

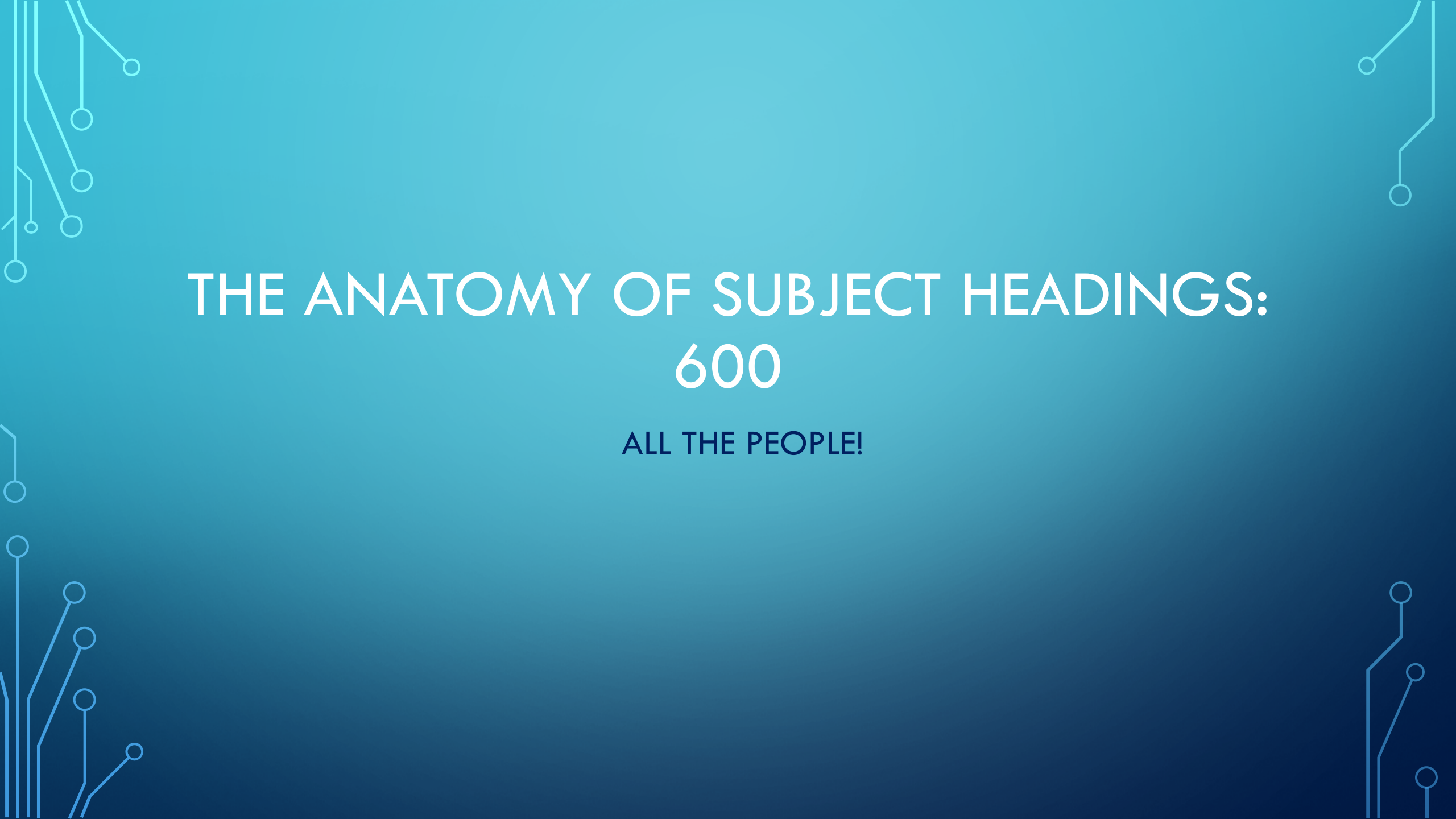


SUBJECT HEADINGS

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 background is a solid teal color. In the four corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines connecting to small circles.

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 |aBach, 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

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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-

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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 |y21st 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 |xStudy 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 | aWorld 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.

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THE ANATOMY OF SUBJECT HEADINGS: 651

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 |aChickasaw 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.

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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


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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

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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 |aDogs.|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.

The image features a blue background with a circuit board pattern. A central black box with rounded corners contains the text "QUESTIONS?" in large white letters and "THANK YOU!" in smaller cyan letters. The circuit board pattern consists of white lines and circles on a blue background, with a darker blue area at the bottom.

QUESTIONS?

THANK YOU!