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# Library of Congress Subject Headings

Module 6.3  
Free-Floating Subdivisions: Using the SHM

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Policy and Standards Division  
Library of Congress  
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### Recap

- Four criteria for adding a free-floating subdivision to a heading
  - Is the subdivision appropriate to the heading being assigned?
  - Does the subdivision accurately reflect the contents or form of the resource?
  - Is there a conflict in LCSH?
  - Does the addition of the subdivision cause redundancy in the heading?

In the previous module, we provided four questions that you should ask every time you attempt to add a free-floating subdivision to a heading:

- Is the subdivision appropriate to the heading being assigned?
- Does the subdivision accurately reflect the contents or form of the resource?
- Is there a conflict in LCSH?
- Does the addition of the subdivision cause redundancy in the heading?

In this module, we will provide details on how to determine the answer to the first question: Can *this* subdivision be used with *that* heading?

Some information to answer this question can be found in Classification Web, but the fullest information is in the SHM. We will discuss the SHM first.

**Subject Headings Manual**

- Eight instruction sheets, H 1095-1145.5

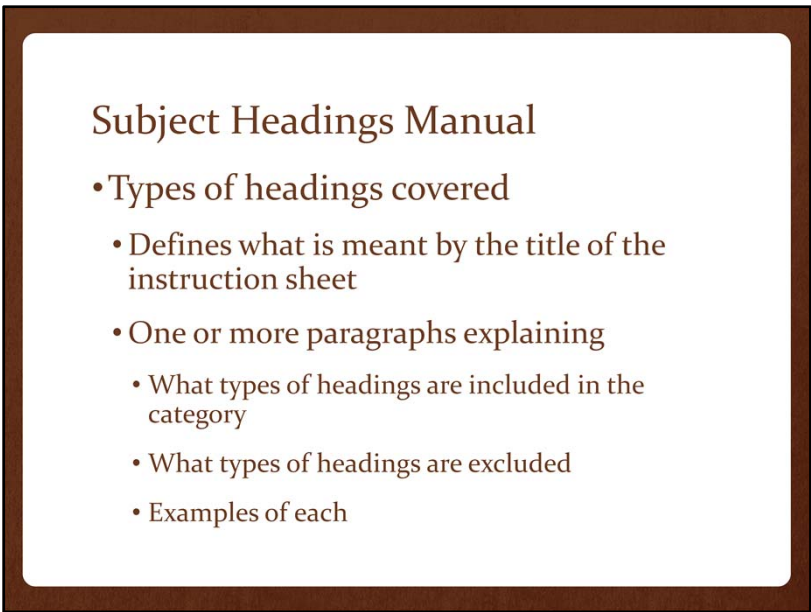
- Free-Floating Subdivisions
  - H 1095 Free-Floating Subdivisions
  - H 1100 Classes of Persons
  - H 1103 Ethnic Groups
  - H 1105 Corporate Bodies
  - H 1110 Names of Persons
  - H 1120 Names of Families
  - H 1140 Names of Places
  - H 1145.5 Bodies of Water

There are eight instruction sheets in the SHM that provide information specific to the free-floating subdivisions.

As we discussed in the last module, each instruction sheet represents a category of headings to which free-floating subdivisions may be added.

Let's explore the types and format of the information found in each of these instruction sheets.

H 1100 is pretty typical, so we will use it as an example.



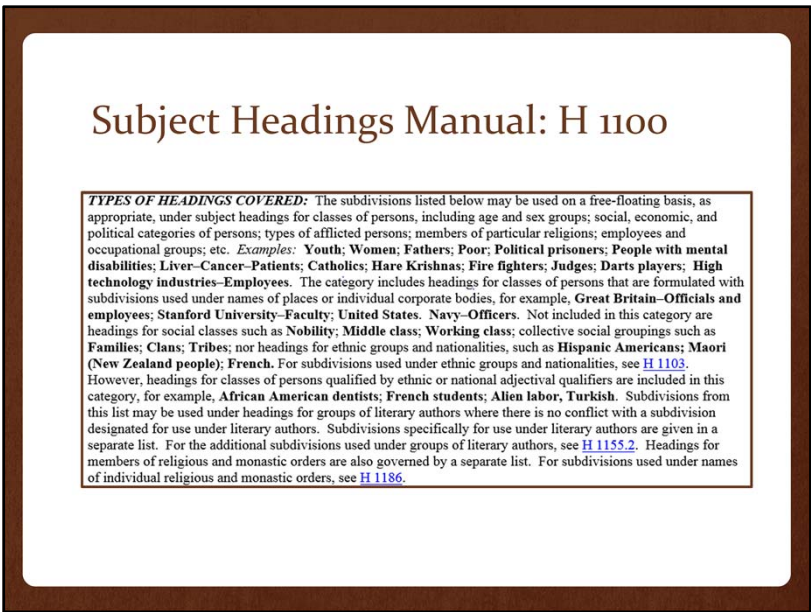
**Subject Headings Manual**

- Types of headings covered
  - Defines what is meant by the title of the instruction sheet
  - One or more paragraphs explaining
    - What types of headings are included in the category
    - What types of headings are excluded
    - Examples of each

