

Subject
Analysis
Workshop
manual

by

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2008 (with 2009 updates)

This manual borrows extensively from the Library of Congress Subject Cataloging Manuals, the OCLC Bibliographic Formats and Standards, and the OCLC Authority Record Format.

Subject Analysis Workshop

presented by

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What will the workshop cover?

- Part I. Introduction to Subject Analysis (including introduction to Subject Cataloging Manuals and classification schemes)
- Part II. Types of Subject Headings and Types of Subdivisions
- Part III. Assigning Subject Headings
- Part IV. Constructing Subject Headings
- Part V. Geographic Headings and Geographic Subdivisions
- Part VI. Topical Subdivision: History (including Chronological Subdivisions) and Form Subdivisions
- Part VII. Literature Headings
- Part VIII. Review (including review of tools)

What won't be covered?

- Subject Authority Cooperative Program (SACO)
- The History of the Library of Congress Subject Headings (LCSH)
- LC Subject Headings Weekly List
- Classification and Shelving Manual
- Cataloging Service Bulletin
- Cataloging Policy and Support Office

Some Assumptions

- ✓ Use MARC records
- ✓ Use OCLC bibliographic utility
- ✓ Use predominately LC Subject Headings
- ✓ Follow the Subject Cataloging Manuals
- ✓ Follow LC Practice

Part I.
Introduction
to
Subject
Analysis

Part I. *Introduction to Subject Analysis*

1. What?
2. Where?
3. How?
4. When? Which?
5. Why?

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1. What is subject analysis? Subject analysis is determining one or both of the following:

- ✓ What the resource as a whole is about (main idea);
- ✓ What the resource is (form or genre).

2. Where do we look to determine the main idea?

3. How do we go about determining the main idea and assigning subjects?

a. Consider:

- ✓ Resource as a whole;
- ✓ Author's purpose;
- ✓ Intended audience.

b. Remember to:

- ✓ Be specific—broader and narrower terms;
- ✓ Be objective;
- ✓ Never assign subjects based exclusively on the title;
- ✓ See how similar works are treated.

- c. Determine (as appropriate) if the work:
 - ✓ Is about one topic or several (and which of several predominates);
 - ✓ Discusses multiple topics separately or in relation to one another;
 - ✓ Is interdisciplinary;
 - ✓ Is about a place;
 - ✓ Covers a particular time period;
 - ✓ Refers to a literary genre;
 - ✓ Is a certain format;
 - ✓ Has special features.
- d. Consult (as needed):
 - ✓ LCSH
 - ✓ Classification Web and LC Classification Schedules
 - ✓ Subject Cataloging Manuals
 - ✓ Authority records

4. When do we assign subjects and when do we not? In other words, which resources do not get subject headings?

5. Why do we assign subjects?

Part I. *Introduction to Subject Analysis*

Subject Cataloging Manuals

Classification and Shelflisting Manual
 Subject Headings Manual

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Subject Headings Manual

- H 40-H 184
 - including* H 80
 - H 180
 - H 187-H 250
 - H 285-H 365
 - H 370-H 375
 - H 400
 - H 405
 - H 430-H 475
 - H 620
 - H 690-H 1055
 - including* H 925-H 1055
 - H 1075-H 1090
 - H 1095-H 1145.5
 - H 1146-H 1200
 - H 1205-H 2400
 - including*
 - H 1330
 - H 1460
 - H 1647
 - H 1775
 - H 1780
 - H 1865
 - H 1916.3
 - H 1916.5
 - H 1927
- General Topics
 - Order of Subject Headings
 - Assigning and Constructing S.H.
 - Making Subject Heading Proposals
 - Formulating Subject Headings
 - References
 - Scope Notes
 - Name vs. Subject Authority File
 - Name Headings as Subjects
 - Chronological Headings and Subdivisions
 - Geographic Headings and Subdivisions
 - Specific places
 - Subdivisions
 - Free-Floating Subdivisions
 - Subdivisions Controlled by Pattern Headings
 - Special Topics, Materials, Subdivisions, Etc.
 - Biography
 - Congresses
 - History
 - Literature: General
 - Literature: Drama
 - Maps and Atlases
 - Music: General
 - Music: Jazz and Popular Music
 - Periodicals

H 80 Order of Subject Headings

BACKGROUND: Both the Library of Congress classification number and the first subject heading(s) assigned to a work are based on the predominant topic of the work. Therefore the class number and the first subject heading(s) usually match. However, it is not always possible to achieve an exact match because the classification system and the subject headings system have different conventions. Class numbers, for example, are sometimes less specific and sometimes more specific than subject headings. In some cases, it requires several subject headings collectively to designate what the classification expresses in a single caption. Therefore the principle that the first subject heading(s) matches the class number is a somewhat flexible one. This instruction sheet provides guidelines for the order of the subject headings assigned to a particular work.

1. *General rule.* Assign the heading that represents the predominant topic of the work as the first subject heading.

If the predominant topic cannot be represented by a single heading, assign as the first and second headings the two headings that, taken together, express the predominant topic. Although it is not significant which of the two is assigned first and which second, if one of the two more closely approximates the class number it is usually assigned first.

For works of individual biography, assign as the first subject heading the name of the biographee.

2. *Works with two equally important topics.* If a work has two equally important major topics, assign heading(s) for the second of these topics immediately after the heading(s) for the first, and before any headings for secondary topics.

3. *Order of secondary topics.* Assign headings for secondary topics, as well as headings required to complete standard arrays, in any order following the heading(s) for the major topic(s).

Part I. *Introduction to Subject Analysis***CLASSIFICATION SCHEMES**

LC Classification Schedules

Dewey Decimal Classification System

NLM Classification

California State Agency Classification Scheme

SuDocs Classification Scheme

Others?

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LC SCHEDULES**A -- GENERAL WORKS** (1911)**B -- PHILOSOPHY. PSYCHOLOGY. RELIGION** (1910) (1937)**C -- AUXILIARY SCIENCES OF HISTORY** (1915)**D -- HISTORY: GENERAL AND OLD WORLD** (1916)**E -- HISTORY: AMERICA** (1901)**F -- HISTORY: AMERICA** (1901)**G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION** (1910)**H -- SOCIAL SCIENCES** (1910)**J -- POLITICAL SCIENCE** (1910)**K -- LAW** (1969-1997, *Religious Law* 2004)**L -- EDUCATION** (1911)**M -- MUSIC AND BOOKS ON MUSIC** (1904)**N -- FINE ARTS** (1910)**P -- LANGUAGE AND LITERATURE** (1915-1948)**Q -- SCIENCE** (1905)**R -- MEDICINE** (1910)**S -- AGRICULTURE** (1911)**T -- TECHNOLOGY** (1910)**U -- MILITARY SCIENCE** (1910)**V -- NAVAL SCIENCE** (1910)**Z -- Bibliography. Library Science. Information Resources (General)** (1902)

DEWEY DECIMAL CLASSIFICATION SYSTEM

| | |
|---|---|
| <u>000</u> <u>General works, computer sciences, information</u> | <u>600</u> <u>Technology (Applied sciences)</u> |
| <u>100</u> <u>Philosophy & psychology</u> | <u>700</u> <u>The arts and recreation</u> |
| <u>200</u> <u>Religion</u> | <u>800</u> <u>Literature & rhetoric</u> |
| <u>300</u> <u>Social sciences</u> | <u>--813</u> <u>Fiction</u> |
| <u>400</u> <u>Language</u> | <u>900</u> <u>Geography & history</u> |
| <u>500</u> <u>Natural sciences & math</u> | |

National Library of Medicine (NLM) CLASSIFICATION

| | |
|----------------------------------|-----------------------------------|
| QS – Human anatomy | QY – Clinical Pathology |
| QT – Physiology | QZ – Pathology |
| QU – Biochemistry | W – Medicine and related subjects |
| QV – Pharmacology | ---W1 – Serials. Periodicals |
| QW – Microbiology and Immunology | |

CALIF. STATE AGENCY CLASSIFICATION SCHEME (cadocs)

- E2015** *First **AGENCY** number consists of a single capital letter followed by three or four digits.*
- E2015.S51** *Second **BOOK** number represents keyword in title.*
- E2015.S51 1983** *Sometimes a **date** (to distinguish editions) or **number** (monograph series) is added.*

SuDocs CLASSIFICATION SCHEME

- Some typical looking call numbers:

| | |
|----------------------|---------------------|
| GP 3.29:D 44/993 | L 2.3/4:998-99 |
| I 3.134/2:C 83/2/994 | T 63.209/8-3:2003/1 |
- The letter or letters beginning the number is an abbreviation for the issuing government agency.
- Class stem: after the initial letter(s), the following numbers on either side of the period but before the slash (/) or colon (:) are both read as whole numbers; these represent subordinate offices.
- Book Number comes after the colon.
- Years before 2000, drop the first digit (e.g., 1994 is represented by 994).

EXERCISE #1 : Determining the main idea of a book

Title page

The Autobiography of Alice B. Toklas

With 17 illustrations

1933

Random House

New York – London – Paris

Table of contents

- I. Before I came to Paris
- II. My arrival in Paris: Picasso and his mistress Fernande
- III. Gertrude Stein in Paris, 1903-1907: Cezanne, Matisse, and Volland
- IV. Gertrude Stein before she came to Paris: William James
- V. 1907-1914: Apollinaire and the Cubists
- VI. The War
- VII. After the War: T.S. Eliot, Hemingway, and Sherwood Anderson

Introduction

The Autobiography of Alice B. Toklas, published in 1933, is Gertrude Stein's best-selling work and her most accessible. Consisting of seven chapters covering the first three decades of the twentieth century, the book is only incidentally about Toklas's life. Its real subject, and narrator, is Stein herself, who reportedly had asked Toklas, her lifelong companion, for years to write her autobiography. When Toklas did not, Stein did.

