Subject Cataloging versus Indexing

- Both are related to the subject analysis of information packages.
- **Subject cataloging** is term used for the subject analysis operations in library cataloging.
- **Indexing** is term generally used for the subject analysis operations in various other information organization contexts, including article- and webpage-surrogate record collections.

Sears Subject Headings

- an idealized list, not tied to any given library's practice; intended for use by small and medium-sized libraries
- History, Background
  - First edition prepared by Minnie Earl Sears in 1923 under the title: List of Subject Headings for Small Libraries.
  - Based on subject headings used by nine small libraries with good reputations for their cataloging. Sears placed these headings in line with LCSH format, which allowed the introduction of LC headings when necessary, and also the ability to upgrade to LCSH should the collection grow too large for a limited list.
  - Contains DDC class numbers to define disciplinary facet.

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
- Approximately 259,000 headings
- Approximately 36% of headings are followed by LC Class numbers

Literary Warrant in LCSH

- New headings are generated based on need as indicated by the emergence of new subjects in the published literature that has been selected for library collections.
- Therefore, the LCSH is NOT a comprehensive subject headings list:
  - It represents what the LC collection holds
  - HOWEVER, the LC collection holds a lot!!
- Grows by accretion over time as new headings are added that match what authors are writing about over time.

Subject Analysis

- Scan
  - Title page
  - Preface
  - Introduction
  - Table of Contents
  - Bibliography
  - Text
  - Dust jacket
- Look For
  - Key words that describe what the work is about
  - Author’s purpose
  - Intended audience
  - Children, general public, experts
  - Special features or format
    - Maps, illustrations, tables, statistics, large type, etc.
Assignment of Subject Headings

- **Convert**
  - The statement of the topic of the book into LC Subject Headings with appropriate subdivisions
- **Consult**
  - LCSH to determine how the concept is expressed with controlled vocabulary
- **Follow**
  - Cross references and scope notes
- **Difficulties**
  - It can be difficult to determine whether you simply cannot find how to express the subject or whether in fact LC has not yet established a heading for the subject

LCSH Principles

- User and usage based
- Literary warrant
- Uniform headings
  - Synonymous terms
  - Spelling variants
  - English vs. foreign language terms
  - Scientific/technical vs. popular terms
  - Currency
- Unique headings
- Specific entry and co-extensivity
- Internal consistency
- Stability
- Precoordination: indexing terms are chosen and coordinated (“put together as a string”) at the time of cataloging

Word Forms in LCSH

- Common nouns
  - Artillery, Biscuits, Carols
- Phrases
  - Oil pollution of ground water, Copper in the body
- Inverted headings
  - Artists, Blind; Buildings, Plastic
- Glossed headings
  - Bridges (Dentistry), Mercury (Planet)
- Proper nouns
  - Canaan Mountain (W. Va.), Bound Brook, Battle of, 1777

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
Sample LCSH Headings

- Abbreviations, Vietnamese
- Abby family
- ABC (Computer program language)
- 'Abd Allah Inlet (Kuwait and Iraq)
- Abdominal compression reaction
- Abduction of Helen (Painting)
- Abel (Biblical figure) in rabbinical literature
- Ability testing

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.”

Rules for Assigning Subject Headings

- Summarize the Headings
  - If one headings 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 headings, assign the specific headings
    - Use three headings for a work on France, Germany, and Italy
  - If four or more subtopics of a broad topic are discussed, assign the broader heading unless the broad heading is too broad. Do not use headings for more than four such topics
    - Use Northwest, Pacific for a work on Washington, Oregon, Idaho and British Columbia
    - Use four name headings for a work discussing four English poets
    - Use the heading Poets, English for a work discussing five or more English poets

Rules for Assigning Subject Headings

- Subdivisions
  - Use subdivisions where appropriate to indicate topics, geographic area, time period or form
- Summary
  - 1. Determine what the work is about
  - 2. Find headings in LCSH
  - 3. Add subdivisions as appropriate
- Accuracy
  - Use authorized subject
  - Formulate the heading correctly and add subdivisions in proper form and order
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.

LCSH Conventions for Relationships

- UF: used for: specific see reference
- BT: broader term: specific see also reference
- NT: narrower term: specific see also reference
- SA: see also: general see also reference
- RT: related term: specific see also reference

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 Romero automobile
  Etc.

Entry in LCSH

Librarians (May Subd Geog)
  [Z682 (Personnel)]
  [Z720 (Biography)]
  BT Information scientists
  Library employees
  RT Libraries
  NT Academic librarians
  Acquisitions librarians
  Adult services librarians
  Bisexual librarians
  Etc.

