BACKGROUND: Many properties, especially those of the National Trust in Great Britain, consist of a dwelling that is surrounded by extensive park-like grounds or gardens. In the past, establishing subject headings for these properties has been problematic and inconsistent with respect to tagging the headings and providing appropriate broader term references. Some have been tagged 151; others have been tagged 110. Various headings have been assigned as broader terms, such as Parks, Dwellings, Manors, Gardens, etc. This instruction sheet provides standardized guidelines to be followed in establishing headings of this type in the future.

1. General rule. Establish headings for dwellings that are surrounded by extensive grounds as geographic entities tagged 151.

2. Geographic qualifier. Follow the general guidelines for geographic qualifiers in H 1334 sec. 3.

3. UF references. Follow the general guidelines for UF references (cf. H 373).

4. BT references. Provide the following two broader term references:

   550 $w g $a Dwellings $z [place]
   550 $w g $a Gardens $z [place]

Do not use the headings Manors or Parks as broader terms even if one of these terms is part of the name of the entity being established.

Examples:

151 $a Great Chalfield Manor (England)
550 $w g $a Dwellings $z England
550 $w g $a Gardens $z England

151 $a Attingham Park (England)
550 $w g $a Dwellings $z England
550 $w g $a Gardens $z England

5. National Trust properties. When establishing a heading for a property that is part of Great Britain's National Trust, generally favor the name found on the National Trust's Web site located at

   http://www.nationaltrust.org.uk/main/

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