Subject Analysis Workshop

teacher's manual

by
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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

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 Shelflisting 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?
Bibliography
Index
Introduction
Jacket/Cover
Preface
Publisher's information
Review
Table of contents
Title

3.→ How de we go about determining the main idea and assigning subjects?
- a. Consider:
  - ✓ Resource as a whole;   You are not creating an INDEX.
  - ✓ Author's purpose;
  - ✓ Intended audience.   Popular works, Laymen, Children
- 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. [accompanying material, mostly ill.]

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?

- ✓ We assign at least one subject to most of our resources.
- ✓ Do NOT assign for very general publications such as Time magazine, newspapers
- ✓ Collections of essays with no theme
- ✓ Sacred works
- ✓ Sometimes not fiction: drama, poetry, novels, etc.

5.→ Why do we assign subjects?

- ✓ Enhance access
- ✓ Patron may not have a specific book in mind but has a topic.
- ✓ Patron may have a specific book in mind, can't remember the title or author, but remembers what it is about.
- ✓ To help determine classification.
- ✓ Keep like things together.
- ✓ Help organize information.
- ✓ Source for key-word searching; refine your search to get less but better hits.

Part I. *Introduction to Subject Analysis*

Subject Cataloging Manuals

Classification and Shelflisting Manual
Subject Headings Manual

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This manual was originally conceived as an in-house procedure manual addressed to cataloging staff at the Library of Congress. … Other libraries … urged the Library to publish this staff manual in order to make the policy information readily available to others. [SOMETIMES TELLING THEIR CATALOGERS HOW TO ESTABLISH HEADING IN AUTHORITY RECORDS AND SOMETIMES TELLING THEM HOW TO ASSIGN SUBJECT HEADINGS]

→→→→→→→→**Subject Headings Manual**

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

SLIDE

→One predominant topic→one subject heading

→One predominant topic→two or more subject headings (1st=call number)

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

→Secondary topics→requiring their own subject headings

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. *(1910)* **RELIGION** *(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

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

→→→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).

→ *[What are some OTHER classification schemes?]*

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 Vollard
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? →600 10 Stein, Gertrude, |d 1874-1946.

→651   0 Paris (France) |x Intellectual life |y 20th century.

→600 10 Toklas, Alice B. |x Friends and associates.

→650   0 Americans |z France |z Paris |x History |y 20th century.

→650   0 Authors, American |y 20th century |v Biography.

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

[600 00 Ann Margaret, |d 1941-]

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. [jurisdiction name]
    - 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. [place name]
    - 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

    Dissertations??

[Some topical (i.e., 650) subjects are FORM subject headings; we'll encounter some in later Parts of the workshop.]

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

<u>FIXED FIELDS</u>   APPENDIX D (and C)

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)APPENDIX E, examples I & II

<u>VARIABLE FIELDS</u>

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

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	_

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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.

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→*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   [610 20 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.)   *[the city where the University is located]*

10. →Notre-Dame de Paris   *[the novel by Victor Hugo]*

→11. →Hunchback of Notre Dame (Motion picture : 1996)   *[Disney movie]*

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)
[I will give you the answers as Appendix F]

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: **Most important subject–2 equally important topics–secondary topics**

4. →*Specificity.*
- Be as specific as the topics.
- Specificity is relative and not a property of a given subject heading.
- Single word or phrase   *Appendix B, Example 4*
- Subdividing a heading
- Broader and narrower headings   *Appendix B, Example 3*
- Assign broader or more general heading:
  - ✓ when a precise heading is impossible; or,
  - ✓ when called for by special instructions in the *SCM.* "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 **(Gymnastics not: parallel bars, tumbling, balance beam, vaulting horse)***Appendix 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. *Appendix 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.   *Appendix B, Example 7   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. *Appendix B, Example 10*   **[fig and apricot, but oranges and bananas]**
  Singular vs Plural: Classes of people and objects of people→plural
    Biology: species→singular; higher levels→plural
    Music: topic→singular; form→plural

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. **Discussion of 4 American literary authors. Heading for each author rather than: American literature—History and criticism.**
- Never exceed four subtopics under any circumstances (LC practice).

10. → *Multi-element topics. Appendix B, Example 11*
- Complex or compound topic
- Single heading nonexistent or impractical
- Assign multiple headings
- Patterns in subject authority file *App.B, Example 12* **Foreign Relations H 1629**

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   *H 405 for a discussion of which file*
  - ✓ Individual persons
  - ✓ Families
  - ✓ Corporate bodies
  - ✓ Projects
  - ✓ Events
  - ✓ Buildings
  - ✓ Named products
  - ✓ Uniform titles
  - ✓ Etc.
- Form
  - ✓ Form headings   **650 0 Operas.   [form]**

    650 0 Opera.   [topical]
  - ✓ 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 Autobiography of Alice B. Toklas
- Topic not expressed in subject headings **Do not assign specific headings to reflect a narrow time period in the history of a village. Instead apply a free floating century.** *Example 13* NOTE: can't divide below
- General title but specific subject   *city level—Greenwich Village*
- Title page with many topics listed in manner of table of contents

13. → *Additional headings.*
- Foreign relations (H 1629) **Diplomatic relations between two specific regions or countries. Diplomatic relations between one specific country or region and other regions or countries.** *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.
→650   0 Adopted children |v Drama.
→650   0 Married people |v Drama.