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
Types of Subdivisions in LCSH

- Subdivisions qualify (i.e., further specify) the meaning of the main heading in non-hierarchical ways.
  - Some subdivisions, such as editorially established
    - Topical
    - Geographic
    - Chronological
    - Form
- Some subdivisions are not editorially established:
  - Free-floating — all have rules for their application
    - Topical
    - Geographic — indicated by “May Subd Geog” in entry for main heading
    - Chronological
    - Form
  - Free-floating subdivisions are synthetic (i.e., they must be constructed)

Types of Subdivisions in LCSH

- Period or Date Subdivisions ($y$)
  - Date indicating time period covered in contents of work
    - 651 #0 United States $x$ History $y$ Civil War, 1861–1865
    - 650 #0 Women $x$ History $y$ 19th century
  - One period subdivision used for dates indicating imprint of work: Early works to …
    - 650 #0 Arithmetic $v$ Early works to 1800

Types of Subdivisions in LCSH

- Form subdivisions ($v$)
  - Indicate format of publication
    - 650 #0 Engineering $v$ Indexes
    - 650 #0 Sociology $v$ Congresses
    - 650 #0 Dinosaurs $v$ Juvenile literature
    - 650 #0 Biology $v$ Dictionaries
    - 650 #0 Astronomy $v$ Observers’ manuals
  - Generally, form subdivisions can be used under all types of headings: topics, names of persons, corporate bodies, places, etc.
    - The general rule is to bring out the form if possible and assign it to all headings to which it applies unless its use is not authorized under a heading

Types of Subdivisions in LCSH

- Geographic subdivisions ($z$)
  - Indicate the geographic area to which treatment of a topic is limited. They may indicate where something is located or where something is from depending upon the topic.
  - Headings 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

Types of Subdivisions in LCSH

- Topical Subdivisions ($s$)
  - Indicate a part, element, or aspect of a subject. They are used under a main heading or other topical subdivisions to limit the concept expressed by the heading to a specific subtopic
    - 650 #0 Construction industry $s$ Management
    - 650 #0 Construction industry $s$ Management $s$ Employee participation
  - LCSH makes use of topical subdivisions as a way of expressing concepts, methods, or techniques common to several fields
    - $s$ Environmental aspects, $s$ Statistical methods, etc.
Types of Subdivisions in LCSH

- **Free-Floating Subdivisions**
  - Free-floating refers to form or topical subdivisions that may be assigned under designated subjects without the usage appearing in LCSH under each appropriate subject heading. They may be used:
    - Only under headings for which their use is designated
    - Only if no conflict exists with an established subject heading

Subdivision Type Examples

- **Editorially established:** Those created by LCSH editors for use under a particular heading:
  - Dogs $x$ Anatomy
  - United States $x$ History $y$ 1815-1861
- **Free-floating:** Those that may be used under certain types of headings without being established editorially:
  - Biochemistry $v$ Congresses [form subdivision]
  - New York (N.Y.) $x$ Buildings, structures, etc. [topical subdivision]

Pattern Headings

- In order to reduce redundancy, LC has selected certain categories of headings for which subdivision is related, and provided full subdivisions under the PATTERN HEADING only
- For example, if you are assigning the heading *Horses*, you may find the subdivisions inadequate. According to the Table of Pattern Headings, you may use *Cattle* as a pattern for all headings which fall in the category *Animals, Domestic*.

Types of Free-Floating Subdivisions

- Form and topical subdivisions of general application (H1095)
- Subdivisions used under names:
  - Individual corporate bodies (H1105)
  - Individual persons (H1110)
  - Individual families (H1631)
- Subdivisions used under place names:
  - Regions, counties, cities, etc. (H1440)
  - Bodies of water (H1145.5)
- Subdivisions used under classes of persons (H1100)
- Subdivisions used under ethnic groups (H1103)
- Subdivisions controlled by pattern headings (H1146)
- Individual category lists (H1147-H1200)
  - Subject Cataloging Manual: Subject Headings

Order of Subdivisions

- [Place] -- [Topic] -- [Chronological period] -- [Form]
  - 651 #0 United States $x$ Social conditions $y$ 1980- $v$ Bibliography
  - 650 #0 Railroads $z$ France $x$ Cars $x$ History $y$ 19th century $v$ Pictorial works
  - 650 #0 Tuberculosis $x$ Patients $x$ Hospital care $z$
    Maryland $z$ Baltimore $x$ History $y$ 19th century $v$ Bibliography