SUBJECT HEADINGS

PEOPLE, PLACES, THINGS AND KEYWORDS
WHAT ARE SUBJECT HEADINGS?

• Terms and phrases used to describe the subject of the material
  • Basically, what the book, DVD, Blu-ray etc. is about

• Subject headings use the 6xx fields
  • 600, 610, 650, 651, and 655 are the most common

• Every record needs to have at least 1 subject heading, we prefer them to have 2
  • Can have as many subject headings as you want
THE ANATOMY OF SUBJECT HEADINGS:
600
ALL THE PEOPLE!
FIELD 600: PERSONAL NAMES
INDICATOR FIELDS

• First indicator of 0, 1 or 3
  • 0 – forename; 1- Surname; 3 – Family name

• Second indicator of 0-7
  • 0- Library of Congress; 1 - LC subject heading for children’s literature
  • Consortia members delete second indicator fields 2-9
    • Why? We want to use only official Library of Congress subject headings
FIELD 600: PERSONAL NAMES

SUBFIELDS

- |a personal name; |b numeration; |c titles and other words associated; |d dates associated; |e relator term; |f date of work; |g miscellaneous information; |h medium; |j attribution qualifier; |k form subject heading; |l language of work; |m medium of performance; |n number of part/section of work; |o arranged statement for music; |p Name of part/section of work; |q fuller form of name; |r key of music; |s version; |t title of work; |u affiliation; |v form subdivision; |x general subdivision; |z geographic subdivision

- These are the most common, and some are not listed
FIELD 600: PERSONAL NAMES
EXAMPLE 1

• 600 10 |aLincoln, Abraham,|d1809-1865|xMonuments|zWisconsin|zRacine.
  • Has first indicator as 1: starts with his last name or surname
  • |a is the name
  • |d is the dates of his life
  • |x is a general subdivision, here its Monuments
  • |z Geographic subdivisions: here there are two. Wisconsin and Racine which is in Wisconsin
FIELD 600: PERSONAL NAMES
EXAMPLE 2 AND 3

• 600 30 |aHerring family.
  • Has the first indicator as 3: because this is a family name.

• 600 10 |a Potter, Harry |c(Fictitious character)
  • Has the first indicator as 1: because starts with his last name
  • |c titles or other words association: Harry Potter is a fictitious character
FIELD 600: PERSONAL NAMES
EXAMPLE 4

- 600 10 |a Bach, Johann Sebastian, |d 1685-1750. |t Masses, |n BWV 232, |r B minor.
  - Has first indicator as 1: starts with his last name or surname
  - |a is the name
  - |d is the dates of his life
  - |t is the title of work: here it is Bach’s Masses
  - |n is the number of part/ section of work: here it is BWV 232
  - |r is the key of music: here it is listed as B minor
FIELD 600: PERSONAL NAMES
EXAMPLE 5

• 600 11 |aShakespeare, William, |d1564-1616. |tAs you like it |vFiction.
  • Has first indicator as 1: starts with his last name or surname
  • Has a second indicator as 1: its for children’s literature
  • |a is the name
  • |d is the dates of his life
  • |t is the title of work: here it is As you like it
  • |v is a form subdivision: here it is fiction
THE ANATOMY OF SUBJECT HEADINGS:
610
BIG BROTHER AND LITTLE SISTER TOO!
FIELD 610: CORPORATE NAMES

INDICATOR FIELDS

• First indicator of 0, 1 or 2
  • 0 – Inverted name; 1 - Jurisdiction name; 2 – Name in direct order

• Second indicator of 0-7
  • 0- Library of Congress; 1 - LC subject heading for children’s literature
  • Consortia members delete second indicator fields 2-9, except some 7
    • Why? We want to use only official Library of Congress subject headings

• Most fields will have the first indicator of 1 or 2
FIELD 610: CORPORATE NAMES SUBFIELDS

• |a Corporate name or jurisdiction; |b subordinate unit; |c location of meeting; |d date of meeting or treaty signing; |e relator term; |f date of work; |g miscellaneous information; |h medium; |k form subheading; |l language of work; |m medium of music; |n number part/section/meeting; |o arranged statement for music; |p Name of part/section of a work; |r key for music; |s version; |t title of work; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision

• These are the most common, and some are not listed
FIELD 610: CORPORATE NAMES
EXAMPLE 1

• 610 10 United States. |b Army. |b Ranger Battalion, 2nd |x History.
  • Has a first indicator of 1: this is the jurisdiction name
  • |a is the name: for an indicator one it’s the jurisdiction name, in this case the United States
  • |b is for a subordinate unit: here there are two. One for the Army and one for a specific battalion in the army.
  • |x is a general subdivision: here it is history
FIELD 610: CORPORATE NAMES
EXAMPLE 2

