

Preparation of Genre/Form Term Proposals J 140

BACKGROUND: All genre/form terms must be proposed by a cataloger and approved for inclusion in Library of Congress Genre/Form Terms for Library and Archival Materials before their use is authorized. This instruction sheet explains the general requirements for new genre/form term proposals and lists the steps to follow to create a genre/form authority record using the Subject Heading Proposal System. These procedures apply only to the creation of new authority records. For the procedures to follow in making changes to existing records, see J 130 and J 135.

For examples of MARC 21 authority records for LC genre/form terms, see 107.

1. Accessing the system. To access the template to propose a genre/form term, perform the following steps.

LC catalogers

Go to URL: <https://lcconline.info/Menu>
Click on: **Proposal system** under LC Genre/Form Terms
Click on: **Propose a New Term**
Login: Key the username and password.

SACO members

Go to URL: <https://classweb.org/Proposal/>
Click on: **Propose a New Term**
Login: Key the username and password.

2. General information about entering data in the template.

a. Fixed vs. editable data. Some areas of the template contain data that cannot be edited by the user. Other areas have fields in which the cursor can be placed and data can be entered or edited by the user. In many of these editable fields, some data has already been provided by the system. For example, in the 155 field, the system includes the \$a subfield by default. Default data provided by the system can in most cases be edited or deleted by the user if necessary.

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2. General information about entering data in the template. (Continued)

b. Subfield coding. The system uses the dollar sign (\$) to represent the delimiter. In order to add a new subfield to an existing field, type a dollar sign followed by the appropriate subfield code letter. *Example:*

670 \$a Morner, K. NTC's dictionary of literary terms, c1991 \$b
(Limerick: a type of nonsense verse with a definite pattern: five-line stanza rhyming aabba in which lines one, two, and five have three anapestic feet and lines three and four have two anapestic feet)

c. Adding new fields to the template. Immediately below the final 952 field in the template is an **Insert field** menu. If it is necessary to add a new field to the template, select the radio button of the existing field above which the new field is to be inserted. Then click the down arrow on the **Insert field** menu in order to display a list of available fields. Click on the desired field, and it will be inserted immediately above the field whose radio button was selected.

Note: If no radio button is selected, the system will automatically insert the new field before the next higher numbered tag in the template.

<input type="radio"/> 670	\$a Work cat:	(Sources found)
<input type="radio"/> 675	\$a	(Sources not found)
<input type="radio"/> 952	\$a Bib. records to be changed:	(Bib. record changes)
<input type="radio"/> 952	\$a LCGFT pattern:	(LC pattern)
<input type="radio"/> 952	\$a	(Cataloger's comments)
	<input type="button" value="Insert field"/> <input type="button" value="Remove field"/>	
Email	<input type="text"/>	(Optional notification)

d. Fields that the user leaves blank. Any field that appears in a basic template and is left blank by the user is automatically deleted by the system when the record is saved. It is not necessary for the user to take any action to remove an unneeded field from a template.

Note: If desired, a field may be removed by selecting the radio button of the field and clicking the **Remove Field** button.

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4. “*Generated by*”. At the top of the form select the appropriate radio button from the four options.

Proposed Genre/Form Term Proposal System

Generated by Book No Book CIP Coop

Insert field Remove field

155 \$a (Heading)

455 \$a (UF)

555 \$w g \$a (BT)

555 \$a (RT)

670 \$a Work cat: (Sources found)

Book. LC catalogers select this button if a resource is being submitted to PTCP along with the proposal, and the resource is not Priority 1.

No Book. LC catalogers select this button if a resource is not being submitted to PTCP along with the proposal. For example, if the proposal is being made in order to correct an error in response to correspondence, select **No Book**.

*Note: If the item that has generated the proposal is a rare book, printed music or a serial, cartographic, or audio-visual work, select **No Book** and do not submit the item with the proposal.*

CIP. LC catalogers and catalogers in SACO libraries select this button if the proposal is being made in connection with the cataloging of an LC CIP.

Coop. Catalogers in SACO libraries select this button if the proposal is not being made in connection with the cataloging of an LC CIP.

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5. *The authorized term.* Enter the text of the proposed term in the 155 field.

6. *References.*

a. General rule. Record all UF, BT, and RT references as 455s or 555s. Determine by searching the genre/form terms in *Classification Web* that any proposed 455 does not conflict with an existing term or UF reference and that any proposed 555 exists as a currently valid term.

Reference patterns. Many new terms belong to special categories having their own prescribed sets of references. These can be determined by consulting individual instruction sheets in the *Genre/Form Terms Manual* and/or by examining existing authority records for other terms in the category.

b. Used For references. Follow the rules and guidelines for making 455 (UF) references that are provided in J 190 and the instruction sheets for individual categories. Use the technique described in sec. 2.c, above, to add additional blank 455 fields to the template. List these fields in alphabetical order. Do not add \$w control subfields except under the condition described in the note below. Provide authority to support variant forms of terms for subjects in 670 fields (see sec. 7, below).

