Methodist authors
- \$x Minority authors
- \$x Mongolian authors
- \$x Mormon authors
- \$x Muslim authors
- \$x Orthodox Eastern authors
- \$x Parsee authors
- \$x Persian authors
- \$x Polish authors
- \$x Protestant authors
- \$x Puritan authors
- \$x Pushto authors
- \$x Quaker authors
- \$x Romanian authors
- \$x Scottish authors
- \$x Sindhi authors
- \$x Slovak authors
- \$x South Asian authors
- \$x Swami-Narayani authors
- \$x Turkic authors
- \$x Turkish authors
- \$x Turkmen authors
- \$x Ukrainian authors
- \$x Welsh authors
- \$x White authors
- \$x Women authors
- \$x Yoruba authors

## H 1156 Pattern Headings: Literatures

### III. TOPICAL AND FORM SUBDIVISIONS:

The following free-floating subdivisions may also be used under period subdivisions from sec. I, or author group subdivisions from sec. II with the noted exceptions. They may also be used after headings for literary genres with geographic subdivisions.

*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.).*

- \$v Adaptations
  - \$x African influences<sup>2</sup>
  - \$x American influences<sup>2</sup>
  - \$x Appreciation (*May Subd Geog*)
  - \$x Arab influences<sup>2</sup>
  - \$x Asian influences<sup>2</sup>
  - \$v Audio adaptations
  - \$x Australian influences<sup>2</sup>
  - \$v Bibliography
  - \$x Brazilian influences<sup>2</sup>
  - \$x Buddhist influences<sup>2</sup>
  - \$x Caribbean influences<sup>2</sup>
  - \$x Celtic influences<sup>2</sup>
  - \$x Censorship (*May Subd Geog*)
  - \$x Chinese influences<sup>2</sup>
  - \$x Christian influences<sup>2</sup>
  - \$v Chronology
  - \$x Classical influences<sup>2</sup>
  - \$v Concordances
  - \$x Confucian influences<sup>2</sup>
  - \$x Criticism, Textual
  - \$x Czech influences<sup>2</sup>
  - \$x Egyptian influences<sup>2</sup>
  - \$x English influences<sup>3</sup>
  - \$x European influences<sup>2</sup>
  - \$x Explication
  - \$v Film adaptations
- Film and video adaptations, see --Film adaptations*

## Archaeological Works H 1225

### 1. *General rule.* (Continued)

*d. Excavations (Archaeology)–[place].* Assign this heading if the work is about excavations carried out in the place, including techniques used, artifacts recovered, etc. Do not divide this heading by names of individual sites.

2. *Catalogs of antiquities.* Use the free-floating form subdivision **–Catalogs** under names of individual sites and under headings of the type **[place]–Antiquities** and **Excavations (Archaeology)–[place]** for works listing objects found at those sites.

Do not use **–Catalogs** under headings for peoples. For example, use **Rome–Antiquities–Catalogs**, not **Romans–Catalogs**.

3. *Establishing names of individual sites.* In general, follow the rules in H 690, *Formulating Geographic Headings*, for establishing archaeological sites. For those archaeological sites that are obscure and unlikely to be found in any standard reference sources, select the site name on the basis of the work being cataloged. Add the word **Site** to the name unless the name includes a term that implies an archaeological site, for example, **Canyon Creek Ruin (Ariz.)**. Add the appropriate geographic qualifier. Qualify headings for sites within cities by the name of the city (cf. H 810). *Examples:*

```
151 ## $a Fengate Site (England)
151 ## $a Agate Basin Site (Wyo.)
151 ## $a Young Site (Alton, Me.)
```

Add the following 451 and 551 (broader term) fields:

```
451 ## $a [alternate name(s)] ([geographic qualifier])
551 ## $w g $a [modern country] $x Antiquities
```

*Note: In the above model, the term [modern country] refers, in the case of Canada, Great Britain, and the United States, to the first order political division.*

If the site *currently* functions as a farm or plantation, also add the 550 (broader term) **\$a Farms \$z [modern country]** or **\$a Plantations \$z [modern country]**.

If the site constitutes the remains of an extinct city, establish it as an extinct city rather than an archaeological site, following the provisions of H 715.

In the case of a cemetery that is an archaeological site, add the word **Site** to the name in accordance with H 405, Group 2.