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. →650   0 Family. →600 30 Wilkinson 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. →650 0 World War, 1939-1945 |x Children. →600 10 Dahme, Maud.   →650   0 Jewish children.

→Video iv.

245 00 You've got to be kidding |h [videorecording]. 520   The manipulation and portrayal of children in film, radio, and television. →650   0 Mass media and children.

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

Part IV. Constructing Subject Headings

Part IV. *Constructing Subject Headings*

15. Constructing Subject Headings

16. Complete subject heading
    strings with subdivisions

14

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*

We will examine these subdivisions in detail in Parts V and VI.

Part IV. *Constructing Subject Headings*

Articles in the initial position (H 290)

14

[Telling how to create Authoritative headings]   **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.*[Assigning 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.

[I've given you a clue. All the MARC tags begin with a "6".]

The Cher scrapbook.
→600 00   Cher, |d 1946-
→650 _0   Women singers |z United States.

NAFTA and the campesinos.
→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.

→(cont.)

The Brontes A to Z : the essential reference to their lives and work.
→600 30   Bronte family |v Encyclopedias.
→650 _0   Authors, English |y 19th century |v Biography
                |v Encyclopedias.

China and France : diplomatic turns and twists..
→651 _0   China |x Foreign relations |z France.
→651 _0   France |x Foreign relations |z China.

→(cont.)

Hamlet and the rethinking of man.
→600 10   Shakespeare, William, |d 1564-1616. |t Hamlet.

Hamlet ein lyrisches Politikum.
→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)

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. [Talk about jurisdiction vs place or corporate body vs geographic place—subfield b or t makes it 610.][United States |x History |y Colonial period, 1600-1775.]

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    T̄Seĭlon
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 (BRAZZABILLE) 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).			

Part V. *Geographic Headings and Subdivisions*

Geographic Subdivisions

17

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).*
[You can not subdivide below the city level.]

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
        Phocarctos
        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.

SUBDIVISIONS IN SUBJECT HEADINGS
Geographic Subdivisions (*SCH 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.   *[New York City no longer]*
- 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.) *EXPLAIN*
  - ✓ 650 0 Architecture |z Malaysia |z Kuching (Sarawak) *QUALIFIERS*
- **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.				

[see Appp.B, EXAMPLE 13]

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   *[HERE'S A WAY TO GET A PLACE IN WITH A NAME]*

--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 *[FREE FLOATING MAY AND MAY NOT SUBD GEOG]*

--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 <u>Cookery (Meat)</u>

Chili peppers
 USE <u>Hot peppers</u>
      <u>Peppers</u>

Chili powder   (May Subd Geog)
<u>[TX407.C]</u> (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   "Chilibliography": 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.
     [But: 610 10   Russian S.F.S.R. |t Laws, etc. (Novye zakony Rossii)]

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 Rossiĭskoĭ Federatsii)**
- 650   0   Law |z Russia (Federation)
- 651   0   Russia (Federation) |x History. Cities use qualifier (Russia)

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 Metodologiia 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.

SUBDIVISION	Subfield code	LIST IN SHM	CATEGORY	Usage Guidelines
—History	x	H 1095	see *SHM* H 1647	H 1845
[We will look at H 1647 in Part VI]		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 *SHM*	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?*

→   650 _0 Food preference in children |z Czechoslovakia.__

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*

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

iii)   TITLE : *All about Leningrad*

→   651 _0 Saint Petersburg (Russia)_____

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*

→   650 _0 Children |z California |z San Francisco.__
→   651 _0 Chinatown (San Francisco, Calif.)

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

→   650 _0 Parents |z New York (State) |z New York.__
→   651 _0 Brooklyn (New York, N.Y.)

┌───┐
│ **Ghosts (May Subd Geog)**   │
│   UF Phantoms   │
│   Specters   │
│   Spectres   │
└───┘

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

→   650 _0 Ghosts |z California |z Los Angeles.__
→   651 _0 Hollywood (Los Angeles, Calif.)

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

→   650 _0 Ghosts |z California |z West Hollywood.__
         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. *[Comparison of texts; use nothing if just a criticism or history]*
- 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.

[History—To 1500, 16th, 17th, 18th, 19th, 20th, 21st are free-floating]

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 Governement
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.

[10th-21st centuries Art; 15th-21st Musical comp; 17th-21st Drama; 18th-21st Languages, Literatures, & Groups of authors]

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 $x subfield when it represents a form that the item is about. This often occurs when a subdivision that is normally a form subdivision is immediately followed by another form subdivision, or by a topical subdivision.
Example:
    Title: Metals handbook comprehensive index.
    650 0 Metals |x Handbooks, manuals, etc. |v Indexes.
[In this example, –**Handbooks, manuals, etc.**, which is normally a form subdivision, is coded as an <u>$x subfield</u>, because the work itself is not a handbook, but is an index to handbooks.]

