

BACKGROUND: All terms in LCDGT are assigned to at least one of eleven broad categories that serve as the broadest collocation points for terms in those categories. Most terms are assigned to only one category, but in exceptional circumstances multiple categories may be assigned. This instruction sheet provides general guidelines on the assignment of terms to one or more categories. For specific instructions on the assignment of terms to a particular category see the instruction sheet for the category (e.g., L 515, Educational Level category). For examples of authority records in MARC 21 format see L 405.

The eleven categories, with the code for each presented in brackets, are as follows.

Age category [age]

Use for the chronological age of the group members (e.g., **Adults; Children; Infants**).

Educational level category [edu]

Use for the educational level of the group members (e.g., **First grade students; Graduate students; High school students**).

Ethnic/Cultural category [eth]

Use for the ethnic or cultural identification of the group members (e.g., **Asian Americans; Maratha (Indic people); Muscogee (North American people)**). For ethnic and cultural groups that are also demonyms associated with a supra-national region, a country, or a sub-national region or jurisdiction, prefer the National/Regional category.

Gender category [gdr]

Use for the gender of the group members (e.g., **Females; Males; Transgender people**).

Language category [lng]

Use for the language associated with the group members (e.g., **Arabic speakers; English speakers; Zulu speakers**).

Medical, psychological, and disability category [mpd]

Use for the medical or psychological condition, or the physical or mental disability, of the group members (e.g., **Breast cancer patients; Mentally ill; Deaf**).

National/Regional category [nat]

Use for the demonym related to a supra-national region, a country, or a sub-national region or jurisdiction that is associated with the group members (e.g., **Angolans; Bavarians; Easterners (United States)**). For ethnic and cultural groups that are not also demonyms, prefer the Ethnic/Cultural category.

Occupation/Field of Activity category [occ]

Use for the activity or avocation associated with the group members (e.g., **Hunters; Mathematicians; Textile artists**).

BACKGROUND: (Continued)

Religion category [rel]

Use for the religion, denomination, sect., etc., of the group members (e.g., **Buddhists; Presbyterians; Shiites**)

Sexual Orientation category [sxo]

Use for the sexual orientation of the group members (e.g., **Bisexuals; Gay men; Heterosexuals**).

Social category [soc]

Use for identifiable social groups that cannot be included in the other categories (e.g., **Children of divorced parents; Nursing students; Socialists**).

1. General rule. Assign each demographic group term to the category of which it is a part, using the code for the category. *Example:*

Category: mpd

Term: Drug addicts

Category: nat

Term: Arizonans

Category: occ

Term: Justices of the peace

2. Multiple categories.

a. General rule. Assign a term to multiple categories if a term is intrinsically part of multiple categories. For example, a boy is defined as a male child. The term **Boys** is therefore assigned to both the *age* and *gdr* categories.

Note: The term generally is assigned multiple BTs in such cases, one from each category. See L 468 for guidelines on assigning BTs.

b. Prohibitions on assigning multiple categories to terms. By policy, some combinations of categories may not be assigned to individual terms. For guidelines, see the instruction sheets for the individual categories (e.g., L 545, Occupation/Field of Activity category).