• 610 20 |a Catholic Church |xHistory |yModern period, 1500-
  • Has a first indicator of 2: this means the name is direct order
  • |a is the name
  • |x is a general subdivision: here it is history
  • |y is a chronological subdivision: here it is modern period, 1500-
THE ANATOMY OF SUBJECT HEADINGS:

650

COMMON AS CLAY

* THESE ARE THE MOST COMMON SUBJECT HEADINGS
FIELD 650: TOPICAL TERMS
INDICATOR FIELDS

• First indicator of blank, 0, 1 or 2: level of subject
  • Blank - no information; 0 - no level specified; 1 - primary; 2 - secondary

• Second indicator of 0-7
  • 0 - Library of Congress; 1 - LC subject heading for children’s literature
  • Consortia members delete second indicator fields 2-9
    • Why? We want to use only official Library of Congress subject headings

• Most fields will have the first indicator of Blank
FIELD 650: TOPICAL TERMS

SUBFIELDS

• |a topical term or geographic name; |b topical term following geographic name; |c location of event; |d active dates; |e relator term; |g miscellaneous information; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision

• These are the most common, and some are not listed
FIELD 650: TOPICAL TERMS
EXAMPLE 1 AND 2

• 650 _0 |a American poetry |y 21st century.
  • |a is a topical term or geographic name: in this case American Poetry
  • |y is the chronological subdivision: in this case 21st century

• 650 _0 |a Science |x Study and teaching (Elementary)
  • |a is a topical term or geographic name: in this case Science
  • |x is a general subdivision: in this case Study and teaching (Elementary)
FIELD 650: TOPICAL TERMS

EXAMPLE 3

• 650 _0 |a Special forces (Military science) |zFrance |xHistory |y20th century.

  • |a is a topical term or geographic name: in this case Special forces (Military Science)
  • |z is a geographical subdivision: in this case France
  • |x is a general subdivision: in this case history
  • |y is the chronological subdivision: in this case 20th century
FIELD 650: TOPICAL TERMS
EXAMPLE 4

• 650 _0 World War, 1914-1918 |zSoviet Union |vPersonal narratives.
  • |a is a topical term or geographic name: in this case World War, 1914-1918
  • |z is a geographical subdivision: in this case Soviet Union
  • |v is a form subdivision: in this case Personal narratives
FIELD 650: TOPICAL TERMS

MASS EXAMPLE 1

- 650 _0 |a World War, 1939-1945 |xSecret service |zFrance.
- 650 _0 |a World War, 1939-1945 |xCampaigns |zFrance.
- 650 _0 |a Guerrillas |zFrance |xHistory |y20th century.
- 650 _0 |a Special forces (Military science) |zFrance |xHistory |y20th century.
- 650 _0 |a Special operations (Military science) |zFrance |xHistory |y20th century.

These are all for one record
FIELD 650: TOPICAL TERMS
MASS EXAMPLE 2

- 600 10 |a Potter, Harry |c(Fictitious character) |vDrama.
- 650 _0 |a Hogwarts School of Witchcraft and Wizardry (Imaginary organization) |vDrama.
- 650 _0 |a Wizards |vDrama.
- 650 _0 |a Fathers and sons |vDrama.
- 650 _0 |a Good and evil |vDrama.

These are all for one record, you can see the tie in with the 600.
THE ANATOMY OF SUBJECT HEADINGS:

WHERE WAS I?
FIELD 651: GEOGRAPHIC NAMES INDICATOR FIELDS

• First indicator is blank

• Second indicator of 0-7
  • 0- Library of Congress; 1- LC subject heading for children’s literature
  • Consortia members delete second indicator fields 2-9
    • Why? We want to use only official Library of Congress subject headings
FIELD 651: GEOGRAPHIC NAMES SUBFIELDS

- |a geographic name; |e relator term; |g miscellaneous information; |v form subdivision; |x general subdivision; |y chronological subdivision; |z geographic subdivision
- These are the most common, and some are not listed
FIELD 651: GEOGRAPHIC FIELDS
EXAMPLE 1 AND 2

• 651 _0 | a Mississippi | xHistory, Local | vPeriodicals.
  • |a is for geographic name: in this case Mississippi
  • |x is for general subdivision: in this case History
  • |v is for form subdivisions: in this case its Periodicals

