SUBJECT CATALOGING

August 21, 2002

Subject Analysis
Library of Congress Subject Headings
LCSH Subdivisions
Subject cataloging tools
Subject cataloging resources

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SUBJECT ANALYSIS

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Cataloging Policy and Service Office, Library of Congress

SUBJECT ANALYSIS PROCESS

SCAN

      Title page
      Table of contents
      Preface, foreword
      Introduction
      Text
      Bibliography
      Index
      Dust jacket, container, etc.

LOOK FOR

      Key words that describe what the work is about
      Author's purpose
      Intended audience or special viewpoint
          General public, experts, children, etc.
      Form of the work, for example, fiction, encyclopedia, bibliography
      Special features or format
          Maps, illustrations, tables, statistics, large type, etc.
      Descriptive cataloging elements
          Collected set vs. analytic text vs. commentary
          Relation to other works, edition statements, supplements, etc.

ASK

      What is this work about?
      Is one topic discussed, or are several?
      If several, are the topics discussed in relation to each other, or separately?
      If separately, is one topic predominant?   Which one?
      Is there a specific object, product, condition, or phenomenon?
      Is an action or process involved? Is the focus on an agent or object of the action?
      Is there a particular means of accomplishing the action? Are any variables involved?
      Is a particular place covered?
      Is a particular time period covered?
      Are any particular persons covered? Any other named entities?

MENTALLY COMPOSE

          A statement beginning: "This work is about..."

TYPES OF WORKS

SINGLE-TOPIC WORKS

Examples:

Title: 生花　秘伝　野山　の　錦

Title: 葉隠　の　世界

Title: 歌舞伎

MULTI-TOPIC WORKS

Two or more distinct topics

Usually identifiable by the presence of conjunctions in titles, etc.

Examples:

Title: 親鸞　教学　と　道元禅

Title: 俳諧　と　漢文学

Title: 韓国　の　激情、　日本の無常

(梅干　と　日本刀；　菊　と　刀；　菊　と　刀　と
十字架　と）

3. MULTI-ELEMENT WORKS

A central topic with aspects such as time and place

Usually identifiable by the presence of adjectival qualifiers, prepositional
phrases, and actions or processes expressed as verbal nouns

Examples:

Title: 和菓子　の　京都

Title: 廣島　原爆　の　疑問点

Title: 奈良時代　に　おける　国家　と　仏教

ASSIGNMENT OF SUBJECT HEADINGS

CONVERT

The key words or statement of the topic of the item into LC subject headings

CONSULT

LCSH and the name authority file to determine how the concepts and named entities are expressed with controlled vocabulary

FOLLOW

References to navigate through the subject heading system and find appropriate headings

REMAIN OBJECTIVE

When selecting headings that do not reflect personal value judgments regarding topics or materials

REFER TO THE MANUAL AND FOLLOW THE RULES GIVEN THERE

Follow instructions in the *Subject Cataloging Manual: Subject Headings* for specific subjects and types of subjects:

H 180	Assigning and constructing subject headings
H 80	Order of tracings
Index	Special instructions for type of works
H 1075 - H 1200	Subdivisions
H 830	Local geographic subdivision

USE SUBDIVISIONS

Where appropriate to indicate subtopics or topical aspects, geographic areas, time periods, or forms of materials. Put the elements of the **subject heading strings** together in the prescribed order.

PERSIST AND FOLLOW PRECEDENTS

It can sometimes be difficult to determine whether you simply can't find how to express the subject, or whether, in fact, LC has not yet established a heading for a given subject. It sometimes helps to search the bibliographic database to see how similar works have been treated. Looking for precedents is particularly valuable for promoting inter-indexer consistency, but precedents should not be followed without checking that headings and constructions are still valid.

RULES FOR ASSIGNING SUBJECT HEADINGS (H 180)

SUMMARIZE THE CONTENTS

Summarize the contents, assigning headings for discrete topics that comprise **at least 20 percent** of the work. Assign only the heading(s) that most closely corrrespond to the overall coverage of the work. Some items require only one heading; others will require more. LC does not assign more than ten headings.

> Use **Martial arts–Encyclopedias** for a work entitled: *Encyclopedia of martial arts.*
> Do not assign separate headings for dueling, kickboxing, judo, etc.

BI-LEVEL INDEXING
If a work covers a general principle and illustrates it by a specific case, or emphasizes a particular subtopic in a discussion of a general topic, assign headings for both the general principle or topic and the specific case or subtopic.

SUMMARIZE THE HEADINGS, IF NEEDED (the rules of three or four)

If one heading exactly covers two or three subjects, use the one.

> Use **Parents** for a work entitled: *Mothers and fathers.*

If one heading does not exactly cover two or three subjects, assign the specific headings.

> Use three separate headings for a work on Indonesia, Malaysia, and Philippines.
> > (The heading **Asia, Southeastern** would be broader.)

If four or more subtopics of a general topic are discussed, assign the broader heading unless the broad heading seems overly broad. Do not use individual headings for more than four such topics.

> Use **Grain** for a work on wheat, corn, rice, and barley.

> Use four individual name headings for a work that discusses four Chinese poets and their works.

> Use **Chinese poetry** for a discussion of the work of five or more Chinese poets

BE SPECIFIC

Assign headings that are as specific as the topics they cover.

SPECIFICITY

Specificity means that the assigned subject headings match the topic of the work cataloged, being neither broader nor narrower than the topic. The traditional example from Cutter's rules (4th edition, 1904, p. 66) is:

> "Enter a work under its subject-heading, not under the heading of a class which includes that subject. Example: Put Lady Cust's book on *The cat* under **Cat**, not under **Zoology** or **Mammals**, or **Domestic animals**; and put Garnier's *Le fer* under **Iron**, not under **Metals** or **Metallurgy**."

Specificity is not a property of an individual term or subject heading; instead it is a relative concept that reflects the relationship between a subject heading and the work to which it is applied. The seemingly broad heading **Economics** is specific when applied to a general treatise on economics.

The method through which specificity is achieved depends on the nature of the available headings. In many cases, specificity can be achieved by assigning a basic heading consisting of one word or a phrase; in other cases specificity can be achieved by subdividing a heading.

