# Introduction to The Library of Congress Subject Headings

Prepared for ALCTS by Bobby Bothmann

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# Your Presenter

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# Conventions

- FFS = Free-Floating Subdivision (FFSs = plural)
- LC = Library of Congress
- LCSH = Library of Congress Subject Headings
- NAF = Name Authority File
- SH = subject heading
- SHM = Subject Headings Manual

# Tools

- *Library of Congress Subject Headings*
  - PDF Files: https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html
  - Classification Web (subscription service) https://classificationweb.net/
  - LC Authorities http://authorities.loc.gov

- Library of Congress Subject Headings Manual (SHM) https://www.loc.gov/aba/publications/FreeSHM/freeshm.html

- Broughton, Vanda. *Essential Library of Congress Subject Headings*. New York: Neal-Schuman Publishers, Inc., 2012. ISBN 978-1-55570-640-1

# Learning Outcomes

▶ Describe the principles behind the LCSH vocabulary

▶ Identify concepts for subject analysis using the 20% rule

▶ Construct topical headings and basic structured headings

# History

- July 1898 *Subject Headings Used in the Dictionary Catalogues of the Library of Congress*
- 1919 Second edition
- 1975 Eighth edition, title change: *Library of Congress Subject Headings*
- No underlying theory to LCSH
- Mostly controlled by policy detailed in the SHM

# Principles of LCSH Subject Vocabulary

- Grouping of like things together
    - 1876 Cutter's Rules
- Terms come from warrant
    - Literary (justification for use)
    - Use (common usage by users)
    - Structural (bridging or linking a hierarchy)
    - Cultural (meaning from context)
- Terms are unique

OBJECTS.*

1. To enable a person to find a book of which either
   - (A) the author
   - (B) the title  } is known.
   - (C) the subject
2. To show what the library has
   - (D) by a given author
   - (E) on a given subject
   - (F) in a given kind of literature.
3. To assist in the choice of a book
   - (G) as to its edition (bibliographically).
   - (H) as to its character (literary or topical).

MEANS.

1. Author-entry with the necessary references (for A and D).
2. Title-entry or title-reference (for B).
3. Subject-entry, cross-references, and classed subject-table (for C and E).
4. Form-entry and language-entry (for F).
5. Giving edition and imprint, with notes when necessary (for G).
6. Notes (for H).

# Illegal aliens

The **illegal Mexican alien problem**
Published: Chicago : [publisher not identified], 1971.
Subjects: "...**Illegal aliens** Illinois..."

| Location | Call Number | Status |
|---|---|---|
| MSU,M Memorial Library --Microform Collection--Microfiche--2nd Floor | JK2403 .S727 no. LJ-117 | Available |

- Literary warrant
  - 1970s and 1980s literature, established in 1980 as "Aliens, Illegal"
- Common use
  - **Aliens** dates to 1898 first edition!
  - 1970s As found in dictionary and media
  - Language used in U.S. statutes
- Structural
  - Bridges *Aliens* and *Children of illegal aliens*
- Cultural warrant
  - 2000s Media begin using "Undocumented immigrants"

# Change! 22 March 2016

- "Library of Congress to Cancel the Subject Heading 'Illegal Aliens'" http://www.loc.gov/catdir/cpso/illegal-aliens-decision.pdf

- Aliens → **Noncitizens**

- Illegal aliens → **Noncitizens** and **Unauthorized immigration**

- Terms with the word "alien" will be revised accordingly
  - See: Church work with aliens; Children of illegal aliens

# Composition

- One-word, typically plural nouns
  - Mothers
  - Jewelry
- Two-word noun-phrases or modified nouns
  - Single mothers
  - Jewelry making
- Inverted headings
  - Jewelry, Medieval
- Conjunctions & Prepositional Phrases
  - Mothers and daughters
  - Mothers of criminals
  - Jewelry in literature

- Qualified headings
  - Cold (Disease)
  - Cold dishes (Cooking)
- Names (person, family, corporate body, and geographic)
  - **Douglas, Marjory Stoneman**
  - **Showroom Logic (Firm)**
  - **Miami Beach (Fla.)**
  - Okeechobee, Lake (Fla.)

