

Proposing New and Revised Topical Subject Headings

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Plan for the Course

- When to propose a heading
- Research
- Finding instructions and patterns
- Rules for the body of the entry (heading, references, qualifiers, scope notes, 053 fields)
- Proposing free-floating and pattern subdivisions
- Proposing revisions

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When to Propose? (H 187)

- Propose a heading
 - If the topic is discrete and identifiable
 - When the topic is first encountered
- If there is not yet consensus on terminology, do research and make an intuitive judgment
- If the topic is not yet identifiable, assign existing headings to represent the work as well as possible

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Division of the World (H 405)

- Lists of ambiguous entities that could reasonably be established as either names or subjects
 - Sometimes arbitrary decision
 - If the heading fits a category, follow the instructions
 - Group 1: Name headings
 - Group 2: Subject headings

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Research

- General guidelines for research are available in SHM H 202
- It is seldom acceptable to cite only the work being cataloged
 - Permitted only for
 - Formulaic headings
 - Some named entities (e.g., computer languages, brand name products)

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Research

- What are you looking for?
 - Information directly relevant to the concept being proposed
 - Example: definitions of culture and shock are not sufficient for a proposal for culture shock
 - Definitions or descriptions of the concept
 - Synonyms
 - Similar concepts
 - Useful when determining hierarchies later

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Research

- Where should you look?
 - SHM instruction sheets sometimes provide guidance, e.g.,
 - H 1332, Biological names (sec. 3)
 - H 1560, Disasters, Riots, Demonstrations, Etc. (sec. 3, 4)
 - H 1631, Genealogy and Family Names (sec. 3)

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Research

- Where should you look?
 - General dictionaries and encyclopedias
 - Specialized dictionaries and encyclopedias
 - Standard sources in the field, e.g.,
 - Integrated Taxonomic Information System
 - Ethnologue
 - Black's Law Dictionary

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Research

- Where should you look?
 - Periodical databases
 - Reader's Guide to Periodical Literature
 - Inspec (for physics and engineering)
 - Subscription aggregators (e.g., Credo Reference)
 - Other controlled vocabularies
 - MeSH
 - Thesaurus of ERIC Descriptors
 - Thesaurus for Graphic Materials

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Research

- Where should you look?
 - Newspapers and periodicals
 - Wall Street Journal
 - New York Times
 - Al-Jazeera
 - BBC World
 - Britannica Year in Review

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Research

- Where should you look?
 - Authoritative websites for museums, organizations, government agencies, etc., e.g.,
 - American Cancer Society
 - Department of Forestry
 - National Audubon Society
 - UNESCO

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Research

- Where should you look?
 - Other websites may be considered authoritative
 - A “vanity” website: probably not
 - A personal website that lists the affiliations of the author, cites sources, etc.: perhaps

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Research

- Wikipedia and other crowdsourced sites (e.g., Ask.com, eHow)
 - Not considered authoritative
 - References and bibliographies often provide links to authoritative websites, etc.
 - May be best source available for new concepts, but should never be the only reference source cited
 - If authoritative sources were tried without success, include a 675 field for them

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Research

- How many citations?
 - No general rule
 - Depending on the concept, there may be abundant authority or virtually none at all
 - Lack of citations does not necessarily lead to rejection of the proposal if it is clear that proper authority research was carried out
 - Cite authoritative sources searched in a 675 field if information was not found there

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Research

- Include in the citations
 - Title and date of source (or website title and date searched, if online)
 - Location of the information in the source (e.g., page number, encyclopedia headword)
 - Information from the source
 - May be summarized or copied
 - Should be translated into English if necessary
 - LCCN (if cataloging an LC CIP)

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Pop Quiz:

Authoritativeness of Websites

- Should the following websites be considered authoritative?

<http://www.webmd.com/>

<https://iowagirleats.com/>

<http://www.feldmeth.net/US/chart.rev.html>

<http://www.pbs.org/wgbh/americanexperience/features/timeline/death/>

<https://joshuaproject.net/>

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Pop Quiz: Research

053 0 \$a DK693.5.T73

150 \$a Tsakhurs

450 \$a Caxur

450 \$a Tsakhaik

450 \$a Yikhbi

450 \$a Yiqby

550 \$w g \$a Ethnology \$z Azerbaijan

550 \$w g \$a Ethnology \$z Dagestan (Russia)

670 \$a Work cat: TSakhury, 2009.

