Subject Analysis Workshop

presented by

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Part I. *Introduction to Subject Analysis*

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

Part I. *Introduction to Subject Analysis*

Subject Cataloging Manuals

Classification and Shelflisting Manual

Subject Headings Manual

Order of Subject Headings

One predominant topic→One subject heading

One predominant topic→Two or more subject headings

Two predominant topics→Two (more or less) subject headings

Secondary topics→Requiring their own subject headings

Part I. *Introduction to Subject Analysis*

<u>CLASSIFICATION SCHEMES</u>
LC Classification Schedules
Dewey Decimal Classification System
NLM Classification
California State Agency Classification Scheme
SuDocs Classification Scheme
Others?

Exercise #1

Stein, Gertrude, 1874-1946

Paris (France)--Intellectual life--20th century

Toklas, Alice B.--Friends and associates

Americans--France--Paris--History--20th century

Authors, American--20th century--Biography

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

MARC tags, indicators, and Subfields

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

<u>Types of Subject Headings</u>
Topical
Names
Titles
Genre

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

Types of Subdivisions
General (or Topical)

Geographical

Chronological

Form

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

Type	_	Upd status	_	Enc lvl	_	**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	_

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
1. 610 20 La Guardia Airport.
2. 630 00 Autocat (Electronic discussion group)
3. 611 20 Armory Show |d (1913 : |c New York)
4. 610 20 White House.
5. 651   0 Disneyland (Calif.)
6. 600 00 Leonardo, |c da Vinci. |t Mona Lisa.
7. 610 20 Notre-Dame de Paris (Cathedral)
8. 610 20 University of Notre Dame.
9. 651   0 Notre Dame (Ind.)
10. 600 10 Hugo, Victor, |d 1802-1885. |t Notre-Dame de Paris.

Exercise #2 (continued)

11. 630 00 Hunchback of Notre Dame (Motion picture : 1996)
12. 630 00 I love Lucy (Television program)
13. 651 0 Golden Gate Bridge (San Francisco,Calif.)
14. 610 20 Teatro alla Scala.
15. 630 00 Microsoft Excel (Computer file)
16. 650 0 HTML (Document markup language)
17. 650 0 Leaning Tower (Pisa, Italy)
18. 650 0 Washington Monument (Washington,D.C.)
19. 651 0 Plymouth Rock (Plymouth, Mass.)
20. 610 20 Colosseum (Rome, Italy)

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

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 …

Exercise #3

650 _0 Adopted children |v Drama.
650 _0 Married people |v Drama.
600 30 Wilkinson family.
650 _0 Family.
600 10 Dahme, Maud.
650 _0 World War, 1939-1945 |x Children
650 _0 Jewish children.

Exercise #3 (cont.)

650 _0 Mass media and children.

600 10 Kennedy, John F. |q (John
      Fitzgerald), |d 1917-1963
          |x Childhood and youth.

Part IV. *Constructing Subject Headings*

15. Constructing Subject Headings

16. Complete subject heading
strings with subdivisions

Part IV. *Constructing Subject Headings*

Articles in the initial position (H 290)

Part IV. *Constructing Subject Headings*

Order of subdivisions (H 1075, section 2)

Meaning of subject heading
strings (H 1075, section 3)

Exercise #4

600 00 Cher, |d 1946-

650 _0 Women singers |z United States.

610 10 Canada. |t Treaties, etc. |d 1992 Oct. 7.

650 _0 Free trade |z Mexico.

650 _0 Family farms |z Mexico.

651 _0 Mexico |x Economic conditions.

Exercise #4 (cont.)

600 30 Bronte family |v Encyclopedias.

650 _0 Authors, English |y 19th century |v Biography |v Encyclopedias.

651 _0 China |x Foreign relations |z France.

651 _0 France |x Foreign relations |z China.

Exercise #4 (cont.)

600 10 Shakespeare, William, |d 1564-1616. |t Hamlet.

600 10 Shakespeare, William, |d 1564-1616 |x Characters |x Hamlet.

650 _0 Hamlet (Legendary character)

Part V. *Geographic Headings and Subdivisions*

Geographic Headings: Name Changes (H 708)

Part V. *Geographic Headings and Subdivisions*

Geographic Subdivisions

Exercise #5a

650 _0 Food preferences in children |z Czechoslovakia.

650 _0 Poor children |z Russia (Federation) |z Saint Petersburg.

651 _0 Saint Petersburg (Russia)

Exercise #5b

650 _0 Children |z California |z San Francisco.

651 _0 Chinatown (San Francisco, Calif.)

650 _0 Parents |z New York (State) |z New York.

651 _0 Brooklyn (New York, N.Y.)

Exercise #5b *(cont.)*

650 _0 Ghosts |z California |z Los Angeles.

651 _0 Hollywood (Los Angeles, Calif.)

650 _0 Ghosts |z California |z West Hollywood.

Topical (HISTORY) and Chronological Subdivisions

Form Subdivisions

Exercise #6

650 _0 Children |v Encyclopedias.

650 _0 Medically uninsured children |v Periodicals.

650 _0 Children |z United States |x History |y 17th century.

650 _0 Children |z America |x History |y 17th century.

Exercise #6 (cont.)

650 _0 Caesarean-born children |z Canada |v Biography.

650 _0 Birth order |z Australia |x Statistics.

650 _0 Sports for children |z France |x History |y 20th century.

650 _0 Folklore and children |v Handbooks, manuals, etc.

Part VII. *Literature Subject Headings*

Literature Subject Headings

Authors, French

|y To 1500
|y Early modern, 1500-1700
|y 16th century |v Biography
|y 17th century
|y 18th century
|y 19th century
|y 20th century
|y 21st century

Authors, Spanish

|y To 1500
|y Classical period, 1500-1700
|y 18th century
|y 19th century
|y 20th century
|y 21st century

Exercise #7

650 _0 Authors, English |y 19th century
        |v Biography.

600 00 Dante Alighieri |d 1265-1321.
        |t Divina commedia.

650 _0 Popeye (Fictitious character)

630 00 Book of Mormon
        |v Commentaries.

REVIEW