

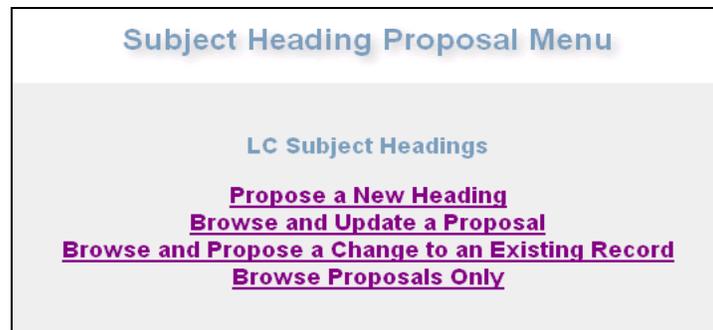
SEARCHING AND EDITING A SUBJECT PROPOSAL IN MINARET

Important note: You may update your proposals as necessary. However, please do not update your proposals once you have notified Coop as outlined above. If you need to request a change to a proposal once you have notified Coop, please send an email message to saco@loc.gov, including the changes you would like to be made.

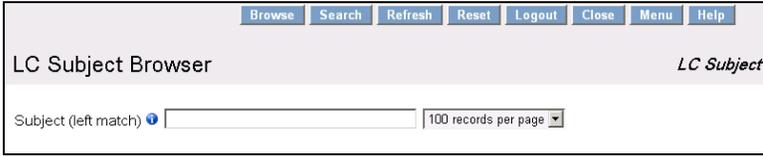
To retrieve your proposal for editing:

Go to the Subject Heading Proposal Menu: <http://classificationweb.net/Menu/subject.html>

Click on Browse and Update a Proposal:

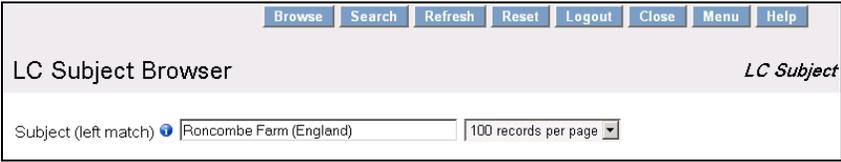


You will be taken to a Subject (left match) Browse search:



The screenshot shows the "LC Subject Browser" interface. At the top, there are navigation buttons: "Browse", "Search", "Refresh", "Reset", "Logout", "Close", "Menu", and "Help". Below these buttons, the text "LC Subject Browser" is displayed on the left and "LC Subject" on the right. A search input field is labeled "Subject (left match)" and contains a search icon. To the right of the input field is a dropdown menu set to "100 records per page".

You can key in the heading you proposed in this search:



The screenshot shows the "LC Subject Browser" interface with a search term entered. At the top, there are navigation buttons: "Browse", "Search", "Refresh", "Reset", "Logout", "Close", "Menu", and "Help". Below these buttons, the text "LC Subject Browser" is displayed on the left and "LC Subject" on the right. The search input field is labeled "Subject (left match)" and contains the text "Roncombe Farm (England)". To the right of the input field is a dropdown menu set to "100 records per page".

Press Enter:

Browse	Search	Refresh	Reset	Logout	Close	Menu	Help
------------------------	------------------------	-------------------------	-----------------------	------------------------	-----------------------	----------------------	----------------------

LC Subject Browser: Structured heading 1xx and 4xx

Subject (left match) ⓘ 100 records per page ▾

Roncombe Farm (England)

- UF Roncombe Gate Farm (England)
- BT [Farms—England](#)

You can also search by LCCN or Keyword by clicking on the blue Search” box at the top of the Subject (left match) Browse search:

Search	Reset	Logout	Close	Menu	Help
------------------------	-----------------------	------------------------	-----------------------	----------------------	----------------------

LC Subject Search

Subject heading ⓘ

Keyword ⓘ

Classification number ⓘ

Record number ⓘ

[Search tips and options](#)

Using LCCN to search:

Search	Reset	Logout	Close	Menu	Help
------------------------	-----------------------	------------------------	-----------------------	----------------------	----------------------

LC Subject Search

Subject heading ⓘ

Keyword ⓘ

Classification number ⓘ

Record number ⓘ

[Search tips and options](#)

Once you have the proposal on the screen, click on the small box to the right of the heading:

Search Reset Logout Close Menu Help				
<h3>LC Subject Search: Control number (001)</h3>				
<p>sp2011003764</p> <p>Roncombe Farm (England) UF Roncombe Gate Fa BT Farms—England</p>				
<table border="1"> <tr><td>Way correlation</td></tr> <tr><td>LC class correlation</td></tr> <tr><td>MARC record</td></tr> <tr><td>Modify or delete this proposal</td></tr> </table>	Way correlation	LC class correlation	MARC record	Modify or delete this proposal
Way correlation				
LC class correlation				
MARC record				
Modify or delete this proposal				

Select “Modify or delete this proposal”

Save Save & close Delete Cancel Logout Help	
<h3>Proposed Geographic Heading</h3>	LC
<p>Generated by Coop</p>	
<p>040 \$a DLC \$b eng \$c DLC</p>	
<input type="radio"/> 151	<input type="text" value="\$a Roncombe Farm (England)"/> (Heading)
<input type="radio"/> 451	<input type="text" value="\$a Roncombe Gate Farm (England)"/> (UF)
<input type="radio"/> 550	<input type="text" value="\$w g \$a Farms \$z England"/> (BT)
<input type="radio"/> 670	<input type="text" value="\$a Work cat: Matthews, R. A farmer's story: my life at Roncombe Farm, 2007: \$b t.p. (Roncombe Gate Farm, Sidbury, Devon) p. 5 (Roncombe Farm, Sidbury, Sidmouth, Devon)"/> (Sources found)
<input type="radio"/> 670	<input type="text" value="\$a Ordnance Survey website, July 25, 2011: \$b place name search (Roncombe Farm, Devon; farm)"/> (Sources found)
<input type="radio"/> 781	<input type="text" value="\$z England \$z Roncombe Farm"/> (Form as Geog Subd)
<input type="radio"/> 952	<input type="text" value="\$a Bib. records to be changed: 0"/> (Bib. record changes)
<input type="radio"/> 952	<input type="text" value="\$a LC pattern: SHM H 405: SHM H 690"/> (LC pattern)
<input type="button" value="Insert Field"/> <input type="button" value="Remove Field"/>	
Email	<input type="text" value="pfrank@loc.gov"/> (Optional notification)
Save Save & close Delete Cancel Logout Help	

The proposal appears in the template format. You can make any edits from this screen, following the guidelines above for making a new proposal, then save your edits by clicking on Save at the bottom of the template.