

The Proposal Process.

Part 2



Scope

- Accessing the proposal form
 - PDF proposal form
 - ClassWeb Plus proposal form
- Filling out the proposal form
- Submitting a proposal for review

LCGFT Manual Instruction Sheets

- **J 107 MARC Authority Records for LC Genre/Form Terms**
- **J 140 Preparation of Genre/Form Term Proposals**
- **J 180 Form of the Authorized Genre/Form Term**
- **J 186 Broader Term References**
- **J 188 Related Term References**
- **J 190 “Used for” References**
- **J 195 Scope Note**

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

Proposal Logistics: Access Proposal Form

- LCGFT Proposal Form PDF
- ClassWeb Plus Proposal System

Warrant: Resources that Justify the Proposal

- **Work Cat:** Comprehensive dictionary of abbreviations used everywhere, 2023
- **Additional source:** Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade), 1913
- **Additional source:** Acronyms dictionary, 1960
- **Not found in source:** Oxford English dictionary online, viewed July 7, 2025
- **LCGFT Manual instruction sheets**

<https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html>

Library of Congress Genre/Form Terms PDF Files

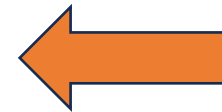
[About LCGFT](#) - [Introduction to LCGFT](#) - [LCGFT File](#) - [LCGFT Manual](#) -

About the Library of Congress Genre/Form Terms PDF Files

This page provides print-ready PDF files for the the *Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)*, as well as the *Genre/Form Terms Manual*, which provides guidelines and instructions for making proposals and for applying genre/form terms. LCGFT is available as part of LC's web-based subscription product, *Classification Web Plus* .

Catalogers without access to the LCGFT proposal system can use the [proposal form](#) (PDF, 103KB). The completed proposal form should be emailed to genreform@loc.gov.

Library associations have also developed guidance for assigning LCGFT to specialized resources:



GENRE/FORM TERM PROPOSAL FORM FOR NON-PCC INSTITUTIONS

This form is for non-PCC institutions only. PCC institutions should use the [Minaret Proposal System](#) for submitting LCGFT proposals.

Complete this form, save it with a new name, and attach it to an email message to genreform@loc.gov

Please consult the LCGFT Manual instruction sheet J 140 Preparation Genre/Form Proposals, to complete the form. The LCGFT Manual is available in ClassWeb Plus, or can be downloaded from <http://www.loc.gov/aba/publications/FreeLCGFT/freelcft.html>

155:

455 (UF):

455 (UF):

555 (BT):

555 (BT):

555 (RT):

670 Work cat.:

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

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

675 (Sources not found):

667 (Note field):

952 : _____ bib. records to be changed

952: LC pattern or SCM: _____

Submitted by: _____ E-mail: _____

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

Main Menu

LC Classification

[Browse](#) | [Search](#) | [Proposal system](#)
[Standard browser](#) | [Enhanced browser](#) | [Hierarchy browser](#)
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LC Genre/Form Terms

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

Propose a New Term

LC Genre/Form Term Proposal Menu



[Propose a New Term](#)

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[Browse Proposals Only](#)

[ClassWeb Plus menu](#) | [Legal notices](#) | [Contact us](#) | [Help](#)

The Proposal form

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

155 \$a (Heading)

455 \$a (Use For)

555 \$w g \$a (Broader Term)

555 \$a (Related Term)

670 \$a Work cat: \$b \$w (Sources found)

675 \$a (Sources not found)

952 \$a Bib. records to be changed: (Bib. record changes)

952 \$a LCGFT pattern: (LC pattern)

952 \$a (Cataloger's comments)

One or more email addresses are required when you are ready to submit your proposal.
Separate multiple email addresses with spaces or commas.

Email (Required)

Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.

Image: ClassWeb Plus proposal form

J 107 MARC Authority Records for LC Genre/Form Terms

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

675 (Sources not found)

952 (Bib. record changes)

952 (LC pattern)

952 (Cataloger's comments)

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J 140 Section 3: Generated by

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

675 (Sources not found)

952 (Bib. record changes)

952 (LC pattern)

952 (Cataloger's comments)

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Image: ClassWeb Plus proposal form

J 140 Section 4: Authorized term

☰ Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

 155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

675 (Sources not found)

952 (Bib. record changes)

952 (LC pattern)

952 (Cataloger's comments)

Insert field

Insert field

One or more email addresses are required when you are ready to submit your proposal.
Separate multiple email addresses with spaces or commas.

