

## L 470 – Evaluation of LCDGT Proposals

**BACKGROUND:** *All demographic group terms must be proposed and approved for inclusion in Library of Congress Demographic Group Terms before their use is authorized. This instruction sheet explains the general steps LCDGT Advisory Group members follow when evaluating proposals. Relevant instruction sheets from other parts of the LCDGT Manual are listed where appropriate.*

### Proposal Evaluation Checklist

#### I. Checking the category.

- Does the proposed term belong in the category to which it was assigned, or is a different category more appropriate?
  - L 405 - Categories of Terms
  - 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
  - L 535 - Religion Category
  - L 540 - Social Category

#### II. Checking the proposed term.

- Does the proposed term refer to an identifiable subset of the general population or group of people?
  - L 435 - When to Propose a New Demographic Group
- Is there evidence that members of the group use the term in self-identification?
  - L 400 - Ethics and Demographic Group Terms
- Is the term already represented in the LCDGT vocabulary? This can be checked in the ClassWeb Plus System, on the [id.loc.gov](https://id.loc.gov) website, or in the annual [PDF edition](#) of the vocabulary.

- Is the term appropriate for LCDGT (e.g., is it too broad, too specific, or possibly offensive)?
- Is the term formatted correctly (e.g., plural, direct order, etc.)?
  - L 445 - Form of Authorized Term
- Does the term need a qualifier?
  - L 450 - Parenthetical Qualifiers

### **III. Checking the references.**

- Are any alternative terms for this demographic group missing from the list of UFs?
  - L 420 - “Used For” References
- Are the UFs in alphabetical order?
- Does the BT place the proposed term in the appropriate LCDGT hierarchy?
  - L 410 - Broader and Narrower Term References
- Are the RTs appropriate?
  - L 415 - Related Term References

### **IV. Checking the citations.**

- Do the citations support the term proposed in the 150 field?
  - L 440 - Authority Research and Citations for LCDGT Proposals
- Do the citations show that the term is used in self-identification?
- Do all alternative terms present in the citations appear in the list of UFs?
- If the proposal is to change a term, is the justification for the change well-documented?

### **V. Checking the notes and other fields.**

- Is a scope note needed? If so, is the scope note clear?
  - L 430 - Scope Notes
- Is the history note up-to-date?
  - L 425 - History Notes
- Is the bib. file maintenance correctly described?