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 <u>all</u> 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. *[implied in the definition is the notion of distinct data elements that might be manipulated or software that might manipulate the data]*
- Do not assign to show that a resource is in electronic form.
- Textual resources, even if searching is available, are not considered – **Databases.** *[if not formatted as databases; when in doubt, do not use]*
- 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 *[usually coded as "m" computer file] ("g", "j", "e")*
  - ✓ Bib Level *[CD-ROM "m" or "s", Online "m" or "i"]*

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*

→650 _0 Children |v Encyclopedias.

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

→650 _0 Medically uninsured children |v Periodicals.

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

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

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

→650 0 Caesarean-born children |z Canada |v Biography.

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

→650 _0 Birth order |z Australia |x Statistics. [Or, |v Statistics.]

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

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

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

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

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 **[*French*] literature–[*Jewish*] 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	**SHOW PowerPoint slide**
|y 17th century	|y 16th century |v Biography

Authors, Spanish	*There are authority records with these subdivisions:*
|y To 1500	**SHOW PowerPoint slide**
|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. Voĭna 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.
[Probably about Ophelia and Gertrude—need second subject with author.]
[130   0 Beowulf $x Characters]
*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
  - ✓ H1780   Drama
  - ✓ H 1790   Fiction
  - ✓ H 1795   Legends and Romances
  - ✓ H 1800   Poetry
  - ✓ H1828   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. *[Fiction is the subject heading used for novels.* **NOTICE:** *doesn't use French fiction; why?]*
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 Beowulf.]
630 00 Koran |v Commentaries.

AUTHORITY RECORD FOR FORM SUBDIVISION COMMENTATIES

185 |v Commentaries

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

H 1610   **Fictitious Characters** *[primarily literary 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**. *[If we go to* H 1795—*Legendary characters are qualified by (Legendary characters).* **BUT,** H 1430—*Comic & cartoon characters are qualified as (Fictitious charcters.]*
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**. *[Comics and cartoons are considered a media other than literature; so comic & cartoon charcters are not considered literary.]*

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**).
[650 0 Holmes, Sherlock (Fictitious character)]
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.

Concept	Examples
✓ 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*

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

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

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

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

→ 650 _0 Popeye (Fictitious character).

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

→ 630 00 Book of Mormon |v Commentaries.

Part VIII.

Review

REVIEW

Part I.
- What? Where? How? When? (Which?) and Why?

- Subject Cataloging Manuals
  Consists of what two manuals?
- H 80 Order of Subject Headings
  With multiple subjects, which should go first?   Example I
- Classification Schemes
  LC calls numbers are based on what? Sudocs? Cadocs?

Part II.
- MARC tags   Which MARC tags represent subjects?
  What does the second indicator represent?
- Types of Subject Headings What are the types of subject
  headings? What are the four types of name headings?
- Types of Subdivisions
  What is the subfield code for topical subdivisions? Form?
- OCLC Authority Records
  What field contains LC control #? What precedes the number for s.h.?

Part III.
- Assigning Subject Headings
  What is the Rule of Three? Rule of Four?

Part IV.
- Constructing Subject Headings
  What are parenthetical qualifiers used for?
- Completing Subject Headings Strings with Subdivisions
  What are the four types of subdivisions?
- Articles in the Initial Position
  When do you retain initial articles for non-English names?
- Order of Subdivisions
  Where does a form subdivision go? When would it not?
- Meaning of Subject Heading
  How can you sometimes test the meaning of a subject string?

Part V.
- Geographic Headings
  Can a previous name of a jurisdiction be used as a subject?
- Geographic Subdivisions

What element in a subject string does a geographic subdivision follow?
- Headings for Russia, Soviet Union, and Former Republics

Can *Former Soviet republics* be used as a subject subd? Subject heading?
- Free-Floating Subdivisions

Can a free-floating subdivision be used under any topic?
Part VI.
- Topical Subdivision: HISTORY
  Can you use subdivision History under literary form headings?
- Chronological Subdivisions

When do you interpose *History* before chronological subdivisions?
- Form Subdivisions

What does the heading string "Science |x Periodicals |v Periodicals" mean?
Part VII.
- Literature Subject Headings

What is the subject heading for a commentary of a work?
Part VIII. *(including Review of Tools)*
- Subject Headings Manual
  How many Special Topics are there?
- ClassificationWeb and LC Classification Schedules

Is there a correlation between subject and call number?
- LCSH

What valid subject strings are not in LCSH?
- Free-Floating Subdivisions

In SHM, are the free-floating subdivisions all in one list? Where?
- OCLC Authority Records (and Formats)
  App.E, Examples IV and V

Let's create a CHECKLIST

Let's create a CHECKLIST

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/