The beginning of every instruction sheet about free-floating subdivisions consists of one or more paragraphs with the caption “Types of headings covered.”

Think of it as the definition of the category that is represented by the instruction sheet. This section explains in some detail which types of headings fit the category and which do not, and it usually also provides numerous examples.

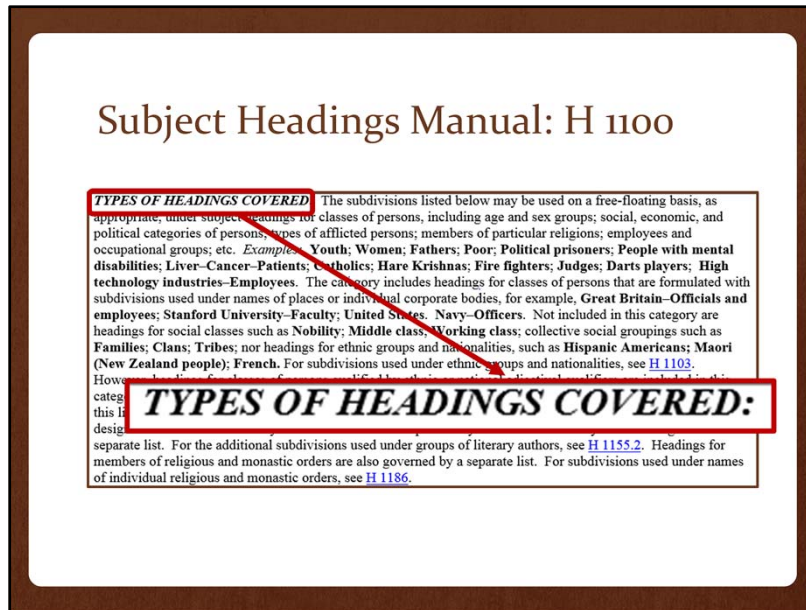
This section is often overlooked, but it is essential to read and to understand it. Let’s look at “Types of headings covered” for H 1100, classes of persons. It answers the question, what does LCSH mean by the phrase “classes of persons”?



This is the way it looks in Cataloger’s Desktop.

It is obviously too small to read here, but you can see that it is a single paragraph.

We will explore each part of it in turn.



The first thing to note is that this section is indeed called “Types of headings covered.”

## Subject Headings Manual: H 1100

**TYPES OF HEADINGS COVERED:** The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for classes of persons, including age and sex groups; social, economic, and political categories of persons; types of afflicted persons; members of particular religions; employees and occupational groups; etc. *Examples:* **Youth; Women; Fathers; Poor; Political prisoners; People with mental disabilities; Liver–Cancer–Patients; Catholics; Hare Krishnas; Fire fighters; Judges; Darts players; High technology industries–Employees.**

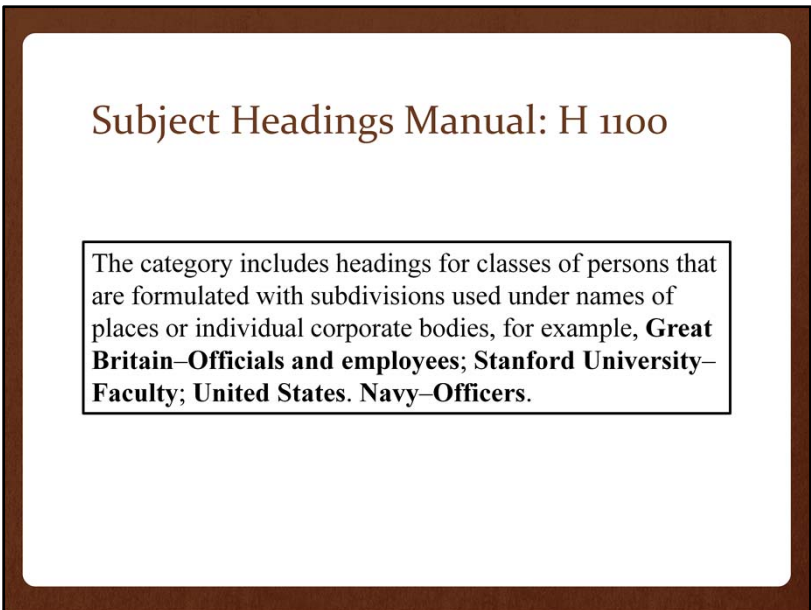
The first sentence holds a lot of information. It says,

The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for classes of persons, including age and sex groups; social, economic, and political categories of persons; types of afflicted persons; members of particular religions; employees and occupational groups; etc.

