LIBRARY OF CONGRESS DEMOGRAPHIC GROUP TERMS MANUAL


**Table of Contents**

- Introduction
  - L 400 Ethics and Demographic Group Terms
- Understanding the structure of the LCDGT vocabulary
  - L 405 Categories of Terms
  - L 410 Broader and Narrower Term References
  - L 415 Related Term References
  - L 420 “Used for” References
  - L 425 History notes
  - L 430 Scope Notes
- Making a proposal to add or change a term
  - L 435 When to Propose a New Demographic Term
  - L 440 Authority Research and Citations for LCDGT Proposals
  - L 445 Form of Authorized Term
  - L 450 Parenthetical Qualifiers
  - L 455 Submitting New LCDGT Proposals
  - L 460 Changing References in Demographic Group Authority Records
  - L 465 Changing a Term or Deleting a Demographic Group Authority Record
- Managing LCDGT
  - L 470 Evaluation of LCDGT Proposals
  - L 475 Maintenance of LCDGT
- Using a term in cataloging
  - L 480 Assignment of Terms: Audience Characteristics
  - L 485 Assignment of Terms: Creator Characteristics
  - L 490 Assignment of Terms: Entity Attributes for Persons
  - L 495 Order of Demographic Group Terms
- Understanding the LCDGT categories
  - L 500 Age Category
  - L 505 Educational Level Category
  - L 510 Ethnic/Cultural Category
  - L 515 Language Category
  - L 520 Medical, Psychological, and Disability Category
  - L 525 National/Regional Category
  - L 530 Occupation/Field of Activity Category

*Introduction*

*Library of Congress Demographic Group Terms Manual*  
*May, 2022*
Introduction to Library of Congress Demographic Group Terms

Library of Congress Demographic Group Terms (LCDGT) is a controlled vocabulary specific to demographic groups. A demographic group may be defined as a subset of the general population, and refers to the group’s age, occupation, nationality, ethnic background, medical condition, etc. Individuals may belong to several demographic groups (e.g., an American (nationality) who is a librarian (occupation); a computer engineer (occupation) who is also a doctoral student (education level)). LCDGT is a stand-alone vocabulary that may be used in conjunction with any other controlled vocabulary and descriptive cataloging code.

Terms in LCDGT are based on literary, user, and organizational warrant (i.e., they are proposed as needed for new cataloging and are based on usage in the resource being cataloged and information found in reference sources). Terms in the vocabulary are used in bibliographic records to describe the characteristics of creators, contributors, or the intended audience of the resource. The terms are also used in name authority records to describe the demographic group or groups with which a person in the name authority file self-identifies.

The development of LCDGT will be based on precedent and the ANSI/NISO Z39.19-2005 (R2010). Additions and changes to the vocabulary will be evaluated by the LCDGT Advisory Group, which consists of the Library of Congress (LC) Project Leader and representatives from institutions outside of LC. These representatives have expertise in various demographic groups. The Project Leader will also work with experienced LC catalogers who will serve as the internal LCDGT Support Staff. In addition to advising the Project Leader, the LCDGT Support Staff will perform the administrative functions of maintaining the vocabulary.

Further information on the following topics may be found in the instruction sheets referenced in parentheses.
Form of Authorized Demographic Group terms (L 445)

Authorized terms in the LCDGT List are printed in boldface type. The terms are plural and consist of a single demographic group. They may consist of a single word, as in Farmers and Rastafarians, or a phrase, such as Ballet dancers and Tamil speakers, and may include a parenthetical qualifier if it is necessary to distinguish between homonyms (e.g., Georgians (Republic of Georgia); Georgians (State of Georgia)).

Categories (L 405)

Each authorized term is assigned the code for at least one of the categories defined on the Library of Congress web page at http://www.loc.gov/standards/valuelist/lcdgt.html. Each category provides broad collocation for the terms in the category, and the code serves as the category’s “top term.”

<table>
<thead>
<tr>
<th>Category name</th>
<th>Category code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>age</td>
</tr>
<tr>
<td>Educational Level</td>
<td>edu</td>
</tr>
<tr>
<td>Ethnic/Cultural</td>
<td>eth</td>
</tr>
<tr>
<td>Language</td>
<td>lng</td>
</tr>
<tr>
<td>Medical, Psychological, and Disability</td>
<td>mpd</td>
</tr>
<tr>
<td>National/Regional</td>
<td>nat</td>
</tr>
<tr>
<td>Occupation/Field of Activity</td>
<td>occ</td>
</tr>
<tr>
<td>Religion</td>
<td>rel</td>
</tr>
<tr>
<td>Social</td>
<td>soc</td>
</tr>
</tbody>
</table>

The category or categories to which each LCDGT term is assigned are printed in italics in natural-language form under the authorized term. Examples:

Americans
[national/regional]

Veterans
[social]

Broader and Narrower Term References (L 410)

Hierarchical relationships are displayed through Broader terms (BT) and narrower terms (NT). Terms are assigned a broader term (BT) only when one group is intrinsically a subset of another. For example, dentists are by definition medical personnel, and both are occupations, so there is a BT/NT relationship between them. Example:

Dentists
BT Medical personnel
Politicians are not always statesmen, and statesmen are not always politicians, however, so there is not a hierarchical relationship between those terms. Terms without a BT are collocated only by the categories to which they are assigned.