What is this book about?

Part II.

Types of Subject Headings and Types of Subdivisions

Part II. *Types of Subject Headings and Types of Subdivisions*

MARC tags, indicators, and Subfields

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MARC tags, indicators, and subfields

MARC tags:

- 600 = personal name
- 610 = corporate name
- 611 = meeting name [*conference, exhibition, etc.*]
- 630 = uniform title
- 650 = topical term
- 651 = geographical name
- 655 = genre/form
- 690 = local subject added entry—topical term

1st indicator:

- 0, 1, or 3 for 600 field
 - 600 00 = Forename
 - 600 10 = Surname
 - 600 30 = Family name
- 0, 1, or 2 for 610 and 611 fields
 - 610 00 = Inverted name
 - 610 10 = Jurisdiction name
 - 610 20 = Name in direct order
 - 611 00 = Inverted name
 - 611 10 = Jurisdiction name
 - 611 20 = Name in direct order

0-9 for 630 (number of filing characters)

[*blank*] (usually) for 650, 651, 655, and 690

2nd indicator (*common codes*):

0 = LC

1 = LC Children's

2 = NLM

7 = Source is specified in subfield 2

Most common subfields:

|a = subject term, name, or title

|b = numeration in 600 fields:

600 00 John Paul, |b II.

|b = subordinate unit in 610 fields:

610 10 United States. |b Army

|c = titles, etc., in 600 fields:

600 00 John Paul, |b II, |c Pope.

|c = location of meeting in 610, 611, and 650 fields:

611 20 Festival of Britain |d (1951 : |c London, England)

|d = dates associated with names in 600 fields:

600 10 Morgan, John Pierpont, |d 1837-1913.

|d = dates associated with meetings or treaty signings in 610,
611, 630, and 650 fields:

611 20 Festival of Britain |d (1951 : |c London, England)

630 00 Treaty of Utrecht |d (1713)

Subfields associated with titles

|f = date of a work

|l = language of work

|n = number

|p = part

|t = title

Subfields representing four major TYPES OF SUBDIVISIONS

|v = form

|x = general

|y = chronological

|z = geographical

Part II. *Types of Subject Headings and Types of Subdivisions*Types of Subject Headings

Topical

Names

Titles

Genre

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Types of Subject Headings**1. Topical Subject Headings:**

- Word, *e.g.*,
 - 650 _0 Business.
 - 650 _0 Automobiles.
 - 650 _0 Church.
- Phrase, *e.g.*,
 - 650 _0 Business in motion pictures.
 - 650 _0 Electric automobiles [*formerly: Automobiles, Electric*]
 - 650 _0 Church work with older people.
- Combined, *e.g.*,
 - 650 _0 Business and politics.
 - 650 _0 Work and family.
 - 650 _0 Law and ethics.
- Followed by subdivisions, *e.g.*,
 - 650 _0 Business |x History |y 20th century.
 - 650 _0 Ethics in the Bible |v Dictionaries.
 - 650 _0 Church and education |z United States |v Periodicals.
 - 690 ___ Dissertations, Academic |z UCR |x Anthropology.

2. Name Subject Headings:

- Personal name, *e.g.*,
 - 600 10 Shakespeare, William, |d 1564-1616.
 - 600 00 Cher, |d 1946-
 - 600 30 Kennedy family.
- Corporate name, *e.g.*,
 - 610 10 United States. |b Dept. of State.
 - 610 20 Rand McNally and Company.
- Conference, exhibitions, etc., *e.g.*,
 - 611 20 Armory Show |d (1913 : |c New York)
- Geographic name, *e.g.*,
 - 651 _0 United States.
 - 651 _0 Golden Gate Bridge (San Francisco, Calif.)
 - 651 _0 Riverside (Calif.)

3. Titles:

- Uniform titles, *e.g.*,
 - 630 00 Times (London, England)
 - 630 00 Bible. |p O.T.
- Author/title, *e.g.*,
 - **600 10 Shakespeare, William,|d1564-1616. |t Romeo and Juliet.**
 - **600 10 Mozart, Wolfgang Amadeus,|d1756-1791. |t Piano music.**
- Treaties, *e.g.*,
 - 610 10 Canada. |t Treaties, etc. |d 1992 Oct. 7.
- Laws, *e.g.*,
 - 610 10 United States. |t Laws, etc. (U.S. Code) Title 2.

4. Genre:

- Moving Images Genre-Form Guide
 - 655 _7 Ethnic (Nonfiction) |v Short. |2 migfg
- Local
 - 655 _7 Online resources. |2 local

Part II. *Types of Subject Headings and Types of Subdivisions*

Types of Subdivisions

General (or Topical)

Geographical

Chronological

Form

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TYPES OF SUBDIVISIONS

1. **General (or Topical), e.g.,**
 - 650 _0 Business |x History.
 - 650 12 Neoplasms |x psychology.
 - 650 _0 Electric automobiles |x Research.
 - 630 00 Bible. |p O.T. |x Criticism, interpretation, etc.
 - 600 10 Shakespeare, William, |d 1564-1616 |x Characters.
 - 610 10 Canada. |t Treaties, etc. |d 1992 Oct. 7 |x Public opinion.
2. **Geographical, e.g.,**
 - 650 _0 Church and education |z United States.
 - 650 _0 Extradition |z France |z Paris.
 - 650 _0 Transportation |z California |z Orange County.
3. **Chronological, e.g.,**
 - 650 _0 Railroads |z Spain |x History |y 19th century.
 - 651 _0 United States |x Foreign relations |y 1775-1783.
 - 651 _0 Uruguay |x Politics and government |y 1810-1830.
 - 650 _0 Art, Modern |y 19th century.
4. **Form, e.g.,**
 - 650 _0 Ethics in the Bible |v Dictionaries.
 - 650 _0 Church and education |z United States |v Periodicals.
 - 650 _2 Cardiology |v Periodicals.
 - 600 10 Freud, Sigmund, |d1856-1939 |v Encyclopedias.
 - 651 _0 China |v Maps.
 - 655 _7 Ethnic (Nonfiction) |v Short. |2 migfg

OCLC Authority Records

FIXED FIELDS

- Auth/ref** (Kind of record code)
- Auth status** (Level of establishment code)
- Geo subd** (Geographic subdivision code)
- Ref status** (Reference evaluation code)
- Source** (Cataloging source code)
- Subd type** (Type of subject subdivision)
- Subj** (Subject heading system/thesaurus code)
- Subj use** (Heading use code—subject added entry)

Part II. *Types of Subject Headings and Types of Subdivisions*
OCLC Authority Records variable fields

| | | | | | | | |
|-------------|---|--------------------|---|------------------|---|-----------------|---|
| <u>Type</u> | – | <u>Upd status</u> | – | <u>Enc lvl</u> | – | Source | – |
| Roman | – | Ref status | – | Mod rec | – | Name use | – |
| Govt agn | – | Auth status | – | Subj | – | Subj use | – |
| Series | – | Auth/ref | – | Geo subd | – | Ser use | – |
| Ser num | – | Name | – | Subdiv tp | – | Rules | – |

VARIABLE FIELDS

- 0xx Control numbers, Call numbers
 - 010**=LC Control Number (**sh**=subject heading; **n**=name)
 - 053**=LC call number

- 1xx** Heading
- 260 Complex *see* reference
- 360 Complex *see also* reference
- 4xx** *See From* Tracing
- 5xx** *See Also From* Tracing
- 640-646 Series data
- 663-690 Notes
 - 667**=Nonpublic note
 - 670=Source data found
 - 680**=Scope note
- 7xx Heading linking entries
 - 780-785**=Subdivision linking entries
- 856 Electronic location and access
- 945-949 Local processing information
- 952 Cataloger’s notes

Part II. *Types of Subject Headings and Types of Subdivisions*
OCLC Authority Records variable fields

010 sh 85020824
 040 DLC ? b eng ? c DLC ? d DLC
 053 Z693.3.C38
 150 Cataloging in publication
 450 Cataloging in source ? w nne
 450 CIP program
 550 Cataloging, Cooperative ? w g
 680 ? i Here are entered works on the techniques and problems involved in cataloging books from page or other proof in advance of publication for the purpose of reproducing the entry in the book.

EXERCISE #2: Subject Heading MARC tags for Named Entities

For the following named entities, if they are the subject of your resource, what MARC tag (i.e., what kind of subject heading) would you use: 600, 610, 611, 630, 650, or 651? *(You will need Appendix A for this exercise.)*

1. La Guardia Airport
2. AUTOCAT (Electronic discussion group)
3. Armory Show (1913 : New York)
4. White House
5. Disneyland (Calif.)
6. Mona Lisa *[the painting by Leonardo]*
7. Notre-Dame de Paris (Cathedral)
8. University of Notre Dame
9. Notre Dame (Ind.)
10. Notre-Dame de Paris *[the novel by Victor Hugo]*
11. Hunchback of Notre Dame (Motion picture : 1996)
12. I love Lucy (Television program)
13. Golden Gate Bridge (San Francisco, Calif.)
14. Teatro alla Scalla
15. Microsoft Excel (Computer file)
16. HTML (Document markup language)
17. Leaning Tower (Pisa, Italy)
18. Washington Monument (Washington, D.C.)
19. Plymouth Rock (Plymouth, Mass.)
20. Colosseum (Rome, Italy)

Part III.