# LCSH Vocabulary Term Layout

**Decision making**  (May Subd Geog)

[BF448 (Psychology)]
[HD30.23 (Management)]
[QA279.4-.7 (Mathematical statistics)]
[T57.95 (Industrial engineering)]

Here are entered general works on the process of arriving at general theory based on mathematical analysis and psychological experiment.

   UF  Deciding
      Decision (Psychology)
      Decision analysis
      Decision processes
      Making decisions
      Management—Decision making
      Management decisions

   BT  Choice (Psychology)

   RT  Problem solving

   SA  subdivision Decision making under names of individual corporate bodies and under topical headings, e.g. Farm management—Decision making

   NT  Belief change
      Delphi method
      Dilemma
      Fuzzy decision making
      Group decision making
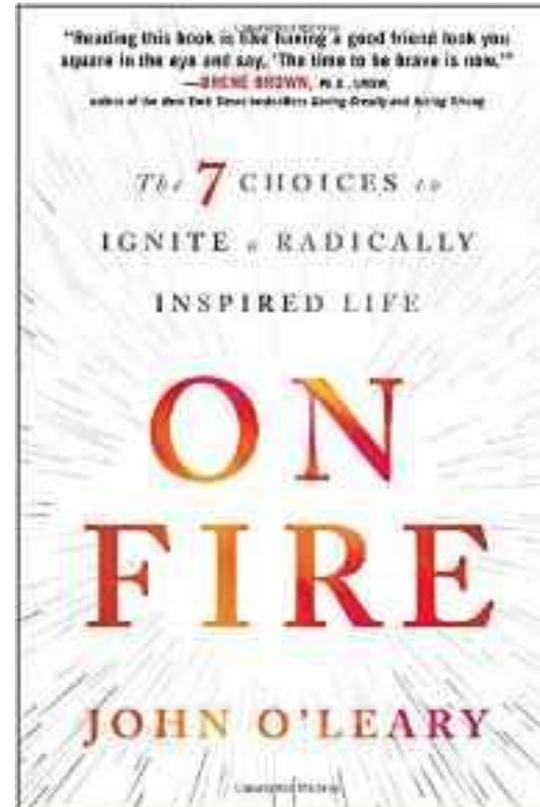      Multiple criteria decision making

- Note: The main subject term is **BOLD**

- *LC Classification* Class numbers may be present when there is a **close association**

- A scope note explains how to use the term

- **UF** = The term at the top in bold is **U**sed **F**or the term(s) following "UF"

- **BT** = Refers you to the **B**roader **T**erm(s)

- **RT** = Refers you to the **R**elated **T**erm(s)

- **SA** = A complex "**S**ee **A**lso" reference that refers you to a category of related headings or free-floating subdivisions

- NT **= Refers you to the** N**a**rr**ower** **T**erm(s)

# Content Analysis

- SHs summarize the overall content and most important topics
  - LC practice: Assign headings only for topics that comprise at least 20% of the work.
- SHs should be appropriate to the treatment
  - That is, general for a set and specific for an analytic
- Use as many SHs as necessary
  - Generally no more than 6 (LC practice: No more than 10)
  - Count multiple geographic subdivisions as one

# Beware of the Title

- Has nothing to do with Fire, Fires, or Combustion
- Other title information (subtitle) often is key to content
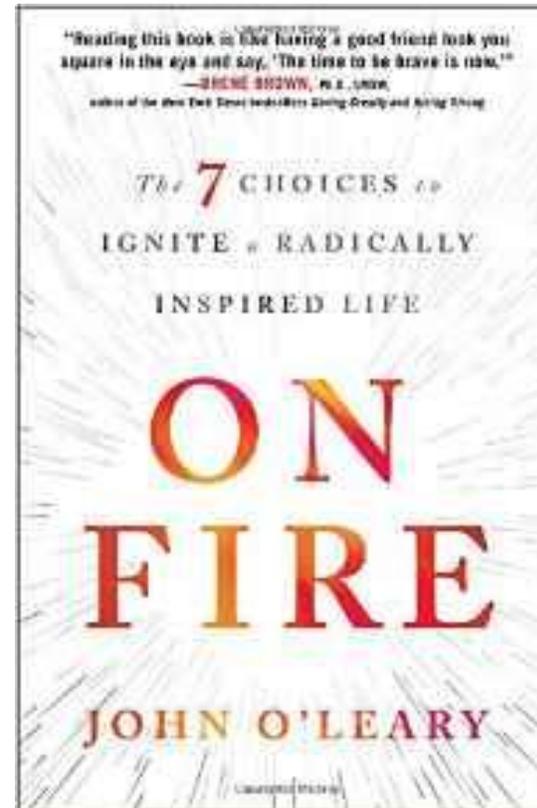- Keywords:
  - Success
  - Fulfillment
  - Life choices