Note: New genre/form authority records are sometimes created because an authorized term is being cancelled and replaced by two or more new terms (see J 130). In those cases, add a 455 field to each of the new authority records containing the old form of the term. Identify this as the earlier form of the term by adding, at the beginning of the field, a \$w control subfield with the data **nne**. Make a proposal to cancel the existing term according to the procedures described in J 130.

c. Broader Terms and Related Terms. Follow the principles in J 186 and J 188 for making broader term and related term references. Record BT references in 555 fields that have a \$w control subfield containing the value **g**. List them in alphabetical order. Record RT references in 555 fields that have no \$w control subfield. List them in alphabetical order immediately following the list of broader term references. Use the technique described in sec. 2.c above to add additional blank 555 fields to the template, as needed.

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6. References.

c. Broader Terms and Related Terms. (Continued)

Note: For each related term 555, a reciprocal related term 555 must be added to the authority record for the term being used as a reference. Follow the procedure described in J 135.

There must be an authority record for each genre/form used as a 555. If an authority record does not yet exist, the cataloger must create one. Submit the proposals for both terms together.

d. Narrower Terms. Make references from the new term being proposed to existing narrower terms by adding the new term as a BT. Do this by following the procedures in J 135 for changing references in existing subject authority records and submitting a printout of each changed record together with the proposal for the new term. Although MARC 21 format provides the value **h** to identify narrower terms in a \$w control subfield of 555 fields, the Library of Congress does not use this value nor include narrower terms in records for broader terms.

7. Citation of sources. Use the 670 and 675 fields to cite sources that were consulted in preparing the proposal. See J 160 for instructions on the authority research required for genre/form proposals. Follow the guidelines for citing sources provided in J 162 and the MARC 21 examples in J 107.

a. Resource cataloged. Cite the resource for which the term is being proposed as the first 670 field. Provide the main entry, title proper, and publication date in the \$a subfield. Abridge titles proper if they are lengthy, but include key words that support the form of the proposed heading or that justify a UF reference, even if they appear in a subtitle. When establishing both a new heading and a new subdivision for the same work, cite the work in both authority records.

Note: When citing a website, include the date viewed in the \$a subfield.

Include in a \$b subfield information from the work that will be useful in evaluating the proposal.

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7. Citation of sources.

a. Resource cataloged. (Continued)

Include in a \$w subfield the LCCN of the work, if the work is being cataloged at the Library of Congress or is a CIP that is being cataloged as part of the CIP Partnership Program. Input **DLC** enclosed in parentheses at the beginning of the subfield and then input the LCCN. Do not leave a space between the closing parenthesis and the number. *Example:*

```
670 ## $a Work cat: Iliev, Diko. Taĭnata na bŭlgarskite  
praznit̃si v khorata na Diko Iliev: $b disc label (in  
Cyrillic: Taĭnata na bŭlgarskite praznit̃si v khorata  
na Diko Iliev) back of container (English title: The  
secret of Bulgarian feasts in the horos of Diko Iliev)  
$w (DLC)2019657170
```

Note: SACO libraries may input their local bibliographic record control numbers, or bibliographic record control numbers from bibliographic utilities (e.g., an OCLC number) into \$w if the resource being cataloged is not an LC CIP. Precede the control number by the MARC organization code for the agency to which the number applies, enclosed in parentheses. Do not leave a space between the closing parenthesis and the number.
Example:

```
$w (OCoLC)198765401
```

b. Other sources in which the term was found. Use additional 670 fields to cite sources that support the form of the proposal or references. Follow the style and conventions for citation of sources described in H 203. *Example:*

```
670 ## $a Art & architecture thesaurus online, July 30, 2014  
$b (genealogical tables. UF family trees. Documents  
representing the lineage of a person or persons in  
tabular or diagrammatic form.)
```

Do not cite LC patterns or the *Genre/Form Terms Manual* 670 fields. Instead, use the 952 (LC pattern) field, as described in sec. 15, below.

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7. Citation of sources. (Continued)

c. Sources in which the heading was not found. Use a single 675 field to cite sources that were consulted but do not include the term or any variation of it. Cite these sources in the same manner as sources in which the term was found. Cite each source in a separate \$a subfield. Put a semicolon after each source citation before starting a new \$a subfield. Use no other subfield coding. *Example:*

```
675 ## $a Merriam-Webster online, June 19, 2020; $a New Grove  
dictionary of music and musicians, 2001.
```

8. Scope note. Follow the guidelines in J 195 for determining whether a scope note is appropriate. If a scope note is provided for the term being established, enter it in a 680 field. Use the technique described in sec. 2.c above to add a blank 680 field to the template. Use \$i subfields for explanatory text and \$a subfields for terms that are used to amplify or illustrate the text contained in the \$i subfields.

9. Bibliographic file maintenance. Before submitting a completed proposal to the Policy, Training, and Cooperative Programs Division, search the LC database to locate existing bibliographic records that should be updated as a result of the new proposal. Enter the total number of records to be changed in the 952 (Bib record changes) field. If there are none, enter 0 after the standard text, "Bib. records to be changed."