• 651 _0 | a Chickasaw County (Miss.) | xHistory
  • |a is for geographic name: in this case Chickasaw County (Miss.)
  • |x is for general subdivision: in this case History
FIELD 651: GEOGRAPHIC FIELDS
EXAMPLE 3

• 651 _0 United States | yCivil War, 1861-1865 | xRegimental histories | xMorgan’s Cavalry Division (C.S.A.)
  • | a is for geographic name: in this case United States
  • | y is for chronological subdivision: in this case Civil War, 1861-1865
  • | x is a general subdivision: in this case its Regimental histories
  • | x is another general subdivision. This second one is a general subdivision of the Civil War, 1861-1865, Regimental histories. It gives more detail into which regiment. In this case its Morgan’s Cavalry Division (C.S.A.)
FIELD 651: GEOGRAPHIC NAMES
EXAMPLE 4

651 _0 |aMississippi |xHistory |yCivil War, 1861-1865 |xCampaigns.

- |a is for geographic name: in this case Mississippi
- |x is for general subdivision: in this case History
- |y is for chronological subdivision: in this case Civil War, 1861-1865
- |x is another general subdivision. This second one is a general subdivision of the Civil War, 1861-1865. It gives more information about which part of the Civil War. In this case its Campaigns.
FIELD 651: GEOGRAPHIC NAMES
MISSISSIPPI EXAMPLES

• 651 _0 |a Lowndes County (Miss.)|xHistory.
• 651 _0 |a Clay County (Miss.)|xHistory.
• 651 _0 |a Tombigbee River (Miss. and Ala.)|xHistory.
• 651 _0 |a Columbus (Miss.)|xHistory.
• 651 _0 |a Mississippi |xHistory |y20th century.
• 651 _0 |a Mississippi |zLee County |vGenealogy.
THE ANATOMY OF SUBJECT HEADINGS:
655

KEYWORDS ARE THE KEY
FIELD 655: GENERAL GENRE TERMS
INDICATOR FIELDS

• First indicator is blank

• Second indicator of 0-7; unlike the others 7 is most important
  • 7- source specified in subfield |2.
  • Why? |2 lcgft is Library of Congress
FIELD 655: GENERAL GENRE TERMS EXAMPLES

• 655 _7 |aCookbooks. |2lcgft
• 655 _7 |aCatalogs. |2 lcgft
• 655 _7 |aShort stories. |2 lcgft

• 655 _7 |a Fantasy films. |2lcgft
  655 _7 |a Action and adventure films. |2lcgft
  655 _7 |a Romance films. |2lcgft
  655 _7 |a Detective and mystery films. |2lcgft
  655 _7 |a Video recordings for the hearing impaired. |2lcgft
  655 _7 |a Feature films. |2lcgft

• These last 6 were all on one record
WHAT IF THERE ARE NO SUBJECT HEADINGS?

WHERE OH WHERE CAN THEY BE?
WHAT IF A RECORD DOES NOT HAVE A SUBJECT HEADING

• Check MSU-Main online catalog
  • You can search by general topic and look to see what subject headings are used.
  • All the examples came from the MSU catalog

• Make sure the subject headings are authorized or “blue”
  • These are subject headings that are approved by Library of Congress
  • It means similar topics are linked so they are easier to find
SUBJECT HEADING QUIRKS AND FAST HEADINGS

WHY? WHY WOULD YOU DO THAT?
SOME SUBJECT HEADING QUIRKS

• Wars are by dates
  • American Civil War: Civil War, 1861-1865
  • World War 1: World War, 1914-1918
  • World War 2: World War, 1939-1945
WHAT ABOUT THE “FAST” HEADINGS?

• Fast subject headings have “fast” somewhere in the name
• These are automatically added by OCLC

Examples:

• 600 17 |a Smalls, Robert, |d1839-1915, |2fast|0(OCoLC)fst00004593|?UNAUTHORIZED
• 611 17 |a American Civil War (1861-1865) |2fast|0(OCoLC)fst01351658|?UNAUTHORIZED
• 650 _7 |a Dogs. |2fast|0(OCoLC)fst00896265|?UNAUTHORIZED
• 655 _7 |a Fiction. |2fast|0(OCoLC)fst01423787|?UNAUTHORIZED
WHY FAST HEADINGS ARE DELETED

• They are not Library of Congress subject headings and do not link to others
• These fields are not needed
• Can be confusing for patrons and searchers when looking at the records.
• Keep records up to the current and best standards for cataloging
• Do not take much time to edit or remove. However, if left can take months or years to find and delete them in records.
QUESTIONS?

THANK YOU!