Subject Analysis

LCSH

Definitions

- **Subject analysis** is the part of indexing or cataloging that deals with
  - the conceptual analysis of an item: what is it about? what is its form/genre/format?
  - translating that analysis into a particular subject heading system
- **Subject heading**: a term or phrase used in a subject heading list to represent a concept, event, or name

Analysis vs. indexing

Analysis:
- Look at the work as a whole to determine its overall contents
- Think of terms that summarize the primary subject focus of the work

Indexing:
- Provide in-depth access to parts of items (chapters, articles, detailed listing of topics)

Determining the subject content

Examine the subject-rich portions of the item being cataloged to identify key words and concepts:
- Title
- Table of contents
- Introduction or preface
- Author’s purpose or foreword
- Abstract or summary
- Index
- Illustrations, diagrams
- Containers

Types of concepts to identify

- Topics
- Names of:
  - Persons
  - Corporate bodies
  - Geographic areas
- Time periods
- Titles of works
- Form of the item
Subjects vs. forms/genres

- **Subject**: what the item is about
  - Physical character (video, map, miniature book)
  - Type of data it contains (statistics)
  - Arrangement of information (diaries, indexes)
  - Style, technique (drama, romances)
- **Form**: what the item is, rather than what it is about
- **Genre**: works with common theme, setting, etc.
  - Mystery fiction; Comedy films

Important factors: Objectivity

Catalogers must give an accurate, unbiased indication of the contents of an item

- Assess the topic objectively, remain open-minded
- Consider the author's intent and the audience
- Avoid personal value judgments
- Give equal attention to works, including:
  - Topics you might consider frivolous
  - Works with which you don't agree

Examples: Exercising objectivity

**The big lie**: the Pentagon plane crash that never happened / Thierry Meyssan.

**Dawn; the herald of a new and better day.**

**The silent subject**: reflections on the unborn in American culture / edited by Brad Stetson.

Important factors: Cataloger's judgment

- Individual perspective
  - Informed by the cataloger's background knowledge of the subject
  - Informed by the cataloger's cultural background
- Consistency in determining “What is it about?” leads to greater consistency in assignment of subject headings

What is a Controlled Vocabulary?

**From Wikipedia**: A controlled vocabulary is a carefully selected list of words and phrases ... The terms are chosen and organized by trained professionals (including librarians and information scientists) who possess expertise in the subject area. Controlled vocabulary terms can accurately describe what a given document is actually about, even if the terms themselves do not occur within the document’s text.

Controlled Vocabularies: Subject Heading lists vs. Thesauri

- **Thesauri**
  - Created largely in indexing communities
  - Made up of single terms and bound terms representing single concepts (usually called descriptors). Bound terms occur when some concepts can only be represented by two or more words (e.g. Type A Personality)
- **Subject heading lists**
  - Created largely in library communities
  - Consist of phrases and other precoordinated terms in addition to single terms
Controlled Vocabularies: Subject Heading lists vs. Thesauri

- Thesauri
  - More strictly hierarchical
  - Because they are made up of single terms, each term usually has only one broader term
  - Narrow in scope. Usually made up of terms from one specific subject area
  - More likely to be multilingual. Because single terms used, easier to maintain in multiple languages

- Subject heading lists
  - Not strictly hierarchical. Some headings may have no broader and/or narrower terms
  - More general in scope, covering a broad subject area, or the entire scope of knowledge
  - Usually not multilingual

Translating key words & concepts into subject headings

- Controlled vocabulary
  - Thesauri (examples)
    - Art & Architecture Thesaurus (AAT)
    - Thesaurus for Graphic Materials I: Subject Terms (TGMI)
    - Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms (TGMII)
    - Thesaurus of Geographic Names (TGN)
  - Subject heading lists (examples)
    - Library of Congress Subject Headings (LCSH)
    - Sears List of Subject Headings
    - Medical Subject Headings (MeSH)

Keywords vs. Controlled Terms

- System should allow for both
- Keywords give access using “non-standard” terms
- Keywords include terms not yet in vocabularies; places or names not indexed

Drawbacks to Controlled Vocabulary

- Time to assign = $$$
- Need for trained catalogers = $$$
- Time lag to add relevant terms
- Time lag to delete outdated terms
  - ... so use both keywords and controlled terms
### Why use controlled vocabulary?

Controlled vocabularies:
- identify a preferred way of expressing a concept
- allow for multiple entry points (i.e., cross-references) leading to the preferred term
- identify a term’s relationship to broader, narrower, and related terms

### Function of keywords

**Advantages:**
- provide access to the words used in bibliographic records

**Disadvantages:**
- cannot compensate for complexities of language and expression
- cannot compensate for context

Keyword searching is enhanced by assignment of controlled vocabulary!

### Examples: keyword searching challenges

**Above all, don’t flush!** adventures in valorous living.

**Let’s rejoin the human race!**

**Dawn; the herald of a new and better day.**

**Phantom limb.**

**Who moved my cheese?**

### Subject Analysis

- Subject analysis is the abstracting and indexing of an item’s conceptual content
- A two step process:
  - ascertaining the subject
  - translating the subject into controlled vocabulary
- Important considerations include: cataloger objectivity, cataloger’s background knowledge, and consistency in determining the content

### Problems in Thesaurus Building

- **Synonymy**
  - Car/automobile
- **Morphological variants**
  - labor/labour, goose/geese
- **Foreign terms and phrases**
  - Laissez faire, Munich/München
- **Antonymy**
  - Hot/Cold, Dead/Alive, Emigration/Immigration
- **Homonyms**
  - Turkey (bird)/Turkey (country)
  - Venetian blinds/Blind Venetians
  - Telephone poles/Polish telephones
- **Polysemy**
  - Different ways to express a subject
  - Pluralism/Multiculturalism
Problems in Thesaurus Building

- Multiword terms
  - Deoxyribonucleic acid
- Multi-topical and Multi-element terms
  - Children and television/Dogs in literature/Edible snails
- Singular or plural
  - Art/Arts, Apple/Apples
    - Prefer plural because that’s the way people think
- Direct vs. inverted
  - Music, Popular/Popular music

Controlled Vocabularies

- Authority list of index terms
- Controls for synonyms by choosing one form to use
  - Automobile not Car
- Distinguishes homographs
  - Bridges/Bridges (Dentistry)
- Establishes relationships among terms

Library of Congress Subject Headings (LCSH)

- Originally designed as a controlled vocabulary for representing the subject and form of books and serials in the LC collection
- Literary warrant: LC collection
  - originally for use in LC catalogs
  - new global standard for (i) library catalogs, (ii) bibliographic databases
- Approximately 259,000 headings
- c.10,000 new headings added each year
- Approximately 36% of headings are followed by LC Class numbers

History of LCSH

- LCSH is an accumulation of the subject headings that have been established at the Library of Congress since 1898 and used in its cataloging.
- Since 1988, other libraries have contributed subject headings to LCSH as well.