# Beware of the Title

- LCSH Terms:
  - **Success**
  - Fulfillment→ USE **Self-realization**
  - Life choices

    **Conduct of life**

  - Summary:      Details how the author survived a near-fatal fire as a child and how he now runs a **successful business**, relating the lessons his experiences taught him about survival and happiness while outlining a seven-step plan for living a life of **high motivation, clarity, and purpose**.



"Reading this book is like having a good friend look you square in the eye and say, 'The time to be brave is now.'"
—BRENE BROWN, Ph.D., LMSW, author of the New York Times bestsellers Daring Greatly and Rising Strong

The **7** CHOICES to
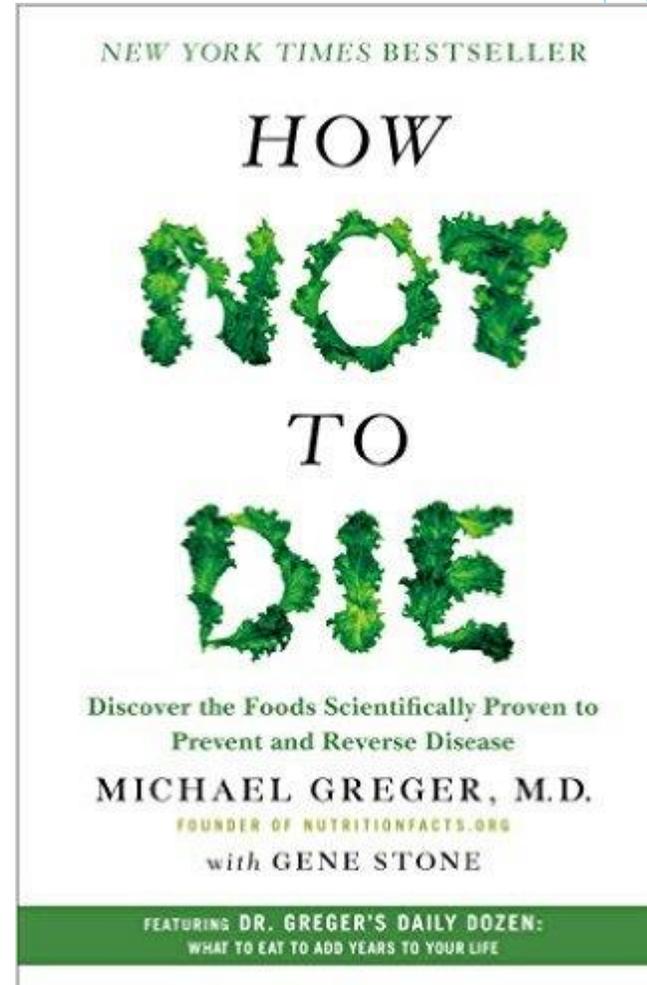
IGNITE a RADICALLY

INSPIRED LIFE

ON FIRE

JOHN O'LEARY

# Specificity of Content Analysis

- Subject analysis is high level! The catalog is not an index.