## H 1225 Archaeological Works

### 3. Establishing names of individual sites. (Continued)

If the site is a cave or mound site and the cave or mound has been named, establish the name of the cave or mound, omitting the word **Site**. Add the 550 (broader term) **\$a Caves \$z [modern country]** or **\$a Mounds \$z [modern country]** in addition to the references specified in the model above. *Examples:*

```
151 ## $a Texcal Cave (Mexico)
550 ## $w $g $a Caves $z Mexico
551 ## $w $g $a Mexico $x Antiquities

151 ## $a Wise Rockshelter (Ohio)
550 ## $w $g $a Caves $z Ohio
551 ## $w $g $a Ohio $x Antiquities

151 ## $a Lewis Creek Mound (Va.)
550 ## $w $g $a Mounds $z Virginia
551 ## $w $g $a Virginia $x Antiquities
```

### 4. Examples of headings assigned to individual works:

*Title: Archaeological treasures of ancient Egypt.*

```
651 #0 $a Egypt $x Antiquities.
```

*Title: Etruscan painted tombs of Tarquinia, Italy.*

```
651 #0 $a Tarquinia (Italy) $x Antiquities.
650 #0 $a Etruscans $z Italy $z Tarquinia.
650 #0 $a Tombs $z Italy $z Tarquinia.
650 #0 $a Mural painting and decoration, Etruscan $z Italy
      $z Tarquinia.
```

*Title: Remains of Roman roads in Lombardy.*

```
651 #0 $a Lombardy (Italy) $x Antiquities, Roman.
650 #0 $a Roads, Roman $z Italy $z Lombardy.
```

*Title: Studies of Phoenician settlements in early Spain.*

```
651 #0 $a Spain $x Antiquities, Phoenician.
650 #0 $a Phoenicians $z Spain.
```

4. *References. (Continued)*

**b. Broader term references.** Add 550 (broader term) fields from the next broader level in the hierarchy of genus, family, order, class, phylum, or division.

Even if the species and genus are both established in the Latin form and both begin with the same word, add the heading for the genus as a 550 (broader term) field in the record for the heading for the species.

Whenever necessary, establish the name of the next broader level in order to make the broader term reference.

Make an additional broader term reference for any intermediate group common name, such as butterflies or trout, if it exists. For example, a moth family name would have both BT **Lepidoptera** and BT **Moths**. Do not establish common name groups solely to make references.

5. *Geographic subdivision of names.* Authorize geographic subdivision for headings for animals and plants in Latin or common names at any taxonomic level following the procedures in H 200 sec. 5.

6. *Classification numbers.* Provide classification numbers in 053 fields of records for animal and plant headings following the procedures in H 200 sec. 6, as specifically as the QL (Zoology) and QK (Botany) schedules allow, which is usually at the family level. Also provide classification numbers from the SB (Plant culture), SD (Forestry), and SF (Animal culture) schedules for crops, pests, domestic animals, and pets when specific numbers exist in those schedules. Because it is possible for works about many animals and plants to class in either Q or S, depending on context, generally supply qualifiers for the classification numbers. Use **(Zoology)** or **(Protozoology)** for QL and **(Botany)**, **(Algology)**, or **(Mycology)** for QK.

7. *Nonprint (OMIT) headings.* Formerly, Latin names below the order level were omitted from printing in *Library of Congress Subject Headings*. All Latin names are now established in the subject authority file. Some headings that were not printed when they were first established were later printed because they were generated by their use as a BT for another heading. These computer-generated headings lack appropriate reference structure and classification numbers and should be revised as necessary when they are encountered.

## H 1332 Biological Names

### 8. *Animal and plant culture.*

*a. Form of name.* Establish names of domestic animal breeds and cultivated plant varieties in English, if possible. Establish such names in the singular unless they are group names for several breeds or varieties, such as **Hounds** or **Melons**.

*b. Authorities for names.* Seek authority for the name in the lists of breeds or varieties published by societies or government agencies such as the American Kennel Association or the United States Department of Agriculture, or in other standard reference sources.

*c. References.* Make UF references from synonymous names and broader term references from group names.

*d. Geographic subdivision of names.* Authorize domestic animal breeds and cultivated plant varieties for geographic subdivision, for example, **Hereford cattle–Texas; Broccoli– California.**

*9. Animals with proper names.* Establish headings for proper names of individual animals that have become publicly known, such as pets of famous people, animal performers, zoo animals, etc. Qualify such names in parentheses by the type of animal and make a BT from the generic heading for the type of animal. Do not bring out by means of BT references particular aspects of the animal, such as breed or special use. Do not divide headings for individual named animals by place. Do not differentiate animals of the same type with the same name. *Examples:*

```
150 ## $a Dan Patch (Race horse)
550 ## $w g $a Horses
```

```
150 ## $a Miss Baker (Monkey)
550 ## $w g $a Monkeys
```

```
150 ## $a Flipper (Dolphin)
550 ## $w g $a Dolphins
```

```
150 ## $a Morris (Cat)
550 ## $w g $a Cats
```

**9. Animals with proper names.**

*Examples: (Continued)*

150 ## \$a Namu (Whale)  
550 ## \$w g \$a Whales

150 ## \$a Henry (Horse)  
550 ## \$w g \$a Horses

150 ## \$a Old Abe (Eagle)  
550 ## \$w g \$a Eagles

150 ## \$a Moose (Dog)  
550 ## \$w g \$a Dogs

*[Moose is the name of both a miniature schnauzer and a Jack Russell terrier]*

For guidelines on assigning headings to biographies of individual animals and anecdotal works about pets, see H 1720, sec. 3.

**10. Fossil names.** Follow the same guidelines given in sec. 1-7 for names of living organisms to establish headings for names of fossil animals and plants.