Email (Required)

Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.

Image: ClassWeb Plus proposal form

J 140 Section 6: Citation of Sources

☰ Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

- 155 (Heading)
- 455 (Use For)
- 555 (Broader Term)
- 555 (Related Term)
- 670 (Sources found)
- 675 (Sources not found)
- 952 (Bib. record changes)
- 952 (LC pattern)
- 952 (Cataloger's comments)

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Email (Required)


Validate

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Image: ClassWeb Plus proposal form

J 140 Section 6a:Resource cataloged

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

675 (Sources not found)

952 (Bib. record changes)

952 (LC pattern)

952 (Cataloger's comments)

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Separate multiple email addresses with spaces or commas.

Email (Required)

Validate

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\$b - Information found in the source

\$w - LCCN

Image: ClassWeb Plus proposal form

J 140 Section 6b: Other sources in which the term was found

☰ Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

Insert field ▼ Remove field

- 155 \$a Abbreviation dictionaries (Heading)
- 455 \$a (Use For)
- 555 \$w g \$a (Broader Term)
- 555 \$a (Related Term)
- 670 \$a Work cat: Comprehensive dictionary of abbreviations used everywhere. 2023 \$b \$w (Sources found)
- 675 \$a (Sources not found)
- 952 \$a Bib. records to be changed: (Bib. record changes)
- 952 \$a LCGFT pattern: (LC pattern)
- 952 \$a (Cataloger's comments)

Insert field ▼ Remove field

One or more email addresses are required when you are ready to submit your proposal.
Separate multiple email addresses with spaces or commas.

Email (Required)

Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.

Image: ClassWeb Plus proposal form

Insert field drop down

☰ Proposed Genre/Form Term

Generated by Book No Book CIP Coop

	Insert field ▾	Remove field	
<input type="radio"/> 155	Insert field		on dictionaries (Heading)
	455		
<input type="radio"/> 455	555 (BT)		(Use For)
	555 (RT)		
<input type="radio"/> 555	670		(Broader Term)
<input type="radio"/> 555	675		(Related Term)
	680		
	681		Comprehensive dictionary of abbreviations used everywhere, 2023
<input type="radio"/> 670	952		(Sources found)

Image: ClassWeb Plus proposal form showing the Insert field drop-down

J 140 Section 6b:Example

Generated by Book No Book CIP Coop

Insert field ▼ Remove field

- 155 \$a Abbreviation dictionaries (Heading)
- 455 \$a (Use For)
- 555 \$w g \$a (Broader Term)
- 555 \$a (Related Term)
- 670 \$a Work cat: Comprehensive dictionary of abbreviations used everywhere, 2023 \$b \$w (Sources found)
- 670 \$a Dictionary of abbreviations online, viewed July 7, 2025 \$b preface (the idea of a dictionary of abbreviations occurred to the compiler some time before 1880...a manual of abbreviations in current use is desideratum) (Sources found)
- 675 \$a (Sources not found)

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.

Image: Preface

J 140 Section 5b: Used for references (UFs)

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

- 155 (Heading)
- 455 (Use For)
- 555 (Broader Term)
- 555 (Related Term)
- 670 (Sources found)
- 670 (Sources found)
- 670 (Sources found)
- 675 (Sources not found)



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

Image: Catalog record for Acronyms dictionary

Image: ClassWeb Plus proposal form

J 140 Section 5c: Broader Terms and Related Terms

Generated by Book No Book CIP Coop

155 \$a Abbreviation dictionaries (Heading)

455 \$a Acronyms dictionaries (Use For)

555 \$w g \$a (Broader Term)

555 \$a (Related Term)

Image: ClassWeb Plus proposal form

“Follow the principles in J 186 and J 188 for making broader term and related term references.”

J 186 Section 2: Make at least one BT

Dictionaries

UF Glossaries

Terminologies

Terms and phrases

BT Reference works

NT Etymological dictionaries

Multilingual dictionaries

Picture dictionaries

Reverse dictionaries

Subject dictionaries

Thesauri (Dictionaries)

LCGFT pattern: Etymological dictionaries

Etymological dictionaries

Established March 2023.