**Related Term (RT) References (L 415)**

Related terms (RT) display the associative relationship; the terms are mentally associated to such a high degree that it is desirable to provide a link between them to indicate that the other term may be of interest to the user. The terms tend to be used somewhat interchangeably or to have meanings that overlap to an extent, but the relationship is not hierarchical. *Example:*

**Ichthyologists**

RT Fisheries scientists

**Fisheries scientists**

RT Ichthyologists

**Used For (UF) References (L 420)**

Sometimes called “see” references, Used For references display the equivalence relationship. They lead the users from a non-preferred term to the authorized term. Under the authorized term the notation is UF, but a USE reference is generated if the user searches for a non-preferred term.

UF references may refer from a synonym or provide a different form of the authorized term. The latter is most commonly represented with an inverted reference, which brings the significant word to the front. UFs may also refer from formerly authorized forms of the term. UFs are occasionally made from terms that are not strictly synonymous when it is determined to be impractical to establish separate terms for the concepts. In this situation, the UF generally has a slightly narrower meaning than the authorized term and is called an “upward” UF. UF sometimes include a parenthetical qualifier.

Foreign-language UF references are sometimes made for demonyms, that is, the words that the residents or inhabitants of a place use to refer to themselves. Otherwise, foreign-language UF references are not made for English-language terms unless the foreign word or phrase is typically found in English-language reference sources. *Examples:*

<table>
<thead>
<tr>
<th>[Upward reference]</th>
<th>Caricaturists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USE Cartoonists</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[Synonym]</th>
<th>Kids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USE Children</td>
</tr>
</tbody>
</table>
Scope Notes (L 430)

Scope notes are single-sentence definitions that are intended to help catalogers maintain consistency in the way that the term is assigned, and to help users determine whether the term covers the material that they seek. Scope notes are generally provided when a term may be unfamiliar to most users, or when reference sources disagree on the meaning of a term and the term must therefore be defined for the LCDGT context. Examples:

**Caregivers**

Family or friends who provide personal home care for the elderly, ill, or people with disabilities on an informal voluntary basis.

**Teenagers**

People in the general age range of thirteen through eighteen years.

Contrasting scope notes may be provided when two or more authorized terms are closely related or overlapping in meaning, or could be confused. One sentence is provided for each term being contrasted, and reciprocal notes are provided for all of the affected terms. Example:

**Administrative assistants**

People employed to perform administrative duties. For people who manage correspondence and routine work for a superior see Secretaries.

**Secretaries**

People who manage correspondence and routine work for a superior. For people employed to perform administrative duties see Administrative assistants.

**PRODUCTS**

Four services provide information about new and revised demographic group terms.

1. **Approved Lists.** New and changed demographic group terms appear on Approved Lists, which are posted on the World Wide Web at http://www.loc.gov/aba/cataloging/subject/weeklylists; free
subscriptions to the Approved Lists, via e-mail or RSS feed, can be arranged at http://www.loc.gov/rss.

2. **Classification Web.** Library of Congress Demographic Group Terms is included in Classification Web, a fee-based World Wide Web service that also provides access to Library of Congress Subject Headings, Library of Congress Genre/Form Terms for Library and Archival Materials, the Library of Congress Medium of Performance Thesaurus for Music, and Library of Congress Classification.

3. **LC Linked Data Service.** Library of Congress Demographic Group Terms are included in the LC Linked Data Service (http://id.loc.gov), a free-web based service that allows for browsing, display, and bulk download (in various formats) of the authority records.

4. **Free record downloads.** Full MARC 21 authority records in MARC UTF-8 format are freely provided for downloading from http://classificationweb.net/LCDGT/. Two files are posted whenever LCDGT is updated. One file is cumulative and consists of all of the records that are valid at the time the file is created (i.e., it is a “snapshot”of the database). The other consists only of the records that have been added, revised, or cancelled since the last time a file was created. The structure of the file names and information about downloading the files is provided at http://classificationweb.net/LCDGT/.

**CONTACT**

Questions and comments about LCDGT may be sent to:

Policy, Training, and Cooperative Programs Division  
Library of Congress 101 Independence Avenue, S.E.  
Washington, DC 20540-4262  
lcdgt@loc.gov