**a. Form of name.** For animals and plants existing in both Recent and earlier geologic time periods, base the fossil headings on the established headings for the living animals and plants in Latin or common forms. Add the qualifier , **Fossil**, for example, **Silicoflagellates, Fossil; Rhinoceroses, Fossil**. If headings for the living groups are not yet established, establish them at the same time as the fossil headings.

For fossils that existed only in earlier geologic time periods and did not survive into the Recent Epoch, such as **Dinosaurs**, establish them without the qualifier , **Fossil**. Base the heading on names found in predominant use in standard paleontology reference sources and texts, such as *Fossil Record 2; Treatise on Invertebrate Paleontology; Vertebrate Paleontology and Evolution; Dinosaur Encyclopedia; Mammalian Paleofaunas of the World; Index of Generic Names of Fossil Plants; Biology and Evolution of Fossil Plants*.

**b. References.** Make no UF references beginning with the word **Fossil**. Make BT references from the next broader level in the hierarchy of genus, family, order, class, phylum, or division. Whenever necessary, establish the next broader level in order to make the BT reference.

## H 1332 Biological Names

### *10. Fossil names. (Continued)*

*c. Classification numbers.* Provide classification numbers from the QE (Geology; Paleontology) schedule in 053 fields, as specifically as that schedule allows.

*11. Subdivisions.* For free-floating subdivisions used under animals, see H 1147. For free-floating subdivisions used under plants and crops, see H 1180.

## Buildings and Other Structures H 1334

### 4. References.

#### a. UF references. (Continued)

(2) **Translating and rearranging elements.** If an English form is not found and if a vernacular heading includes a generic term for which there is a clear English equivalent, translate the generic term. Rearrange the words in the heading to bring the proper name portion into the first position, if necessary. *Example:*

```
110 2# $a Castillo de Ponferrada (Ponferrada, Spain)
410 2# $a Ponferrada Castle (Ponferrada,
      Spain)
```

(3) **Proper name in the initial position.** If the name of the structure as established in the heading has a generic term rather than a proper name in the first position, add a 4XX field with the name inverted in such a way as to bring the proper name into the first position. However, omit this inverted 4XX field if any of the other 4XX fields in straight order begin with the same word. *Example:*

```
110 2# $a Castillo de Ponferrada (Ponferrada, Spain)
410 2# $a Ponferrada Castle (Ponferrada,
      Spain)
```

*Do not add the following 410 since the first 410 begins with the same word:*

```
[410 2# $a Ponferrada, Castillo de (Ponferrada,
      Spain)]
```

(4) **Buildings established as street addresses.** Do not add a 4XX field with the numeral of the street address spelled out, unless that form is actually found in the item being cataloged or in other sources that were consulted. *Example:*

```
110 2# $a 2040 Union Street (San Francisco, Calif.)
```

*Do not add the following 410s unless these forms are found in the item being cataloged or in other sources:*

```
[410 2# $a Twenty forty Union Street (San Francisco
      Calif.) ]
[410 2# $a Two thousand forty Union Street (San Francisco
      (Calif.))]
```

## H 1334 Buildings and Other Structures

### 4. References.

**b. Broader terms.** Consult recent subject authority records whose references have been evaluated to determine patterns for the appropriate 5XX (broader term) field to add for *[type of structure]*. In late 1984, the implementation of new policies for creating BTs resulted in many changes in reference patterns for named buildings, structures, etc. The most significant of these are listed below.

*Note: For information on the geographic subdivision used in broader term references for structures (shown by the notation [place] in the examples below), see H 375.*

**Public buildings.** The broader term **Public buildings-[place]** is made only for those public buildings for which it is not possible to construct a broader term *[specific type of building]-[place]* because their only function is to house government offices.

**Bridges.** Make the broader term **Bridges-[country, or first order political division]**. The construction type of the bridge, for example, **Suspension bridges**, is not brought out as a broader term. The body of water the bridge spans is not brought out as a broader term.

**Dwellings.** The broader term **Architecture, Domestic-[place]** is no longer made. Instead, **Architecture, Domestic-[place]** is assigned as a heading to architectural studies of a particular dwelling. Because of the subjective nature of determining what is a mansion, use **Dwellings-[place]** rather than **Mansions-[place]** for dwellings that may be described as mansions.

**Official residences of heads of government or other officials.** Two broader terms are added: **Official residences-[place]** and *[type of head of government or official]-Dwellings-[place]*.

**Historic buildings.** Do not add a broader term **Historic buildings-[place]**. Instead add a broader term *[specific type of building]-[place]*.

**Temporary exhibition buildings.** Add a broader term **Exhibition buildings-[place]**. Do not add a broader term from the name heading for the exhibition.

**BACKGROUND:** *The subdivision –Facsimiles was formerly used only for collections of facsimile editions. The scope of usage of –Facsimiles has been expanded to include facsimile editions of individual manuscripts.*

**1. General rule.** Use the subdivision –**Facsimiles** as a form subdivision under headings or subdivisions designating types of printed or written materials, documents, etc., for exact copies of the items in question, the originals of which were published or made at an earlier date.