Origin of LCSH

- 1869: Catalogue of the Library of Congress: Index of Subjects
- 1898: LC decided to switch to a dictionary catalog with subject headings based on ALA’s List of Subject Headings for Use in Dictionary Catalogs
- 1902: LC began distributing catalog cards
- 1910-1914: the first Subject Headings Used in the Dictionary Catalogues of the Library of Congress was prepared and issued in parts

Recent history of LCSH (1)

- 1975: renamed 8th ed. of Library of Congress Subject Headings published, introducing the fullfledged free-floating subdivision system
- 1982-1984:
  - ALA-sponsored regional institutes on LCSH
  - formation of Cooperative Subject Cataloging Projects (CSCP) for enriching LCSH
  - publication of Subject Cataloging Manual: Subject Headings
Recent history of LCSH (2)

• 1986: LCSH converted to machine-readable form; weekly tape distribution service of subject authority records begins
• 1987: printed volumes of LCSH become annual publication
• 1988: LC began to welcome subject heading proposals from other libraries; thesaural notation added to 11th ed. of LCSH

Recent history of LCSH (3)

• 1989: 1st ed. of Free-floating Subdivisions: an Alphabetic Index published; CDMARC Subjects subscription service begins
• 1991: Airlie House Subject Subdivisions Conference convened
• 1995: Subject Authority Cooperative Program (SACO) formed

Recent history of LCSH (4)

• 1996: Introduction of Classification Plus; publication of 5th ed. of SCM:SH
• 1999: Implementation of MARC subfield code $v$ for form subdivisions; began project to create authority records for free-floating subdivisions
• 2002: Launching of Classification Web; inauguration of Web Authorities

LCSH Principles: Literary Warrant

• Subject headings are created for use in cataloging and reflect the topics covered in a given collection
• The terminology selected to formulate individual subject headings reflects the terminology used in current literature

LCSH Principles: Uniform Heading

• One heading is chosen to represent a topic
  – This allows materials about a topic to be retrieved together, even if they contain different terms for the topic
• References to headings are made from synonyms and variant forms
  – Catalog users are guided from their entry vocabulary to the authorized headings

Uniform Heading (cont.)

• Choice among terms:
  – based on standard, contemporary American English-language usage
  – preference given to terms in general use over technical terms or jargon where possible
• Vocabulary
  – attempts are made to choose neutral, inclusive, or unbiased terminology, especially regarding topics that might be controversial
LCSH Principles: Unique Heading

- Each heading in LCSH represents only one topic
- If a term could represent more than one concept, it is modified:
  - Rings (Algebra) Stilts
  - Rings (Gymnastics) Stilts (Birds)
- Or, a [heading]—[subdivision] combination is created to provide context
  - Roads $\times$ Shoulders
  - not Shoulders (Roads)

LCSH Principles: Specific Entry

- Terms are co-extensive with subjects
- In other words, each subject is represented by the most precise term naming the subject, rather than a broader or generic term that encompasses it
- Exception: some terms may be deemed too narrow, and therefore not likely to be sought by catalog users

Specific Entry Examples

- For example, a work on systems librarians is assigned the heading Systems librarians rather than the broader heading Librarians.
- A work on low-carbohydrate diets is assigned the heading Low-carbohydrate diet rather than broader terms such as Carbohydrates, Reducing diets, or Weight loss.

LCSH Principles: Consistency

- Attempts are made to maintain consistency in form and structure among similar headings
- Because LCSH was developed over the past century, it contains numerous inconsistencies in styles of headings
  - Individual headings, unless they have been revised, reflect the prevailing philosophy in force at the time they were created

Consistency & Predictability

- Consistency in the form and structure of headings promotes predictability for subject heading users
- Predictability is enhanced when the terms chosen for a topic are those most widely used to refer to that topic
- When headings are changed or new headings established, headings in bibliographic records need to be updated

LCSH Principles: Dynamism

- Changes to headings are made continuously to maintain the currency and viability of LCSH
- The benefit of making a change is weighed against its impact on the authority and bibliographic databases and the resources needed to carry it out
Examples of Recent Changes

• Handicapped → People with disabilities
• Internet (Computer network) → Internet
• Machine-readable dictionaries → ___
  Electronic dictionaries
• Medicine, State → National health services
• Mountain whites (Southern States) → ___
  Appalachians (People)

LCSH Principles: Precoordination and postcoordination

• Precoordination:
  – Combining elements into one heading string in anticipation of a search on that compound topic
  – LCSH is primarily a precoordinate system
• Example:
  Furniture design—France—History—20th century—Exhibitions

LCSH Structure and Syntax: Main Headings

• Topics are identified by terms or phrases that represent what the material covers
• Headings can also reflect the form of the material
• Three general categories of headings:
  – Topical
  – Form/genre
  – Names

Topical headings

A topical heading represents a discrete, identifiable concept. These can be:
• things
  Kachina dolls
• concepts
  Gifts, Spiritual
• philosophies
  Determinism (Philosophy)
### Topical headings

- classes of people
  - Dentists
- ethnic groups
  - Kurds
- names of individual animals
  - Jumbo (Elephant)
- legendary and fictitious characters and places
  - Holmes, Sherlock (Fictitious character)
  - Shangri-La (Imaginary place)

### Form/Genre

Form / Genre headings indicate what a work is, rather than what it is about. These headings can:
- identify a form
  - Artists’ books
  - Nigerian drama
  - Silent films
- represent a style or mood
  - Detective and mystery stories
  - Film noir

### Name Headings

If the work being cataloged is about a person or a place or a corporate entity, then a name heading is appropriate.

The rules for constructing these headings will depend on the type of name.

### Personal Names

- A biography will have a subject heading for the biographee:
  - Brontë, Charlotte, 1816-1855
- Personal name headings are constructed according to AACR2/LCRI practice
- Family names (Casper family) and royal houses and dynasties (Plantagenet, House of) are coded as personal names, but they are constructed according to subject cataloging rules

### Corporate Names

- Generally, a corporate body is an organization or a group of persons identified by a particular name
  - Indigo Girls (Musical group)
  - Bill & Melinda Gates Foundation
- Certain vessels and vehicles are considered to be corporate bodies
  - Titanic (Steamship)
  - Apollo 13 (Spacecraft)
- Corporate name headings are constructed according to AACR2/LCRI practice

### Corporate Names

- Works about conferences and organized events can have subject headings for the name of the conference or event
  - ALI-ABA Conference on Federal Income Tax Simplification
  - Lewis and Clark Expedition (1804-1806)
  - Miss America Pageant
  - World Cup (Soccer)
Geographic Names

- Headings can be assigned for jurisdictional areas and geographic features
  - Albuquerque (N.M.)
  - Grand Canyon (Ariz.)
- If a place name used as a subject has a uniform title or a subordinate body, it is considered a corporate name
  - Albuquerque (N.M.), Fire Dept.