670 \$a Internet, June 29, 2012: \$b (Tsakhur ; variants: Caxur, Tsakhaik, Yikhbi, Yigby)

952 \$a LC pattern: Talysh

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Pop Quiz: Research

150 \$a Gatekeeping (Journalism)

550 \$w g \$a Journalism

550 \$w g \$a Press

670 \$a Work cat.: Giddings, C. Gender and gatekeeping at Bicycling, 2001.

670 \$a Britannica Online Encyclopedia, accessed March 3, 2012 \$b (gatekeeper: a person who controls access)

670 \$a LC database, March 3, 2012.

680 \$i Here are entered works on the process through which information is filtered before dissemination by the media.

952 \$a LC pattern: Syndicates (Journalism)

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Pop Quiz: Research

- 150 \$a Ecovillages
450 \$a Eco communities
550 \$a Organic living
670 \$a Ökokogukonnad retoorikas ja praktikas,
2011: \$b p. 339 (ecovillage movement) p. 340
(eco communities)
670 \$a Wikipedia, Aug. 7, 2012 \$b Ecovillage
article (ecovillages are intentional
communities with the goal of becoming more
socially, economically, and ecologically
sustainable)

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Research for Formulaic Proposals

Headings always established according to a set pattern

- Combine an established concept with a prepositional phrase
Flowers in art
- Combine two established concepts in a qualified heading
Cooking (Bacon)
- Combine two established concepts as a **[heading]**—**[subdivision]** combination
Logistics—Contracting out
- Combine a national, ethnic, or language qualifier with an established concept
Art, Swiss
Bible stories, Basque
Swahili fiction

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Research for Formulaic Proposals

- The base concept(s) must be established
 - If not, propose it at the same time
- Citation of work cataloged is sufficient
 - Provide the LCCN, author, title, and date
 - Summarize the work in a phrase or two
- Cite a relevant pattern
- Consult the SHM and pattern for the proper reference structure

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Pop Quiz: Formulaic Proposals

Are these headings formulaic?

- Animals in literature
- Computer-assisted surgery
- Crab meat
- David, King of Israel—In the Qur'an
- Haiku
- Law and geography
- Portrait prints, Chinese

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The Proposal

- Based on the research you've done
 - What is the most common terminology employed when referring to the concept? (Heading)
 - What is the variant terminology? (UFs)
 - What is the definition of the concept, and how does it fit into LCSH? (scope note, BT, qualifier)

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The Proposal

- Determine whether there is a pattern or instruction sheet; if there is, follow it
 - Examples:
 - H 1285: Battles (sec. 1)
 - H 1334: Buildings and Other Structures (sec. 2-6)
 - H 1610: Fictitious Characters (sec. 1)
 - H 1673: Industries Based on Products (sec. 2)
 - H 1680: Islam
 - H 1918: Musical Instruments (sec. 1)

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Pattern

A relevant and analogous existing LCSH heading (H 202)

- Heading with a similar qualifier
 - Prose poems, Arabic
 - HTML (Document markup language)
- The same non-free-floating subdivision
 - Nuclear power plants—Risk assessment
- Headings always established in a set pattern
 - Rain forests in art
 - Journalism and literature
 - Cooking (Nuts)
 - Bira (African people)
- An LCGFT term
 - Kinescope films

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Pattern


- Pattern helps guide the formulation of the
 - Heading
 - References
 - Scope note
 - Geographic subdivision
- Choose a heading with evaluated references (008/29 = a)

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Pattern

ID:	sh 85070785	Entered:	860211	Replaced:	20110520
008/06 Geo Subd:	i-Indirect	008/11 SH System:	a-LCSH	008/29 Ref Eval:	a-Eval
008/07 Roman:	j-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 Etab:	a-Fully

010	\$a sh 85070785
035	\$a (DLC)sh 85070785
035	\$a (DLC)68369
040	\$a DLC \$c DLC \$d DLC
150	\$a Journalism and literature
450	\$a Literature and journalism
550	\$w g Sa Literature




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Pattern

008/06 Geo Subd:	sh 85070784	Entered:	860211	Replaced:	19860409
008/07 Roman:	i-Indirect	008/11 SH System:	a-LCSH	008/29 Ref Eval:	b-Not eval
008/09 Kind Rec:	a-Estab hdg	008/15 Subj Use:	a-Appropriate	008/31 Rec Typd:	a-Can be used
		008/17 Type Subd:	n-Not applic	008/33 Level Estab:	a-Fully