Do not use –**Facsimiles** for a copy of a single work or a single example of the item in question. Use the subdivision only for a work that contains several copied works or examples (except for manuscripts and maps, as described below).

*Examples:*

```
650 #0 $a American newspapers $v Facsimiles.
650 #0 $a English letters $v Facsimiles.
650 #0 $a Block books $v Facsimiles.
650 #0 $a Autographs $v Facsimiles.
650 #0 $a Music $v Manuscripts $v Facsimiles.
650 #0 $a Bookbinding $v Facsimiles.
650 #0 $a Views $v Facsimiles.
630 #0 $a Bible $v Manuscripts, Greek $v Facsimiles.
600 10 $a Jefferson, Thomas, $d 1743-1826 $v Correspondence
    $v Facsimiles.
```

## **2. Manuscripts.**

**a. General.** To any facsimile collection of manuscripts, or to any facsimile edition of a single manuscript, assign the additional heading **Manuscripts, [language]– Facsimiles**.

**b. Works of individual literary authors, composers, etc.** To a facsimile edition of such works (either collections or single works), assign a heading of the type **[name of individual]–Manuscripts–Facsimiles**. *Example:*

*Title: Chaucer, Geoffrey, d. 1400. The Canterbury tales : a facsimile . . .  
1978.*

```
600 10 $a Chaucer, Geoffrey, $d d. 1400 $v Manuscripts
    $v Facsimiles.
650 #0 $a Manuscripts, English $v Facsimiles.
```

## H 1595 Facsimiles

### 2. *Manuscripts.* (Continued)

*c. Works on a topic.* To any facsimile collection of manuscripts on a specific topic, assign headings of the type [*topic*]-**Manuscripts-Facsimiles**, for example, **Astro-logy-Manuscripts-Facsimiles**.

For a facsimile of a single work omit this heading. Accordingly, a facsimile of a single work on a topic might be assigned headings such as the following:

```
650 #0 $a Astronomy $v Early works to 1800.  
650 #0 $a Manuscripts, Latin (Medieval and modern)  
$v Facsimiles.
```

*d. Facsimiles of music manuscripts.* Special procedures are applicable in the case of works of this kind. In addition to headings required because of the nature of the music contained in the works, assign to these works (either collections or single works) the heading **Music-Manuscripts-Facsimiles**. *Example:*

```
650 #0 $a Organ music.  
650 #0 $a Music $v Manuscripts $v Facsimiles.
```

If the work is a facsimile of a manuscript written by a single composer, also assign a heading of the type [*name of composer*]-**Manuscripts-Facsimiles**. *Example:*

```
650 #0 $a Organ music.  
650 #0 $a Music $v Manuscripts $v Facsimiles.  
600 10 $a Bach, Johann Sebastian, $d 1685-1750  
$v Manuscripts $v Facsimiles.
```

**3. Maps.** For facsimile collections of maps, or facsimile editions of a single map, use the subdivision **-Facsimiles** under any heading or subdivision that designates maps or specific types of maps. *Examples:*

```
650 #0 $a Maps $v Facsimiles.  
650 #0 $a Nautical charts $z Chesapeake Bay (Md. and Va.)  
$v Facsimiles.  
651 #0 $a Philadelphia (Pa.) $v Aerial views $v Facsimiles.  
651 #0 $a England $v Maps $v Facsimiles.
```

**BACKGROUND:** *The free-floating subdivision **-Foreign relations** is used under names of countries (or regions made up of two or more countries) for works that discuss the diplomatic relations between these countries and other sovereign states. (The terms **country** and **countries**, as used in this instruction sheet, include such entities as colonies, protectorates, and other jurisdictions capable of conducting diplomatic relations, as well as jurisdictions that at any time during their history functioned as autonomous states, such as Sicily.) This subdivision is not used under jurisdictions below the country level since they do not conduct diplomatic relations and were never sovereign states. For works that discuss general relations or military relations, the subdivisions **-Relations** or **-Military relations** are used. For instructions on the use of these subdivisions, see H 1996. For classification of works on foreign relations, see F 592.*

**1. Diplomatic relations between one region or country and other regions or countries in general.** Assign the heading [*region or country*]-**Foreign relations** without further subdivision by place, for works that discuss the diplomatic relations of the region or country in general, that is, with three or more regions or countries.

Headings of this type may be further subdivided by period subdivisions, if they have been established. Do not interpose the subdivision **-History** between **-Foreign relations** and its period subdivisions.

**2. Diplomatic relations between two specific regions or countries.** Further subdivide the subdivision **-Foreign relations** by place for works that discuss the diplomatic relations between two regions or countries. Make an additional subject entry with the two places in reversed positions. *Example:*

651 #0 \$a Great Britain \$x Foreign relations \$z Argentina.  
651 #0 \$a Argentina \$x Foreign relations \$z Great Britain.