Assigning Subject Headings

ASSIGNING AND CONSTRUCTING SUBJECT HEADINGS**SCM H180****ASSIGNING SUBJECT HEADINGS****Part III. *Assigning Subject Headings***

1. General rule
2. Cataloging treatment
3. Number of headings
4. Specificity
5. Depth of indexing
6. General topic and subtopic
7. Two or three related headings
8. Rule of three

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1. *General rule.* *Assign to the work being cataloged one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics.*

- Topics that comprise 20% of the work
- Separate parts or accompanying materials
- Works with no subject headings
 - ✓ **General periodicals**
 - ✓ **Collection of essays with no theme**
 - ✓ **Sacred works**
- Works that may not be assigned subject headings at some Libraries
 - ✓ **Novels**
 - ✓ **Poetry**
 - ✓ **Plays**

2. *Cataloging treatment.*

- Analysis of the contents (need not be justified by descriptive cataloging notes)
 - Periodicals
 - Multi-part item
 - Monographic series (unanalyzed and classed together)
 - Analytic item (monographic series cataloged separately)
 - Text and commentaries
- Appendix B, Examples 1 & 2*

3. *Number of headings.*

- One heading may be sufficient.
- Maximum of six is appropriate.
- Never more than ten.
- Order

4. *Specificity.*

- Be as specific as the topics.
- Specificity is relative and not a property of a given subject heading.
- Single word or phrase *App. B, Example 4*
- Subdividing a heading
- Broader and narrower headings *App. B, Example 3*
- Assign broader or more general heading:
 - ✓ when a precise heading is impossible; or,
 - ✓ when called for by special instructions in the *SHM*. “Add a heading of the type [*city*]**—Buildings, structures, etc.** to works that discuss an individual named building or category of buildings in a city from the architectural standpoint.”

5. *Depth of indexing.*

- Overall coverage of the work
- Not subtopics normally considered to be included *App. B, Example 5*

6. *General topic and subtopic; principle vs. specific case.*

- Assign headings for both if subtopic (or specific case) is 20% of the work.
App. B, Example 6

7. *Two or three related headings.*

- Prefer heading that represents the 2 or 3 topics instead of 2 or 3 narrower headings. *App. B, Example 7* *App. B, Example 8 & 9*

8. *Rule of three.*

- If general topic includes more than 3 subtopics; and,
- If work discusses only 2 or 3 of these subtopics; then,
- Assign the appropriate 2 or 3 headings rather than broader heading.
App. B, Example 10

Part III. *Assigning Subject Headings* *continued*

- 9. Rule of four
- 10. Multi-element topics
- 11. Additional aspects
- 12. Concepts in title
- 13. Additional headings
- 14. Objectivity
- 15. Constructing headings ...

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9. Rule of four.

- For very broad concepts, 4 headings covering 4 subtopics may be preferable to a single heading.
- Never exceed four subtopics under any circumstances (LC practice).

10. Multi-element topics. [App. B, Example 11](#)

- Complex or compound topic
- Single heading nonexistent or impractical
- Assign multiple headings
- Patterns in subject authority file [App. B, Example 12](#)

11. Additional aspects.

- Place
 - ✓ Geographic headings **651 0 Riverside (Calif.)**
 - ✓ Subdivided geographically **650 0 Business |z California |z Riverside.**
- Time
 - ✓ Chronological headings **650 0 Renaissance.**
650 0 Literature, Ancient.
650 0 Twelfth century.
 - ✓ Chronological subdivisions **650 0 Libraries |x History |y To 400.**

- Named entities
 - ✓ Individual persons
 - ✓ Families
 - ✓ Corporate bodies
 - ✓ Projects
 - ✓ Events
 - ✓ Buildings
 - ✓ Named products
 - ✓ Uniform titles
 - ✓ Etc.
- Form
 - ✓ Form headings **650 0 Operas.**
 650 0 Opera.
 - ✓ Subdivisions **650 0 English language |v Dictionaries.**
 651 0 United States |v Encyclopedias.
 650 0 Adopted children |v Fiction.

12. Concepts in titles.

- Misleading, euphemistic, or cryptic titles
- Topic not expressed in subject headings *App. B, Example 13*
- General title but specific subject
- Title page with many topics listed in manner of table of contents

13. Additional headings.

- Foreign relations (H 1629) *App. B, Example 12 & 14*
- Folklore (H 1627)
- Public opinion (H 1955)
- Biography (H 1330)
- Local history and genealogical source materials (H 1845)
- Many others

14. Objectivity.

- Knowledge, judgment, and experience
- Not opinions
- Consider intentions of author

15. Constructing headings.

EXERCISE #3: Assigning Subject Headings

Assign at least one subject heading for each videorecording. (You will need Example 3 from Appendix B for this exercise.)

Video i.

245 00 Akasia |h [videorecording] = |b Acacia / |c kamdok, Pak Ki-hyong.
520 Feature film about a couple who is having trouble conceiving a child and decides to adopt a young boy. Their new son seems ill at ease, and he shows a strange attachment to the acacia tree in the yard.

Video ii.

245 00 Frank, Jeffrey, Benji and me |h [videorecording] / |c directed by Joshua A. Wilkinson.
520 Documentary looks at 4 generations of the Wilkinsons, peace activists who advocate peace, but find it lacking in their own family.

Video iii.

245 04 The hidden child |h [videorecording] / |c with Sara Lee Kessler.
520 Documentary focusing on the life of Maud Dahme, one of the thousands of Jewish children who were hidden by Dutch Christians from the Nazis during German occupation of the Netherlands.

Video iv.

245 00 You've got to be kidding |h [videorecording].
520 The manipulation and portrayal of children in film, radio, and television.

Video v.

245 00 JFK, reckless youth |h [videorecording]
520 the film traces the first 30 years of Kennedy's life with illuminating depictions of many little-known events, particularly his mischievous days as a student and his continuing competition with his brother Joe.

Part IV.
Constructing
Subject
Headings

Part IV. *Constructing Subject Headings*

15. Constructing Subject Headings

16. Complete subject heading strings with subdivisions

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ASSIGNING AND CONSTRUCTING SUBJECT HEADINGS

SCM H180

CONSTRUCTING SUBJECT HEADINGS

15. *Constructing headings.* *Subject headings may be in the form of a word, a phrase, or a name, all assigned with or without subdivisions.*

- Simple nouns:
 - ✓ 650 0 Birds.
 - ✓ 650 0 Sealing.
- Compound nouns:
 - ✓ 650 0 Sealing-wax.
 - ✓ 650 0 Seal makers.
- Nouns with parenthetical qualifiers:
 - ✓ 650 0 Seals (Animals)
 - ✓ 650 0 Seals (Law)
 - ✓ 650 0 Seals (Numismatics)
 - ✓ 650 0 Sealing (Technology)
- Nouns with adjectives:
 - ✓ 650 0 Eared seals.
 - ✓ 650 0 Seals (Animals), Fossil.
- Phrases with prepositions:
 - ✓ 650 0 Seal of confession.
 - ✓ 650 0 Birds in seals.
- Compound phrases:
 - ✓ 650 0 Seals and labels (Philately)

- Complex phrases:
 - ✓ 650 0 Sealed double glazing.
 - ✓ 650 0 Fortune-telling by seals.
- Names:
 - ✓ 600 00 Seale, Bobby, |d 1936-
 - ✓ 600 30 Seal family.
 - ✓ 610 10 United States. |b Navy. |b SEALs.
 - ✓ 611 0 SEAL (Conference)
 - ✓ 651 0 Sealy (Tex.)
- Titles:
 - ✓ 630 0 Golden seal (Motion picture)
 - ✓ 610 10 United States. |t Fur Seal Act of 1966.

16. Complete subject heading strings with subdivisions. ...As appropriate, supply additional elements to represent subtopic, place, time, and form in accordance with instructions in the subject authority file and the Subject Headings Manual.

- *Geographic subdivisions*
- *Topical subdivisions*
- *Chronological subdivisions*
- *Form subdivisions*

Part IV. *Constructing Subject Headings*Articles in the initial
position (H 290)

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ARTICLES IN THE INITIAL POSITION (H 290)

1. General rule. ... *Do not establish subject headings with an article (definite or indefinite) in the initial position ...*

- 650 0 Arts. [not 650 0 The arts.]
- 650 0 Finite, The. [not 650 0 The finite.]
- 650 0 Questione della lingua. [not 650 0 La questione della lingua]

2. Geographic names. [H 690] *Anglicize names of geographic features that are located in non-English-speaking countries ... by dropping the initial article and including a generic term in English describing the feature.*

- 651 0 Huasteca Region (Mexico)
[for La Huasteca, a region in Mexico]
- 651 0 Cevennes Mountains (France)
[for Les Cevennes, mountains in France]

Retain initial articles for non-English names in English-speaking countries.

- 651 0 Los Angeles (Calif.)
- 651 0 La Puente (Calif.)