Title: 日本　の　犬

> 1. **Dogs--Japan**.

Title: 秋田犬

> 1. **Akita dog.**

Title: *Canadian tax credit systems: an introductory bibliography*

> 1. **Tax credits--Canada--Bibliography**.

Title: *Targeted jobs tax credit*

> 1. **New jobs tax credit--United States**. (Use of heading **Tax credits** would not be specific)

Title: *Automatic transmissions*

> 1. **Automobiles--Transmission devices, Automatic.**

PROBLEMS IN SPECIFICITY

1.   Title: 薪能

2.   Title: *Pot-bellied pigs as a family pet.*

          1. **Miniature pigs as pets**.

3.   Title: 比叡山　千日　回峰行 : 酒井　雄哉師　の　足跡

PRECOORDINATION AND POSTCOORDINATION

Precoordination is the combining of elements into one heading in anticipation of a search on that compound topic. *LCSH* is an example of a precoordinate system. The subject heading **Women executives** combines two elements into one heading.

Postcoordination is the combining of elements by a searcher at the time he/she looks for materials. Individual terms are assigned to specific works, and the searcher bears the burden of combining terms for the topics deemed pertinent. The use of the two terms like **Women** and **Executives** for a work on women executives reflects postcoordination.

Example:
          Title: *The tariff on sugar in the United States*

      Postcoordinated: 1. **Sugar trade--United States**. This represents *LCSH*
                           2. **Tariff--United States**.   practice until ca. 1950)

      Precoordinated: 1. **Tariff on sugar--United States**. (This represents current practice)

Once *LCSH* provides a precoordinated heading, it must be used for that topic.

Although *LCSH* is primarily a precoordinate system, practice with many complex or multi-element topics requires postcoordination in order to achieve coverage. There are numerous cases in which elements cannot combined in single headings, even with subdivisions. In those situations, an array of headings may be assigned that, taken together, are **coextensive** with the topic of the item.

      Title: *Lipid metabolism in ruminant animals*

          1. **Ruminants--Metabolism**.
          2. **Lipids--Metabolism**.

Title: *Crocheting novelty potholders*

1. **Crocheting**.
2. **Potholders**.
3. **Novelties.**

Title: The situation of young widowed mothers in Vietnam

1. **Mothers--Vietnam--Statistics**.
2. **Widows--Vietnam--Statistics**.

SUMMARY OF STEPS IN ASSIGNING SUBJECT HEADINGS

1. **Determine** what the work is about.
2. **Select** appropriate and currently valid subject headings from *LCSH* and the name authority file.
3. **Be** specific and objective.
4. Consult the Subject Cataloging Manual: Subject Headings for instructions on types of subject matter and materials.
5. Use subdivisions to express subtopics, place, time, and form, as appropriate.
6. Put the elements of the heading together in the prescribed order.
7. **Make sure** the subject headings match the cataloging treatment of the work in the case of collected sets vs. analytics, text vs. commentaries, etc., and that editions of a work are treated similarly, etc.
8. **Consult** works already cataloged on the same subject to see how they have been treated.
9. **Input** the headings in descending rank order with correct content designation and accurate spelling and punctuation.
10. **Test** the results:
    Do the assigned headings group this work with similar works?
    Do the headings capture the essence and spirit of the work?
    Do they indicate what is special or unique about this work?
    Imagine you are a reader and ask yourself:
    Would you look under these headings to find this type of material?
    Would you be satisfied if you wanted material on this topic and found this work?

Library of Congress Subject Headings

- **What is LCSH? -- History and Attributes**
- **What is LCSH? -- Today**
- **RELATIONSHIP WITH THE LC NAME AUTHORITY FILE**
- **TYPES OF HEADINGS IN LCSH - TAG 150**
- **OTHER TYPES OF HEADINGS IN LCSH**
- **SUBJECT AUTHORITY RECORD NUMBERS**
- **PRINCIPLES OF SUBJECT HEADINGS**
- **FORMS OF HEADINGS**
- **SYNDETIC STRUCTURE – REFERENCES**
- **USE/UF REFERENCES**
- **BROADER AND NARROWER TERM REFERENCES**
- **FOLLOEING A HIERACHICAL TRAIL**
- **REALTED TERM REFRENCES**
- **OTHER ELEMENTS IN LCSH**

Cataloging Policy and Service Office, Library of Congress

WHAT IS *LCSH*? -- HISTORY AND ATTRIBUTES

Library of Congress Subject Headings is an accumulation of the headings established at the Library of Congress since 1898. Because *LCSH* has been developed over time, it contains inconsistencies in style and form. Individual headings, unless they have been revised, reflect the prevailing philosophies in force at the time they were created.

Origin

1869 *Catalogue of the Library of Congress: Index of Subjects*, a two-volume alphabetico-classified subject index to works it held. Subjects were grouped in broad classes with numerous alphabetic subdivisions.

1898 The Library of Congress decided to develop its own classification system and to switch to a dictionary catalog with subject headings based on the 1895 edition of the American Library Association's *List of subject headings for use in dictionary catalogs*.

1902 LC began distribution of printed catalog cards to subscribers.

1910-1914 The first *Subject headings used in the dictionary catalogues of the Library of Congress* was issued in parts. After successive editions, it was renamed *Library of Congress Subject Headings* with the 8th edition in 1975. Became an annual in 1987.

By-product of cataloging

Headings are developed on the basis of the need for their use in actual cataloging rather than on the basis of theory. Because headings have generally been based on the cataloging LC did for its own collections, they reflect LC's acquisitions and collection development policies.

Cooperative development

1982-1984 ALA-sponsored regional institutes on *LCSH;* formation of Cooperative Subject Cataloging Projects (CSCP); publication of *Subject Cataloging Manual: Subject Headings.*

1986 Distribution of machine-readable *LCSH* and beginning of weekly tape service.

1988 LC began to welcome subject heading proposals from other libraries, first those libraries in formal cooperative programs, and then any library willing to follow the stated policies and submit proposals by mail, fax, or Internet email.

1995 Subject Authority Cooperative Program (SACO) of the Program for Cooperative Cataloging (PCC). Over 100 libraries worldwide submit proposals.

