

# The Proposal Process.

## Part 1

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# Scope

- Determining if a proposal is necessary
- Accessing the ClassWeb Plus proposal system
- Authority research for preparing a proposal



# LCGFT Manual Instruction Sheets

- J 107 MARC Authority Records for LC Genre/Form Terms
- J 120 When to Establish a New Genre/Form Term
- J 130 Changing a Term or Deleting a Genre/Form Authority Record
- J 132 Deleted Term Information
- J 135 Changing References in Genre/Form Authority Records
-  • **J 140 Preparation of Genre/Form Term Proposals**
-  • **J 160 Authority Research and Citations for Genre/Form Term Proposals**

# 1. Cataloging scenario

Does the resource need a new term?



# 2. Check ClassWeb Plus

Is there already a proposal for my term?



# 3. Authority research

How do I make a proposal?



# 4. Proposal logistics

How do I fill out a proposal form? How do I submit my proposal?

# Proposal process workflow overview

# 1. Cataloging Scenario

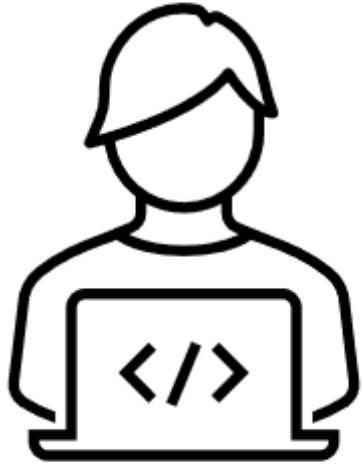


Image: A person on a laptop

Classification  
Web Plus

Linked Data Service

PDF

# Dictionary of Abbreviations



## **Dictionaries**

UF Glossaries

Terminologies

Terms and phrases

BT Reference works

NT Etymological dictionaries

Multilingual dictionaries

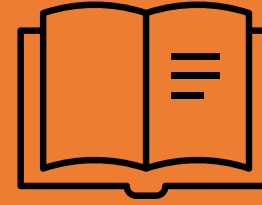
Picture dictionaries

Reverse dictionaries

Subject dictionaries

Thesauri (Dictionaries)

# Dictionary of Abbreviations



**Genre/Form Search**

**Term**

**Free-floating subdiv**

**Keyword**

**Record number**

Search options ▾

Screenshot of the ClassWeb Plus search options

# Dictionary of Abbreviations



## Query 1 (1 item)

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**Title abbreviations**

Established March 2023.

UF Abbreviations of titles

Lists of abbreviations of titles

Lists of title abbreviations

Title abbreviation lists

BT [Reference works](#)

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## 2. Check ClassWeb Plus

<https://classweb.org/Proposal/>

☰ ClassWeb Plus

LIBRARY of CONGRESS

### Main Menu

#### LC Classification

[Browse](#) | [Search](#) | [Proposal system](#)  
[Standard browser](#) | [Enhanced browser](#) | [Hierarchy browser](#)  
[Outline](#) | [Subsets](#) | [Bookmarks](#)

#### LC Subject Headings

[Browse](#) | [Search](#) | [Proposal system](#)

#### LC Genre/Form Terms

[Browse](#) | [Search](#) | [Proposal system](#)

Screenshot ClassWeb Plus with the LC Genre/Form Terms link to the proposal system circled in orange

# Browse and Update a Proposal

## LC Genre/Form Term Proposal Menu



- [Propose a New Term](#)
- [Browse and Update a Proposal](#)
- [Browse and Propose a Change to an Existing Record](#)
- [Browse Proposals Only](#)

# Font Color

Proposal to modify an existing heading

Proposal for a new term

Existing term

**Sacred dances**

**Manipuri (Dance)**

**Sea shanties**

# Font Color

Abbreviations of titles

USE **Title abbreviations**



**Title abbreviations**

Established March 2023.

UF Abbreviations of titles

Lists of abbreviations of titles

Lists of title abbreviations

Title abbreviation lists

BT **Reference works**

# Font Color

## Dictionaries

UF Glossaries

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Terms and phrases

BT [Reference works](#)

NT [Etymological dictionaries](#)

[Multilingual dictionaries](#)

[Picture dictionaries](#)

[Reverse dictionaries](#)

[Subject dictionaries](#)

[Thesauri \(Dictionaries\)](#)

Dictionaries, Data

USE [Data dictionaries](#)

Dictionaries, Geographical (Gazetteers)

USE [Gazetteers](#)

Dictionaries of quotations

USE [Quotations](#)

Dictionary catalogs (Library catalogs)

USE [Library catalogs](#)

Screenshot of the established term Dictionaries. Other terms that include the word dictionaries are also listed

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How do I make a proposal?