UF Etymology dictio

BT [Dictionaries](#)

Etymology dictionaries

USE [Etymological dic](#)

Established [Etymology of the](#)

- MARC edit
- LC bibliographic lookup
- LC class correlation
- LC filing order
- MARC display

Image: Display of established term Etymological dictionaries in ClassWeb Plus; list of 5 actions, MARC display selected


LCGFT pattern: Etymological dictionaries

- 010 \$a gf2022026098
- 040 \$a WaU \$b eng \$c DLC \$f lcgft
- 155 \$a Etymological dictionaries
- 455 \$a Etymology dictionaries
- 555 \$w g \$a Dictionaries
- 670 \$a Work cat.: Fridell, Staffan. Ordsklo : svenska ords släktskap och ursprung, 2021: \$b (a Swedish etymological dictionary) publisher's summary (etymologisk ordbok [= etymological dictionary]) \$w (OCoLC)1263758611
- 670 \$a Reitz, J.M. ODLIS : online dictionary for library and information science, February 27, 2023 \$b (etymology: specialized etymological dictionaries provide the most complete description of the evolution of words; "etymology" concerns the origin of a word traced back as far as possible in time, usually by the methods of comparative linguistics; most language dictionaries provide some information about word derivation but often differ in how far back origin is traced and the amount of historical detail; the Oxford English Dictionary (OED) is the leading example of an English-language dictionary constructed on historical principles; another example: The Oxford Dictionary of English Etymology edited by C.T. Onions)
- 670 \$a Weekley, Ernest. An etymological dictionary of modern English, 1967. \$w (OCoLC)934298
- 688 \$a Established March 2023.

Image: MARC record for Etymological dictionaries

675 field is not required

Proposed Genre/Form Term

Proposal System 

Generated by Book No Book CIP Coop

- 155 (Heading)
- 455 (Use For)
- 555 (Broader Term)
- 555 (Related Term)
- 670 (Sources found)
- 670 (Sources found)
- 670 (Sources found)
- 675 (Sources not found)
- 952 (Bib. record changes)
- 952 (LC pattern)
- 952 (Cataloger's comments)

One or more email addresses are required when you are ready to submit your proposal.
Separate multiple email addresses with spaces or commas.

Email (Required)

Submitter
Status
Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.



Generated by Book No Book CIP Coop

155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

670 (Sources found)

670 (Sources found)

675 (Sources not found)

952 (Bib. record changes)

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Image: ClassWeb Plus proposal form

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155:

§a Abbreviation dictionaries

455 (UF):

§a Acronyms dictionaries

455 (UF):

555 (BT):

§a Dictionaries

555 (BT):

555 (RT):

Image: Completed proposal form PDF

670 Work cat.:

§a Comprehensive dictionary of abbreviations used everywhere, 2023

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

§a Dictionary of abbreviations online, viewed July 7, 2025 §b preface (the idea of a dictionary of abbreviations occurred to the compiler some time before 1880...a manual of abbreviations in current use is desideratum)

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

§a Acronyms dictionary, 1960

675 (Sources not found):

§a Oxford English dictionary online, viewed July 7, 2025

667 (Note field):

952: _____ bib. records to be changed

952: LC pattern or SCM: Etymological dictionaries

Submitted by: _____ E-mail: cataloger@email.org

Generated by Book No Book CIP Coop



155 (Heading)

455 (Use For)

555 (Broader Term)

555 (Related Term)

670 (Sources found)

670 (Sources found)

670 (Source:)

675 (Sources not found)

952 (Bib. record changes)

952 (LC pattern)

952 (Cataloger's comments)

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Email (Required)

Submitter Status Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.