Use one of the following methods to report the records for revision, as appropriate.

- **Printouts of records.** Make a printout of each individual record to be corrected and manually mark it up with the changes that are to be made. Indicate clearly whether any of the existing genre/form terms are to be changed or deleted and whether there are any new term(s) to be added. If the position of a new term is significant (for example, if the new term should be the first one listed in the record), indicate this clearly.

This method is recommended only if the number of records to be changed is small.

- **Lists of LCCNs.** If an identical change is to be made to a group of records, submit a list of the LCCNs of those records, together with clearly written instructions describing the change to be made to each record on the list.

This method is recommended if the number of records to be changed is relatively large and the list of LCCNs can be easily assembled.

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9. *Bibliographic file maintenance.* (Continued)

- **Printout of search.** Submit a screen printout that shows the search that was done to retrieve the candidate records, together with clearly written instructions describing the change to be made to each record retrieved by the search. If the printout displays any records that should not be changed, cross them off.

This method is recommended if the number of records to be changed is relatively large and the candidate records can be retrieved by a single search.

10. LC pattern. When it is appropriate to cite an LC pattern (see J 160), enter it in the 952 (LC pattern) field.

Note: If no pattern is being cited, leave the field blank and it will be automatically deleted by the system when the record is saved.

Citing the Genre/Form Terms Manual. If the term is being established according to a pattern prescribed in a specific instruction sheet in the *Manual*, add a 952 (Cataloger's comments) field containing the number of the instruction sheet. Use the abbreviation GFTM.

Example:

```
952 ## $a GFTM J 183
```

11. Comments accompanying proposal. Enter any comments that are pertinent to the new term, and that are intended to be a permanent part of the authority record, in the 952 (Cataloger's comments) field. These include information such as an informal description of the term or a description of its intended usage, a description of special problems or considerations that were factors in selecting the form of the term or references, the impact the new proposal might have on the assignment of other terms, or other relevant facts accumulated in doing authority research for the proposal.

12. Providing an email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or marked for return to the cataloger for more work by the editorial meeting. A full email address must be provided, such as myname@loc.gov. Leave the field blank to avoid receiving these messages.

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12. Providing an email address. (Continued)

<input type="radio"/> 675	\$a	(Sources not found)
<input type="radio"/> 952	\$a Bib. records to be changed:	(Bib. record changes)
<input type="radio"/> 952	\$a LCGFT pattern:	(LC pattern)
<input type="radio"/> 952	\$a	(Cataloger's comments)
<input type="button" value="Insert field"/> <input type="button" value="Remove field"/>		
<input type="text" value="Email"/>		(Optional notification)

13. Saving and viewing the proposal. When finished filling out the template for the proposed new term, click the **Save** button. An LCCN is automatically generated and a screen appears, confirming that the proposal has been saved. The proposed term is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in green, indicating that it is proposed and not yet approved.

14. Material to be submitted to the Policy, Training, and Cooperative Programs Division.

Submit the following material, as a single package, for each new term proposed:

- The item generating the proposal and its associated paperwork
- A printout of the newly created authority record
- Printouts of authority records for any terms that have been changed to add the newly proposed term as a 555 field (BT or RT)
- Printouts or listings of bibliographic records to be changed
- Notes, if any, addressed to the staff in the Policy, Training, and Cooperative Programs Division.

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15. Changing a proposal after it has been created and saved. Catalogers may make changes to any proposal record that they themselves created, up until the time that the proposal has been forwarded to the Policy, Training, and Cooperative Programs Division for processing. If any additions or changes need to be made after the proposal has been forwarded, telephone or email an assistant specialist or a subject cataloging policy specialist in PTCP.

Note: SACO participants may make changes to any proposal that they themselves have created until they have emailed saco@loc.gov saying that the proposal is ready for processing. If any additions or changes need to be made after sending the email, send an additional email explaining the change to saco@loc.gov.

A cataloger may never make changes to a proposal that was created by another cataloger or contributing library. Comments on proposals that were made by someone else should be directed to the subject cataloging specialist who is responsible for the tentative list on which the proposal appears or will appear.

Note: In order to determine the list for which a given proposal has been scheduled, view the full MARC 21 record for the proposal in question. The tentative list number appears in the 907 \$t subfield. If a 0 appears in that subfield, the proposal has not yet been scheduled.

In order to make a change to an existing proposal, click on the icon to the right of the term in the browse display, and in the dropdown menu select **Modify or delete this proposal**. The template form is redisplayed. Make any changes that are needed. Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. To delete a proposal, click on the wrench icon in the upper right-hand corner to reveal the Tools and menu and click the **Delete** button.

16. Submitting the proposal.

Library of Congress. After the proposal has received any necessary review in the cataloging section, make a printout of the proposal and submit it, together with the work being cataloged and any other supporting materials (see sec. 14, above), to the Policy, Training, and Cooperative Programs Division. Once the proposal has been printed and submitted to PTCP, make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 15, above.

SACO. After the proposal has received any necessary review in the SACO library, send a message to saco@loc.gov (see sec. 19, above). Make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 15, above.