Titles

- Works about other works may have subject headings that consist of the catalog entry for the work being discussed.
  - name-title heading
    - Mitchell, Margaret, 1900-1949. Gone with the wind
  - uniform title heading
    - Beowulf

Syntax

- Library of Congress Subject Headings may be in direct form using natural language or in inverted or qualified forms.
  - Direct form:
    - Electric alarms
    - not
    - Alarms, Electric

Single noun headings

- Represent an object or concept
  - CD-ROMs
  - Scooters
  - Heat
  - Love
- Adjective or participle noun-equivalents
  - Blind
  - Poor

Articles

- Articles are not in the initial position
  - Arts
    - not
  - The arts
- Articles may be retained for grammatical purposes
  - State, The
  - Comic, The

Plural vs. singular

- Headings representing objects or classes of people are usually plural
  - Pencils
  - Physicians
- Biological species are generally singular, higher levels are plural
  - Bald eagle
  - Eagles
  - Western lily
  - Lilies
### Phrase headings: single concept

- Used when a single noun cannot represent an object or concept:
  - Biological rhythms
  - Environmental ethics
- May be prepositional phrases:
  - Figures of speech
  - Quality of life
  - Adult children of alcoholics

### Multiple concept headings

- Relationships between topics
  - Church and state
  - Mathematics and literature
- Topics normally treated together
  - Books and reading
  - Nails and spikes

### Multiple concept headings: “as”

- Preposition “as” showing a particular use of an object or form:
  - Alcohol as fuel
  - Insects as pets
  - Biography as a literary form
  - Legumes as food

### Classes of persons and occupations

- Preposition “as”
  - Authors as teachers
  - Physicians as musicians
- Preposition “in”
  - Women in medicine
  - Asian Americans in motion pictures

### Multiple concept headings: “in”

- Special applications of a concept:
  - Music in advertising
  - Television in education
- A place within a concept:
  - Africa in popular culture
  - Egypt in the Koran

### Headings, Inverted

- Used to be more common:
  - Chemistry, Organic
  - Insurance, Accident
- Current practice: most headings in direct form
- Inverted headings retained for some categories
Headings, Inverted

- Language, nationality or ethnic group qualifiers
  - Art, American
  - Cookery, Ethiopian
- Headings qualified by time period
  - History, Modern
  - Philosophy, Ancient

Headings, Inverted

- Headings with qualifiers for artistic style
  - Painting, Romanesque
  - Sculpture, Hellenistic
- Some types of fossils
  - Sponges, Fossil
  - Vertebrates, Fossil

Headings, Inverted

- Some music headings
  - Choruses, Sacred
- Battles
  - Trebbia River, Battle of, Italy, 1799
  - Gettysburg, Battle of, Gettysburg, Pa., 1863
- Some geographic headings
  - Mexico, Gulf of

Headings, Inverted

- Fictitious and legendary characters
  - Bond, James (Fictitious character)
  - Bunyan, Paul (Legendary character)
- Royal houses
  - Habsburg, House of
  - Windsor, House of

Qualification of headings

- Parenthetical: discipline or topic
  - Waste (Economics)
- Parenthetical: category of object
  - Plates (Engineering)
  - Plates (Tableware)
- Adjectival:
  - Chemical bonds
  - Nuclear fission

LCSH Headings can be:

- Personal names
  - Individuals
  - Families, dynasties, etc.
  - Mythological, legendary or fictitious characters
- Corporate bodies
- Historical events
- Names of animals
- Other proper names
- Languages
- Ideas, events
- Prizes, awards
- Holidays, days of the week, etc.
- Ethnic groups, tribes, nationalities, etc.
- Religious, philosophical systems
- Geographic names
  - Jurisdictional headings
  - Geographic features
- You name it – it can be a subject heading
### Subdivisions in LCSH

- Narrow the scope of a heading
- Bring out specific aspects of a subject
- Example: a work discussing pre-colonial Brazil needs more than just the subject heading Brazil
  - Brazil—History—To 1822
- Subdivisions may themselves be subdivided

### Topical subdivisions

- Limit the concept of a heading to a specific subtopic
- Many represent actions, attributes or aspects
- May be specific to a single concept
  - Helicopters—Flight testing
  - Presley, Elvis, 1935-1977—Sightings
- OR applicable to numerous headings
  - Psychological aspects
  - Statistical methods

### Topical subdivisions (cont)

- Sometimes used to bring out parts of the whole
  - Eye—Muscles
  - Sports cars—Axles
- More than one topical subdivision may be used to refine the concept
  - Fruit—Postharvest losses
  - Fruit—Postharvest losses—Prevention
- Topical subdivisions are coded $x$

### Geographic Subdivisions

- If a work discusses a topic in regard to a specific location, geographic subdivisions may be used to group together common coverage
  - Remainders (Bookselling)—Illinois—Chicago
- Not all headings may be subdivided geographically
- Geographic subdivisions are coded $z$

### Geographic Subdivisions (cont)

- Headsings authorized for geographic subdivision have the designation (May Subd Geog) in LCSH
  - Income tax (May Subd Geog)
    - 650 #0 Income tax $z Brazil
  - Water quality (May Subd Geog)
    - 650 #0 Water quality $z Potomac River
- In some cases and with some topics, headings are established with national qualifiers to indicate origin or derivation
  - 650 #0 Agricultural assistance, American (May Subd Geog)
  - 650 #0 Agricultural assistance, American $z Africa

### Geographic Subdivisions

- (May Subd Geog) means the heading may be divided directly by continents, regions larger than countries, countries, and the first order political division of three countries:
  - United States States
  - Canada Provinces
  - Great Britain Constituent countries
- For a locality within a country, interpose the name of the relevant country between the topic and the locality
  - 650 #0 Museums $z France $z Paris
- For a locality in the three exceptional countries, interpose the first order political division
  - 650 #0 Elections $z Illinois $z Chicago
  - 650 #0 Postal service $z England $z London
- Two cities subdivided directly: Jerusalem and Washington (D.C.)
  - 650 #0 Education $z Jerusalem
Chronological subdivisions

• Indicate the time period covered in the work
• Usually associated with historical treatment of a topic
  
  **Printing—History—19th century**
  **Russia—Social conditions—1801-1917**
• Used with literary, music and art headings
  
  **German literature—18th century**
  **Sonatas (Piano)—20th century**
• Chronological subdivisions are coded $y$
• One subdivision used for dates indicating imprint of work: Early works to …
  
  650-69 Arithmetic $v$ Early works to 1800

Form Subdivisions

• Indicate what an item is rather than what it is about
• The most common form subdivisions may be used under all types of main headings and subdivisions
  — **Periodicals**
  — **Bibliography**
• Form subdivisions are coded $v$ and are generally the last subdivision in a heading

Form Subdivisions

• If a work is about a specific form, the form is treated as a topical subdivision
  