Wrench icon

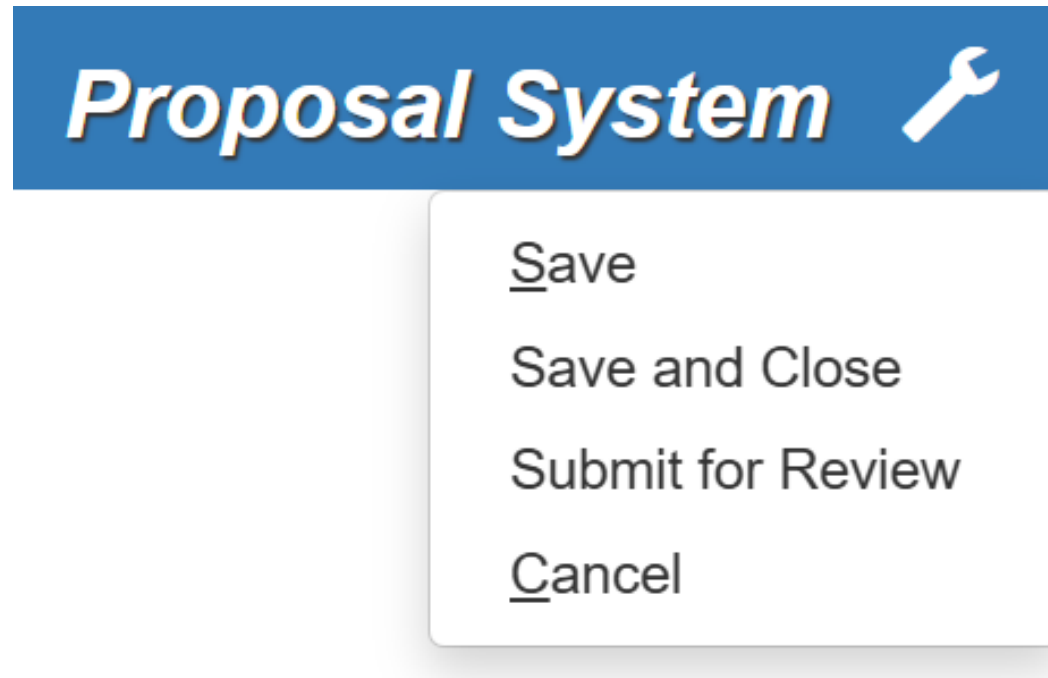


Image: List of 4 actions: Save, Save and Close, Submit for Review, Cancel

Submit for Review pop-up box

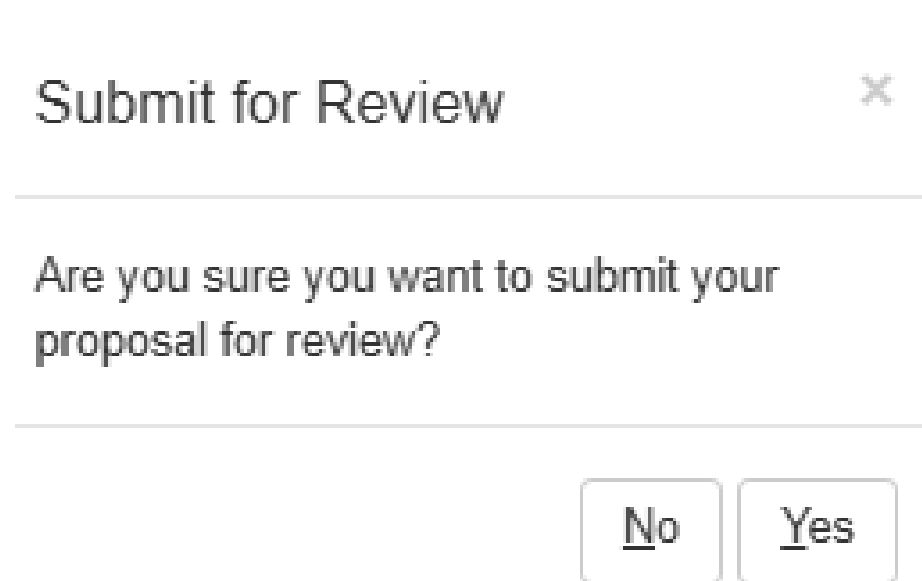


Image: Submit for Review pop-up box asks “Are you sure you want to submit your proposal for review?” The No and Yes buttons appear under the question.

Error message

☰ ClassWeb Plus

The following errors were found:

- At least one email address is required when submitting a proposal for review

OK

Image: Error message says "At least one email address is required when submitting a proposal for review"

- 675 \$a Oxford English dictionary online, viewed July 7, 2025 (Sources not found)
- 952 \$a Bib. records to be changed: (Bib. record changes)
- 952 \$a LCGFT pattern: Etymological dictionaries (LC pattern)
- 952 \$a (Cataloger's comments)

One or more email addresses are required when you are ready to submit your proposal.
 Separate multiple email addresses with spaces or commas.