- Use the most specific SH possible

- Do not assign subtopics represented in higher topic's concept, but
  - If a subtopic is at least 20% assign a SH in addition to the general topic

- Rule of three: assign the 2 or 3 specific SHs instead of a topic that covers more than 3 subtopics

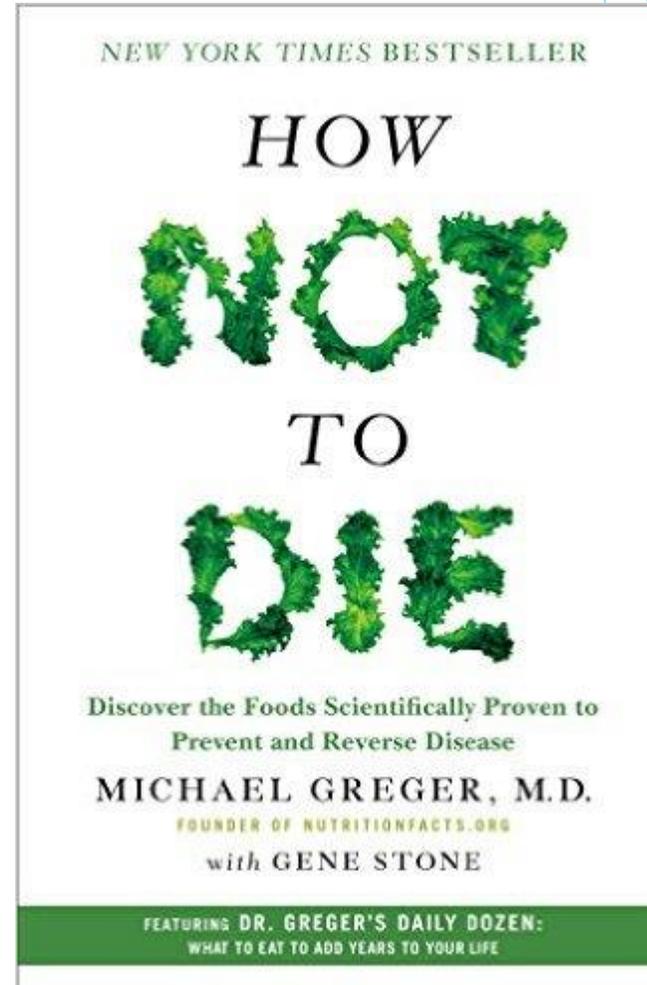- Rule of four: assign 4 specific SHs instead of broad concepts. Do not exceed four

# Specificity

- Table of Contents:

- How not to die from heart disease -- How not to die from lung diseases -- How not to die from brain diseases -- How not to die from digestive cancers -- How not to die from infections -- How not to die from diabetes -- How not to die from high blood pressure -- How not to die from liver diseases -- How not to die from blood cancers -- How not to die from kidney disease -- How not to die from breast cancer -- How not to die from suicidal depression