## H 1629 Foreign Relations

### 2. *Diplomatic relations between two specific regions or countries.* (Continued)

Do not further subdivide headings of this type by period subdivisions. If appropriate, assign additional headings to bring out a specific time period. *Example:*

*Title: Austria and the Soviet Union, 1918-1935.*

651 #0 \$a Austria \$x Foreign relations \$z Soviet Union.

651 #0 \$a Soviet Union \$x Foreign relations \$z Austria.

651 #0 \$a Austria \$x Foreign relations \$y 1918-1938.

651 #0 \$a Soviet Union \$x Foreign relations \$y 1917-1945.

3. *Diplomatic relations between a region or country and the Catholic Church.* Assign the heading **Catholic Church–Foreign relations** to works on the general diplomatic relations of the Catholic Church, that is, on its diplomatic relations with three or more regions or countries. Assign the heading **Catholic Church–Foreign relations** (*May Subd Geog*) to works on the relations of the Church with a specific region or country. When assigning this heading with local subdivision, assign the additional heading **[place]–Foreign relations–Catholic Church**. *Examples:*

*Title: The Holy See and the international order.*

610 20 \$a Catholic Church \$x Foreign relations.

650 #0 \$a Papacy (International law)

650 #0 \$a Popes \$x Temporal power.

*Title: Austria and the papacy in the age of Metternich.*

610 20 \$a Catholic Church \$x Foreign relations \$z Austria.

651 #0 \$a Austria \$x Foreign relations \$x Catholic Church.

610 20 \$a Catholic Church \$z Austria \$x History \$y 19th century.

650 #0 \$a Church and state \$z Austria.

651 #0 \$a Austria \$x History \$y Francis I, 1792-1835.

600 10 \$a Metternich, Clemens Wenzel Lothar, \$c Fürst von, \$d 1773-1859.

## Maps and Atlases H 1865

**BACKGROUND:** *Map headings are assigned not only to maps and atlases, but also to works about maps and atlases, and to works with both textual and cartographic content in which the cartographic content is secondary, serving mainly to support, illustrate, or explain the textual content. This instruction sheet discusses the assignment of headings to works of this latter type in order to bring out their cartographic content. For instructions on providing subject access to maps themselves, see the **Map Cataloging Manual**.*

**1. General rule.** Assign the appropriate map heading(s) if at least 20% of the text of a work consists of maps, or discusses maps, even though the primary emphasis of the work is on the textual content. *Examples of typical map headings:*

```
650 #0 $a Aeronautical charts.  
650 #0 $a City planning $z Washington (State) $z Seattle  
        $v Maps.  
651 #0 $a Washington (D.C.) $v Maps.
```

Assign the heading(s) specified above in addition to the headings that are assigned to designate the textual content of the work. *Example:*

```
Title: The geology of Georgia, with numerous geologic maps.  
650 #0 $a Geology $z Georgia.  
650 #0 $a Geology $z Georgia $v Maps.
```

**2. Incidental maps.** Do not bring out the presence of maps in the text if the maps in question are of an incidental or routine nature.



## Music Form/Genre Headings: Medium H 1917.5 of Performance

**2. Solo instruments in headings: Order of solo instruments.** Assign the names of solo instruments in the following order: (1) keyboard instruments, (2) wind instruments, (3) plucked or hammered stringed instruments without a keyboard, (4) percussion, electronic, and other instruments, (5) bowed stringed instruments, (6) unspecified instruments, and (7) continuo. Within each numbered category, give the instruments in alphabetical order with the exception of bowed stringed instruments: give these in score order, high to low, basing the order on the range of each instrument as described in standard music reference sources.

Do not include more than 9 instruments or 9 soloists in a heading, counting all categories. If the solo group is larger than 9, use an appropriate heading that incorporates the term “ensemble” (cf. sec. 5).

### *Examples:*

650 #0 \$a Clarinet, flute, violin, violoncello with  
chamber orchestra.  
650 #0 \$a Flute and violin music.  
650 #0 \$a Concertos (Piano, saxophone, double bass  
with instrumental ensemble)  
650 #0 \$a Nonets (Bassoon, clarinet, flute, horn,  
oboe, violin, viola, violoncello, double  
bass)  
650 #0 \$a Octets (Piano, clarinet, flute, guitar,  
mandolin, accordion, percussion, double  
bass)  
650 #0 \$a Piano, horn, glockenspiel, xylophone with  
orchestra  
650 #0 \$a Pianos (2), celesta, percussion, synthesizer  
with chamber orchestra  
650 #0 \$a Quartets (Flute, violin, viola, continuo)  
650 #0 \$a Sonatas (Flute and violin)  
650 #0 \$a Suites (Flute, harp, vibraphone,  
violoncello)  
650 #0 \$a Quartets (Pianos (3), computer)  
650 #0 \$a Quartets (Clarinet, flute, computer, double  
bass)  
650 #0 \$a Septets (Electronics, percussion)  
650 #0 \$a String quintets (Violin, viola d'amore,  
viola, violoncello, violone)  
650 #0 \$a Trios (Piano (4 hands), reed organ)  
650 #0 \$a Variations (Organ and piano)

For the order of solo instruments when there are two, one of which is chordal, see sec. 3 and sec. 6.