It then gives several examples of those types of headings, for example

- **Youth**
- **Women**
- **Political prisoners**
- **People with mental disabilities**
- **Liver—Cancer—Patients**
- **Darts players**
- **High technology industries—Employees**

and others.



The next sentence provides yet more information about the types of headings that can receive the subdivisions in this instruction sheet.

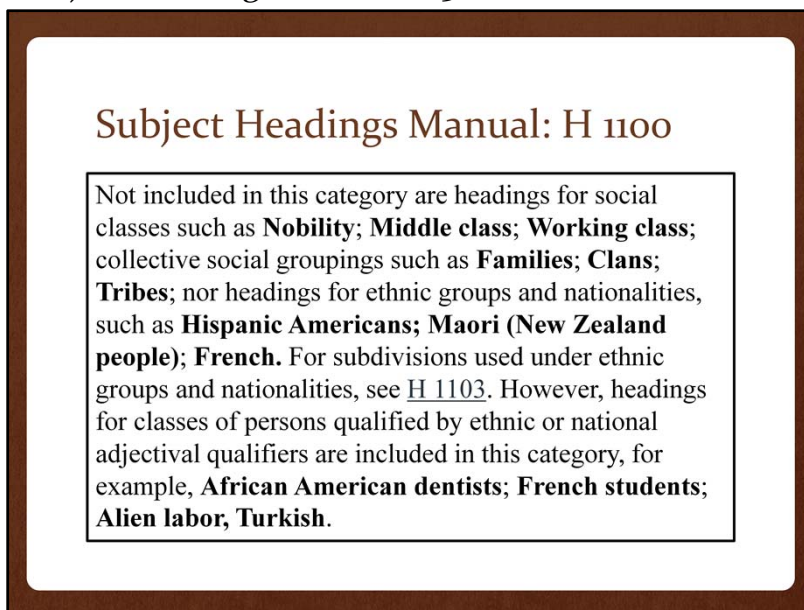
It says that if the “class of persons” is indicated by a subdivision that we have already assigned to our main heading, we can assign an additional subdivision from the list of subdivisions in H 1100. It says,

The category includes headings for classes of persons that are formulated with subdivisions used under names of places or individual corporate bodies, for example, **Great Britain—Officials and employees; Stanford University—Faculty; [and] United States. Navy—Officers.**

We will explain more about combining multiple subdivisions into a single heading string in a later module.

For now, just know that it can be done.





The next sentence explains the types of headings that are *not* included in this category. It says,

Not included in this category are headings for social classes such as **Nobility; Middle class; Working class**; collective social groupings such as **Families; Clans; Tribes**; nor headings for ethnic groups and nationalities, such as **Hispanic Americans; Maori (New Zealand people); French**.

It then provides a cross-reference to another instruction sheet:

For subdivisions used under ethnic groups and nationalities, see H 1103.

(That’s another free-floating instruction sheet.)

But it goes on to say, classes of persons that are qualified by an ethnic group *do* fall into this category:

However, headings for classes of persons qualified by ethnic or national adjectival qualifiers are included in this category, for example, **African American dentists; French students; Alien labor, Turkish**.