NEW YORK TIMES BESTSELLER

## HOW NOT TO DIE

Discover the Foods Scientifically Proven to Prevent and Reverse Disease

MICHAEL GREGER, M.D.
FOUNDER OF NUTRITIONFACTS.ORG

with GENE STONE

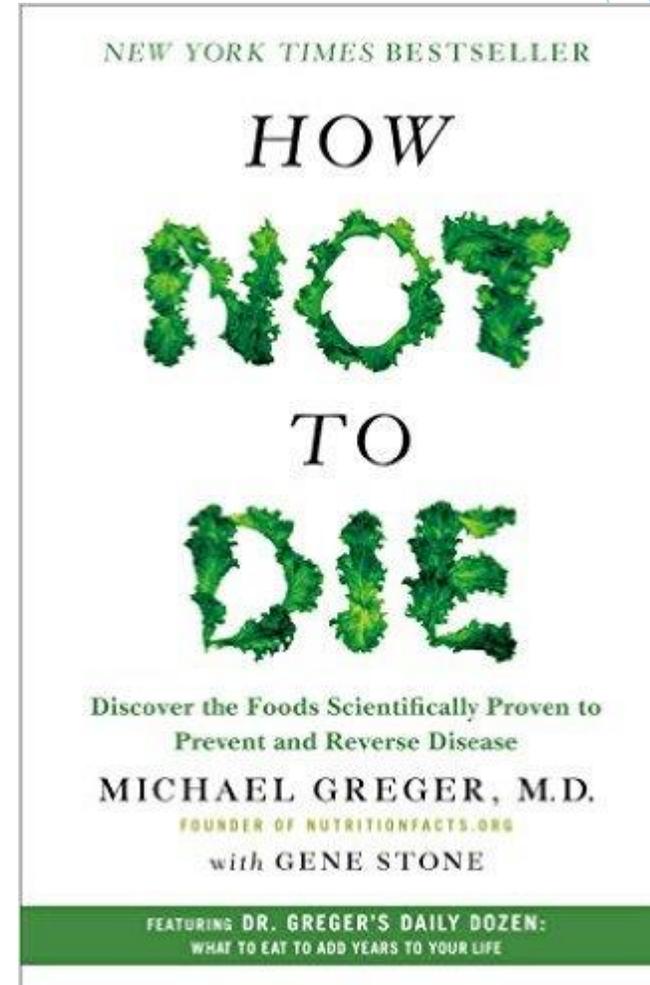FEATURING DR. GREGER'S DAILY DOZEN:
WHAT TO EAT TO ADD YEARS TO YOUR LIFE

# Specificity

- **Not about**: heart disease, lung diseases, brain diseases, digestive cancers, infections, diabetes, high blood pressure, liver diseases, etc.

- Rather:

- Diseases generally, Nutrition, and Self-help.



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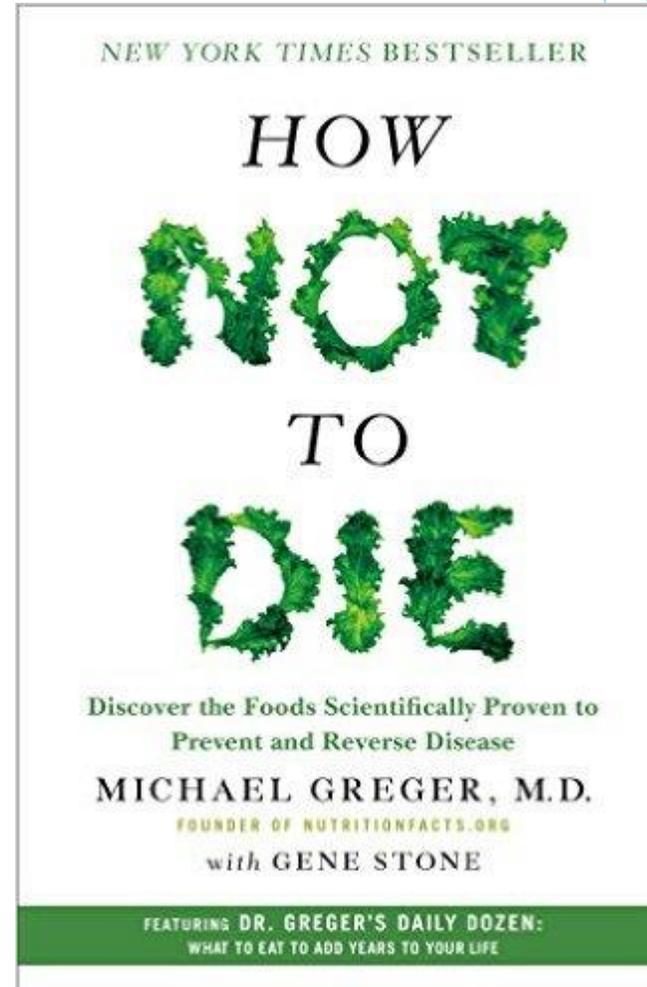FEATURING DR. GREGER'S DAILY DOZEN:
WHAT TO EAT TO ADD YEARS TO YOUR LIFE

# Order of Subject Headings

- First SH is the predominant topic
- Individual biography, use the name as the first SH
  - Follow with a class of person heading
- Equally important topics
  - Assign topics as the first two SHs
  - Assign secondary topics in any order

- CSM see H 80

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# Order

- About food choices that may prevent non-communicable diseases

- Chronic diseases
- Nutrition
    - Or
- Nutrition
- Chronic diseases
    - Plus...
- Self-help

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# Types of Terms

▶ Topical terms from LCSH

▶ Name terms from the NAF

▶ Name-Title and Title headings form the NAF

▶ Genre terms

▶ Free-floating subdivisions

  ▶ Topical

  ▶ Geographic

  ▶ Chronological

  ▶ Form

# MARC 21 Format for Bibliographic Data

- Subject terms are coded in the 6XX tag family
- 600 Personal names
- 610 Corporate body names
- 611 Meeting names
- 630 Uniform titles (Preferred titles of works)
- 650 Topical terms from LCSH or other thesauri
- 651 Geographic names from LC Name Authority File (NAF)
- 655 Genre terms