*For English names beginning with the word **The** as an integral part of the name, retain ... and invert ...*

- 651 0 Fens, The (England)
- 651 0 Sound, The (Denmark and Sweden)

3. Titles of publications. *Omit all initial articles that precede words in the nominative case when assigning titles as subject headings.*

- 600 10 Shakespeare, William. |d 1564-1616. |t Merry wives of Windsor.
(for title: Shakespeare's comedy The merry wives of Windsor in context)
- 630 00 New York times.
(for title: The New York times and its times)

Part IV. *Constructing Subject Headings*Order of subdivisions
(H 1075, section 2)Meaning of subject heading
strings (H 1075, section 3)

15

ORDER OF SUBDIVISIONS (H 1075, section 2)651 0 *[place]* |x *[topic]* |y *[chronological]* |v *[form]*

✓ 651 0 Seal Beach (Calif.) |x Social conditions |y 20th century |v Periodicals.

650 0 *[topic]* |z *[place]* |z *[place]* |x *[topic]* |v *[form]*

✓ 650 0 Seals (Animals) |z Alaska |z Saint Paul Island |x Mortality |v Bibliography.

650 0 *[topic]* |x *[topic]* |z *[place]* |x *[topic]* |y *[chronological]* |v *[form]*

✓ 650 0 Eared seals |x Habitat |z Alaska |x History |y 20th century |v Bibliography.

610 10 *[corporate name]*. |b *[subordinate body]* |x *[topic]*
|y *[chronological]* |v *[form]*✓ 610 10 United States. |b Navy. |b SEALs |x History |y Vietnamese Conflict,
1961-1975 |v Bibliography.600 10 *[name]* |d *[dates]*. |t *[title]* |x *[topic]* |v *[form]*✓ 600 10 Shakespeare, William, |d 1564-1616. |t Hamlet |x Examinations |v Study
guides.**MEANING OF SUBJECT HEADING STRINGS (H 1075, section 3)**

The meaning of a subject heading string may be tested by constructing a phrase using the individual elements of the subject heading string in reverse order.

- 650 0 Science |x History |v Periodicals.
[a periodical on the history of science]
- 650 0 Science |x Periodicals |x History.
[a history of periodicals in the field of science]

EXERCISE #4: MARC Coding

Provide the MARC coding for the subject heading strings below.

The Cher scrapbook.

6__ __ Cher, |__ 1946-

6__ __ Women singers |__ United States.

NAFTA and the campesinos.

6__ __ Canada. |__ Treaties, etc. |__ 1992 Oct. 7.

6__ __ Free trade |__ Mexico.

6__ __ Family farms |__ Mexico.

6__ __ Mexico |__ Economic conditions.

The Brontes A to Z : the essential reference to their lives and work.

6__ __ Bronte family |__ Encyclopedias.

6__ __ Authors, English |__ 19th century |__ Biography
|__ Encyclopedias.

China and France : diplomatic turns and twists..

6__ __ China |__ Foreign relations |__ France.

6__ __ France |__ Foreign relations |__ China.

Hamlet and the rethinking of man.

6__ __ Shakespeare, William, |__ 1564-1616. |__ Hamlet.

Hamlet ein lyrisches Politikum.

6__ __ Shakespeare, William, |__ 1564-1616 |__ Characters
|__ Hamlet.

6__ __ Hamlet (Legendary character)

Part V.
Geographic
Headings
and
Subdivisions

Part IV. Constructing Subject Headings

**Geographic Headings:
Name Changes (H 708)**

15

**GEOGRAPHIC HEADINGS: Name
Changes (H 708)**

BACKGROUND: *It is subject cataloging practice to assign as a subject heading or as a geographic subdivision only the later name of a political jurisdiction that has had one or more earlier names, as long as the territorial identity remains essentially unchanged. For example, although both*

Ceylon and Sri Lanka are valid as name headings, only Sri Lanka is used in subject cataloging. When a particular heading for a jurisdiction is not valid for use as a subject heading because a later name is used, a statement to that effect should appear in a 667 field in the name authority record for the earlier heading.

SRI LANKA and CEYLON

Authority Record for Sri Lanka

| | | | | | |
|----------|---|------------------|---|--------------------------|--------------|
| Rec stat | c | Entered 19800716 | | Replaced 2009127225026.0 | |
| Type | z | Upd status | a | Enc lvl | n Source |
| Roman | | Ref status | a | Mod rec | Name use a |
| Govt agn | | Auth status | a | Subj | a Subj use a |
| Series | n | Auth/ref | a | Geo subd | n Ser use b |
| Ser num | n | Name | n | Subdiv tp | n Rules c |
| 010 | n 80061039 | z sh 85127129 | | | |
| 043 | a-ce--- | | | | |
| 151 | Sri Lanka | | | | |
| 451 | Shri Lanka | | | | |
| 451 | Lanka | | | | |
| 451 | Serendib | | | | |
| 451 | Taprobane | | | | |
| 451 | Cellao | | | | |
| 451 | Zeilan | | | | |
| 451 | Serendip | | | | |
| 451 | Sī Langkā | | | | |
| 451 | Sri Lanka Prajathanthrika Samajavadi Janarajaya | | | | |
| 451 | Democratic Socialist Republic of Sri Lanka | | | | |
| 551 | Ceylon w a | | | | |

Authority Record for Ceylon

| | | | | | |
|----------|--|--|---|-----------|--------------|
| Rec stat | c | Entered 19800716 Replaced 20030218071306.0 | | | |
| Type | z | Upd status | a | Enc lvl | n Source |
| Roman | | Ref status | a | Mod rec | Name use a |
| Govt agn | | Auth status | a | Subj | n Subj use b |
| Series | n | Auth/ref | a | Geo subd | n Ser use b |
| Ser num | n | Name | n | Subdiv tp | n Rules c |
| 010 | n 80061038 | | | | |
| 043 | a-ce--- | | | | |
| 151 | Ceylon | | | | |
| 451 | Cejlon | | | | |
| 451 | Taprobane | | | | |
| 451 | Serendib | | | | |
| 451 | Sirinduil | | | | |
| 451 | Zeylan | | | | |
| 451 | Lanka | | | | |
| 451 | ṬSeilon | | | | |
| 451 | Ceilão | | | | |
| 551 | Sri Lanka w b | | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Sri Lanka. | | | | |

CONGO (DEMOCRATIC REPUBLIC) and former names

Authority Record for Congo (Democratic Republic)

| | | | | | |
|-----|---|------|---|----------|---|
| | | Subj | a | Subj use | a |
| 151 | Congo (Democratic Republic) | | | | |
| 551 | Belgian Congo w a | | | | |
| 551 | Zaire | | | | |
| 667 | Valid for the period July 1960-Oct. 1971 and May 1997- | | | | |
| 670 | LC manual cat. b(hdg.: Congo (Democratic Republic); info: the Belgian Congo became independent on June 30, 1960 as the République du Congo, commonly identified as Congo (Leopoldville) to distinguish it from its neighbor Congo (Brazzaville); the previous LC hdg. Congo (Leopoldville) was changed to Congo (Democratic Republic) after the name of Leopoldville was changed to Kinshasa in July 1966; in Oct. 1971 the name of the country was changed to Zaire) | | | | |

Authority Record for Zaire

| | Subj | n | Subj use | b |
|-----|--|---|----------|---|
| 151 | Zaire | | | |
| 551 | Congo (Democratic Republic) | | | |
| 667 | Valid for the period Oct 1971-May 1997 | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Congo (Democratic Republic). | | | |

Authority Record for Belgian Congo

| | Subj | n | Subj use | b |
|-----|---|---|----------|---|
| 151 | Belgian Congo | | | |
| 551 | Congo (Democratic Republic) | | | |
| 551 | Congo Free State | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Congo (Democratic Republic) | | | |

Authority Record for Congo Free State

| | Subj | n | Subj use | b |
|-----|---|---|----------|---|
| 151 | Congo Free State | | | |
| 551 | Belgian Congo | | | |
| 551 | International Association of the Congo | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Congo (Democratic Republic) | | | |

Authority Record for International Association of the Congo

| | Subj | n | Subj use | b |
|-----|---|---|----------|---|
| 151 | International Association of the Congo | | | |
| 551 | Congo Free State | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Congo (Democratic Republic) | | | |

CONGO (BRAZZAVILLE) and former name

| | Subj | a | Subj use | a |
|-----|---------------------|---|----------|---|
| 151 | Congo (Brazzaville) | | | |
| 551 | Middle Congo w a | | | |

| | Subj | n | Subj use | b |
|-----|--|---|----------|---|
| 151 | Middle Congo | | | |
| 551 | Congo (Brazzaville) w b | | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Congo (Brazzaville). | | | |

Geographic Subdivisions

Geographic subdivisions ... indicate the geographic area to which treatment of a topic is limited. They may designate where something is located, or where something is from depending upon the topic. The term (**May Subd Geog**), appears after many subject headings (and free floating subdivisions).

17

650 0 Eared seals |x Habitat |z Alaska.

650 0 Seals (Animals) |z Alaska |z Saint Paul Island |x Mortality.