## H 1917.5 Music Form/Genre Headings: Medium of Performance

### 2. *Solo instruments in headings: Order of solo instruments.* (Continued)

For guidelines on headings for two or more solo instruments combined with a term for an accompanying ensemble, see sec. 5.

### 3. *Solo instruments in headings: Combinations of two different instruments or of one unspecified and one specified instrument.*

*a. Standard order.* Follow the general guidelines in sec. 2. Create an authority record for the combination; provide a reference with the instruments in reverse order.

*Examples:*

```
150 ## $a Balloon and electronic music
450 ## $a Electronic and balloon music

150 ## $a Bassoon and flute music
450 ## $a Flute and bassoon music
```

*b. One unspecified instrument.* In headings for works where one of the instruments is unspecified, establish the heading beginning with the term **Duets**. Provide references with both of the other possible ways of expressing the combination. *Example:*

```
150 ## $a Duets (Unspecified instrument and piano)
450 ## $a Duets (Piano and unspecified instrument)
450 ## $a Piano and unspecified instrument music
```

*c. Chordal instruments; accompanying instrument.* For Western music performed entirely on Western instruments, and optionally for one Western and one non-Western instrument, if one of the instruments is chordal (keyboard or plucked instruments, on which chords are easily played), or if one serves as an accompaniment to the other, give the chordal or accompanying instrument in the *second* position. *Examples:*

*1 chordal instrument as accompaniment:*

```
150 ## $a Trombone and piano music
450 ## $a Piano and trombone music
```

*2 chordal instruments, the second as accompaniment:*

```
150 ## $a Mandolin and piano music
450 ## $a Piano and mandolin music
```

## 1. Establishing headings. (Continued)

**e. Library of Congress Classification numbers.** When establishing a heading, include a classification number in an 053 field according to the provisions of H 365. To numbers in ML, add the qualifier "History;" to numbers in MT, add the qualifier "Instruction." Do not establish a classification number solely for the purpose of recording it in a subject authority record.

**f. Establishing collateral headings that incorporate the name of the instrument.** When establishing collateral headings that incorporate the name of an instrument, generally use the same form of its name as in the heading for the instrument. *Examples:*

```
150 ## $a Saxophone
150 ## $a Saxophone in advertising

150 ## $a Panpipes
150 ## $a Panpipes in art
```

## 2. Brand names and models of musical instruments.

**a. Brand names.** Establish brand names of instruments by company name followed by the established generic term for the instrument. *Examples:*

```
150 ## $a Baldwin organ
150 ## $a Korg keyboard synthesizer
150 ## $a Moog synthesizer
150 ## $a Steinway piano
150 ## $a Telecaster guitar
```

**b. Model numbers.** Establish model number classes and specific model numbers by company name, then number, then type of instrument. *Examples:*

```
150 ## $a Casio CZ synthesizer
150 ## $a Korg DDD-1 drum machine
150 ## $a Yamaha WX7 wind controller
```

**c. Geographic subdivision.** Headings for brand and model names of musical instruments are not authorized for geographic subdivision.

## H 1918 Musical Instruments

**3. *Non-musical objects used as musical instruments.*** When it is appropriate to establish a heading for music written for a non-musical object so that the object can be used as a medium of performance in a bibliographic record, in addition to creating a heading for the music of the object, also create a general see reference for the object to demonstrate how it may be used. Give at least one example. All examples must be authorized headings, so establish such as heading for the resource being cataloged to use in the general see reference, even when establishing the heading would not normally be necessary according to H 1917.5. *Examples:*

150 ## \$a Electronic music

150 ## \$a Electronics (Musical medium of performance)

260 ## \$i headings for musical compositions containing the word "electronics" as a medium of performance, e.g., \$a Piano and electronics with orchestra; Septets (Electronics, percussion); Songs (High voice) with electronics; Suites (Electronics)

150 ## \$a Tin can music

150 ## \$a Tin cans (Musical medium of performance)

260 ## \$a headings for musical compositions containing the words "tin can" or "tin cans" as a medium of performance, e.g., \$a Tin can music; Overtures (Tin cans (4))

**4. *Parts of instruments and accessories.*** Establish terms for parts of instruments and accessories in the plural. To assure appropriate specificity in headings for parts and accessories of individual instruments or families of instruments, generally use terminology that incorporates the generic name of the instrument or family.

*Examples:*

150 ## \$a Mutes (Music)

150 ## \$a Clarinet mouthpieces

150 ## \$a Guitar frets

150 ## \$a Stringed instrument bows

150 ## \$a Violin bows

### 5. Choice of terms for various types of headings.

*a. Singular and plural.* Names of musical instruments established in the singular may also be used in the plural to indicate medium of performance in form/genre headings for musical works. The plural is formed according to English usage except for certain terms in foreign languages.