  **Science $x$ Periodicals $v$ Bibliography**
  for a bibliography of science periodicals
• Occasionally, two subdivisions are needed to indicate form
  
  **Technology $v$ Bibliography $v$ Periodicals**
  for a bibliography that is issued as a periodical

Free-floating vs. established

• Some subdivisions can be used with specified categories of headings whenever appropriate without having been explicitly established with those headings
• Other subdivisions are only to be used in individual cases and must be represented by an authority record permitting the usage
  — **Academic libraries—Food and beverage policies**
  — **Camp sites, facilities, etc.—Reservation systems**
  — **Moon—Exploration**

Order of subdivisions

• Generally, use established headings and follow instructions for combining with free-floating subdivisions, placing form subdivisions last
• Two basic orders:
  — [Place]—[Topic]
  — [Topic]—[Place]

[Place]—[Topic]

• Generally used for aspects of a place: its history, politics, economics, civilization
• General order of a subject heading string of this type with all types of subdivisions:
  
  [Place] $x$ [Topic] $y$ [Period] $v$ [Form]

  **Ireland $x$ Economic conditions $y$ 1949- $v$ Congresses**
[Topic]—[Place]

- Used for topical headings that are authorized for geographic subdivision
- General order of a subject heading string of this type with all possible subdivisions:
  
  
  Railroads Sz Canada $s$x History $s$y 19th century $s$v Sources
  
  OR
  
  [Topic] $s$x [Topic] Sz [Place] $s$y [Period] $s$v [Form]
  
  Periodicals Sz Publishing Sz Italy $s$x History $s$y 19th century $s$v Bibliography

Essential tools and additional resources

- LC Subject Headings Weekly Lists available online
- Subject Cataloging Manual: Subject Headings
- LC Name Authority File
- Free-Floating Subdivisions: An Alphabetical Index
  
  - list of those subdivisions that can be assigned without their usage being specified under each individual heading

Syndetic structure: references

- Equivalence relationships
- Hierarchical relationships
- Associative relationships

Equivalence or USE/UF references

- Link terms that are not authorized to their preferred form
- Covered in Subject Cataloging Manual” Subject Headings (H 373)
- Example:
  
  Baby sitting
  
  USE Babysitting

Categories of USE/UF references

- Synonyms and near synonyms
  
  - Dining establishments USE Restaurants
- Variant spellings
  
  - Haematology USE Hematology
- Singular/plural variants
  
  - Salsa (Cookery) USE Salsas (Cookery)

Categories of USE/UF references

- Variant forms of expression
  
  - Nonbank banks USE Nonbank financial institutions
- Alternate arrangement of terms
  
  - Dogs—Breeds USE Dog breeds
- Earlier forms of headings
  
  - Restaurants, lunch rooms, etc. USE Restaurants
### Hierarchical references: broader terms and narrower terms

- Link authorized headings
- Show reciprocal relationships
- Allow users to enter at any level and be led to the next level of either more specific or more general topics
- Covered in SCM:SH H 370

### Three types of hierarchical references

- **Genus/species (or class/class member)**
  - Dog breeds
  - NT Shih tzus
  - BT Dog breeds

- **Whole/part**
  - Foot
  - NT Toes
  - BT Foot

- **Instance (or generic topic/proper-named example)**
  - Mississippi River
  - Rivers—United States
  - BT Rivers—United States
  - NT Mississippi River

### Associative or related term references

- Link two headings associated in some manner other than hierarchy
- Currently made between
  - Headings with overlapping meanings
    - Carpets RT Rugs
  - Headings for a discipline and the focus of that discipline
    - Ornithology RT Birds
  - Headings for persons and their field of endeavor
    - Physicians RT Medicine
- Covered in SCM:SH H 370

### Versions of LCSH

- **MARC Distribution Service: Subject Authorities**
- **Classification Web**
- **Library of Congress Authorities**
  - (http://authorities.loc.gov)
- Print version (“Big Red Books”)
- Authority files in bibliographic utilities

### Essential tools and additional resources

- **Subject Cataloging Manual: Subject Headings (SCM:SH)**
- Essential for correct application of LCSH
- Available in print (loose-leaf) with subscription for updates
- Available on Cataloger’s Desktop
- Provides guidance in:
  - determining the subject of a work and selecting appropriate headings
  - preparing proposals for new subject headings
  - assigning subdivisions to a heading
  - assigning headings and subdivisions to special categories of material and works on special topics

- **Cataloging Service Bulletin (CSB)**
- Quarterly print publication
- Summarizes changes to subdivisions
- Includes lists of changed and cancelled headings and selected new headings of interest
Essential tools and additional resources

- Cataloging Policy and Support Office (CPSO) website
  lcweb.loc.gov/catdir/cpso

- Announcements and policy statements

- Links to weekly lists of approved additions and changes

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Components of entries in LCSH

- Authorized headings
- Class numbers
- References
  - USE, Use For (UF)
  - Broader Term (BT) & Narrower Term (NT)
  - Related Term (RT)
  - General References (SA and USE)
- Scope notes
Entry in LCSH

Automobiles (May Subd Geog) [TL1-296.5]
UF Autos (Automobiles)
Cars (Automobiles)
Gasoline automobiles
Motorcars (Automobiles)
BT Motor vehicles
Transportation, Automotive
SA headings beginning with the word Automobile
NT A.C. Automobile
Abarth automobiles
Alfa Romeo automobile
Etc.

THREE RULES OF INDEXING: 1

• rule of specific entry
  – each term selected to represent a concept should be co-
    extensive with that concept
  – e.g., “cats - care” not “animals - treatment”
  – so searcher retrieves fewer non-relevant documents:
    i.e., precision is improved
• Cutter’s Rule 161:
  – “Enter a work under its subject-heading, not under the
    heading of a class which includes that subject ... Put
    Lady Cust’s book on ‘The cat’ under Cat, not under
    Zoology or Mammals, or Domestic animals ...”