LCSH

Eared seals (May Subd Geog)

L737.P63

UF Otariidae

BT Seals (Animals)

NT California sea lion

Callorhinus

Eumetopias

Phocarcos

Sea lions

Southern fur seals

Seals (Animals) (May Subd Geog)

L737.P63-.P64 (Zoology)

H327.65.S43 (Fisheries bycatch)

BT Pinnipedia

NT Andre (Seal)

Eared seals

Phocidae

Sterling (Seal)

FREE-FLOATING SUBDIVISIONS

--**Habitat** (May Subd Geog)

Use as a topical subdivision under individual animals and groups of animals and individual plants and groups of plants

--**Mortality**

Use as a topical subdivision under classes of persons, ethnic groups, individual animals and groups of animals, and individual diseases.

GEOGRAPHIC SUBDIVISIONS (SHM H830-870)**1. Direct**

- The geographic subdivision is assigned in a single subfield |z.
- For places at the country level or above, subdivide directly:
 - ✓ 650 0 Transportation |z Jordan.
 - ✓ 650 0 Transportation |z Middle East.
 - ✓ 650 0 Transportation |z Asia.
- **Exceptional countries:** states in the United States, provinces in Canada, and the countries of G.B. can be subdivided directly:
 - ✓ 650 0 Transportation |z California.
 - ✓ 650 0 Birds |z Alberta.
 - ✓ 650 0 Birds |z Scotland.
- **Exceptional cities:** Washington and Jerusalem:
 - ✓ 650 0 Transportation |z Washington (D.C.)
 - ✓ 650 0 Architecture |z Jerusalem.
- For regions of countries (or U.S. states, Canadian provinces, Great Britain constituent countries), subdivide directly:
 - ✓ 650 0 Birds |z China, Southeast.
 - ✓ 650 0 Water quality |z West (U.S.)
- For regions larger than countries, subdivide directly:
 - ✓ 650 0 Birds |z Rocky Mountains.

2. Indirect

- The geographic subdivision is assigned in two subfield |z's.
- For places within a country, subdivide indirectly through the country:
 - ✓ 650 0 Transportation |z China |z Hong Kong.
- When subdividing by local places in Australia and Malaysia assign the name of the country as the first subfield even though it does not appear in the qualifier (H810 & H83):
 - ✓ 650 0 Architecture |z Australia |z Sydney (N.S.W.)
 - ✓ 650 0 Architecture |z Malaysia |z Kuching (Sarawak)
- **Exception:** places in the U.S., subdivide indirectly through the state:
 - ✓ 650 0 Transportation |z California |z Irvine.
 - ✓ 650 0 Transportation |z California |z Orange County.
- **Exception:** places in Canada, subdivide indirectly through province:
 - ✓ 650 0 Birds |z British Columbia |z Vancouver.
- **Exception:** for places in Great Britain, subdivide indirectly through the constituent country:
 - ✓ 650 0 Shipping |z England |z Thames River.
 - ✓ 650 0 Transportation |z Scotland |z Glasgow.

Do not divide topics geographically below the level of a city or town.**Authority Record for Hollywood, California**

| | Subj | a | Subj use | a |
|-------|---|---|----------|---|
| 010 | n 50038252 | | | |
| 043 | n-us-ca | | | |
| 151 | Hollywood (Los Angeles, Calif.) | | | |
| 410 1 | Los Angeles (Calif.). b Hollywood | | | |
| 451 | Hollywood, Calif. w nnaa | | | |
| 667 | SUBJECT USE: This heading is not valid for use as a geographic Subdivision. | | | |

Authority Record for Greenwich Village, New York

| | Subj | a | Subj use | a |
|-------|---|---|----------|---|
| 010 | n 97020733 z sh 85057273 | | | |
| 043 | n-us-ny | | | |
| 151 | Greenwich Village (New York, N.Y.) | | | |
| 410 1 | New York (N.Y.). b Greenwich Village | | | |
| 451 | Greenwich (New York, N.Y.) | | | |
| 667 | SUBJECT USE: This heading is not valid for use as a geographic Subdivision. | | | |

Selective list of some other entities below the city level which are valid geographical subject headings but not valid geographical subdivisions:

- 151 Bel Air (Los Angeles, Calif.)
- 151 Brooklyn (New York, N.Y.)
- 151 Chinatown (San Francisco, Calif.)
- 151 Georgetown (Washington, D.C.)
- 151 Manhattan (New York, N.Y.)
- 151 Rive gauche (Paris, France)
- 151 Soho (London, England)
- 151 SoHo (New York, N.Y.)
- 151 South Boston (Boston, Mass.)
- 151 Van Nuys (Los Angeles, Calif.)

What about this entities?

- 151 South San Francisco (Calif.)
- 151 Beverly Hills (Calif.)
- 151 Brookline (Mass.)
- 151 San Fernando Valley (Calif.)
- 151 West Hollywood (Calif.)

3. May Subd Geog

Authorization in LCSH, free-floating subdivisions, authority records code i:
Authority Record

| | | | |
|--------------|-------------------|--------------------|-------------|
| ARN: 2145364 | | | |
| Rec stat: c | Entered: 19860211 | | |
| Type: z | Upd status: a | Enc lvl: n | Source: |
| Roman: | Ref status: b | Mod rec: | Name use: b |
| Govt agn: | Auth status: a | Subj: a | Subj use: a |
| Series: n | Auth/ref: a | Geo subd: i | Ser use: b |
| Ser num: n | Name: n | Subdiv tp: n | Rules: n |

Name Authority Record

| | | | |
|--|-------------------|--------------------|-------------|
| ARN: 230409 | | | |
| Rec stat: c | Entered: 19831215 | | |
| Type: z | Upd status: a | Enc lvl: n | Source: |
| Roman: ü | Ref status: a | Mod rec: | Name use: a |
| Govt agn: ü | Auth status: a | Subj: a | Subj use: a |
| Series: n | Auth/ref: a | Geo subd: n | Ser use: b |
| Ser num: n | Name: a | Subdiv tp: n | Rules: c |
| 100 1 Shakespeare, William, d 1564-1616 | | | |

Free-floating subdivisions

--Knowledge--[specific topic]

Use as a topical subdivision under names of individual persons for works on the person's knowledge of a specific topic, whether explicitly stated or inferred from his or her life and work. Also use for discussions of the person's educational background in a specific topic. Assign an additional heading for the specific topic.

600 10 Shakespeare, William, |d 1564-1616 |x Knowledge |x America.

651 0 America |x Discovery and exploration.

Free-floating subdivisions

--Competitions (May Subd Geog)

Use as a topical subdivision under topical headings.

UF --Contests

--Social life and customs

Use as a topical subdivision under names of countries, cities, etc., and under classes of persons and ethnic groups

UF --Customs

NT --Colonies—Social life and customs

If not authorized, try *[place]*—*[topic]* or 2 subject headings.

LCSH

Chili con carne

UF Chili [Former Heading]

BT Cookery (Meat)

Chili peppers

USE Hot peppersPeppers**Chili powder** (May Subd Geog)

[TX407.C] (Food)]

UF Chile powder

Chili [Former Heading]

Chili (Spice)

Powder, Chili

BT Condiments

Hot peppers

Spices

Cookery* (May Subd Geog)

[TX643-840] Here are entered works on the art of cooking as well as works that consist of collections of recipes ...

There is an LC proposal to change to **Cooking.*

EXAMPLE A

100 1 Mishler, Craig.

245 14 The Texas chili cook-off : |b an emergent foodway festival / |c Craig Mishler.

260 [Palmer, Alaska] : |b C. Mishler, |c [1978]

300 14 leaves ; |c 28 cm.

504 "Chilibibliography": leaf 14.

650 0 Chili con carne.

650 0 Cookery |x Competitions |z Texas.

651 0 Texas |x Social life and customs.

EXAMPLE B

100 1 Cooper, Joe E., |d 1895-1952.

245 10 With or without beans : |b being a compendium to perpetuate the internationally-famous bowl of chili (Texas style) which occupies such an important place in modern civilization.

260 Dallas, |b W.S. Henson |c [c1952]

300 247 p. : |b ill. ; |c 22 cm.

650 0 Chili con carne.

650 0 Cookery |z Texas.

Headings for Russia, Soviet Union, and Former Soviet republics*(are exceptional cases due to a change in territorial identity)*

Subj a Subj use a

151 **Russia**

667 DESCRIPTIVE USAGE: This heading is to be used for corporate bodies and jurisdictions which represent Tsarist Russia from ca. 15th cent. to the 1917 Revolution; corporate bodies and jurisdictions which existed into the Soviet period, i.e. 1917-1991 should use name headings for either Russian S.F.S.R. (qualifier R.S.F.S.R.) or Soviet Union depending on jurisdictional level.

667 Includes the old catalog headings: Russia and Russia (1917. Provisional Govt.).

667 Do not confuse this heading with the heading for the jurisdiction: Russia (Federation), which is to be used for imprints 1992- .

- 110 1 Russia.
- 240 10 Laws, etc.
- 650 0 Law |z Russia.
- 651 0 Russia |x History.

Subj n Subj use b

151 **Russia S.F.S.R.**

667 DESCRIPTIVE USAGE: Name heading for the government for 1917-1991. Use "(Russia)" as qualifier for places within the country, unless jurisdiction only existed during 1917-1991 period, i.e. Leningrad (R.S.F.S.R.).

667 SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Russia (Federation).

- 110 1 Russian S.F.S.R.
- 240 10 Laws, etc. (Novye zakony Rossii)
- 650 0 Law |z Russia (Federation)
- 651 0 Russia (Federation) |x History.