# 6XX Tag Indicators and Subfields

- Second indicator defines the thesaurus used or thesaurus the heading conforms to
  - LCSH uses 0 (zero)
- LCSH uses a subset of available indicators, as follows:
  - $a LCSH vocabulary term or NAF term
  - $x Topical free-floating subdivision
  - $z Geographic free-floating subdivision
  - $y Chronological free-floating subdivision
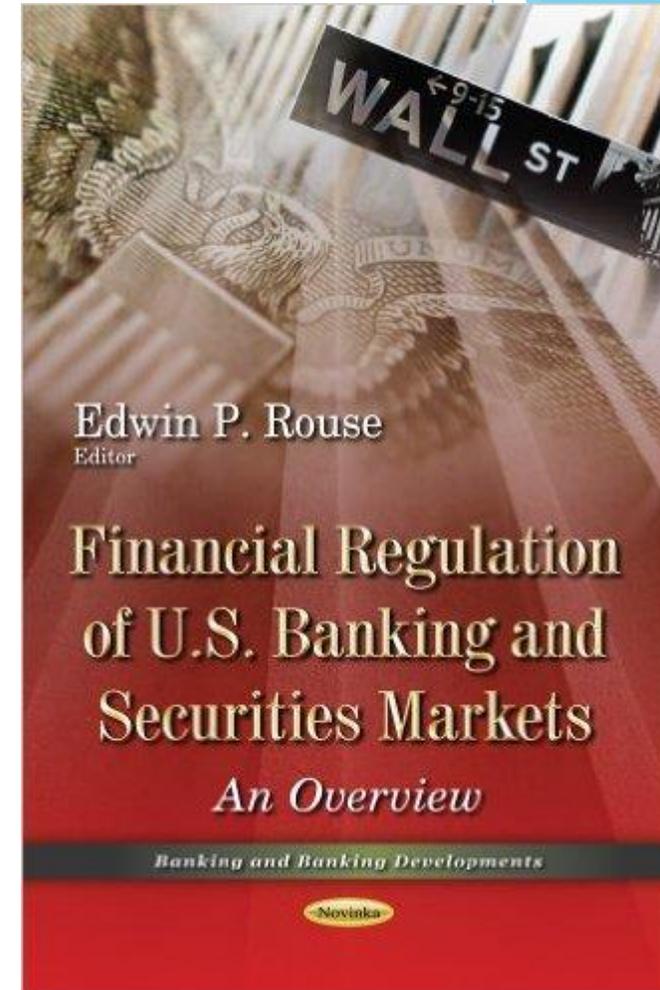  - $v Form free-floating subdivision

# Basic Order

- 650 #0 $a Ecology $x Study and teaching $z Minnesota $v Bibliography.

  - **Ecology**   (May Subd Geog)

  - **--Study and teaching**   (May Subd Geog)
    Use as a topical subdivision under subjects for works on methods of study and teaching of those subjects.

- 650 #0 $a Ecology $z Minnesota $z Boundary Waters Canoe Area $x History $y 20th century.

# Topical Free-Floating Subdivisions

- --Attitudes
- --Description and travel
- --Diseases
- --Economic conditions
- --Environmental aspects
- --History
- --History and criticism
- --Housing
- --Law and legislation
- --Nutritional aspects