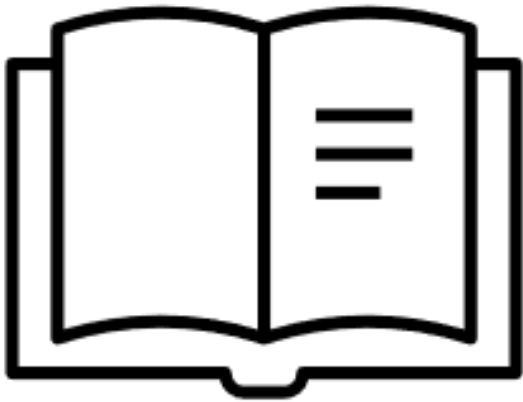
# 4. Proposal logistics

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# 3. Authority Research: Sources of Information

Work being cataloged



*Comprehensive Dictionary of Abbreviations Used Everywhere*

Edited by Malcom Smith

Mexico City : Reference Plus, 2023

Image of an open book

# 3. Authority Research: Additional Research

## Consult other sources

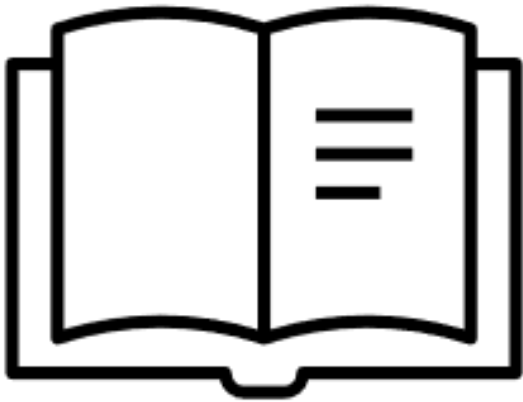


Image of an open book

J 160

- General and subject or discipline specific dictionaries, encyclopedias, and indexes.
- Subject or other genre/form lists and thesauri
- Other reference sources like handbooks, manuals, or online sources produced or maintained by organizations associated with the term in question.

# 3. Authority Research: Additional Research

Not found in source

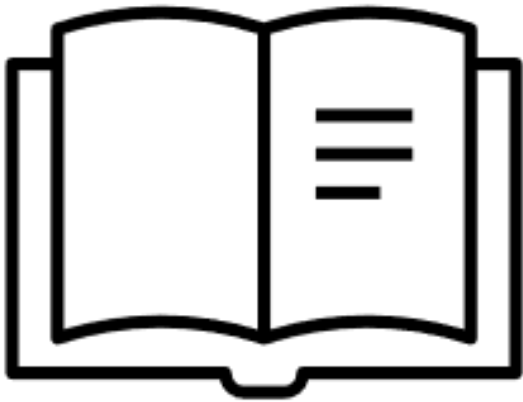


Image of an open book



Image of a person shrugging

# 3. Authority Research: Additional Research

**LIBRARY** LIBRARY OF CONGRESS

[Catalog home](#) [My bookshelf](#) [Browse](#) [Library resources](#)

Keyword  [Advanced search](#)

**Refine results**




- FORMAT >
- LOCATION >
- PUBLISHER >
- LANGUAGE >
- SUBJECT >
- GENRE/Form >

Search term

- Dictionaries 578
- Biographies 15
- Bibliographies 8
- Encyclopedias 8
- History 7
- Periodicals 6
- [+56 more](#)

