

Changing References in Subject Authority Records H 195

BACKGROUND: *References in Library of Congress Subject Headings can be changed by adding, deleting, or altering 260, 360, 4XX, and 5XX fields in subject authority records. In order to add a UF reference from a term not used as a subject heading to its equivalent heading, a 4XX field is added to the authority record for the heading. In order to add a reference from one subject heading to a narrower heading, a 5XX field coded as a broader term is added to the record for the narrower heading. To link two headings as related terms, a 5XX field coded as a related term is added to the records for both headings. To make a general see reference or a general see also reference, a 260 or 360 field is added to the record. References are cancelled by deleting fields in the equivalent manner. This instruction sheet describes the procedures for proposing such changes using the Subject Heading Proposal System. For guidelines on making references, see H 370-H 375.*

1. Retrieving the heading in the Subject Heading Proposal System. In order to add or change references in a subject authority record, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

2. Adding or editing 4XX fields (UF references). Add, edit, or delete 4XX fields, as necessary, keeping all 4XX fields together in a single alphabetical list. For variant forms of names or alternate terminology added in 4XX fields, provide supporting authority in 670 fields according to the instructions in H 200, sec. 9.

3. Adding or editing 5XX fields (broader terms and related terms). Add, edit, or delete 5XX fields, as necessary. Identify a 5XX field as a broader term by means of a \$w control subfield with the value **g**. Identify a 5XX field as a related term by omitting the \$w control subfield. Keep all broader term 5XX fields together in a single alphabetical list and all related term 5XX fields in a separate alphabetical list following the broader terms.

Remember that in order to link two headings as related terms, the authority record for each heading must have a 5XX field containing the other heading, and that in each case this field must be identified as a related term by the absence of a \$w control subfield. To add, change, or delete a related term reference, it is therefore necessary to copy and revise two authority records. Follow the procedures in this instruction sheet to change both records.

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3. *Adding or editing 5XX fields (broader terms and related terms).* (Continued)

To change an existing reference from a related term to a broader term, add **\$w g** as the first subfield in the 5XX field and delete the reciprocal reference from the authority record for the other heading. To change an existing reference from a broader term to a related term, delete **\$w g** from the 5XX field and add a reciprocal reference to the authority record for the other heading.

After the 5XX fields have been revised, reposition them within the record if necessary so that all broader terms are placed together in a single alphabetical list, followed by all related terms, also in a single alphabetical list.

4. *Adding or editing 360 fields (general see also references) or editing 260 fields (general see references).* Add, edit, or delete 360 fields as necessary. Edit or delete 260 fields as necessary. For examples of content designation of these fields, see H 374, *General See References*, and H 371, *General See Also References*.

5. *Saving and viewing the record.* Save the proposed revision to the Subject Heading Proposal System by clicking on the wrench icon in the upper right-hand corner to reveal the Tools menu and clicking the **Save** button. The proposed revision is now searchable within the system. Search for the proposed heading in the browse display. The text of the heading is displayed in brown, indicating that it is a proposed revision and not yet approved.

6. *Submitting the proposal.* Make a PDF of the revised authority record for the heading that is being changed as well as PDFs of all related authority records that were revised in conjunction with the proposal. Submit the PDFs to the Policy, Training, and Cooperative Programs Division according to the instructions in H 200 sec. 19. Once these PDFs have been submitted to PTCP, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify PTCP by telephone, email, or inter-office mail.