For instruments established in foreign languages, the general see also reference in the authority record for music of the instrument indicates either the authorized form of the plural or that the same term is used for both singular and plural. *Examples:*

```
150 ## $a Oboe d'amore music
360 ## $i headings for forms and types of music that include "oboe
      d'amore" or "oboi d'amore" and headings with medium of
      performance that include "oboe d'amore" or "oboi
      d'amore"
```

*but:*

```
150 ## $a Jing hu music
360 ## $i headings for forms and types of music that include "jing
      hu" and headings with medium of performance that include
      "jing hu"
```

*b. Parenthetical qualifiers.* Omit the parenthetical qualifier (**Musical instrument**) in form/genre headings for musical compositions where the instrument appears as a medium of performance. *Example:*

```
150 ## $a Horn (Musical instrument)
```

*but:*

```
150 ## $a Horn music
650 #0 $a Wind quintets (Bassoon, clarinet, flute, horn,
      oboe)
```

## H 1918 Musical Instruments

### 5. Choice of terms for various types of headings.

#### *b. Parenthetical qualifiers. (Continued)*

Also omit it in other headings where the meaning of the term as a musical instrument or part is clear. *Example:*

150 ## \$a Organ (Musical instrument)

*but:*

150 ## \$a Organ stops

However, when the qualifier is used to distinguish between different instruments with the same name, retain the qualifier when the instrument is used in a form/genre heading as a medium of performance. *Example:*

150 ## \$a Tar (Lute)  
150 ## \$a Tar (Lute) and zarb music

#### *c. Brand names and model numbers of musical instruments.*

*(1) Musical compositions.* When a brand name or model number is indicated as a medium of performance in a notated or performed musical work, do not include the brand or model number in form/genre headings assigned to the work where the instrument appears as a medium of performance. Instead, use the generic name for the instrument, which is generally shown as a broader term in the authority record for the brand or model. *Examples:*

*Authority record:*

150 ## \$a Hammond organ  
550 ## \$w g \$a Electronic organ

*Bibliographic records:*

650 #0 \$a Sonatas (Electronic organ)  
650 #0 \$a Sacred songs (High voice) with electronic organ.

5. Choice of terms for various types of headings.

c. Brand names and model numbers of musical instruments.

(1) Musical compositions.

Examples: (Continued)

Authority record:

150 ## \$a Sohmer piano  
550 ## \$w g \$a Piano

Bibliographic records:

650 ## \$a Flute and piano music.  
650 #0 \$a Piano quartets.

Authority record:

150 ## \$a Yamaha WX7 wind controller  
550 ## \$w g \$a Wind controller (Musical instrument)

Bibliographic records:

650 #0 \$a Concertos (Wind controller with string  
orchestra)

(2) *Instructional and topical works.* Headings for brands and models of musical instruments and devices may be used for instructional works on the technical features or operation of the instrument or device and for literature about the brand or model. *Examples:*

Title: *600 sons pour DX7*

650 #0 \$a Yamaha DX7 synthesizer \$x Instruction and  
study.

Title: *Hammond organ drawbars made easy*

650 #0 \$a Hammond organ \$x Registration.

Title: *Song Dex Organmaster code for the Lowrey Lincolnwood*

650 #0 \$a Lowrey organ \$x Registration.

Title: *How to make your drum machine sound like a drummer, with the  
Korg DDD-5*

650 #0 \$a Korg DDD-5 drum machine \$x Programming.

## H 1918 Musical Instruments

### 5. Choice of terms for various types of headings.

#### c. Brand names and model numbers of musical instruments.

##### (2) Instructional and topical works. (Continued)

Do not use headings for brands and models for instructional works on how to play the instrument. Instead use the instrument's generic name. *Examples:*

*Title: Chord system of organ playing for spinet model Hammond organ*  
650 #0 \$a Electronic organ \$x Instruction and study.

*Title: 87 superstar sounds on a stompbox budget; 87 "Sound F/X"*  
*columns*  
650 #0 \$a Electric guitar \$v Methods \$v Self-  
instruction.

*Title: Arlen Roth's Masters of the Telecaster*  
650 #0 \$a Electric guitar \$v Methods.

## Strikes and Lockouts H 2100

**1. Subdividing the heading *Strikes and lockouts*.** When subdividing the heading **Strikes and lockouts**, use established names of industries rather than groups of employees as subdivisions. Establish each such usage in the subject authority file; add a 450 field reference of the type [*heading for industry*]-**Strikes and lockouts**; add no 550 fields. Provide for geographic subdivision in each case by selecting the **May Subd Geog** radio button in the Subject Heading Proposal System template. *Example:*

```
150 ## $a Strikes and lockouts $x Banks and banking
450 ## $a Banks and banking $x Strikes and lockouts
```

```
[not 150 ## $a Strikes and lockouts $x Bank employees
450 ## $a Bank employees $x Strikes and lockouts]
```

Some older headings established in LCSH do not conform to the policy of using the established name of the industry. Continue to use the headings. *Example:*

```
150 ## $a Strikes and lockouts $x Automobile industry
450 ## $a Automobile industry and trade $x Strikes and lockouts
```

If a heading has already been established using a group of employees as a subdivision, continue to use the heading. If two headings have been established for the same topic, one subdivided by the name of the industry and the other by the group of employees, cancel the latter heading and use only the former.

