

Adding Subjects

600 = Personal
610 = Corporation
650 = Topical
651 = Geographic
655 = Genre/Form

Subfields

a Topical term (600, 610, 650) or geographic name (651) as entry element
x General subdivision
z Geographic subdivision
y Chronological subdivision
v Form subdivision
2 Source of heading or term

Correct order is [Topical] [Geographic] [Chronological] [Form]

Correct:

Sports – United States – Statistics

Exception is 651 (Geographical)

Correct:

Utah – History

Peru – Census

Alaska -- Climate

Incorrect:

Sports – Statistics – United States

Punctuation

This tag ends with a mark of punctuation (., |, ?, -) or a closing parenthesis. This mark of punctuation precedes subfield 2 when present.

Local Notes & Subject Heading

Because bibliographic records are shared by all schools information of a strictly local nature should never be included in a record. This includes donor, local subject headings, and autographed copy information.

An alternative to adding local information to a bib record is to attach it to your library's holding in the form of a copy note.

Special subject headings for Utah authors, Utah actors, Utah musicians, etc. are permitted as shown in the examples below:

650 _0 |a Authors |z Utah.

650 _0 |a Musicians |z Utah.

650 _0 |a Actors |z Utah |z Utah County.

650 _0 |a Artist |z Utah |z Springville.

If you find a local note or subject heading on a record (often found in a 590 or 690 field), please delete it.

Subject headings found in Destiny

Add only Library of Congress subject headings or Sears to MARC records

MARC records currently contain subject headings from other controlled vocabulary lists (called thesauri) such as Sears, the Library of Congress Subject Headings for Children.

The Sears list of subject headings was created by fellow Hoosier Minnie Earl Sears and uses simpler, less technical terms that she thought would be preferred by smaller libraries.

Here's some examples of Sears subject headings:

650 _7 |a Children's parties. |2 sears

650 _7 |a Classical mythology. |2 sears

650 _7 |a Cooking |x Bananas. |2 sears

The Library of Congress Subject Headings for Children's Literature or Annotated Card (AC) Headings generally use LCSH terms but sometimes substitute a more familiar or shortened version of the heading. They look like Library of Congress subject headings (LCSH) except that the second indicator is a 1 instead of a 0.

These are some LOC Subject Headings for Children:

650 _1 |a Frontier and pioneer life |z Montana.

650 _1 |a Imaginary playmates |v Fiction.

650 _1 |a Parties.

A tool for checking genre & subject headings

Here's a good site to quickly see if a heading is valid: [LC Linked Data Service: Authorities and Vocabularies](#).

You can check LCSH, Children's Headings, and/or Sears depending on which options you select.

Built headings can also be checked. Use a double dash between subfields. However, not all valid combinations are included in the database.

The disadvantage of this tool is that it does not display the coding and indicators. If you're a beginner cataloger, you'll probably prefer to continue using the main [Library of Congress Authorities](#) page.

Adding Subject Headings

It is too time consuming to check all subject headings but catalogers should familiarize themselves with commonly used LCSH headings and check those that don't look quite 'right'.

When adding subject headings, only use established Library of Congress subject headings or Sears headings. To determine if a subject heading is established, check for an [authority file at the LOC website](#). Use search type "Subject Authority Headings". Be sure to actually view the authority record, not just the headings list, to make sure the subject heading you want to use is in a 150 file in the record.

Never 'guess' or make up a subject heading. Local subject headings, like local notes.

New coding for genre headings

The new way to code LOC genre/form headings in a MARC record is: 655 _7 |a (genre/form heading). |2 lcgft The 7 in the second indicator slot means that the source of the heading is identified in subfield 2. Note there is a period following the genre/form term but none after the lcgft. In bibliographic records, genre/form terms are always contained in the 655 field.

Examples:

655 _7 |a Graphic novels. |2 lcgft

655 _7 |a Audiobooks. |2 lcgft

655 _7 |a Large type books. |2 lcgft

655 _7 |a Alternative rock music. |2 lcgft

655 _7 |a Love stories. |2 lcgft

Coding for LOC subject headings remains the same:

650 _0 |a (subject heading).

Subject subdivision subfields v,x,y, and z

When adding subject headings to your resource, be sure to use the correct subfields. There are four subdivision subfields to choose from:

- v : Form subdivision. Use v when describing the kind of material or genre of the resource. The most common subdivision subfield v is 'Fiction'. It is usually the last subdivision subfield in a field.
- 650 0 |a Actors |z United States |v Biography.
- 651 0 |a North Carolina |v Guidebooks.
- x : General subdivision. This is the subdivision subfield for general topical terms that narrow the scope of the subject heading. If your term explains what the resource is about, then it belongs in a subfield x.
- 650 0 |a Men |x Health and hygiene.
- y : Chronological subdivision. If your term narrows the scope of the subject heading by defining the time period, use y instead of x.
- 651 0 |a Chicago (Ill.) |x History |y 19th century.
- z : Geographic subdivision. Use z if the subdivision is a location.
- 650 0 |a Search and rescue operations |z Bering Sea.

Caution: Not every date belongs in subdivision subfield y|:

- If the date defines when a work was written, then it belongs in subfield v.
- 600 00 |a Gautama Buddha |v Biography |v Early works to 1800.
- If the date is used to define a specific event rather than narrow the scope of your resource, it also does not belong in subfield y.
- 650 0 |a World War, 1939-1945 |x Research |v Fiction.

Note: Older MARC records may contain form subdivisions in a subfield x. When editing records in Destiny, these should be changed to v.

Reminder: The first word in each subdivision is capitalized, and the last subdivision is followed by a period.

BISAC Subject headings

BISAC Subject headings are a thesaurus of terms/headings created by the Book Industry Study Group (BISG). These headings are used by book industry companies such as Amazon and Barnes & Noble to categorize books based on topical content. BISAC terms are identified by a major heading term followed by a subheading of a more specific term or term(s) that are an aspect of the main heading. Examples of BISAC headings include: COOKING / Beverages / Coffee & Tea; COOKING / Courses & Dishes / Salads; PETS / Dogs / Training; PETS / Horses / Riding.

BISAC subject headings are entered in the 650 field in the MARC record. The major heading term is entered in subfield a in all capital letters. The subheadings are entered in lower case letters and each subheading is separated by a slash. The second indicator is coded seven and a subfield 2 is added with "bisacsh" to indicate that it is a BISAC subject heading.

```
650 7 _aCOOKING / Methods / Quick & Easy
      _2bisacsh
```

The Library of Congress started adding BISAC subject headings to MARC records in 2011, so you will continue to see more and more MARC records on Alliance Plus with these headings. However, these headings will not be included in all Alliance records. Inclusion of the headings depends on the cataloging policy of the agency that created the MARC record.

Whether you remove these headings from your catalog or not is a local decision. You may not see a need for them now, but they may be useful in the future. Take caution in removing potentially useful data from your records. It may be easier to ignore the headings than to add them back in later, if deemed useful.

Adding Subject Headings

Please use Library of Congress Subject Headings (LCSH). One of the easiest ways to check for authorized headings is online at <http://authorities.loc.gov/>

Hint: If you are cataloging material that is available in another format or edition, you can often find subject headings for your item on one of those other records.

Please do not add local subject headings.

Here's a quick description of the different 6xx fields.

Topical headings:

```
650 _0 |a Apples |x Harvesting.
```

Geographic headings:

```
651 _0 |a United States |x History |y French and Indian War, 1755-1763.
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Personal names:

```
600 10 |a Stewart, John.
```

Corporate names:

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610 10 |a Utah |b Dept. of Child Services.
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