WHAT IS *LCSH*? -- TODAY

Official LC subject authority file. The subject authority records online in the *LCSH* Master Database at the Library of Congress constitute the official file and serve as the basis for the production of its products:

> **1**. The printed ***Library of Congress Subject Headings (Red Books)*** -- published annually, now in five volumes. The 25th edition (*LCSH 25*) became available in spring 2002 and contains more than 263,000 headings established through November 2001.

> **2. *Library of Congress Subject Headings on Microfiche*** -- cumulated quarterly.

> **3. *Classification Plus*** -- contains *Library of Congress Classification* schedules along with *Library of Congress Subject Headings* on a single, Windows-based CD-ROM that is issued quarterly. Began distribution in 1996 and will be published through 2002.

> **4. *Classification Web*** – contains *Library of Congress Classification* schedules and *Library of Congress Subject Headings* in a subscription service on the Web that began June 1, 2002. Updated weekly.

> **5. *MARC Distribution Service: Subject Authorities*** -- the weekly tape subscription service of subject authority records. These tapes are loaded by individual subscribing libraries and bibliographic utilities, such as OCLC and RLG, according to their own schedules.

> **6.   *LC Subject Headings Weekly Lists*** -- A source of new, changed, and cancelled headings. The lists are posted on the Cataloging Policy and Support Office (CPSO) page of LC's Web site at http://www.loc.gov/catdir/cpso. Summaries of decisions listing newly authorized free-floating subdivisions, changes to subdivisions, and policy statements are posted with the lists. Many diacritics don't display on the lists but are present in the online authority records.

New headings. Catalogers at LC and at cooperating libraries propose new subject headings and changes to existing headings on a daily basis when they catalog items about subjects that are not yet adequately represented in the system. These proposals are grouped on individual lists for consideration at weekly editorial meetings. Approximately 8,000 new headings are added annually; an additional 8,000 subject authority records are changed in some way each year.

Companion tools. *LCSH* is now a synthetic system in which elements are combined according to rules. Therefore, the universe of potential combinations and combinations that have actually been assigned in bibliographic records exceeds the heading-subdivision combinations that are established in the authority file. The *Subject Cataloging Manual: Subject Headings* contains lists of subdivisions that may be combined with main headings from the authority file to form the new combinations needed for cataloging. The manual also contains the rules for applying subject headings. *LCSH* is also used in conjunction with headings from the LC name authority file or, as it is now called, the national authority file.

RELATIONSHIP WITH THE LC NAME AUTHORITY FILE

The **LC name authority file** or **national authority file** contains headings for personal names and corporate bodies that are capable of authorship and are needed for use as descriptive access points in bibliographic records as well as headings for uniform titles formulated according to AACR2 and the LCRIs. Name authority records have LCCNs with prefixes "**n**," "**nb**," "**no**," or "**nr**" depending upon their origin. Name authority records contain headings of the following MARC tags and types:

100	personal names	Allende, Isabel Bolívar, Simón, 1783-1830 Isaac (Biblical patriarch)
110	corporate bodies	Organization of American States Jesuits MERCOSUR Organization) Catedral (Guatemala, Guatemala) eagle (Ship) Mir (Space station)
111	conferences (including organized events)	Vatican Council (2nd : 1962-1965) World Cup (Soccer)
130	uniform titles	Codex Mendoza Jarabe tapatío MS-DOS (Computer file) Nutcracker (Choreographic work)
151	jurisdictions	Hanoi (Vietnam)

There are no headings tagged **150** in the name authority file.

Subject usage. With certain stated and noted exceptions, entities established in the name authority file may be used as subject headings. Because of the **latest name policy for jurisdictions**, one exception is that headings for earlier names of jurisdictions that have changed their names or status may not be used as subjects.

Therefore, LC uses **Saint Petersburg (Russia)** not Leningrad (R.S.F.S.R.); **Sri Lanka** not Ceylon.

Duplicate authority records. At one time, authority records for name headings were routinely included in *LCSH* if they were designated as pattern headings, for example, **Harvard University**; if they were needed for the reference structure of another subject heading; or if it was necessary to establish a non-free-floating subdivision for use with them, for example, **Great Britain. Parliament-- University representation**. Authority records for most countries were included in *LCSH* in order to establish the chronological subdivisions that represent the significant date spans in their history, for example, **El Salvador–History–1979- 1992**. LC no longer creates duplicate subject authority records for name headings.

TYPES OF HEADINGS IN *LCSH* - TAG 150
The **subject authority file** contains primarily headings with the MARC tag **150** for topical headings. This tag encompasses a wide array of concepts and phenomena as well as headings for proper-named entities that are not capable of authorship and are needed for subject rather than descriptive access points. In cases of doubt, check **H 405** ("Division of the world").

Concepts, phenomena, and processes	**Jet lag Computer literacy Elections Ocean currents Logic programming**
Disciplines and field of learning	**Biology Sociobiology Astrology**
Types of organizations and industries	**Legislative bodies National libraries Service industries Coffee industry**
Types of objects and structures, including branded merchandise	**Laptop computers Oil well drilling rigs Fiat automobiles Coca Cola (Trademark)**
Classes of persons and ethnic groups, including nationalities	**Teachers Intellectuals Chinese Chinese Americans**
Proper names for chemicals, materials, substances, organisms, breeds, etc.	**Carbon dioxide Aspirin Rubber Drosophila Camellias Jersey cattle**
Names of languages, including artificial and computer languages	**Spanish language Esperanto COBOL (Computer program language)**
Types of publications and literary, artistic, and music form headings(Note: LC does not yet use the MARC 21 tag 155 to identify form/genre headings.)	**Concordances Didactic fiction SculpturePhotography, Artistic Concertos**
Holidays and commemorations	**Chinese New Year**
Events, disasters, wars, battles	**Pan Am Flight 103 Bombing Incident, 1988 Pastry War, 1838-1839**
Deities; mythological, legendary, or fictitious characters; legendary or imaginary places	**Amon (Egyptian deity) Loch Ness monster Mickey Mouse (Fictitious character) Shangri-La (Imaginary place)**
Named animals	**Hanno (Elephant)**
Eponyms	**Murphy's law Turing test Spoonerisms**
Named tests	**Myers-Briggs Type Indicator**
Named structures and other non-corporate named entities (Anonymous art works were shifted to the NAF in 8/98)	**Washington Monument (Washington, D.C.) World Wide Web**

OTHER TYPES OF HEADINGS IN *LCSH*

LCSH also contains headings with other MARC tags:

151 nonjurisdictional geographics

Mekong River
El Niño Current
Caribbean Sea
Annapurna (Nepal)
Tierra del Fuego (Argentina and Chile)
East Asia   Russian Far East (Russia)
Former Soviet republics
Group of Seven countries
Tabin Wildlife Reserve (Sabah)
Fengate Site (England)
Pompeii (Extinct city)
Milky Way Hale-Bopp comet
Panama Canal (Panama)
Golden Gate Bridge (San Francisco, Calif.)