Subj a Subj use a

151 **Soviet Union**

667 DESCRIPTIVE USAGE: Use only for 1923-1991 imprints which pertain to a federal/national jurisdictional level; do not retrospectively change headings or qualifiers for names that only existed during the 1923-1991 time frame, unless name continues unchanged into post-Soviet, i.e. 1992- period.

667 The Commonwealth of Independent States is not the jurisdictional successor to the Soviet Union.

- 110 1 Soviet Union.
240 10 Laws, etc.
- 650 0 Session laws |z Soviet Union.
- 651 0 Soviet Union |x History.

| | | | |
|-------|--|----------|---|
| Subj | a | Subj use | a |
| 151 | Russia (Federation) | | |
| 667 | DESCRIPTIVE USAGE: Name heading for the government after 1991. Use "Russia" as qualifier for places within the country. | | |
| 667 | Do not confuse this Russia with the Russian Empire of the Czars, which existed ca. 15th cent. until the 1917 Revolution, nor with the Russian S.F.S.R. (R.S.F.S.R.) which is the heading for the Communist government which ruled Russia from 1917 through 1991. | | |
| 781 0 | z Russia (Federation) | | |

- 110 1 Russia (Federation)
240 10 Laws, etc. (**Osnovnye kodeksy i zakony Rossiiskoi Federatsii**)
- 650 0 Law |z Russia (Federation)
- 651 0 Russia (Federation) |x History.

| | | | |
|-------|---|----------|---|
| Subj | a | Subj use | a |
| 110 2 | Commonwealth of Independent States | | |
| 667 | To be treated as an organization, NOT A JURISDICTION, with its subordinate bodies established in English--per LC CPSO. | | |
| 667 | Do not confuse the Commonwealth of Independent States with the heading Former Soviet republics, WHICH IS TO BE TREATED AS A SUBJECT HEADING ONLY. | | |

- 110 2 Commonwealth of Independent States.
245 00 Metodologiya statistiki Sodruzhestva Nezavisimykh Gosudarstv.
- 610 20 Commonwealth of Independent States |v Statistics.

| | | | | | |
|-------|--|----------|---|----------|---|
| Subj | a | Subj use | a | Name use | b |
| 151 | Former Soviet republics | | | | |
| 680 1 | i Here are entered works discussing collectively the independent countries that emerged from the dissolution of the former Soviet Union in 1991. | | | | |
| 781 0 | z Former Soviet republics | | | | |

- 651 0 Former Soviet republics |x History.
- 650 0 Human rights |z Former Soviet republics.

H 1095 Free-Floating Subdivisions

DEFINITION: The term **free-floating** refers to a form or topical subdivision that may be used under designated subjects without the usage being established editorially, and, as a consequence, without an authority record being created for each main heading/subdivision combination that might be needed.

CAUTION REGARDING USE: Free-floating status does not allow the assignment of a subdivision under any topic of interest without regard for appropriateness. All free-floating subdivisions may be assigned only in accordance with subject cataloging rules, policies, and practices. Most subdivisions are usable only under limited categories of headings in specifically defined situations.

TYPES OF FREE-FLOATING SUBDIVISIONS

- (1) Form and topical subdivisions of general application. [H 1095](#).
- (2) Subdivisions used under classes of persons/ethnic groups. [H 1100](#), [H 1103](#).
- (3) Subdivisions used under names of individual corporate bodies, persons, and families. [H 1105](#), [H 1110](#), [H 1120](#).
- (4) Subdivisions used under place names. [H 1140](#), [H 1145.5](#).
- (5) Subdivisions controlled by pattern headings. [H 1146-H 1200](#).

Free-Floating Subdivisions: an Alphabetical Index

The [free-floating subdivisions](#) used in Library of Congress subject headings appear in thirty-five separate lists in the [Subject Headings Manual](#). This index, compiled by the Policy and Standards Division, is a consolidated alphabetical listing of all [free-floating subdivisions](#) in the manual.

| <i>SUBDIVISION</i> | <i>Subfield code</i> | <i>LIST IN SHM</i> | <i>CATEGORY</i> | <i>Usage Guidelines</i> |
|--------------------|----------------------|--------------------|-----------------|-------------------------|
| —History | x | H 1095 | see <i>SHM</i> | H 1647 H 1845 |
| | | H 1100 | Classes pers | H 1647 |
| | | H 1103 | Ethnic groups | H 1647 |
| | | H 1105 | Corp bodies | H 1647 |
| | | H 1140 | Places | H 1647 |
| | | H 1149.5 | Colonies | H 1647 |
| | | H 1154 | Languages | H 1647 |
| | | H 1159 | Military srvces | H 1647 |
| | | H 1187 | Christian denom | H 1647 |
| | | H 1188 | Sacred works | H 1647 |
| —History—To 1500 | x-y | H 1095 | see <i>SHM</i> | H 1647 |

EXERCISE #5a: Geographic Headings and Subdivisions

Assuming descriptive titles, assign a subject heading for the following titles.
(You will need Example 3 from Appendix B for this exercise.)

- i) TITLE: *What do Czechoslovakian children like to eat?*

6 _____

Authority Record for Czechoslovakia

| Subj | a | Subj use | a |
|------|--------------------------------------|----------|---|
| 151 | Czechoslovakia | | |
| 551 | Czech Republic | | |
| 551 | Slovakia | | |
| 667 | Czechoslovakia ceased Dec. 31, 1992. | | |

- ii) TITLE : *Children and poverty in Leningrad following the Revolution*

6 _____

- iii) TITLE : *All about Leningrad*

6 _____

Authority Record for Leningrad

| Subj | n | Subj use | b |
|------|---|----------|---|
| 151 | Leningrad (R.S.F.S.R.) | | |
| 551 | Saint Petersburg (Russia) | | |
| 667 | SUBJECT USAGE: This heading is not valid for use as a subject. Works about this place are entered under Saint Petersburg (Russia) | | |

Authority Record for Saint Petersburg

| Subj | a | Subj use | a |
|-------|---|----------|---|
| 151 | Saint Petersburg (Russia) | | |
| 551 | Leningrad (R.S.F.S.R.) | | |
| 667 | DESCRIPTIVE USAGE: For 1703-1914, and imprints Oct. 1991- | | |
| 781 0 | z Russia (Federation) z Saint Petersburg | | |

EXERCISE #5b: Geographic Headings and Subdivisions

Assuming descriptive titles, assign one or two subject heading for the following titles. (You will need Example 3 from Appendix B for this exercise.)

i) TITLE: *The children of Chinatown : growing up in San Francisco*

6 _____

6 _____

ii) TITLE: *City baby Brooklyn : the ultimate guide for Brooklyn parents*

6 _____

6 _____

| |
|---|
| <p>Ghosts (May Subd Geog) UF Phantoms Specters Spectres</p> |
|---|

iii) TITLE: *Phantoms of Hollywood : talking to specters*

6 _____

6 _____

iv) TITLE: *Phantoms of West Hollywood : talking to specters*

6 _____

6 _____

Part VI.
Topical
(History),
Chronological,
and Form
Subdivisions

Part VI. *Topical (History),
Chronological, and Form Subdivisions*

Topical (HISTORY) and Chronological Subdivisions

18

Topical Subdivision: HISTORY (Subject Headings Manual H 1647)

1. General rule. Except as noted ... use the free-floating subdivision –History under topical headings, classes of persons, ethnic groups, uniform titles of sacred works, and names of places and corporate bodies ...

- ✓ 650 0 Transportation |x History.
- ✓ 650 0 Lawyers |x History.
- ✓ 650 0 African Americans |x History.
- ✓ 630 0 Koran |x History.
- ✓ 651 0 Irvine (Calif.) |x History.
- ✓ 610 20 General Motors Corporation |x History.

Do not use –History:

- Under headings or subdivisions that denote history or events, that have an obvious historical connotation, or that have been treated as inherently historical:
 - ✓ 650 0 Nineteen seventies.
 - ✓ 650 0 Renaissance.
 - ✓ 650 0 Solar eclipses |y 1869.
 - ✓ 651 0 United States |x Foreign relations |y 1783-1815.
 - ✓ 651 0 Buenos Aires (Argentina) |x Intellectual life |y 20th century.

Do not use –History:

- After these free-floating subdivisions (H 1647, sec. 9)

| | |
|--------------------------------|-----------------------------|
| –Annexation to [...] | –History, Local |
| –Anniversaries, etc. | –History, Military |
| –Antiquities | –History, Naval |
| –Art | –History of doctrines |
| –Centennial celebrations, etc. | –Illustrations |
| –Chronology | –Intellectual life |
| –Church history | –Kings and rulers |
| –Civilization | –Military policy |
| –Description and travel | –Military relations |
| –Discovery and exploration | –Origin |
| –Economic conditions | –Politics and government |
| –Economic policy | –Portraits |
| –Foreign economic relations | –Queens |
| –Foreign relations | –Relations |
| –Genealogy | –Religion |
| –Geography | –Religious life and customs |
| –Gold discoveries | –Rural conditions |
| –Historical geography | –Social conditions |
| –Historiography | –Social life and customs |
| –History | –Social policy |

- Under literary, music, or film form headings (instead use **–History and criticism**):
 - ✓ 650 0 English poetry |x History and criticism.
 - ✓ 650 0 Western films |x History and criticism.
- Under art genre headings qualified by names of national, ethnic, or religious groups:
 - ✓ 650 0 Landscape painting, Austrian |y 20th century.
 - ✓ 650 0 Art, Japanese |z Japan |z Tokyo |y Edo period, 1600-1868.
- Under name-title headings or under uniform titles other than sacred works:
 - ✓ 600 10 Shakespeare, William,|d1564-1616. |tHamlet |x Criticism, Textual.
- Under names of individual persons or families:
 - ✓ 600 10 Shakespeare, William,|d1564-1616. |x Criticism and interpretation.