- --Management
- --Marriage
- --Political aspects
- --Politics and government
- --Psychological aspects
- --Public opinion
- --Religious aspects
- --Social aspects
- --Social conditions
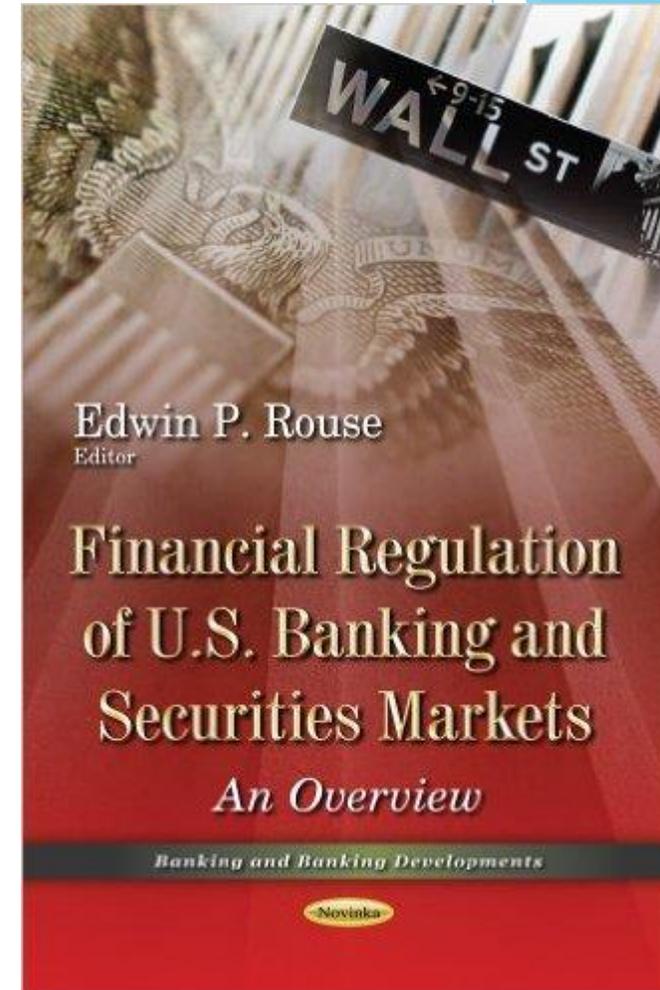- --Social life and customs
- --Study and teaching

# Scope Notes Matter

- Keywords:
  - Banks
  - Securities markets
  - Regulations
- LCSH:
  - Financial institutions
  - Securities
- FFS:
  - Regulations (?)

Edwin P. Rouse
Editor

**Financial Regulation of U.S. Banking and Securities Markets**

*An Overview*

*Banking and Banking Developments*

Novinka

# Scope Notes Matter

- --Regulations

- Use as a topical subdivision under names of individual educational institutions and military services for works about regulations of those institutions or services.

- --Law and legislation

# Chronology

- **$y 16th century** through $y 21st **century** you may use at-will
- The should always follow $x History
  - $x History $y 19th century
- Specific exceptions by century exist for use with
  - Art and art forms
    - 650 #0 $a Art, American $y 20th century.
  - Individual literatures and literary forms
    - 650 #0 $a Science fiction $y 19th century.
  - Musical compositions
    - 650 #0 $a Operas $y 18th century.

# Editorially Prescribed Chronology

- Some chronological terms are editorial constructions that must be used as-is
- Typically associated with specific historical periods
- 651 #0 $a United States $x History $y Civil War, 1861-1865.
- 651 #0 $a United States $x History $y 1961-1969.
- 651 #0 $a United States $x History $y 1969-
- 651 #0 $a Paris (France) $x History $y 1914-1918.
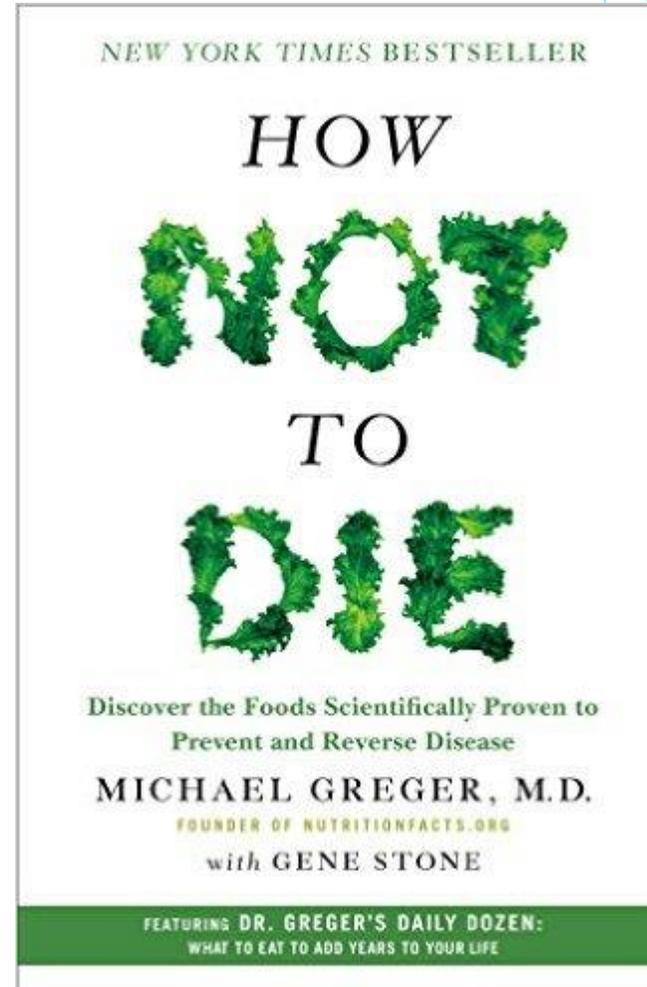- 651 #0 $a France $x History $y Revolution, 1789-1799