Email

(Required)



Submitter

Status unsubmitted

Validate

Your proposal may be saved and edited as often as necessary. It will remain in draft form until you click on *Submit for Review* using the tool menu (the wrench icon) in the upper-right corner. Once you have submitted your proposal you will not be able to make any further changes.



Image: ClassWeb Plus completed proposal form

Proposed genre/form "Abbreviation dictionaries" has been submitted for review

ID:	gp2026026059	Entered:	260508	Replaced:	20260508
008/06 Geo Subd:	-No attempt	008/11 SH System:	z-Other	008/29 Ref Eval:	a-Eval
008/07 Roman:	-No attempt	008/15 Subj Use:	a-Appropriate	008/31 Rec Upd:	a-Can be used
008/09 Kind Rec:	a-Estab hdg	008/17 Type Subd:	n-Not applic	008/33 Level Estab:	a-Fully

010 Sa gp2026026059

040 Sa DLC \$b eng \$c DLC \$f lcgft

155 Sa Abbreviation dictionaries

455 Sa Acronyms dictionaries

555 Sw g Sa Dictionaries

670 Sa Work cat: Comprehensive dictionary of abbreviations used everywhere, 2023

670 Sa Dictionary of abbreviations online viewed July 7, 2025 \$b preface (the idea of a dictionary of abbreviations occurred to the compiler some time before 1800...a manual of abbreviations in current use is a desideratum)

670 Sa Acronyms dictionary, 1960

675 Sa Oxford English dictionary online, viewed July 7, 2025

952 Sa LCGFT pattern: Etymological dictionaries

952 Sa cataloger@email.org

New proposal

Abbreviation dictionaries

UF Acronyms dictionaries

BT Dictionaries

Image: Display of Abbreviation dictionaries in green font in ClassWeb plus

J 188: Related terms

“Related term references may be made if the terms have meanings that overlap to some extent, and/or if terms are used somewhat interchangeably.”

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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LC Demographic Group Terms

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LC Children's Subject Headings

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

LC Medium of Performance Thesaurus

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

LC Name Authority File

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

LC Bibliographic File

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

Bibliographic File

Follow up from the Library of Congress



To

catalolger@email.org

Cc

Subject

RE: Proposal for Abbreviation dictionaries

Greetings Cataloger,

Your proposal includes an RT to **Title abbreviations**. However, **Title abbreviations** should also have an RT to *Abbreviation dictionaries* (see J 188 “RTs are reciprocal...”). Please create a proposal to change **Title abbreviations** so that it includes an RT to *Abbreviation dictionaries*. Please submit the proposal so that **Title abbreviations** and *Abbreviation dictionaries* can be scheduled together to the same list.

LC Genre/Form Terms
Policy, Training, and Cooperative Programs
Library of Congress
genre@loc.gov

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[Browse Proposals Only](#)





Title abbreviation lists

USE [Title abbreviations](#)

Title abbreviations

Established March

UF Abbreviations

Lists of abbreviations

Lists of titles

Title abbreviations

BT [Reference](#)

LC bibliographic lookup

LC class correlation

MARC display

Propose cancelling this heading

Propose a change to this record



Tjalonarang plays

USE [Calonarang plays](#)

Toasts (Poetry)

Narrative poems from the African American oral tradition that are usually rhymed, rhythmic, epical representations of extended conflicts between protagonists, expressed in nonstandard Black English, created for and during male recitative performances.

Generated by Book No Book CIP Coop

	Insert field ▾	Remove field	
<input type="radio"/> 155	Insert field		
	053 0		(Heading)
<input type="radio"/> 455	455		(Use For)
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<input type="radio"/> 455	555 (BT)		(Use For)
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<input type="radio"/> 555	670		(Broader Term)
	675		
	680		
	681		
<input type="radio"/> 670	682		(Sources found)
	952		
<input type="radio"/> 670	\$a Schwertner, Siegfried M. IATG ³ --Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete, 2014: \$b t.p. (International glossary of abbreviations for theology and related subjects) p. xiv (This glossary of abbreviations is intended as a contribution towards the standardization of title abbreviations. It contains suggestions for standard abbreviations of periodicals, serials, dictionaries and source works for approximately 18,300 titles)		(Sources found)

What's next?

The Internal Review Process

End of Proposal Process. Part 2

genreform@loc.gov