100 family names; royal houses and, dynasties

Chin family
Windsor, House of
Umayyad dynasty

Note: Beginning in August 1898, named works of art entered under artist, for example, **Picasso, Pablo, 1881-1973. Guernica**, are established in the name authority file.

110 named buildings, structures, etc. **White House (Washington, D.C.)**
Vatican Palace (Vatican City)

There are no headings tagged **111** for conferences nor **130** for uniform titles whose authority resides solely in *LCSH*. Any headings with those tags that are included in *LCSH* are duplicates from the name authority file or borrowed headings with non-free-floating subdivisions.

SUBJECT AUTHORITY RECORD NUMBERS

Subject authority record numbers or Library of Congress Control Numbers (**LCCN**s) are unique identifiers of subject headings that appear in **010** fields in MARC 21. They have the following prefixes:

sp   In-process records; these records are subject to change and are not distributed outside of LC

sh   Prefix used for approved subject authority records

sh 85   Records for headings in existence before November 1985

sh 86   Records for headings created December 1985 - December 1986

sh 87 +   Records created that year, etc.

sh2001   Records for 2001- have four-digit prefixes and no space after "sh"

sj   AC (annotated card) or juvenile subject headings. Began distribution in 1996. Records for AC headings are also identified by code "**b**" in the **008/11**.

During conversion to the MARC format in early 1986, **sh 85** numbers were assigned in ascending numerical order to a file of subject heading records that was arranged in alphabetical order according to LC filing rules:

sh 85000001   3RIP (Information retrieval system)   to   **sh 85150093 Zytphen family**

Record numbers are reused when headings are changed on a one-to-one basis.

Former heading:

     010   $a sh 85 100789
     151   $a Philippines $x History $y Insurrection, 1896-1898
     152

Revised form of heading: (at proposal stage)

     010   $a sp 85 100789
     053   $a DS682 $b DS684.3 $c Military history
     151   $a Philippines $x History $y Revolution, 1896-1898 [proposed update]
     450   $a Philippine Revolution, Philippines, 1896-1898
     451   $w nne $a Philippines $x History $y Insurrection, 1896-1898
     452

PRINCIPLES OF SUBJECT HEADINGS

To achieve good practice in assigning headings, it is important to understand the principles involved in formulating subject headings.

Charles Ammi Cutter's purposes:

        1. To enable a person to find a book of which the subject is known -- **identification**
        2. To show what the library has on a given subject -- **collocation**

These purposes are achieved in *LCSH* through the use of a **uniform heading**. A subject is represented by one heading so that materials that are about that topic and that use variant terminology can be categorized and retrieved together.

Subject heading: **Compulsive shopping**

> Titles: *Shopaholics: serious help for addicted shoppers*
> *Overcoming overspending : a winning plan for spenders and their partners*
> *Consuming passion : help for compulsive shoppers*
> *Born to spend : how to overcome compulsive spending*
> *Women who shop too much : overcoming the urge to splurge*

However, in a some instances, **duplicate entry or reciprocal headings** that consist of the same words in different orders are used to provide access to embedded terms:

Malaysia–Foreign economic relations–Japan
Japan–Foreign economic relations–Malaysia

Domain. Subject heading systems need to have a stated scope of coverage or domain. *LCSH* is a general subject heading system that includes headings from all fields of knowledge.

User principle. The audience of users that a subject heading system is intended to serve determines its choice of terms. In *LCSH*, terms are chosen on the basis of what is standard in contemporary American English usage. Preference is given to terminology and expressions in general use over technical terms or jargon when there is a choice and when precision would not suffer.

Specificity. The principle of specificity is followed. Terms that are coextensive with the subject rather than broader or more generic terms are used unless a specific term is deemed too narrow.

Consistency. Whenever feasible, attempts are made to maintain consistency in form and structure among similar headings through the use of recurring patterns.

Change. The system is dynamic. Changes to headings are made continuously to maintain the currency and viability of the list. For any change, the benefit of making it is weighed against its impact on the authority and bibliographic databases and the resources needed to carry it out.

FORMS OF HEADINGS

Simple nouns	**Dogs Terriers Puppies**
Nouns with adjectives	**working dogs Wild dogs Hearing ear dogs**
Phrases with prepositions	**Photography of dogs Dogs as laboratory animals** **Dogma, Development of** **Radio in health education** **Community health services for the aged** **Income tax deductions for home office expenses**
complex phrases	**Names carved on trees** **Infants switched at birth** **Right turn on red Monkeys as aids for people with disabilities**
Compounds for: relationships topics treated together explanation	 **Children and animals Parent and child** **Horsemen and horsewomen Bolts and nuts** **Files and rasps**
With qualifiers to: distinguish homonyms remove ambiguity	 **Seals (Animals) vs. Seals (Numismatics)** **Year 2000 date conversion (Computer systems)**
indicate proper names	**Phar Lap (Race horse)** **Java (Computer program language)** **Maori (New Zealand people)**
Direct entry vs. subdivision	**Kennels Dog shows** **Dogs--Housing Dogs—Showing**
Inversion	**Cookery, Chinese** **Science, Ancient** **Canis, Fossil**
vs. straight	**Chinese literature** **Chinese American art Navajo art**

SYNDETIC STRUCTURE -- REFERENCES

In order to be useful, an alphabetic subject heading list needs to have a **generous entry vocabulary** to link terms searchers might use with the authorized forms of the list as well as a structure of **explicit relationships** to allow users to navigate through the system. These purposes are served by references that express **equivalence**, **hierarchical**, and **associative relationships**.