# Form Subdivisions

Terms that describe what the content IS not what it is ABOUT
Always placed at the end. Multiple terms OK.

- $v Art
- $v Bibliography
- $v Biography
- $v Census
- $v Comic books, strips, etc.
- $v Dictionaries
- $v Genealogy
- $v Guidebooks

- $v Humor
- $v Juvenile literature
- $v Juvenile fiction
- $v Maps
- $v Music
- $v Obituaries
- $v Pictorial works
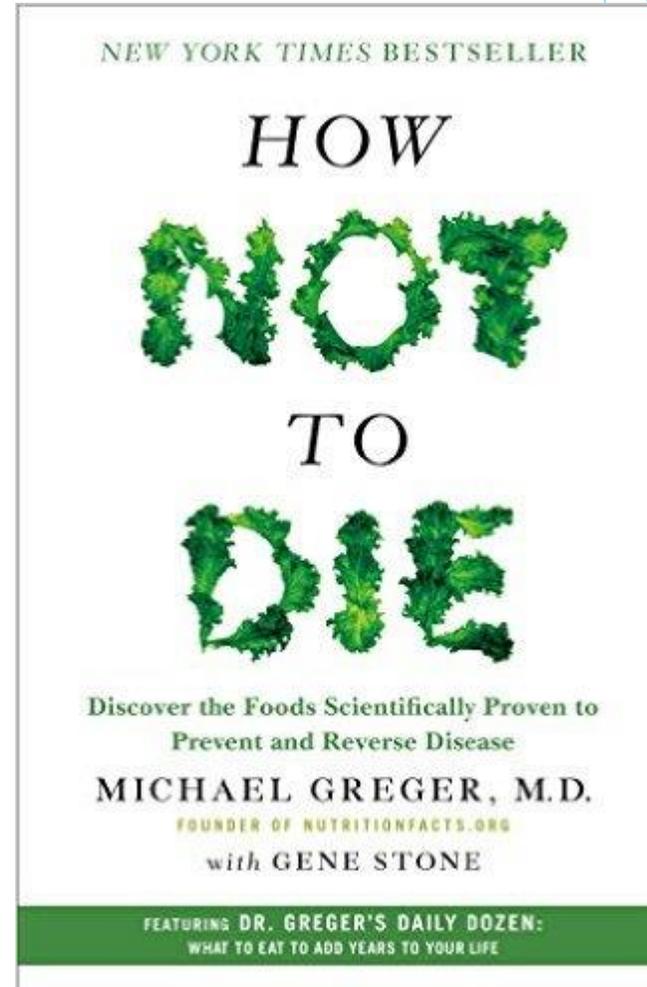- $v Popular works
- $v Study guides
- $v Textbooks

# What is the best answer?

▶ About food choices that may prevent non-communicable diseases

▶ Chronic diseases

▶ Nutrition

  ▶ Or

▶ Nutrition

▶ Chronic diseases

  ▶ Plus...

▶ Self-help



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# What is the best answer?

- 650 #0 $a Chronic diseases $x Nutritional aspects.
- 650 #0 $a Self-help techniques.



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# Q & A Time

- Bobby Bothmann
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