## Subject Headings Manual: H 1100

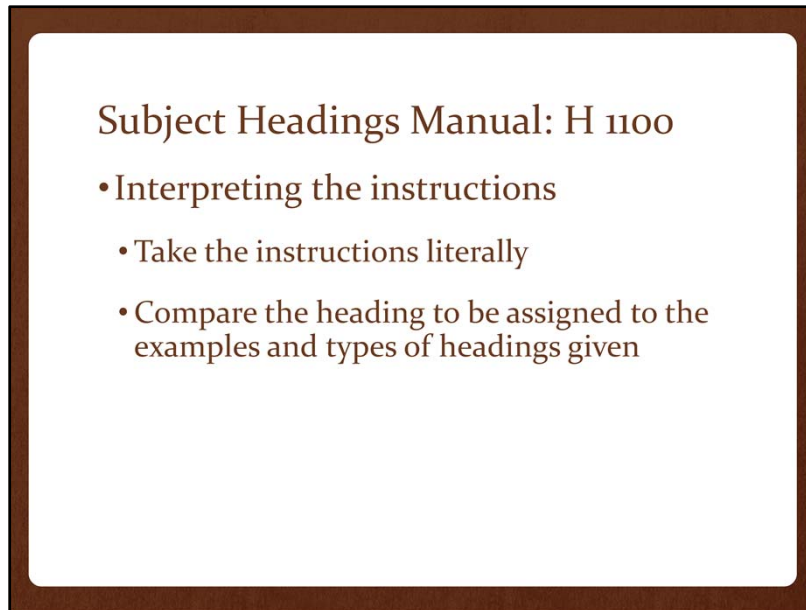
Subdivisions from this list may be used under headings for groups of literary authors where there is no conflict with a subdivision designated for use under literary authors. Subdivisions specifically for use under literary authors are given in a separate list. For the additional subdivisions used under groups of literary authors, see [H 1155.2](#). Headings for members of religious and monastic orders are also governed by a separate list. For subdivisions used under names of individual religious and monastic orders, see [H 1186](#).

The final section of that very long paragraph says that some of the subdivisions can be used for groups of literary authors – that is, authors who write poetry, fiction, and so forth. It says,

Subdivisions from this list may be used under headings for groups of literary authors when there is no conflict with a subdivision designated for use under literary authors. Subdivisions specifically for use under literary authors are given in a separate list. For additional subdivisions used under groups of literary authors, see H 1155.2.

It also provides cross-references to another related instruction sheet, when it goes on to say,

Headings for members of religious and monastic orders are also governed by a separate list. For subdivisions used under names of individual religious and monastic orders, see H 1186.



Subject Headings Manual: H 1100

- Interpreting the instructions
  - Take the instructions literally
  - Compare the heading to be assigned to the examples and types of headings given

Now that we have read the first paragraph of the instruction sheet, how do we interpret it?

You must determine whether the main heading that you want to assign fits into one of the types of headings given, and take the instruction sheet literally. Do not read too much into it. Sometimes the best way to make the determination is to compare your heading to the examples that are given.

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓

Say that we are cataloging a resource about Presbyterians, who are people who belong to a particular Christian denomination. The instruction sheet gives **Catholics**, members of another Christian denomination, as an example of a heading that fits the category Classes of Persons. The heading **Presbyterians** therefore fits, too.

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓

What if you want to assign the heading **Children**? Does that fit?

H 1100 states that age groups are included, and gives **Youth** as an example. **Children** therefore is a class of persons and the subdivisions in this instruction sheet can be appended to the heading.

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	

What about the heading **Inuit**? Does that fit?

The Inuit are an indigenous ethnic group of the Arctic.

**Subject Headings Manual: H 1100**

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	

Not included in this category are headings for ... ethnic groups and nationalities, such as **Hispanic Americans**; **Maori (New Zealand people)**; **French**.

Recall the statement that ethnic groups are not included in the category of Classes of Persons.

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	✗

Therefore, the free-floating subdivisions in this list cannot be used with **Inuit**.



**Subject Headings Manual: H 1100**

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	✗
Americans	French	✗

Not included in this category are headings for ... nationalities, such as ... **French**.

The heading **Americans** does not fit the category, either.

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	✗
Americans	French	✗
Librarians	Judges	

But what about **Librarians**? It is an occupational group.

**Subject Headings Manual: H 1100**

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓

The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for ... employees and occupational groups ... Examples: **Fire fighters; Judges ...**

Librarians	Judges	
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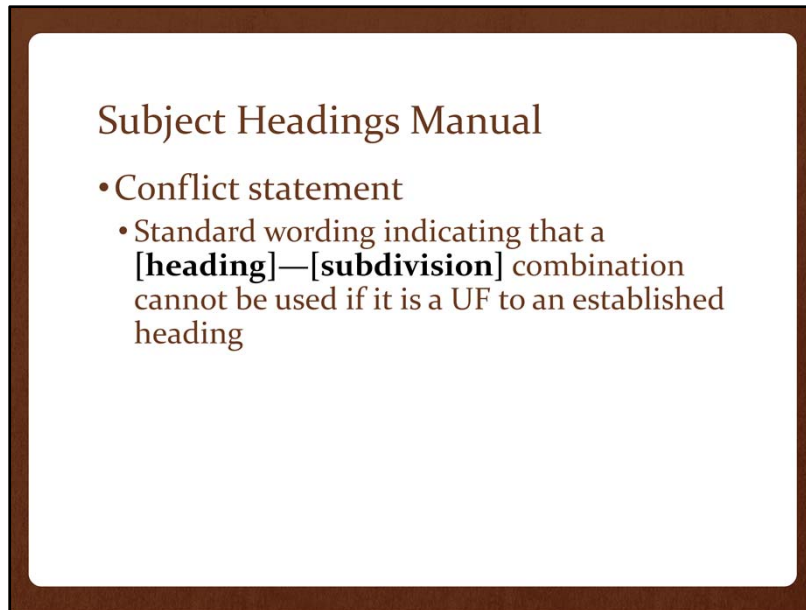
“The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for ... employees and occupational groups ... Examples: **Fire fighters; Judges ...**