History. Like the headings themselves, references were made in *LCSH* at different times according to different philosophies and principles. Early on, some specific to general references were made. For many years references were made on the basis that a person investigating one heading should be made aware of another heading. References were rarely revised as new headings were added. In addition, many headings appeared in *LCSH* without references. In 1984, new rules for making references were adopted and incorporated into the *Subject Cataloging Manual: Subject Headings*, and then applied to new headings beginning in 1985.

Notation. With the adoption of the new, more hierarchically rigorous rules for making references, the decision was made to use the standard symbols employed by thesauri for indicating relationships. When the file of subject headings was converted to the MARC format in early 1986, the old symbols were mechanically replaced by the new ones. Under a heading, the print program that produces *LCSH* substituted:

USE for See

UF for *x* (see from)

BT for *xx* (one-way see also from)

NT for *sa* (one-way see also)

RT for terms that appeared in both the *xx* and *sa* listings under a heading.

Reference evaluation. Although the resulting reference structure appeared more rigorous and "thesaurus-like," the actual references did not necessarily fit their labelled categories. For this reason, at the time of conversion of the files, byte **29** of the **008** field of the MARC format was set to code "**b**" for **not evaluated** or "**n**" for not applicable if no references were present. The references for headings established since the conversion of the file do conform to the rules and are coded as "**a**" for **evaluated**. References for older headings are reviewed and evaluated on a case-by-case basis.

USE/UF REFERENCES

Equivalence or **USE/UF (Used for)** references link terms that are non-preferred and not authorized to their preferred and authorized forms. The notation in *LCSH* is **USE** and **UF** :

Baby sitting	**Babysitting**
USE Babysitting	UF Baby sitting

UF references are covered in **H 373** of the *Subject Cataloging Manual: Subject Headings.* Only UF references are carried in subject authority records in fields tagged **4XX**. USE references are generated by program or system.   The categories of UF references made are:

> **1.** synonyms and near synonyms:
>
> > **Restaurants**
> >   UF Cafés
> >   Dining establishments
>
> **2.** variant spellings:
>
> > **Hematology**
> >   UF Haematology
>
> **3.** variant forms of expression:
>
> > **Nonbank financial institutions**
> >   UF Nonbank banks
> >   Nonbanks
>
> **4.** alternate arrangements of terms:
>
> > **Dog breeds**   **Animal shelters**
> >   UF Dogs--Breeds   UF Shelters, Animal
>
> **5.** earlier forms of headings:
>
> > **Restaurants**
> >   UF Restaurants, lunch rooms, etc. *[Former heading]*

Earlier forms of headings. Since 1988, earlier forms of headings have been explicitly coded as **nne** in the **$w** control subfield of **4XX** fields. Coded earlier form of heading references were added to headings changed between 1976 and 1988 as a project. In *LCSH*, the earlier references are signalled by the notation: *[Former heading]*.

BROADER AND NARROWER TERM REFERENCES

Broader Term and Narrower Term References link headings and allow users to enter at any level and be led step by step to the next level of either more specific or more general topics. The following instruction sheets in the *Subject Cataloging Manual: Subject Headings* cover these references:

H 370	Broader Terms, Narrower Terms, and Related Terms
H 371	General See Also References
H 375	[Topic]--[Place] Broader Term References

Notation. **BT** stands for Broader Term and **NT** stands for its reciprocal, Narrower Term

Subfield coding. In online records, broader terms are coded as "**g**" in the **$w** control subfield of **5XX** fields. Records contain only broader term references. LC does not use code "**h**" for narrower term references. The reciprocal narrower term references that appear in displays in the printed, microfiche, CD-ROM, and Web versions of *LCSH* are system or program generated.

Three types of relationships are indicated by **BT/NT** references:

    1. Genus/species (or class/class member):

Dog breeds	**Poodles**
NT Poodles	BT Dog breeds

    2. Whole/part:

Foot	**Toes**
NT Toes	BT Foot

    3. Instance (or generic topic/proper-named example):

Everest, Mount (China and Nepal)	**Mountains–China**
BT Mountains–China	NT Everest, Mount (China and Nepal)
BT Mountains–Nepal	**Mountains–Nepal**
	NT Everest, Mount (China and Nepal)

    Next level. A heading is now linked only to the heading immediately above it in a hierarchy. Bilevel references remain in headings with unevaluated references as remnants of past practice.

    Compound headings. Because the complex compound headings present in *LCSH* do not necessarily fit into these hierarchical categories, rules were also adopted for linking compound headings on the basis of the terms they contain. The resulting **BT/NT** relationships are often more arbitrary than would be allowed in a true thesaurus.

FOLLOWING A HIERARCHICAL TRAIL

How many levels of hierarchy are represented on this page?

Animal breeds (*May Subd Geog*)
UF   Breeds, Animal
          Breeds of animals
          Breeds of domestic animals
          Domestic animal breeds
BT   Animals
RT   Breeding
NT   Cat breeds
          Dog breeds
          Guinea pig breeds
          Livestock breeds
          Rabbit breeds
          Rare breeds

Beulah speckled face sheep
          (May Subd Geog)
                    [...]
          BT Sheep breeds

Brittany spaniel *(May Subd Geog)*
                    [...]
          BT Spaniels

Dog breeds (*May Subd Geog*)
UF   Dogs—Breeds
BT   Animal breeds
BT   Dogs
NT   Akbash dog
          Australian cattle dog
          Australian shepherd dog
          Beagles (Dogs)
          Beauceron
          Belgian sheepdog
          Berger Picard
          Bichon fries
          Borzoi
          Bouvier des Flandres
          [...]

Saint Bernard dog
Schnauzers
Sennenhunde
Shetland sheepdog
Shikoku dog
Spaniels
[...]