2. *Chronological subdivisions*

- Established chronological subdivisions for topics and places:
 - ✓ 651 0 United States |x History |y Civil War, 1861-1865.
 - ✓ 650 0 Theater |x History |y Medieval, 500-1500.
- Free-floating chronological subdivisions (when there is no contrary provision in the subject authority file):
 - ✓ 650 0 Christian hagiography |x History |y To 1500.
 - ✓ 650 0 Technology |z France |x History |y 20th century.
 - ✓ 610 10 Virginia. |b General Assembly |x Contested elections
|x History |y 19th century.

Other instruction sheets relating to history

| | | | |
|--------|-------------------------------|-------------------|------------------------------|
| H 715 | Extinct Cities | H 1592 | Events |
| H 1225 | Archaeological Works | H 1576 | Early Works |
| H 1250 | Art and Fine Art | H 1631 | Genealogy |
| H 1258 | Battles | H 1676 | Inquisition |
| H 1330 | Biography | H 1775-H 1828 | Literature |
| H 1367 | Chronology | H 1916.3-H 1917.5 | Music |
| H 1370 | Civilization | H 1928 | Personal Narratives |
| H 1530 | Description and Travel | H 1942 | Politics and Government |
| H 1560 | Disasters, Riots, Etc. | H 1995 | Regimental Histories |
| H 1564 | Discovery and Exploration | H 1996 | Relations and Military ... H |
| 1574 | Dynasties, Royal Houses, Etc. | H 2080 | Sources |

Chronological subdivisions ... or period subdivisions indicate time periods covered in the contents of the work. They are usually associated with a historical treatment of a topic and are established or used under topics after the subdivision –History.

- ✓ 650 0 Sealing |z British Columbia |x History |y 20th century.

With topics and topical subdivisions that the Library of Congress treats as inherently historical ... chronological subdivisions are established without interposing the subdivision –History.

- ✓ 651 0 Seal Beach (Calif.) |x Social conditions |y 20th century.

Chronological subdivisions ... established ... under artistic, literary, or music form/genre headings modify the main heading and represent ... works created in that time period.

- ✓ 650 0 Sonatas (Piano) |y 20th century.
- ✓ 650 0 Landscape painting |y 19th century.

Part VI. *Topical (History),
Chronological, and Form Subdivisions*

Form Subdivisions

19

H1075.1.d. Form subdivisions ... indicate what the item is rather than what it is about.

✓ 650 0 Chinese language |x Writing |x Seal style
|v Dictionaries.

✓ 650 0 Sealers (Persons) |v Periodicals.

... The most frequently used form subdivisions, such as —**Bibliography**, —**Juvenile literature**, and —**Periodicals**, may be used with all types of main headings and other subdivisions.

... Occasionally, two subdivisions are needed to indicate form, for example, **Technology—Bibliography—Periodicals** (for a bibliography that is issued as a periodical). ...

... Code a form subdivision as an \$x subfield when it represents a form that the item is about. This often occurs when a subdivision that is normally a form subdivision is immediately followed by another form subdivision, or by a topical subdivision.

Example:

Title: Metals handbook comprehensive index.

650 0 Metals |x Handbooks, manuals, etc. |v Indexes.

H180.11.d.Form. ... Consult the instruction sheets for particular types of materials ... for example, [Periodicals (H 1927)] ...

Form Subdivision: PERIODICALS (H 1927)

1. General rule. Use *–Periodicals* as a form subdivision under all headings assigned to works that conform to the definition of periodicals ... including annual reports. (The term *–Periodical* is defined as a publication other than a newspaper that is ... actually or purportedly issued according to a regular schedule ...)

- ✓ 650 0 Transportation |v Periodicals.
- ✓ 651 0 Orange County (Calif.) |v Periodicals.
- ✓ 600 10 Shakespeare, William, |d 1564-1616 |v Periodicals.
- ✓ 630 00 Bible |v Periodicals.

2. Periodicals under form headings and other form subdivisions. Use *–Periodicals* as a further subdivision under most form headings and form subdivisions.

- ✓ 650 0 American poetry |v Periodicals.
- ✓ 650 0 Tuberculosis |v Statistics |v Periodicals.

Do not use *–Periodicals* as a further subdivision under the following form subdivisions:

| | |
|---------------------------|---|
| –Amateurs' manuals | –Maps, Comparative |
| –Atlases | –Maps, Manuscript |
| –Calendars | –Maps, Mental |
| –Cases | –Maps, Outline and base |
| –Congresses | –Maps, Physical |
| –Dictionaries | –Maps, Pictorial |
| –Digests | –Maps, Topographic |
| –Directories | –Maps, Tourist |
| –Encyclopedias | –Maps for children |
| –Gazetteers | –Maps for people with visual disabilities |
| –Guidebooks | –Maps for the blind |
| –Handbooks, manuals, etc. | –Newspapers |
| –Juvenile films | –Observer's manuals |
| –Juvenile literature | –Outlines, syllabi, etc. |
| –Juvenile sound recording | –Photo maps |
| –Laboratory manuals | –Registers |
| –Maps | –Telephone directories |

3. Works about periodicals.

- ✓ 650 0 Science |x Periodicals |x History.
- ✓ 650 0 Library science |z Ukraine |x Periodicals |v Indexes.

4. Bibliographies of periodicals.

- ✓ 650 0 Science |x Periodicals |v Bibliography.
[use for a bibliography of periodicals]
- ✓ 650 0 Science |v Bibliography.
[use for a bibliography of periodical articles]

Form Subdivision: DATABASES

- Has a very specific meaning in LCSH; see H 1520.
- Do not assign to show that a resource is in electronic form.
- Textual resources, even if searching is available, are not considered – **Databases.**
- Do not assign topical subject headings for the form of the resource:
 - ✓ 650 0 Electronic journals.
 - ✓ 650 0 Online databases.
 - ✓ 650 0 Web sites.
- When assigning subjects to electronic resources, follow the same principals for assigning subjects to print resources.
- Content versus carrier
 - ✓ Record type
 - ✓ Bib Level

From ClassWeb some other Form Subdivisions**—Biography**

Use as a form subdivision under names of countries, cities, etc., names of individual corporate bodies, uniform titles of sacred works, and under classes of persons, ethnic groups, individual and groups of animals, and historic events for works of collective or individual biography.

—Encyclopedias

Use as a form subdivision under subjects.

—Handbooks, manuals, etc.

Use as a form subdivision under subjects for concise reference works in which facts and information pertaining to the subject are arranged for ready reference and consultation rather than for continuous reading and study.

—Statistics

Use as a form subdivision under names of countries, cities, etc., and individual corporate bodies, classes of persons, ethnic groups, and topical headings for works consisting of statistics about those subjects.

EXERCISE #6: Topical, Chronological, and Form Subdivisions

Assuming descriptive titles, assign a subject heading for the following titles. (You will need Example 3 from Appendix B for this exercise. All of the narrower terms for —*Children*, useful for this exercise, may be subdivided geographically.)

i) TITLE: *Encyclopedia of children*

6 _____

ii) TITLE: *Journal of health care for uninsured kids*

6 _____

iii) TITLE: *Children in colonial America, 1607-1689*

6 _____

iv) TITLE: *Different doorway : adventures of a caesarean born* [This is the Canadian author's story.]

6 _____

v) TITLE: *The case for parity and birth-order statistics in Australia*

6 _____

vi) TITLE: *The genesis of children's sports in 20th century France*

6 _____

vii) TITLE: *Childen's folklore : a handbook*

6 _____

Part VII.
Literature
Subject
Headings

Part VII. *Literature Subject Headings*

Literature Subject Headings

20

LITERATURE SUBJECT HEADINGS

SHM

Subject Headings

Special Topics, Materials, Subdivision, Etc.

H 1775 Literature: General

H 1780 Literature: Drama

H 1790 Literature: Fiction

H 1795 Literature: Legends and Romances

H 1800 Literature: Poetry

H 1828 Literature from One Place in Multiple Languages

H 1775 Literature: General

1. Most commonly used instruction sheets. The following instruction sheets are of particular interest for the assignment of subject headings in the field of literature.

