



Library of Congress Subject Headings

This workshop provides an overview of Library of Congress Subject Headings (LCSH). Through lecture and exercises, participants will learn how to select subject terms, construct headings with subdivisions, and interpret LC subject authority records in both print and MARC formats.

Intended audience: Library staff responsible for copy or original cataloging. The workshop will also appeal to other library staff whose knowledge of LCSH needs a more thorough basis. The instructor, Linda Gabel, Consulting Product Manager from OCLC, will discuss

- principles of subject heading construction
- MARC tagging of subject headings
- construction of subdivisions
- subject authority records
- pattern headings
- tools and resources



Date Tuesday, September 30, 2003
Time 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)
Place Mumford Room, 6th floor, Madison Building, Library of Congress, 101 Independence Avenue S.E., Washington, D.C.
Metro Capitol South (Orange and Blue Lines)
Sponsor FLICC Education Working Group
Registration \$125 (Registration includes refreshments and hand outs)—Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

Library of Congress Subject Headings Workshop

Name _____ Title _____
 Organization _____
 Address _____
 City, State, Zip _____
 Phone and Fax (include area code) Phone: _____ Fax _____

FEDLINK Members: FEDLINK ID _____ FY2003IAG#2003 _____ Email _____

- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2003 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2003 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
 or fax this form to
FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825
 Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified.
 If you will use a training form or purchase order, the originals must be submitted on site at registration.

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AGENDA

I. Introduction

II. Resources

- Discussion of the print and online resources, and how they are used

III. Definitions and General Rules

- Basic building blocks of subject headings, with discussion of LC practice in the construction and assignment of subject headings

IV. Tagging

- Discussion of tag groups, subfield codes, and “division of the world”

V. Authority File

- Searching and interpreting information in the online Authority File

VI. Pattern Headings/Subdivisions

- Using the [Subject Cataloging Manual: Subject Headings](#) to construct subject headings not found in the Authority File

VII. Geographics

- How to construct geographic headings and subdivisions

VIII. Wrap-up/Evaluation