Livestock breeds (*May Subd Geog*)
          UF   Stock breeds
          BT   Animal breeds
          NT   Cattle breeds
                    Donkey breeds
                    Goat breeds
                    Horse breeds
                    Poultry breeds
                    Sheep breeds
                    Swine breeds
                    Water buffalo breeds

Sheep breeds *(May Subd Geog)*
          UF   Sheep--Breeds
          BT   Livestock breeds
          NT   Adal sheep
                    Awassi sheep
                    Beulah speckled
                    face sheep
                    Cheviot sheep
                    Corriedale sheep
                    East Friesian sheep
                    Fat-rumped sheep
                    [...]

Shetland sheepdog *(May Subd Geog)*
                    [...]
          BT   Dog breeds
                    Sheep dogs

Spaniels *(May Subd Geog)*
          BT   Dog breeds
          NT   Brittany spaniel
                    Cavalier King Charles
                    spaniel
                              [...]

RELATED TERM REFERENCES

The **associative relationship** is expressed in *LCSH* by reciprocal Related Term references (**RT**s) that link two terms associated in some manner other than hierarchy. **RT** references are currently made between terms that have overlapping meanings, terms that represent a discipline and the object studied in that discipline, and persons and their fields of endeavor. These references are made unless the headings share a common **BT** reference, or they begin with the same word or word stem. Linking headings by means of **RT** references is not being emphasized until the project to improve the hierarchical reference structure is completed. **RT** references in *LCSH* are being cancelled if it is clear that they no longer meet current rules for **RT**s, especially if they share a common **BT** reference, or if they begin with the same words or word stem. Few **RT**s are required when new headings are established. In online records, **RT** references are carried in **5XX** fields with no **$w** control subfield.

Farmers RT Peasantry	The **RT** was removed because both headings have the **BT Rural population**
Architecture, Industrial RT Industrial buildings	The **RT** was removed because headings at a higher level, **Architecture** and **Buildings**, are already related with **RT**s.
City planning RT Community development	The **RT** relationship was cancelled because there is no compelling reason to link the two headings.
Unemployed RT Public welfare	The **RT** relationship was cancelled. There is no need to link a class of persons who might or might not receive a service with the service. The list would be endless.
Physicians	This **RT** is appropriate. Links are made between RT Medicine disciplines and practitioners of the discipline if the headings do not begin with the same word or word stem.
Birds	This **RT** is appropriate. Links are made between RT Ornithology between disciplines and objects studied if the headings do not begin with the same word or word stem.

OTHER ELEMENTS IN *LCSH*

General see also references

These may be found in **360** fields. Over 3,500 records have them. They are made:

      1. To a group of headings, giving one or two as examples
      2. From a generic heading to headings beginning with a related word
      3. From a generic heading to corresponding subdivisions

General see references

There are more than 650 general see references. These are reference records (**008/09** value "**b**" or "**c**") rather than heading records (**008/09** value "**a**"), but they have the term referred from in a **150** field followed by a **260** field. They are made:

      1. From a concept to the corresponding subdivision when no generic heading exists

      2. From a non-preferred adjectival form to the form used in *LCSH*

Scope notes

Over 5,000 headings have scope notes in **680** fields They may:

      1. Define a heading and clarify or limit its intended meaning
      2. Contrast a heading with another heading that is related in some way
      3. Provide application instructions for a given heading

LC Classification numbers

In October 1998, over 77,000 records had at least one corresponding LC Classification number in an **053** field.

Sources found and Sources not found

Citations in **670** fields provide justification for the establishment of a heading and the form of entry chosen. Sources consulted in which no data regarding the heading were found are cited in **675** fields. These fields are present in records for headings established since 1986. They may be added to records for headings established earlier whose form of entry has changed or whose references have been revised.

LC SUBJECT HEADING: SUBDIVISIONS

- **SUBDIVISONS IN LCSH**
- **TYPES OF SUBDIVISIONS – TOPICAL**
- **TYPES OF SUBDIVISIONS – GEOGRAPHICAL**
- **TYPES OF SUBDIVISIONS – CHRONOLOGIGAL**
- **TYPES OF SUBDIVISIONS – FORM**
- **FREE-FLOATING SUBDIVISIONS**
- **SOURCES OF INFORMATION ON FREE-FLOATING SUBDIVISIONS**
- **SUMMARY OF APPLICATION OF FREE-FLOATING SUBDIVISIONS**

Cataloging Policy and Service Office, Library of Congress

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SUBDIVISIONS IN *LCSH*

Subdivisions are used to combine various aspects of a topic into one heading, and as a device for arranging entries that share the same main heading:

Topic: **Dogs--Breeding**

Place: **Dogs--Great Britain**

Time period: **Rescue dogs--History--19th century**

Form of material: **Dogs--Periodicals**

Full strings:

Dogs--Breeding--England--History--20th century--Bibliography

United States--Foreign relations--1989-1993--Sources--Bibliography

The main heading and subdivisions are combined in separate subfields of a subject authority record. In *LCSH*, they are displayed beneath bolded main headings and indented and bolded following dashes.

Dogs *(May Subd Geog)*
      [...]
  -- **Agility trials** *(May Subd Geog)*
      [SF425.4]
  -- **Anatomy**
  -- **Breeding** *(May Subd Geog)*
      [SF427.2]
    UF Dog breeding *[Former heading]*
  -- -- **Societies, etc.**
      UF Dog breeders' societies
  -- Breeds
    USE Dog breeds

The filing order of main headings with subdivisions in *LCSH* is:

chronological	by date
topic and form	interfiled alphabetically
geographic	arranged alphabetically

TYPES OF SUBDIVISIONS IN *LCSH* -- TOPICAL

TOPICAL SUBDIVISIONS indicate a part, element, or aspect of a subject. They are used under main headings of all types or under other topical subdivisions to limit the concept expressed by the heading to a specific subtopic:

> **Construction industry--Management**

Each additional subdivision refines the concept expressed by the heading and makes it more specific:

> **Construction industry--Management--Employee participation**

Many common topical subdivisions represent actions, processes, or attributes. In some cases, particularly with headings for objects, subdivisions are used to designate parts of the whole for example, **Airplanes--Cockpits**.

LCSH makes use of topical subdivisions as a standard way of expressing concepts, methods, or techniques that are common to several fields, or that may be applied to numerous headings:

> --**Data processing**
> --**Environmental aspects**
> --**Information services**
> --**Library resources**
> --**Psychological aspects**
> --**Social aspects**
> --**Statistical methods**

Topical subdivisions are subfield coded **$x** for general subdivisions in MARC 21.