- Lists of free-floating subdivisions to:
 - ✓ H 1110 Names of Persons (includes individual literary authors)
 - ✓ **H 1155.2 Groups of Literary Authors**
 - ✓ **H 1155.6 Literary Works Entered Under Author**
 - ✓ H 1155.8 Literary Works Entered Under Title
 - ✓ H 1156 Literatures

H 1155.2 Groups of Literary Authors**PATTERN: Authors, English*****TYPES OF HEADING COVERED BY THE PATTERN:*** Headings for groups of literary authors, including groups established with adjectival qualifiers.***Examples: Authors; Dramatists; Novelists; Poets; African American authors; Dramatists, French ...*** The category does not include names of individual literary authors, which are covered by **H 1110**. The category also does not include headings of the type [____] **literature**–[____] **authors** (cf. **H 1156**).**PERIOD SUBDIVISIONS:** (Note: Do not use period subdivisions under headings for groups of literary authors with geographic subdivisions.)

|y Old English, ca. 450-1100

|y Middle English, 1100-1500

|y Early modern, 1500-1700

|y 18th century

|y 19th century

|y 20th century

|y 21st century

NOTE: H 1146 Subdivisions Controlled by Pattern Headings.**1. General rule.** Use any subdivision that is established under a pattern heading as a free-floating subdivision under any other heading belonging to its category if it is appropriate and if no conflicting heading is established in the subject authority file in either phrase or main heading-subdivision form.**Poets, English**

|y Old English, ca. 450-1100

|y Middle English, 1100-1500

|y Early modern, 1500-1700

|y 18th century

|y 19th century

|y 20th century

|y 21st century

Authors, French***There are authority records with these subdivisions:***

|y To 1500

|y 17th century

Authors, Spanish***There are authority records with these subdivisions:***

To 1500

|y Classical period, 1500-1700

H 1155.6 Literary Works Entered Under Author

PATTERN: Shakespeare, William, 1564-1616. Hamlet

TYPES OF HEADINGS COVERED BY THE PATTERN: Uniform titles of literary works, or sections thereof, that are entered under author.

Examples: Dante Alighieri, 1265-1321. *Divina commedia*; Tolstoy, Leo, graf, 1828-1910. *Voïna i mir*; Goethe, Johann Wolfgang von, 1749-1832. *Faust*. 1. Theil; Hemingway, Ernest, 1899-1961. *Sun also rises*.

SPECIAL PROVISIONS: The subdivisions listed in H 1095 as authorized for use under subjects in general, for example, –**Bibliography** or –**Exhibitions**, or under individual works (author-title or title entries), for example, –**Concordances** or –**Sources**, are also free-floating under literary works. The subdivisions used under literary works entered under author are closely related to the subdivisions used under names of individual literary authors (H 1110). For general criticism and interpretation of a work, assign the unsubdivided heading: [author]. [title]. To bring out any other aspect of literary analysis pertaining to an individual work, assign an additional heading for the author with the appropriate subdivision. *Example:*

600 10 \$a Shakespeare, William, \$d 1564-1616. \$t Hamlet.

600 10 \$a Shakespeare, William, \$d 1564-1616 \$x Characters \$x Women.

Note: Most form subdivisions coded |v in this list may also be used as topical subdivisions coded |x when assigned to works about the form (see H 1075, sec.1.d.).

|x Criticism, Textual

|v Illustrations

|v Pictorial works

- Assignment of subject headings:
 - ✓ H 910 Place as a Theme in Art, Literature, Motion Pictures, Etc.
 - ✓ H 1435 Commentaries on Individual works
 - ✓ H 1610 Fictitious Characters
 - ✓ H 1627 Juvenile Materials
 - ✓ H 1780 Drama
 - ✓ H 1790 Fiction
 - ✓ H 1795 Legends and Romances
 - ✓ H 1800 Poetry
 - ✓ H 1828 Literature from One Place in Multiple Languages
 - ✓ H 2220 Translations

H 910 Place as a Theme in Art, Literature, Motion Pictures, Etc.

2. *[place]–In literature*. Use the free-floating subdivision **–In literature** under names of places for works that discuss the treatment of a specific place in the various literary genres collectively, or in any individual literary genre. *Example:*

Title: The Paris of the novelists.

651 _0 Paris (France) |x In literature.

650 _0 Fiction |y 19th century |x History and criticism.

Use of the free-floating phrase heading [name of place] in literature was discontinued in August 1993.

H 1435 Commentaries on Individual works***TREATMENT OF A WORK AS AN EDITION OR AS A COMMENTARY:***

If the main entry is the author of the commentary, the work is treated as a commentary. Assign name-title or uniform title subject heading.

If the main entry is the author of the original work or the uniform title appropriate to the original work, the item is treated as an edition of that work. If 20% or more of the work consists of commentary, the work should be assigned ... the name-title or uniform title subject heading appropriate to commentaries ...

600 10 Shakespeare, William, |d 1564-1616. |t Merry wives of Windsor.

630 00 Koran |v Commentaries.

AUTHORITY RECORD FOR FORM SUBDIVISION COMMENTARIES

185 lv Commentaries

680 li Use as a form subdivision under uniform titles of sacred works for commentaries on those works.

H 1610 Fictitious Characters

BACKGROUND: Fictitious characters may have names that resemble personal names or they may have names which are descriptive phrases or nicknames. This instruction sheet provides guidelines for establishing and assigning subject headings for fictitious characters. For more specific instructions on comic and cartoon characters see **H 1430**; for legendary characters see **H 1795**.

650 _0 Dolittle, Doctor (Fictitious character)

650 _0 Little Orphan Annie (Fictitious character)

650 _0 Hardy Boys (Fictitious characters)

Geographic subdivision. Do not divide headings for fictitious characters by place.

Do not use **... in literature** for literary characters. Use the phrase **... in literature** only for characters borrowed from other media, for example, **Snoopy (Fictitious character) in literature**.

For works on the use of a fictitious character by an individual author, assign also a heading of the type **[name of author]–Characters–[name of character]** (cf. **H 1110**).

600 10 Doyle, Arthur Conan, |c Sir, |d 1859-1930 |x Characters |x Sherlock Holmes.

2. Most commonly expressed concepts in subject headings for literature.

| <u>Concept</u> | <u>Examples</u> |
|----------------------------|--|
| ✓ nationality | American, Mexican, Swiss |
| ✓ form or genre | poetry, short stories, one-act plays |
| ✓ theme or topic | love, mystery, Napoleon, Korean War |
| ✓ time period | 20th century, Renaissance |
| ✓ special group of authors | Jews, women, prisoners |
| ✓ translations | from French into English |
| ✓ movements | Romanticism, Surrealism |
| ✓ language | Basque, Yiddish, Catalan |
| ✓ locality where written | New York City, Normandy, Southern States |

3. Most commonly found types of works in literature cataloging.

- a. Collections of literary texts by several authors.
 - ✓ 650 0 American poetry |y 20th century.
 - ✓ 651 0 Maine |x Description and travel |v Poetry.

- b. Collections of literary texts by one author.
 - ✓ *Gulliver the Great, and other dog stories by Walter A. Dyer*
650 0 Dogs |v Fiction.
 - ✓ *Collected sonnets of Edna St. Vincent Millay*
650 0 Sonnets, American.

- c. Single literary text.
 - ✓ 600 00 Leonardo, |c da Vinci, |d 1452-1519. |t Mona Lisa |v Fiction.

- d. Discussion of several authors.
 - ✓ 650 0 American fiction |y 20th century |x History and criticism.
 - ✓ 650 0 Love in literature.

- e. Discussion of one author.
 - ✓ 600 10 Joyce, James, |d 1882-1941 |x Criticism and interpretation.

- f. Discussion of single literary text.
 - ✓ 600 10 Walker, Alice, |d 1944- |t Color purple.
 - ✓ 650 0 African American women in literature.

EXERCISE #7: Literature Subject Headings

Assuming descriptive titles, assign a subject heading for the following titles.

i) TITLE: *Lives of Victorian literary figures from the Brontë sisters to Wilde*

6 _____

ii) TITLE: *Reading Dante's Divine comedy : the pursuit of meaning.*

6 _____

iii) TITLE: *He am what he am! Jack Mercer, the voice of Popeye*

6 _____

iv) TITLE: *A symbolic explication of the Book of Mormon*

6 _____

Part VIII.

Review

REVIEW

Part I.

- What? Where? How? When? (Which?) and Why?
- Subject Cataloging Manuals
- H 80 Order of Subject Headings
- Classification Schemes

Part II.

- MARC tags
- Types of Subject Headings
- Types of Subdivisions
- OCLC Authority Records

Part III.

- Assigning Subject Headings

Part IV.

- Constructing Subject Headings
- Completing Subject Headings Strings with Subdivisions
- Articles in the Initial Position
- Order of Subdivisions
- Meaning of Subject Heading

Part V.

- Geographic Headings
- Geographic Subdivisions
- Headings for Russia, Soviet Union, and Former Republics
- Free-Floating Subdivisions

Part VI.

- Topical Subdivision: HISTORY
- Chronological Subdivisions
- Form Subdivisions

Part VII.

- Literature Subject Headings

Part VIII. (*including Review of Tools*)

- Subject Headings Manual
- ClassificationWeb and LC Classification Schedules
- LCSH
- Free-Floating Subdivisions
- OCLC Authority Records (and Formats)

Not Covered



<http://www.loc.gov/catdir/pcc/saco/>

THE LCSH CENTURY:

***A BRIEF HISTORY OF THE LIBRARY OF CONGRESS SUBJECT HEADINGS, AND
INTRODUCTION TO THE CENTENNIAL ESSAYS***

By Alva Stone

<http://www.catalogingandclassificationquarterly.com/ccq29nr1-2ed.htm>

Library of Congress Subject Headings (LCSH) Weekly Lists

Weekly lists of new and changed subject headings are posted on the Cataloging Policy and Support Office web site as they are approved.

<http://www.loc.gov/aba/cataloging/subject/weeklylists/>



Cataloging Service Bulletin

<http://www.loc.gov/cds/PDFdownloads/csb/index.html>

[CATALOGING POLICY AND SUPPORT OFFICE]

Cataloging and Acquisitions Home

Home page of the Acquisitions and Bibliographic Access Directorate

<http://www.loc.gov/aba/>