

BACKGROUND: A scope note generally serves to limit the scope of an authorized term as used in the catalog, thereby helping readers determine the extent to which the reflects the material they seek, and making it possible for catalogers to maintain consistency in the way terms are assigned. Scope notes are especially useful for terms 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 terms of this type, while also being mindful that scope notes supersede cataloger's judgment and may therefore be unduly limiting if provided for terms that are generally understood. This instruction sheet describes the types of scope notes used in LCDGT and the procedures for submitting proposals to add scope notes to new or existing demographic group terms.

1. Types of scope notes.

a. A single term defined without reference to any other authorized term. This type of note is required in situations where various reference works consulted in doing research fail to agree, and usage does not offer a sufficiently precise definition. It is also necessary when the meaning of the term is potentially ambiguous or obscure. *Examples:*

Empresses

Women rulers of empires and wives or consorts of emperors.

Information scientists

People who organize information and provide services for its use.

This type of note may also be included if the note will serve a useful purpose.

b. Two or more closely related or overlapping terms. This type of note provides contrasting information regarding the scope and usage of superficially similar authorized terms. When one authorized term is defined or described with reference to one or more other authorized terms, reciprocal notes are provided under all other terms to which the original note refers. The wording of the reciprocal note is a mirror image of that of the original note, and the two notes should be composed using the following format:

[Description of Term A]. For [description of Term B] see [Term B].

1. *Types of scope notes.*

b. Two or more closely related or overlapping terms. (Continued)

Examples:

Hawaii residents

Residents of the state of Hawaii in general. For ethnic Hawaiians see Hawaiians (Polynesians).

Hawaiians (Polynesians)

Ethnic Hawaiians. For residents of the state of Hawaii in general see Hawaii residents.

2. *Wording and style of scope notes.* Scope notes should convey essential information as briefly, succinctly, and straightforwardly as possible.

2. *Subject example tracing note.* Provide a “subject example tracing note” for each term described in contrast to the other, or used as an example, in a scope note. This note indicates in which authority records a term is mentioned, and is used to maintain LCDGT. See L 405 for examples of the note in MARC 21 format. *Examples:*

Hawaii residents

Residents of the state of Hawaii in general. For ethnic Hawaiians see Hawaiians (Polynesians).

Note under: Hawaiians (Polynesians)

Hawaiians (Polynesians)

Ethnic Hawaiians. For residents of the state of Hawaii in general see Hawaii residents.

Note under: Hawaii residents

3. *Proposing a scope note for a new term being established.* See L 425.

4. *Adding a scope note to an existing term or changing an existing scope note.* See L 429.