THREE RULES OF INDEXING: 2

• rule of exhaustive entry
  – the subject description as a whole should be co-
    extensive with the subject
  – e.g., “cats - care” not “cats”
  – so searcher retrieves more relevant documents:
    i.e., recall is improved

THREE RULES OF INDEXING: 3

• rule of consistent entry
  – so searcher can use terms that match the
    indexer’s, and both precision and recall are
    improved
  – two parts:
    • re. choice of preferred terms
    • re. choice of citation order

CHOICE OF PREFERRED TERMS

• each concept should always be represented by the
  same ("preferred") term
• Cutter’s Rule 169:
  – “In choosing between synonymous headings prefer the
    one that ... (a) is most familiar to the class of people
    who consult the library, (b) is most used in other
    catalogs, (c) has fewest meanings other than the sense
    in which it is to be employed, (d) comes first in the
    alphabet, so that the reference from the other can be
    made to the exact page of the catalog, (e) brings the
    subject into the neighborhood of other related subjects.”
Principles for LCSH: 1

- rule of **specific entry**
  - OK, follows Cutter
  - but terms are constantly changing
  - tendency is towards sequences of subdivisions
  - becomes more and more like systematic rather than alphabetical scheme

Principles for LCSH: 2

- rule of **consistent entry**
- choice of **preferred terms**
  - OK, used to follow Cutter’s emphasis on user/usage warrant
  - but terminology famously (Berman 1971, Clack 1975, Marshall 1975) criticized for being prejudicial
  - so now logic and consistency are principles
- choice of **citation order**
  - very inconsistent
  - some retain natural-language order, others follow (arbitrary) rules
  - many headings do not satisfy user/usage warrant

Rules for Assigning Subject Headings

- **Summarize the Contents**
  - Summarize the contents, assigning headings for topics that comprise at least 20% of the work.
  - Some books require only one heading; do not assign more than ten headings
- **Specificity**
  - Assign headings that are as specific as the topics they cover

Direct and Specific Entry

- Subject headings are chosen to match in specificity the item being cataloged
- The Rorschach test / by John Smith.
  - Psychology **NO**
  - Psychological tests **NO**
  - Rorschach test **YES**

LCSH Structure and Application

- **26.0 Number of Headings**

  - “The number of headings assigned to each work depends on the nature of its content and the structure of available subject headings.”
  - “Certain categories of works are generally not assigned any subject headings.”
  - “Many works are assigned only one heading.”
  - “In other cases, multiple headings are required. In general, no more than ten headings are assigned to any one work.”

Principles of SLAM

- To remember the major steps in the subject cataloging process, think of the word SLAM:
  - Scan
  - Look for
  - Ask yourself
  - Mentally compose
Scan, Look for

- Scan
  - Title page, table of contents, preface, introduction, text, bibliography, index, dust jacket, container, label, title screen
- Look for
  - Key words that describe what the work is about
  - Form of the work
  - Author’s intent, audience, viewpoint

Ask, Mentally compose

- Ask yourself
  - What is this work about?
  - Is there one topic or several? If several, are they treated in relation to each other?
  - Is there a focus on a particular place, time, or person?
- Mentally compose a statement: “This work is about…”

Translate into LCSH

- Search LCSH
  - Use the hierarchical structure of broader and narrower terms
  - Use scope notes to help decide whether a heading is appropriate
- Search in library catalogs to find similar works; examine subject headings assigned
- Search authority files

General Principles

- General principles for assignment of headings are found in SCM:SH H 180
- Describes practices followed by the Library of Congress in assigning subject headings to a work
- A library may choose to vary from these practices for local reasons

Number of Headings

- **General rule**: Assign one or more subject headings that best summarize the overall contents of the work and provide access to its most important topics
- **LC practice**: Assign headings only for topics that comprise at least 20% of the work

Choosing headings

- **Objectivity**
  - Avoid assigning headings that label topics or express personal value judgments
  - Consider the intent of the author or publisher
- **Cataloging treatment**
  - For periodicals, etc., assign headings that characterize the contents of the resource as a whole
  - To an analytic in a set, assign headings that represent the specific contents of the item
Choosing headings (cont)

- Specificity
  - Assign headings that are as specific as the material covered
  - Consider proposing a new heading if no specific heading is found or can be constructed
  - Assign broader headings only when not possible to assign a precise heading or when called for in SCM:SH

Rule of three and Rule of four

- If a heading represents 2 or 3 topics discussed and no more, assign that heading
  - Title: Single moms, single dads: help and hope for the one-parent family
  - Single parents not Single mothers and Single fathers
- Rule of three: if the scope of a topic includes more than 3 subtopics, but the work discusses only 2 or 3, assign the appropriate 2 or 3.
- If the work discusses more than 3 subtopics, assign the broader heading, unless the rule of four applies

Multiple headings, arrays and reciprocals

- A work may discuss a topic for which a single heading does not exist
- Some topics call for pairs of headings referred to as reciprocals:
  - France—Relations—Germany
  - Germany—Relations—France
- SCM:SH calls for arrays of headings for certain topics (i.e., H 1330 Biography)

Choosing headings (cont)

- General topic and subtopic
  - If a work discusses a general topic with emphasis on a specific subtopic, assign headings for both if the subtopic represents at least 20% of the work
  - Revolutions yesterday and today [survey of revolutions, emphasis on one]
  - Revolutions x History
  - Cuba x History x Revolution, 1959

Rule of three and Rule of four

- Rule of four:
  - In some cases, it may be preferable to assign headings for 4 subtopics of a broad concept
  - Example: a heading covers a broad range (American literature—History and criticism) and each subtopic forms only a small portion of that whole range (criticism of an individual author)
  - LC practice is not to exceed 4 subtopics

Order of Subject Headings

- The first subject heading should:
  - reflect the primary topic or focus of the work
  - generally correspond to the assigned call number
- Other headings should follow in descending order of importance
Checking Results

- After completing subject analysis, ask:
  - Do the assigned headings group this work with similar works?
  - Do the headings capture the essence and spirit of the work?
  - Do they capture what is special or unique about the work?

Checking Results (cont)

- 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 you found this work?

Subject Analysis: Checklist

- Analyze the subject focus of the work being cataloged
  - Summarize the contents of the work as a whole
  - Bring to the attention of the catalog user the most important topics discussed
  - Assign headings for topics that comprise at least 20% of the work

Sources of information:

- Title
- Table of contents
- Introduction/preface
- Jacket blurbs
- Bibliography
- Editorial statement on content/instructions to authors

It can be helpful to make a free-form list of topics in natural language, as a first step

Subject Analysis: Checklist

- Within the controlled vocabulary of LCSH, assign headings that are authorized in the authority files
- To find the appropriate LCSH headings for your topics:
  - Search LCSH in print or online
  - Search the authority file
  - Search by keyword in online catalogs for similar works

When searching LCSH:

- Follow the hierarchical structure of broader and narrower terms to find as close a match as possible
- Use scope notes to help decide whether a heading is appropriate

Your strategy may vary depending on your familiarity with the topic. However you find LCSH headings, be sure to check the authority file to make sure they’re valid.
Subject Analysis: Checklist

- Use free-floating subdivisions after consulting the appropriate instruction sheets in the SCM:SH
- Be guided by the rule of specificity to express the predominant topics of the material
- Verify that the string of elements in each heading is logical and correct
- Verify that the order of the headings reflects the predominant topic

Subject Analysis: Checklist

- Use valid geographic names as topics and as subdivisions
- Recognize when a new subject heading is needed and a proposal must be prepared
- Use the instruction sheets in the SCM:SH to guide the assignment of headings for special categories of material and for special combinations of headings for subjects such as biography, folklore, and local history

Subject Analysis: Checklist

- After completing the analysis, use the following test questions to check the suitability of analysis and the assignment of headings:
  - Would a researcher look under these headings for this type of material?
  - Do the headings capture the essence and spirit of the work?

