

Proposal_Process_Pt1

0:01

Welcome to the first of two parts on the proposal process.

0:05

In this first part on the proposal process, we will cover how to determine if a proposal is necessary and how to access the ClassWeb Plus proposal system.

0:15

Then we'll walk through the steps necessary to prepare your proposal.

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The steps covered in this video can also be found in these LCGFT instruction sheets.

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There are additional instruction sheets on proposals not listed here.

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We'll cover some of those in the next video.

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The instruction sheets you choose to consult will depend on where you are in the proposal process.

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However, generally you will most likely start with J 140 and J 160.

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Here is a visualization of the entire process.

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We'll cover the first three steps in this video.

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The fourth step will be covered in a separate video:

0:57

the second part of the proposal process.

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Let's look at number one: a cataloging scenario.

1:04

When you're cataloging a resource that needs a genre or form term, you should check the LCGFT vocabulary to see if it exists.

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We discussed how to access the vocabulary in an earlier video, but as a reminder, you can use ClassWeb Plus or you can access it through the Linked Data Service at id.loc.gov or through a PDF on the LCGFT Manual website.

1:32

In this video, I will be using ClassWeb Plus.

1:38

Let's say I'm cataloging a dictionary of abbreviations.

1:42

The dictionary is a general, all-topic resource that includes abbreviations for airports, currencies, and many other technical abbreviations and acronyms.

1:51

I searched ClassWeb Plus and found that the term 'dictionaries' exists in LCGFT.

1:58

Dictionaries has narrower terms for different types of dictionaries, but abbreviation dictionaries is not listed.

2:06

To make sure I didn't miss anything, I'll use the keyword search to search for the word 'abbreviations'.

2:14

LCGFT includes the term 'title abbreviations', but my resource doesn't just list titles.

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Our second step is to check ClassWeb Plus to see if this term has already been proposed by someone else.

2:29

If you don't have access to ClassWeb Plus, that's OK. You can skip to step number three, which we'll discuss later in this video.

2:39

The URL for accessing the proposal system is on the screen.

2:43

Please note the URL is case sensitive.

2:46

In ClassWeb Plus, there is an option to open the proposal system for LCGFT.

2:52

When you click on it, you will be taken to the proposal menu.

2:57

Here is the proposal menu.

2:59

There are a list of four actions I can take.

3:01

Since I want to see if there is a proposal for the term 'abbreviation dictionaries', I will choose 'Browse and Update a proposal'.

3:12

It's important to note proposals to modify an existing heading appear in an orange brown color.

3:18

Proposals for a new term appear in green, and terms appearing in black are terms that already exist in the vocabulary.

3:29

Searching for any term beginning with abbreviations sent me to this term, 'Title abbreviations'.

3:36

It's in black, so there is not a new or modified proposal starting with 'abbreviations'.

3:43

Searching for any term beginning with 'dictionaries' takes me to a list of terms with black font color.

3:49

This means there are no new or modified proposals for types of dictionaries.

3:56

Step three is authority research to prepare our proposal for submission.

4:02

What warrants should be used for creating a proposal for a new term?

4:07

In other words, what is the justification for establishing a term?

4:11

Warrant should be based first and foremost on the work you are cataloging.

4:16

Never create a genre form term just because you think it will be useful.

4:21

You must demonstrate that your resource needs a term to describe what it is.

4:26

In this fictitious example, I'm cataloging a resource entitled 'Comprehensive Dictionary of Abbreviations Used Everywhere'.

4:36

Next, you need to consult other sources.

4:39

LCGFT Instruction sheet J 160 says, quote:

4:44

"It is not acceptable to cite only the resource being cataloged for a new genre form term.

4:50

Research demonstrating that the wording chosen for the proposed term is appropriate must be done for all genre form terms. Provide terminology, any variant terms, and definitions or descriptions found in the cited source."

5:04

End quote.

5:06

J 160 also gives suggestions of the kind of resources we should consult.

5:11

I've listed some of them on the slide.

5:16

If you consult a source that is specific to your work, but do not find a term you need listed there, you should take note. You will need to cite this in the proposal form.

5:27

For example, if I searched 'Oxford English Dictionary' expecting to find a definition of what a dictionary of abbreviations is- but it's not there, I want to make sure my proposal indicates that I checked this.

5:45

I searched for 'abbreviations dictionary' to see if there is a reference source that defines what an 'abbreviation dictionary' is.

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Instead, I found other kinds of abbreviation dictionaries.

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The second result is an acronym dictionary.

5:58

This is an alternative term for abbreviations.

6:01

Let's keep that in mind.

6:04

I found a digitized version of a resource by searching the Library of Congress website for digitized books.

6:11

The resource is entitled 'Dictionary of abbreviations (being citations of those terms used in the professions, sport and trade)".

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The preface had this interesting note:

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"The idea of the Dictionary of abbreviations occurred to the compiler some time before 1880, but it was a

paragraph at the end of an article in the Encyclopedia of Britannica 1883 stating that 'a Manual of Abbreviations in current use is a desideratum'..."

6:44

I think this will be useful to cite in my proposal form.

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By the way, I searched the Oxford English Dictionary expecting to find a definition of what a 'Dictionary of Abbreviations' is, and in fact there is no entry for this type of dictionary.

7:01

There is no need to include a source that explains what a dictionary is, but we can demonstrate that dictionaries of abbreviations exists, with the additional source 'Dictionary of Abbreviations (being citations of those terms used in the professions, sport and trade)'.

7:20

We can also demonstrate that a variant term, 'Acronyms dictionary', exists for 'Abbreviations dictionary,' with the resource we found when we searched for reference sources in the Library of Congress library catalog.

7:34

Thank you for joining this training.

7:36

If you have questions, please e-mail us at genreform@loc.gov.