PUBLICATION YEAR >

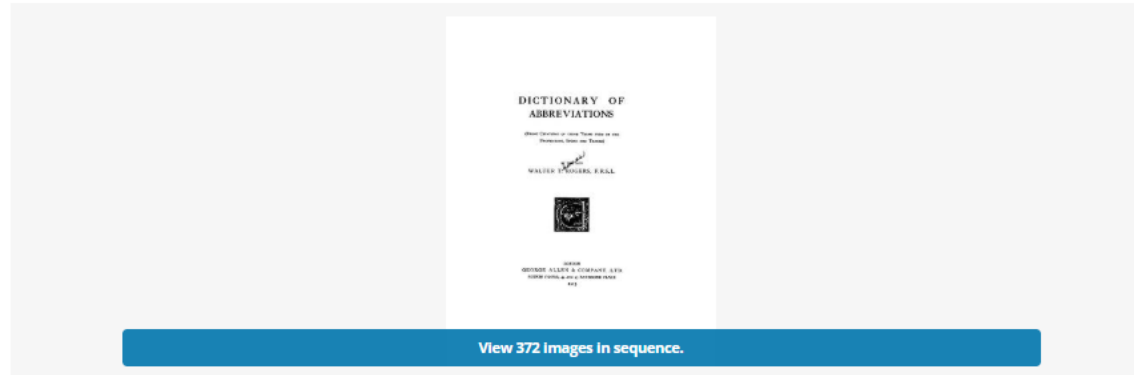
Results: 1-25 of 1,063 Show: 25 Relevance

-  **Book**  
**Music abbreviations : a reverse dictionary / Donald L. Hixon.**  
**By:** [Hixon, Donald L.](#)  
**Published:** Scarecrow Press, Lanham, Md., 2005  
**Genre:** [Dictionaries](#)  
**Subjects:** [Music--Abbreviations--Dictionaries](#), [Abbreviations--Dictionaries](#)  
**Available:** 2 of 2 copies remaining  
[Request item](#) [View details](#)
-  **Serial/Newspaper**  
**Acronyms dictionary.** ←  
**Contributors:** [Gale Research Company](#)  
**Published:** Gale Research Co., Detroit, Mich., ©1960  
**Genre:** [Dictionaries](#)  
**Subjects:** [Acronyms](#), [Abbreviations](#), [Sigles](#) +4 more  
**Available:** 3 of 3 volumes remaining  
[Request item](#) [View details](#)
-  **Book**  
**Pugh's Dictionary of acronyms and abbreviations : abbreviations in management, technology and information science / compiled by Eric Pugh.**  
**By:** [Pugh, Eric](#)  
**Published:** Oryx Press, Phoenix, AZ, 1981

# 3. Authority Research: Additional Research

BOOK/PRINTED MATERIAL

## Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade)



Download:

### About this Item

#### Title

Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade)

#### Names

Rogers, Walter Thomas, -1912.

#### Created / Published

London, G. Allen & company, ltd., 1913.

.. ..

#### Part of

[Selected Digitized Books \(158,313\)](#)

[General Collections \(208,794\)](#)

[Library of Congress Online Catalog \(1,668,556\)](#)

#### Format

[Book/Printed Material](#)

# 3. Authority Research: Additional Research

Image Image w/Text PDF Image 7 of 372 Go Pages < > View Single image Go

**PREFACE**

THE idea of a Dictionary of Abbreviations occurred to the compiler, some time before 1880, but it was a paragraph at the end of an article in the *Encyclopædia Britannica*, 1883, stating that "a Manual of Abbreviations in current use is a desideratum," that caused the work to be undertaken seriously.

For the past thirty years this has slowly grown from occasional notes, during which time many smaller but most useful works, both English and foreign, on the same subject, have appeared, and it is by kind permission of their respective editors that the compiler has been able to add to, and, as far as possible, complete, his own collection.

To these gentlemen, and to all who have in any way helped him, the compiler begs to tender his most heartfelt thanks.

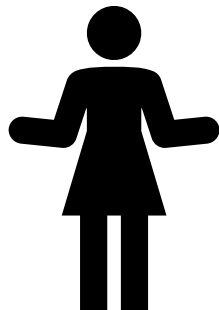
WALTER T. ROGERS.

*5th August 1912.*

Navigation icons: back, forward, zoom in, zoom out, refresh, share, crop.

# 3. Authority Research: Additional Research

- **Work Cat:** Comprehensive Dictionary of Abbreviations Used Everywhere
- **Additional source:** Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade)



- **Not found in source:** Oxford English Dictionary

Image of a person shrugging

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- **Additional source:** Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade)
- **Additional source:** Acronyms Dictionary
- **Not found in source:** Oxford English Dictionary



Image of the catalog record for Acronyms Dictionary

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# End of Proposal Process. Part 1

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