Subject Analysis: Checklist

- Test questions (cont.):
  - Will the assigned headings retrieve this work with similar works in the collection?
  - Do the assigned headings express what is special or unique about the work being cataloged?
  - Are the assigned headings misleading about the content of the work?

Most records have 1 or 2 LCSH

- How to teach your baby math / Glenn Doman, Janet Doman.
  - 650 0 Mathematics $x Study and teaching (Preschool)
  - 650 0 Infants.

Most records have 1 or 2 LCSH

  - 600 10 Reagan, Ronald.
  - 650 0 Presidents $z United States $v Biography.
  - 650 0 Governors $z California $v Biography.
  - 650 0 Motion picture actors and actresses $z United States $v Biography.
MARC Tags: Subject Headings

- Personal name • 600
- Corporate name • 610
- Conference name • 611
- Uniform title • 630
- Topical • 650
- Geographical name • 651
- Second indicator • 0 = LCSH

Two types of authorized subdivisions

- Established: established editorially for use under a particular heading
  - Cinematography $x$ Special effects
  - France $x$ History $y$ 1945-1958
- Free-floating: may be used under certain types of headings without being established editorially
  - Biochemistry $v$ Congresses
  - New York (N.Y.) $x$ Buildings, structures, etc.
  - Short stories, American $x$ History and criticism

Application of established subdivisions

- Example: cataloging the title *Film magic*, which describes the art and science of special effects
- Main heading: Cinematography
- Search the heading in LCSH or subject authority file to find established subdivisions

Subdivisions established under Cinematography

Cinematography—Processing (May Subd Geog) [R S]
  [TN999-21] [R S]
  UF Cinematographic processing
  Cinematography—Darkroom technique
  Darkroom technique in cinematography
  Processing, Cinematographic
  RT Photographic chemistry
  NT Cinematography—Printing processes [R]

Cinematography—Scientific applications (May Subd Geog) [R S]
  [TN993-993] [R S]
  UF Motion pictures—Scientific applications
  NT Cinematography—High-speed [R]
  Medical cinematography [R]

Cinematography—Special effects (R S)
  [TN993] [R S]
  UF Motion pictures—Special effects
  RT Specialty cinematography

Before assigning a free-floating subdivision, consider:

- Is it appropriate under the main heading?
  - Look for guidance in the SCM:SH, in subdivision authority records
- Does it conflict with a previously established heading?
  - Search the authority file or LCSH
- Is it redundant?
  - Don’t assign a free-floating subdivision if the topic of the subdivision is already implied in the heading itself

Types of free-floating subdivisions

- Form and topical subdivisions of general application (H 1095)
- Free-floating subdivisions under specific types of headings (H 1100-1145.5)
- Free-floating subdivisions controlled by pattern headings (H 1146-1200)
- “Multiple” subdivisions (H 1090)
Free-floating subdivisions of general application: H 1095
Subdivisions on this list represent:
• common concepts widely used across disciplines, or
• physical or bibliographic forms that could apply to nearly any heading
Some restrictions on application still apply!

H 1095 examples (1)
$\text{v Exhibitions (H 1593)}$
Use under subjects.
This subdivision may be used under all types of headings: geographic, personal, corporate, title, and topical. Further guidance is given in H 1593.

H 1095 examples (2)
$\text{x Competitions (May Subd Geog)}$
Use under topical headings.
This subdivision may be used under headings tagged 150 as well as under headings with other tags that are divided by topical subdivisions. It may be further subdivided by place.

H 1095 examples (3)
$\text{x Lighting (May Subd Geog)}$
Use under types of vehicles, structures, buildings, rooms, installations, etc.
Usage is much more restricted here. The subdivision may be further subdivided by place.

Free-floating subdivisions under specific types of headings
(H 1100-1145.5)
Separate lists have been developed for:
• Classes of persons
• Ethnic groups
• Corporate bodies
• Names of persons
• Names of families
• Names of places
• Bodies of water

To use subdivisions from these lists:
• Determine whether the main heading fits one of the types
• Browse subdivisions on the pertinent list
• Check the [heading]—[subdivision] string for conflicts with established headings
• Consider whether further subdivision is needed (by place, by form, etc.)
Example

• Proceedings of a conference on diet and performance of soccer players

• Main heading: Soccer players

• Which list might we use?

Example (cont.)

• Browse list for relevant subdivisions

• Ideas?

• Heading so far:
  – Soccer players $x$

Example (cont.)

• Check Soccer players $x$ Nutrition combination for possible conflict with established headings

• Check LCSH or subject authority file

Checking LCSH (on Classification Web)

Soccer players: (May Subj Geog) [H 1095]
  – Soccer
  – Soccer (subdivision) (H 1095)
  – Soccer–injuries and ailments
  – Soccer–uniforms (H 1095)
  – Soccer, Australian national (May Subj Geog) [H 1095]
  – Soccer, Australian national soccer players

Example (cont.)

• Finally, consider the heading string we’ve constructed:
  – Soccer players $x$ Nutrition

• Do other aspects of the topic or form need to be brought out?
  – Consider using geographic subdivision (if allowed) or subdivisions from the list of general application (H 1095)

The result:

Soccer players $x$ Nutrition $v$ Congresses

• Always begin with the list of free-floating subdivisions that fits the main heading

• Subdivisions from the general list, H 1095 may be applied to
  – [heading]–[subdivision] combinations constructed from other lists
  – main headings covered by another list (i.e. Soccer players $v$ Congresses would be a valid heading)
Free-floating subdivisions controlled by pattern headings (H 1146-1200)

- Some subdivisions are especially relevant to headings in a particular subject category
- To avoid repeating all possible subdivisions under each heading in the category:
  - Subdivisions are listed under one or more representative headings
  - These subdivisions become free-floating under all appropriate headings belonging to the category

Pattern headings

- **Corn** is the pattern heading for the category **Plants and crops**
- List of authorized subdivisions is given in:
  - H 1180
  - LCSH: under the heading **Corn**
  - Authority file: under the heading **Corn**

OCLC authority file browse: Corn

<table>
<thead>
<tr>
<th>Pattern headings (cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivisions authorized under <strong>Corn</strong> may be used on a free-floating basis under individual headings for plants and crops where they are appropriate</td>
</tr>
<tr>
<td>Thus this heading is valid:</td>
</tr>
<tr>
<td>- Legumes $x$ Seeds $x$ Harvesting</td>
</tr>
<tr>
<td>Because:</td>
</tr>
<tr>
<td>- $x$ Seeds $x$ Harvesting has been established under <strong>Corn</strong></td>
</tr>
</tbody>
</table>

Example: Pattern headings

- A book on the job market for high-tech workers in the United States

  - Main heading: **High technology industries**

- Which list might we use?

Example: Pattern headings (cont.)