### **2. Establishing headings for individually named strikes.**

**a. Strikes not limited to a single employer or firm and not limited to a single city or U.S. county.** Construct the heading as follows:

```
150 ## $a [generally accepted name or designation in
English], [place], [year(s)]
```

For [*place*], use the name of the country, except in the case of a strike limited to a province of Canada, a constituent country of Great Britain, or a state of the United States.

## H 2100 Strikes and Lockouts

### 2. Establishing headings for individually named strikes.

*a. Strikes not limited to a single employer or firm and not limited to a single city or U.S. county. (Continued)*

Add a 550 (broader term) field from the heading **Strikes and lockouts**–[*name of industry*]– [*country (or first order division, when appropriate)*]. For general strikes, add the 550 field from the heading **General strikes**–[*place*]. *Examples:*

```
150 ## $a Coal Strike, U.S., 1977-1978
550 ## $w g $a Strikes and lockouts $x Coal mining
      $z United States

150 ## $a Coal Strike, Colo., 1913-1914
550 ## $w g $a Strikes and lockouts $x Coal mining
      $z Colorado

150 ## $a Police Strike, England, 1919
550 ## $w g $a Strikes and lockouts $x Police $z England

150 ## $a Telegraph Workers' Strike, Venezuela, 1930
550 ## $w g $a Strikes and lockouts $x Telegraph
      $z Venezuela

150 ## $a General Strike, Sri Lanka, 1953
550 ## $w g $a General strikes $z Sri Lanka
```

*b. Strikes not limited to a single employer or firm but limited to a single city or U.S. county. Construct the heading as follows:*

```
150 ## $a [generally accepted name or designation in
          English], [city (or U.S. county), larger
          jurisdiction], [year(s)]
```

*Note: Former LC practice was to establish strikes of this type as subdivisions under the city or county.*

## Strikes and Lockouts H 2100

### 2. Establishing headings for individually named strikes.

#### *b. Strikes not limited to a single employer or firm but limited to a single city or U.S. county. (Continued)*

Add a 550 (broader term) field from the heading **Strikes and lockouts**–[*name of industry*]– [*country (or first order division, when appropriate)*]. For general strikes, add the 550 from the heading **General strikes**–[*place*]. *Examples:*

```
150 ## $a Bookbinders' Strike, London, England, 1901
550 ## $w g $a Strikes and lockouts $x Bookbinders
      $z England
```

```
150 ## $a Coal Strike, Westmoreland County, Pa., 1910-1911
550 ## $w g $a Strikes and lockouts $x Coal mining
      $z Pennsylvania
```

```
150 ## $a Textile Workers' Strike, Río Blanco, Veracruz-
      Llave, Mexico, 1907
550 ## $w g $a Strikes and lockouts $x Textile industry
      $z Mexico
```

#### *c. Strikes against a single employer or firm (not limited to a single city). Construct the heading as follows:*

```
150 ## $a [heading for the firm as established in AACR2 form
      in the name authority file] Strike, [year(s)]
```

Add a 550 (broader term) field from the heading **Strikes and lockouts**–[*name of industry*]– [*country (or first order division, when appropriate)*]. *Examples:*

```
150 ## $a United Aircraft of Canada Strike, 1974-1975
550 ## $w g $a Strikes and lockouts $x Airlines
      $z Québec (Province)
```

```
150 ## $a Calvé (Firm) Strike, 1977
550 ## $w g $a Strikes and lockouts $x Food industry and
      trade $z Netherlands
```

```
150 ## $a Spicer, S.A. Strike, 1975.
550 ## $w g $a Strikes and lockouts $x Automobile
      industry $z Mexico
```

## H 2100 Strikes and Lockouts

### 2. Establishing headings for individually named strikes. (Continued)

*d. Strikes against a single employer or firm (limited to a single city).* Construct the heading as follows:

```
150 ## $a [heading for the firm as established in AACR2 form  
in the name authority file] Strike, [city, larger  
jurisdiction], [year(s)]
```

Add a 550 (broader term) field from the heading **Strikes and lockouts**–[*name of industry*]– [country (or first order division, when appropriate)]. Examples:

```
150 ## $a Stocznia Gdańska im. Lenina Strike, Gdańsk,  
Poland, 1980
```

```
450 ## $a Lenin Shipyard Strike, Gdańsk, Poland,  
1980
```

```
550 ## $w g $a Strikes and lockouts $x Shipbuilding  
industry $z Poland
```

```
150 ## $a Marinette Knitting Mills Strike, Marinette, Wis.,  
1951
```

```
550 ## $w g $a Strikes and lockouts $x Clothing trade  
$z Wisconsin
```

*e. Strikes against an educational institution.* Establish strikes by employees against an educational institution according to the instructions in sec. 2.c. or 2.d., above, depending upon whether the educational institution is in a single city. For student strikes against an educational institution, subdivide the name heading for the institution by the free-floating topical subdivision –**Student strike**, [date] (cf. H 1151).

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