Phrase vs. subdivision. A main choice in establishing a concept as a heading is: should it be expressed as a phrase or as a subdivision under a main heading? At certain times the choice was a natural language phrase; at other times the subdivision form was preferred. LC now prefers natural language phrases for unique topics; subdivisions are generally preferred for subtopics or aspects that may repeatedly appear in association with a variety of topics or category of entities. There is also a tendency to continue patterns once they have begun.

TYPES OF SUBDIVISIONS IN *LCSH* - GEOGRAPHIC

GEOGRAPHIC SUBDIVISIONS indicate the geographic area to which treatment of a topic is limited. They may indicate where something is located, where something is from, or either, depending upon the topic. Geographic subdivisions are subfield coded **$z** in MARC 21.

Headings authorized for geographic subdivision in *LCSH* have the notation *(May Subd Geog)* for **May Be Subdivided Geographically**. This notation is generated by value "**i**" in **008/06** in USMARC.

> **Income tax**   *(May Subd Geog)*
> **Water quality** *(May Subd Geog)*

Headings with *(May Subd Geog)* may be subdivided according to the rules in H 830 by authorized forms of names of countries or other political jurisidictions, or of regions or geographic features, as appropriate:

> **Income tax--Brazil**
> **Water quality--Amazon River**

For a locality within a country, or a territorial entity or geographic feature that falls wholly within a country, **interpose** the name of the relevant country between the topic and the locality. This includes historic kingdoms and extinct cities whose geographic extent is totally within the boundaries of a **modern** jurisdiction.

> **Museums--China–Beiing**
> **Subways--Korea (South)--Seoul**
> **Law--Iraq--Babylonia**
> **Stone carving--Cambodia--Angkor (Extinct city)**

For localities in Canada, Great Britain, and the United States, interpose the relevant province, constituent country, or state.

In some cases and with some topics, headings are established with national qualifiers to indicate origin or derivation:

> **Technical assistance, American** *(May Subd Geog)*

Such headings may be divided by place to indicate recipients:

> Title: *Scandinavian development agreements with African*

> 1. **Economic assistance, Scandinavian--Africa.**

TYPES OF SUBDIVISIONS IN *LCSH* -- CHRONOLOGICAL

CHRONOLOGICAL SUBDIVISIONS.   Subdivisions for dates are used to indicate time periods covered in the contents of a work.   Chronological subdivisions are subfield coded **$y** in MARC 21. Examples:

> **Japan--History--Tokugawa period, 1600-1868**
> **Japan--History--1787-1868 (Must be established)**
> **United States--History--Civil War, 1861-1865**
> **Chemistry--History--19th century (Free-floating under topics)**
> **Women--History--Modern period, 1600-**
> **Japan--Church history--To 1868**
> **Geology, Stratigraphic--Cambrian**

Under topics that LC treats as inherently historical, periods are established directly, that is, without the interposition of the subdivision --**History**:

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> **Argentina--Economic conditions--1945-1983**
> **World politics--1919-1932**
> **Russia--Social conditions--1801-1917**
> **Japan--Politics and government--1600-1868**

Date subdivisions established or used under artistic, literary, or music form/genre headings modify the main heading: **Engraving--18th century**; **French poetry--19th century**; **Sonatas (Piano)--20th century**.

Sometimes chronology is indicated by a heading with an adjectival qualifier, for example, **Medicine, Medieval**.

Headings for events that are formulated as phrase headings may include dates, but they are not in subdivision form, and are not separately subfield coded: **Crimean War, 1853-1856.**

In 1993, LC phased out the use of date subdivisions that indicate imprint date of the work in favor of using the unsubdivided heading, or, for early works, the **form** subdivision:
 --**Early works to ...**

Japan--Description and travel--1945-   was changed to:
Japan--Description and travel

Japan--Description and travel--To 1800- was changed to:
Japan--Description and travel--Early works to 1800

TYPES OF SUBDIVISIONS IN *LCSH* -- FORM

FORM SUBDIVISIONS indicate the format of the work -- what the item is rather than what it is about. Some frequently used form subdivisions are:

> **Engineering--Indexes**
> **Sociology--Congresses**
> **Malaysia--Foreign relations--Bibliography**
> **Vegetable gardening--Handbooks, manuals, etc.**
> **Porcelain, Chinese--Catalogs**
> **Statesmen--Asia--Biography**
> **Singapore--Guidebooks**

Some form subdivisions also indicate the audience for whom the material is intended:

> **Dinosaurs--Juvenile literature**
> **Biology--Dictionaries, Juvenile**
> **Sports--Juvenile humor**
> **Corporation law--United States--Popular works**
> **Brewing--Amateurs' manuals**
> **Astronomy--Observers' manuals**
> **Korean language--Textbooks for foreign speakers**

Generally, form subdivisions may be used under all types of headings: topics, names of persons, corporate bodies, places, etc., unless restrictions on the use of a particular subdivision are given in the *Subject Cataloging Manual*. The general rule on form subdivisions is to bring out the form if it is possible, that is, if a subdivision exists to represent that form, and to assign it to all headings to which it applies unless its use is not authorized under a specific heading. Form subdivisions are generally the last element in a subject heading string. Form subdivisions were previously included in subfield code **$x** for general subdivisions. In 1999, LC began using the new subfield code **$v** for forms.

Most form subdivisions may also be used as topical subdivisions, for example,

> **Art--Exhibitions**
> **Chemistry--Congresses--Attendance**
> **Science--Periodicals--History**

Other form subdivisions are not used as topical subdivisions because the topic is expressed in another way; for example, --**Abstracting and indexing** is used for the activity while two subdivisions, **--Abstracts** and **--Indexes**, represent the comparable forms.