010 Sa sh 85070784
 035 Sa (DLC)sh 85070784
 035 Sa (DLC)68368
 040 Sa DLC \$c DLC
 150 Sa Journalism and education
 450 Sa Education and journalism
 450 Sa Journalism \$x Educational aspects
 550 Sa Journalism, School



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Exercises

Geographic Subdivision

- Consult H 364, general rules for geographic subdivision
- Specific instructions are provided in some instruction sheets
 - H 1919.5: Nationalities (sec. 1)
 - H 2100: Strikes and Lockouts (sec. 1)
 - H 1580: Effect of One Topic on Another (sec. 1)
- Follow the established pattern

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Geographic Subdivision

- Three options
 - May Subd Geog
 - 008/06 = i
 - Not Subd Geog
 - 008/06 = _ [underscore]
 - [No decision]
 - 008/06 = | [fill character]

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Geographic Subdivision

- *May Subd Geog*
 - A topic must be able to exist in a particular location, or be able to be discussed in relation to a place
 - Agricultural assistance** (*May Subd Geog*)
 - Birdsongs** (*May Subd Geog*)
 - Commodity control** (*May Subd Geog*)

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Geographic Subdivision

- *Not Subd Geog*
 - LCSH provides an alternative way of expressing place
 - Certain categories in which a blanket decision has been made
 - The meaning of the heading calls for it, or geographic subdivision would be ambiguous
 - H 364 provides a list

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Geographic Subdivision

Examples

- International relations** (*Not Subd Geog*)
- Crowds in motion pictures** (*Not Subd Geog*)
- Focus automobile** (*Not Subd Geog*)
- Tudor, House of** (*Not Subd Geog*)

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Geographic Subdivision

- *[No decision]*
 - Purely abstract or theoretical concepts
 - Geographic features
 - Named buildings, structures, etc.
 - Named events, disasters, etc., that have a location in the qualifier
 - Categories that by policy are not subdivided geographically, including where the geographic subdivision is interposed

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Geographic Subdivision

Examples

- Life**
- Rocky Mountains**
- Pension Building (Washington, D.C.)**
- Denmark Strait, Battle of the, 1941**
- Painting, Swedish—Russian influences**

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Scope Notes (SN)

- Limit the meaning of the heading
 - Help users know if works cataloged with the heading will serve their needs
 - Help catalogers maintain consistency in heading assignment
- Consult SHM H 400, general rules for formulating scope notes
 - More detailed or specific information may be provided in specialized instruction sheets

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Scope Notes (SN)

- Definition of a single heading
 - Provided when
 - Reference works do not agree on the meaning of the term
 - No dictionary definition is available and the term might be ambiguous or obscure to practitioners in the field
- Consist of a single sentence

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Scope Notes (SN)

Examples

Accessory apartments

Here are entered works on apartments that are subordinate in size, location, and appearance to their companion principal units.

Advertising in popular culture

Here are entered works on the depiction of advertising in popular culture.

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Scope Notes (SN)

- Contrasting scope notes
 - Define two or more closely related or overlapping headings
 - The scope notes are reciprocal and must be mirror images to each other
 - Consist of one sentence for each definition

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Scope Notes (SN)

Example

Alpine regions

Here are entered works on higher regions of mountain systems that lie above the timberline and below the level of permanent snow. Works on the area that surrounds and includes the Alps are entered under Alps Region.

Alps Region

Here are entered works on the area that surrounds and includes the Alps. Works on higher regions of mountain systems that lie above the timberline and below the level of permanent snow are entered under Alpine regions.

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Scope Notes (SN)

- Scope notes providing special instructions, explanation, referral, etc. for the cataloger

Vietnamese diaspora

Here are entered works on the movement of the Vietnamese people beyond Vietnam. For works on Vietnamese who have settled outside Vietnam, an additional heading is assigned to designate the place where they have settled, e.g., Vietnamese—Foreign countries; Vietnamese—Australia.

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Scope Notes (SN)

- In case of doubt, add a scope note to the proposal
 - Ensures that policy specialists know what you intend
 - Easy to remove if unnecessary
 - Word it as precisely as possible

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Pop Quiz: Scope Notes

Do these proposals need scope notes?

