

# SUBJECT AUTHORITY PROPOSAL FORM FOR NON-PCC INSTITUTIONS

This form is for non-PCC institutions only. PCC institutions should use the [Classification Web Plus](#) system for submitting subject authority proposals.

Complete this form, save it with a new name, and attach it to an email message to [policy@loc.gov](mailto:policy@loc.gov)

Please consult the Library of Congress Subject Headings Manual (SHM), Instruction Sheet H 200 (Preparation of Subject Heading Proposals), to complete the form. The SHM is available in Classification Web Plus, or it can be downloaded from: <https://www.loc.gov/aba/publications/FreeSHM/freeshm.html#H0200>.

008/06: (Direct or indirect geographic subdivision)

\_\_\_\_\_ (May Subd Geog) \_\_\_\_\_ (Not Subd Geog) \_\_\_\_\_ (No Decision)

053 : \_\_\_\_\_

1 \_\_\_\_\_:

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4 \_\_\_\_\_ (UF):

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4 \_\_\_\_\_ (UF):

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5 \_\_\_\_\_ (BT):

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5 \_\_\_\_\_ (BT):

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5 \_\_\_\_\_ (RT):

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670 Work cat.:

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670 ("Sources found" to justify the heading or cross-references):

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670 (additional "Sources found" to justify the heading or cross-references):

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675 (Sources not found):

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781 (Geographic subdivision—for 151 headings only)

\$z \_\_\_\_\_ \$z \_\_\_\_\_

667 (Note field):

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952 : \_\_\_\_\_ bib. records to be changed 952: LC pattern or SCM: \_\_\_\_\_

Submitted by: \_\_\_\_\_

e-mail/phone: \_\_\_\_\_