FREE-FLOATING SUBDIVISIONS

History. The system of free-floating subdivisions evolved through editions of *LCSH*. General form subdivisions were the first to be omitted from printing in *LCSH* because they could be used under virtually any topic. Auxiliary lists of subject subdivisions used in the catalog of the Library of Congress were published from 1906 on. These booklets had separate lists of subdivisions that could be used under countries, states, etc., and cities and towns, as well as the general form subdivisions. In early editions of *LCSH*, subdivisions were listed in full only under some headings like **English language**, **English literature**, and selected music headings, but they were allowed to be used under other headings of those types. In 1974, the system of free-floating subdivisions controlled by pattern headings was officially introduced when a list of representative headings was included in the eighth edition.

Free-floating subdivisions are defined, and the form and topical subdivisions of general application are listed, in H 1095 of the *Subject Cataloging Manual: Subject Headings*.

Definition. The term **free-floating** refers to the fact that these subdivisions may be assigned under designated subjects without the usage being established editorially and, consequently, without the usage appearing in *LCSH* under each individual appropriate subject heading.

Only a fraction of all the possible heading-subdivision combinations that could be assigned to bibliographic records are included in *LCSH* because of the use of free-floating subdivisions. However, some main heading-free-floating subdivision combinations do appear in *LCSH* if their establishment predates the granting of free-floating status to a particular subdivision, or if they are needed for further subdivision by a non-free-floating subdivision or the reference structure of another heading.

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Usage. Free-floating subdivisions must be used according to LC rules, policies, and procedures. They may be used:

1. only under headings for which their **use is designated and authorized**
2. only if **no conflict** exists with an established subject heading
3. only if the topic is **not already implied** in the heading itself
4. only with elements of the heading put together in the **prescribed order**

SOURCES OF INFORMATION ON FREE-FLOATING SUBDIVISIONS

1. *Free-Floating Subdivisions: An Alphabetical Index* -- the guide for finding specific usage instructions on free-floating subdivisions in the *Subject Cataloging Manual: Subject Headings*.

    Note: This index should not be used by itself to construct subject heading strings. Usage notes in the *Subject Cataloging Manual: Subject Headings* must be consulted first.

2. *Subject Cataloging Manual: Subject Headings* -- lists of free-floating subdivisions (H 1095 - H 1145.5: lists of general categories and H 1146 - H 1200: lists of pattern headings) as well as separate instruction sheets on many individual subdivisions.
    In the 5th edition of the *Subject Cataloging Manual: Subject Headings*, references to individual instruction sheets have been added to the lists of free-floating subdivisions in general categories.

3. **LCSH** -- scope notes (680 fields); see also references (360 fields); and general see references (260 fields) when no generic heading for the concept exists. In 1999, LC began to create and distribute authority records to control free-floating subdivisions. These records contain subdivision data in 18X fields and codes in 073 fields that identify their controlling instruction sheet numbers. Some records also contain references and usage statements that may be enhanced in the future.

4. **LC Subject Headings Weekly Lists, Summary of Decisions** -- posted to the CPSO web site with the weekly lists at http://lcweb.loc.gov/catdir/cpso; contains announcements of new free-floating subdivisions and changes to existing subdivisions.

It is important to understand that there are **two sources for valid headings**:

> **1.** *LCSH* or the subject authority file. Many subdivided headings are established in the subject authority file and can simply be assigned as found there. This is the **primary** source. Always check thoroughly for **established** subdivided or phrase headings before constructing new combinations.

> **2.** Lists of free-floating subdivisions in the *Subject Cataloging Manual: Subject Headings*. The subdivisions listed there may be used with headings from *LCSH* or the name authority file.

SUMMARY OF APPLICATION OF FREE-FLOATING SUBDIVISIONS

In order to formulate subject headings with free-floating subdivisions, catalogers have to:

> 1. **Know** the authorized uses of free-floating subdivisions, or know how to find them out

> 2. **Check** to sure there is no conflict with an established heading in *LCSH*

> 3. **Stop and think**: Does this make sense? Am I creating redundancy or making something convoluted or unnecessarily complicated?

> 4. **Combine** subdivisions with main headings in the prescribed order

There is no system limitation on the number of subdivisions that may be put together. The length is limited by the elements of the work, the rules for formulating particular types of headings, and the common sense of the cataloger, who needs to consider the user's ability to comprehend subject headings and retrieve pertinent items with them.

The *LCSH* free-floating subdivision system is based on the cataloger's ability to :

> 1. **Analyze** and break concepts up into their component parts

> 2. **Identify** the categories to which these parts belong

> 3. **Consult** the appropriate free-floating subdivision list(s)

> 4. **Construct** an authorized heading that makes sense and matches the subject of the item being cataloged.

SUBJECT AUTHORITY TOOLS AND DOCUMENTATION

Cataloging Policy and Service Office, Library of Congress

1. *Subject Cataloging Manual: Subject Headings*, 5th edition, 1996

> Four-volume looseleaf manual describes LC practices for creating and assigning subject headings. Kept up-to-date by semiannual updates published in the spring and fall. Contains glossary and index.

2. *Free-floating Subdivisions: An Alphabetical Index*, Annual

> Annual list of the approximately 3,000 free-floating subdivisions. Shows the categories in which they may be used and where to locate information about them in the *Subject Cataloging Manual: Subject Headings*.

3. *Subject Cataloging Manual: Classification*, 1st edition, 1992

> One-volume looseleaf manual containing LC policies and procedures for assigning LC Classification numbers to library materials. Contains guidelines for the classification portion of the LC call number. The *Subject Cataloging Manual: Shelflisting* contains instructions on formulating the unique Cutter portions of call numbers. Update No. 1 published in 1995.

4. *Classification Plus*

> *Library of Congress Classification* schedules and *Library of Congress Subject Headings* on a single, Windows-based, networkable CD-ROM that is available on a quarterly subscription. There are hypertext links within and between the classification schedules and subject headings.

5. *Classification Web and LC Authorities*

> *Library of Congress Classification* schedules and *Library of Congress Subject Headings* in a subscription Web service that began June 1, 2002. Updated weekly.   LC Authorities for authority headings for Subject, Name, Title, Name/Title is offered on a trial basis.

6. *Cataloger's Desktop*

> Library of Congress cataloging publications, including MARC 21 documentation, descriptive cataloging tools, and subject cataloging tools on one CD-ROM available on quarterly subscription.

7. *Library of Congress Web site; CPSO home page; PCC home page*