- Browse list for relevant subdivisions
- Ideas?
  - Heading so far: **High technology industries $**

- Check authority file or LCSH for conflict
Checking LCSH (on Classification Web)

**Multiple subdivisions (H 1090)**

“Multiples” are subdivisions with bracketed terms, generally followed by “etc.”
- English language $v$ Dictionaries $x$ French, [Italian, etc.]
- Names, Personal $x$ Scottish, [Spanish, Welsh, etc.]

The brackets indicate that similar subdivisions may be used without being established editorially.

**Unlisted Headings**

- headings in Name Authority File
  - names of persons, corporate bodies, jurisdictions, conferences and meetings, uniform titles, historical events, animals etc.
- free-floating phrase headings
  - initial word changes
  - e.g. “[topic or name heading] in art”
  - e.g. “[name of city] Region ([geographical qualifier])”

**Geographic Subject Headings**

- Geographic names are divided into two groups:
  - Jurisdictional names
  - Non-jurisdictional names
    - This is an important distinction for AACR2R

**Jurisdictional names**

- Countries, principalities, territories, states, provinces, countries, cities, etc.
- These headings are not always in the authority file, but they may be established as long as they are a true jurisdiction.
  - Bavaria, Germany
  - London, England
  - Edwardsville, Illinois

**“Multiples” (cont.)**

The following headings do not appear in the authority file, but their usage is authorized by the “multiples” in the previous slide:

- Swedish language $v$ Dictionaries $x$ Norwegian Names, Personal $x$ Arabic

**High technology industries** (May Subd Geog) [R S]
- High technology industries
  - High technology industries--Employees [R S]
  - High technology industries--Employees--Wages [VSE Wages--High technology industries employees [R]
Non-jurisdictional names

- Natural features and man-made structures associated with places
  - Archaeological sites, historic cities, areas and regions, canals, farms, ranches, recreation areas, mountains, rivers, lakes, etc.
  - These headings are usually found in the authority file

Geographic names

- Usually we will find the geographic heading that we need in the Library of Congress authority file (OCLC or _3).
- If the heading we need is not in the authority file, it must be established using AACR2R, c. 23.
- Qualify a geographic heading by placing the name of the appropriate jurisdiction within a single set of parentheses. Abbreviate the qualifier as instructed in the Subject Cataloging Manual.

Examples of Geographic names with qualifiers

- 651; 0;a Madrid (Spain)
- 651; 0;a Rome (Italy)
- 651; 0;a Sydney (N.S.W.)
- 651; 0;a Montréal (Qu’ebec)
- 651; 0;a London (England)
- 651; 0;a Edinburgh (Scotland)
- 651; 0;a Edwardsville (Ill.)

Geographic names

- Qualify subject headings representing geographic entities by the name of the country or countries in which they are located, except for the following:

<table>
<thead>
<tr>
<th>Country</th>
<th>Level of Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>State</td>
</tr>
<tr>
<td>Canada</td>
<td>Province</td>
</tr>
<tr>
<td>Great Britain</td>
<td>Constituent country</td>
</tr>
<tr>
<td>United States</td>
<td>State</td>
</tr>
</tbody>
</table>

Geographic names

- Use as a geographic qualifier, only the latest form of the name of the jurisdiction.
  - Authority records often give the history of the place name and tell which name to use.
  - 651 0 Berlin (Germany)
  - 651 0 St. Petersburg (Russia)
- LCRI 23.2 states which reference sources should be used when establishing names not already in the authority file.
  - For names in the United States, base the heading on the form found in the Geographic Names Information System.
  - http://geonames.usgs.gov/

Geographic names

- If an entity is in two jurisdictions, qualify by both jurisdictions.
  - Usually put the names of the two jurisdictions in alphabetical order. But, if the entity is located primarily in one of the two, put the name of that jurisdiction first.
  - 651 0 Hoover Dam (Ariz. And Nev.)
  - 651 0 Everest, Mount (China and Nepal)
### Geographic names

- Do not use a qualifier for an entity in more than two jurisdictions unless it is necessary to distinguish between two entities of the same name or to clarify an ambiguous term.
  - 651; 0.a Mississippi River.
  - 651; 0.a Rocky Mountains.

### Direct vs. Indirect

- **Direct**
  - The heading may be followed immediately by the name of the specific place to which it is limited without the interposition of a subdivision for the larger geographic entity.
- **Indirect**
  - The name of the larger geographic entity is interposed between the heading and the subdivision for the specific place to which the heading is limited.

### Geographic names

- When a subject heading may be subdivided geographically, interpose the name of the relevant country between the heading and the place except for the following three countries:
  - Country  Division
  - Canada    Province
  - Great Britain Constituent country
  - United States State

### Geographic names

- Do not divide topics geographically to a level lower than that of a city, town, etc., even if the place, i.e. a neighborhood has been established.
- Can add the 651 for the neighborhood.
- Authority records also give information about when to subdivide directly or indirectly.

### Geographic names

- Jerusalem and Washington (D.C.) are assigned directly.
- Note: Vatican City is treated as a country, and is also assigned directly.
- If the heading has been qualified by two places, it is entered directly (the larger geographic entity is not interposed)
  - 650; 0.a Birds $z$ Hoover Dam (Ariz. and Nevada)

### Geographic names

- Four kinds of headings designate the various areas associated with an individual city.
  - Saint Louis (Mo.)
  - Saint Louis Metropolitan Area (Mo.)
  - Saint Louis Region (Mo.)
  - Saint Louis Suburban Area (Mo.)
Geographic names

• These headings are defined as:
  – [City name]: the city jurisdiction itself
  – [City] Metropolitan Area: a designated area consisting of the city itself and those densely populated territories immediately surrounding it that are socially and economically integrated with it.
  – [City] Suburban Area: the territory associated with the city, including neighboring residential areas lying outside the city and nearby smaller satellite jurisdictions, but of the city itself.
  – [City] Region: an area including the city itself and its surrounding territory, the exact size and boundaries of which are not defined and may vary according to the work being cataloged.

Geographic names

• The phrases, Metropolitan Area, Suburban Area, and Region are free-floating.
• They may be combined with any city. You will not usually find an authority record for these additions.
• These phrases are added to the city names along with the qualifiers.
  – Madrid Metropolitan Area (Spain)
  – Sydney Region (N.S.W.)

Geographic names

• Exception:
  – Metropolitan and suburban areas and regions associated with the cities of Washington and New York are not qualified even though the cities are.
  – 651; 0:a New York (N.Y.)
  – 651; 0:a New York Metropolitan Area.
  – 651; 0:a Washington (D.C.)
  – 651; 0:a Washington Suburban Area.

Geographic names

• Except for the metropolitan areas of Jerusalem and Washington D.C., assign metropolitan areas indirectly through the jurisdiction in which the city proper is located, even if the metropolitan area spreads over more than one country.
• A work about birds in the St. Louis Metropolitan Area, focusing on the Metro East.
  – 650; 0:a Birds $z Missouri $z Saint Louis Metropolitan Area.