Spill holders

BT Containers

Daybeds

BT Beds

Urban middle schools

BT Middle schools

BT Urban schools

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Classification Number (053)

- Consult H 365, instructions on the provision of class numbers in subject authority records

Note: 053 fields may be included in a subject proposal even if the class number is being proposed at the same time

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Classification Number (053)

- Add an 053 if
 - The caption is identical, or nearly identical, in scope, meaning, and language to the heading
 - Includes numbers built using tables
 - The topic in the heading is mentioned in an “Including” note
 - The topic falls into an area in which the policy is to class it in a broader number

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Classification Number (053)

- Do not provide an 053
 - If the cutter is unprinted (e.g., By country, A-Z)
 - If the caption is *General special*
 - If the number falls into one of the other categories in H 365

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Classification Number (053)

- Provide the entire span of numbers applicable to the heading, not only the first one

Afrikaans literature

PT6500-6593.36

[not PT6500]

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Classification Number (053)

- If more than one 053 is present
 - Qualify each one
 - Arrange them in shelflist order

C.O.D. shipments

HE6172.C7 (Postal service)

HF5773.C2 (Shipment of goods)

Yalunka (African people)

DT516.45.Y34 (Sierra Leone)

DT543.45.Y34 (Guinea)

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Classification Number (053)

- Sometimes provide a qualifier even if only one 053 is present
 - Follow SHM instructions

Camelidae

QL737.U54 (Zoology) (H 1332)

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Classification Number (053)

- Caution: if a concept can class in many places, do not include an 053

Antiquities in popular culture

Dwellings in literature

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Proposing Pattern and Free-Floating Subdivisions

- Do not propose the subdivision per se
 - Only PTCP can make the records with 180 and 185 fields
- Pattern subdivisions
 - Propose the subdivision under the pattern heading
 - Instructions are provided in the applicable instruction sheet

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Proposing Pattern and Free-Floating Subdivisions

- Free-floating subdivisions
 - Follow the instructions in H 1146 sec. 2
 - Make a general see also reference on the heading whose meaning corresponds to the proposed subdivision, or
 - Make a general see reference from the concept
 - The standard wording of the notes is provided in H 371

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Proposing Pattern and Free-Floating Subdivisions

Examples

Guidebooks

USE subdivision Guidebooks under names of countries, cities, etc.; under individual corporate bodies, parks, buildings, etc.; and under topical headings

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Proposing Pattern and Free-Floating Subdivisions

Picture books

SA subdivision Pictorial works under names of countries, cities, etc., individual persons, families, and corporate bodies, and under classes of persons, ethnic groups, and topical headings

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Proposing Pattern and Free-Floating Subdivisions

- Not all General see and See also notes are for pattern and free-floating subdivisions
 - Search the list of pattern and free-floating subdivisions or the SHM

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Proposing Pattern and Free-Floating Subdivisions

Patterns for crafts

USE subdivision –Patterns under individual crafts, e.g., Dressmaking—Patterns; Embroidery—Patterns; Glass craft—Patterns; Grilles—Patterns; Hand weaving—Patterns; Lace and lace making—Patterns; Tailoring—Patterns

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Proposing Pattern and Free-Floating Subdivisions

Qur'an

SA headings of the type [topic] in the Qur'an, e.g., Aesthetics in the Qur'an; and [place]—In the Qur'an, e.g., Egypt—In the Qur'an; and [person]—In the Qur'an, e.g., Cyrus, King of Persia, -529 B.C.—In the Qur'an

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Proposing Revisions

- Some instruction sheets provide guidance
 - H 306, Natural Language in Topical Subject Headings (sec. 3)
 - H 370, Broader Terms, Narrower Terms, and Related Terms (Background and sec. 1.d)
 - H 620, Chronological Headings and Subdivisions (sec. 3)
 - H 1580, Influence of One Topic on Another (sec. 1.b)
 - H 2100, Strikes and Lockouts (sec. 1)

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Proposing Revisions

- In the absence of specific instructions to the contrary, if the heading works, don't change it
 - Focus on new concepts, not superficial revisions

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Proposing Revisions

- Revise headings
 - When terminology has shifted over time
 - Popular usage (e.g., Cell phones)
 - Name changes (e.g., Sears Tower became Willis Tower; a species is renamed)
 - When anomalies are found (e.g., all headings qualified by a religion are in natural-language form, but an inverted one is found)
 - When errors are found (e.g., typos, incorrect geographic qualifiers)

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Proposing Revisions

- Propose revisions to UFs, BTs, and RTs as needed
 - Focus on records with unevaluated references
 - Consider whether the revision must be made on multiple records
 - If more than ten, consult PTCP (saco@loc.gov)
- Propose additional scope notes as needed
 - Consult H 400 first

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Proposing Revisions

- Formal proposals are not always necessary
- Contact PTCP (saco@loc.gov) to
 - Add, remove, or revise 053s
 - Revise geographic subdivision treatment

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