Geographic names

• Assign inverted headings that designate regions directly.
  – 650; 0:a Birds $z Tennessee, East.
  – 650; 0:a Birds $z New York (State), Western.
  – 650; 0:a Birds $z California, Northern.
  – 650; 0:a Birds $z Africa, Southern.
Chronological subdivision

Chronological aspects of a work may be expressed using headings:
• for time periods
  Middle Ages
  Nineteen sixties
• with inherent or implied chronological concepts
  Psychedelic art
  Silent films

Chronological subdivision

• With adjectival qualifiers
  Greek drama, Modern
  Cookery, Medieval
• With date qualifiers
  Kobe Earthquake, Japan, 1995
  Swing Riots, England, 1830-1831
• With subdivisions

Forms of chronological subdivisions

• Unspecified starting date
  Libraries $x$ History $y$ To 400
  Brazilian literature $y$ To 1800
• Unspecified ending date
  World politics $y$ 1891-
  Russia (Federation) $x$ Intellectual life $y$ 1991-
• Geological time period
  Paleontology $y$ Jurassic
  Geology, Stratigraphic $y$ Miocene

Forms of chronological subdivisions

• Specific century or centuries
  Wood engraving $y$ 17th century
  Sicily (Italy) $x$ History $y$ 15th-18th centuries
• Specific date spans or single dates
  Music $y$ 500-1400
  Jews $x$ History $y$ 1789-1945
  Depressions $y$ 1929

Assigning chronological subdivisions

• Reflect the contents of the work (not the time of publication)
  – Exception: form subdivisions such as $y$ Early works to 1800
• Omit for topics limited to a particular century
  Phonocylinders $x$ History
  not Phonocylinders $x$ History $y$ 20th century
• Determine whether established or free-floating chronological subdivision is appropriate

Forms of chronological subdivisions

• Specific date spans, or single dates, with explanatory words
  Christian art and symbolism $y$
  Medieval, 500-1500
  Yugoslavia $x$ History $y$ Axis occupation, 1941-1945
  Panama $x$ History $y$ American Invasion, 1989
Established chronological subdivisions

- Specific dates or spans of dates
- Correspond to generally recognized periods as reflected in literature of the field
- Used extensively under names of places
  - Denote reign or administration of a chief of state
  - Significant events: wars, revolutions, etc.
- Also established under other types of headings
  - World politics $y 1945-1989$
  - Painting, Japanese $y Edo period, 1600-1868$

Examples: periods established under a country

France $x History $y Louis XIV, 1643-1715
France $x Politics and government $y 1643-1715

France $x Civilization $y 1789-1830
France $x History $y July Revolution, 1830
France $x History $y Revolution, 1789-1799

Choosing among multiple established subdivisions

- Period subdivisions for the history of a country are not necessarily exclusive:
  Great Britain $x History $y George III, 1760-1820
  Great Britain $x History $y 1760-1789
  Great Britain $x History $y 1789-1820

Choosing among multiple established subdivisions

- When assigning chronological subdivisions, find the best match for the specific period of time discussed in the work cataloged:

  Title: *The war for America: 1775-1783*

  United States $x History $y Revolution, 1775-1783.
  Great Britain $x History $y 1760-1789

Free-floating century subdivisions: H 1095

- Free-floating under names of countries, cities, etc., individual corporate bodies, classes of persons, ethnic groups, and topical headings:
  $x History $y 16th century
  $x History $y 17th century
  $x History $y 18th century
  $x History $y 19th century
  $x History $y 20th century
  $x History $y 21st century

Subject Headings for Musical Works

- **Intellectual form**
  - Medium of performance
  - Form of composition
- **Phenomenon** (topicality)
  - Topic
  - Style
  - Cultural influences: Place, Language
- **Physical form, usually type of score**
- **Intended audience**
Subject Headings for Musical Works

- Dvorak's New World Symphony
  - 1. Symphonies--Scores.
- Adam's Nixon in China
  - 1. Operas--Scores.
- Glasier's Cowboy suite
  - 1. Suites (Orchestra)--Scores.
  - 2. Cowboys--Songs and music

BIAS IN INDEXING LANGUAGES

- Olson & Schlegl (2000). Bias in subject access standards: A content analysis of the critical literature.

DIMENSIONS OF BIAS

- ability
- age
- ethnicity
- gender
- health
- language
- nationality
- politics
- race
- religion
- sexuality
- etc. ...

Forms of Bias

- biased terminology
  - prejudicial
  - offensive
  - obsolete
  - unwarranted by use
  - missing
- biased structure
  - misleading order of classes
  - inappropriate grouping / collocation of topics
  - inappropriate allocation of space

Forms of Bias, cont’d

- omission of topic, lack of specificity
- treatment of topic as exceptional or problematic
- ghettoization of topic

NEGATIVE ASPECTS OF BIAS

- limits representation of diversity
- further marginalizes already-marginalized groups/topics
- inhibits retrieval
- limits effective library service for diverse populations
- influences catalogers’ and readers’ use of terminology
- ... all highlighted in online environments where catalogers’ decisions are even more visible
## FACTORS PRODUCING BIAS

- language-creation and subject cataloging are difficult
- languages reflect values/ideologies of creators
- creators fail to represent diverse perspectives
- creators are slow to respond to identified problems
- catalogers fail to apply languages “to capacity”, e.g. with appropriate specificity
- libraries’ policies limit numbers of terms/classes applied
- prescriptive principles of indexing theory, i.e. systemic factors ...

## FACTORS PRODUCING BIAS

- **focus on user warrant**
  - LC’s historical policy: it doesn’t establish usage, it follows it; terminology should reflect usage in the field, i.e. should be that most likely to be used by the intended audience
  - BUT audiences are not homogeneous?
- **focus on similarity**
  - Cutter’s 2d object of the catalog: collocation -- to bring together works that share commonalities
  - BUT classification privileges similarity over diversity

## FACTORS PRODUCING BIAS

- **focus on standardization**
  - consistency is often treated as the ultimate criterion
  - BUT standardization creates homogenized cataloging that ignores differences in local needs
- **quest for equality**
  - under guise of objectivity/neutrality: all topics/groups should be given separate but equal treatment
  - BUT librarians’ responsibility is to pursue equality: taking contexts into account, and challenging status quo if necessary

## RESPONSES TO BIAS

- revision of established standards
- creation of new standards
- local adaptation of standards
  - provision of contextualized guides to collections
  - provision of heuristics for searching
- use of alternative standards
- creative/subversive use of standards

## RESPONSES TO BIAS

- **specific**: create/use the terminology ...
  - ... that is used in source materials
  - ... that is used in self-declared group names
  - ... that is used in popular rather than clinical or academic literature (including cross-references from slang terms)
- **general**
  - treat user-groups as heterogeneous
  - tailor cataloging to local needs and local contexts
  - apply standards fully and accurately
  - take responsibility