Subject Headings Manual: H 1100

- Interpreting the instructions

Heading to be Assigned	Example from H 1100	H 1100 Applicable?
Presbyterians	Catholics	✓
Children	Youth	✓
Inuit	Maori (New Zealand people)	✗
Americans	French	✗
Librarians	Judges	✓

Therefore, the heading **Librarians** can take the subdivisions listed in H 1100.



Subject Headings Manual

- Conflict statement
  - Standard wording indicating that a **[heading]**—**[subdivision]** combination cannot be used if it is a UF to an established heading

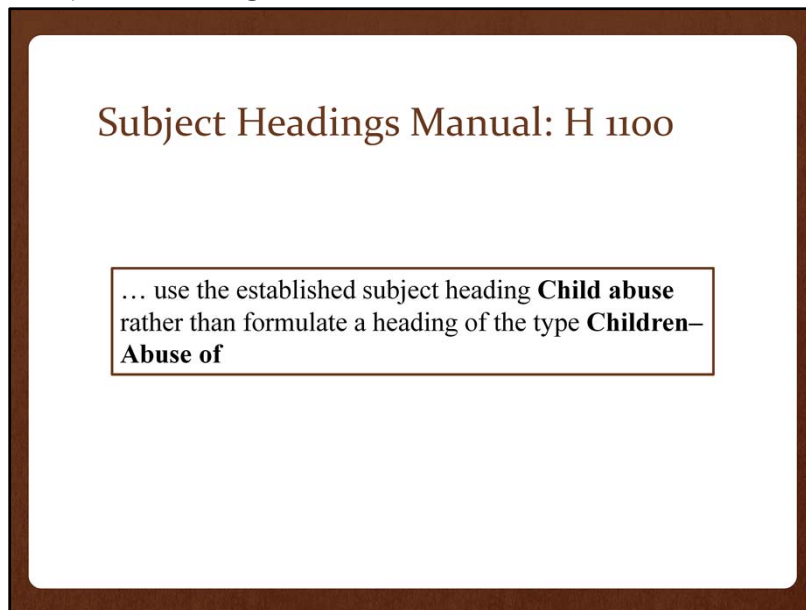
Some instruction sheets provide a conflict statement that formally and explicitly states that some **[heading]**—**[subdivision]** combinations are UFs to authorized headings and cannot be assigned.

**Subject Headings Manual: H 1100**

**CONFLICTS:** Determine if the use of a free-floating subdivision from this list conflicts with a previously established subject heading. In the event of a conflict between an established subject heading and a subdivision on this list, use the established heading unless a decision has been made to update or change all headings of that type. For example, use the established subject heading **Child abuse** rather than formulate a heading of the type **Children—Abuse of**. However, previously established headings of the type **Teachers, Training of** were changed to the form **Teachers—Training of**.

Here is the conflict statement from H 1100.

Determine if the use of a free-floating subdivision from this list conflicts with a previously established subject heading. In the event of a conflict between an established subject heading and a subdivision on this list, use the established heading unless a decision has been made to update or change all headings of that type. For example, use the established subject heading **Child abuse** rather than formulate a heading of the type *Children—Abuse of*. However, previously established headings of the type *Teachers, Training of* were changed to the form **Teachers—Training of**.



Let's look at the examples provided in the conflict statement, so we can see how this works.

The first example is **Child abuse**. As we saw earlier, the heading **Children** fits the category (Classes of persons). And the subdivision **–Abuse of** does appear on the list of applicable subdivisions.

Subject Headings Manual: H 1100

Children—Abuse of  
USE [Child abuse](#)      Subject heading **Child abuse**

rather than  
Abuse of      **Child abuse** (May Subd Geog)   
                  [[HV6626.5-.54](#) (Social pathology)]  
                  [[RC569.5.C55](#) (Psychiatry)]  
UF Abuse of children  
    Child maltreatment  
    Child neglect  
    Children—Abuse of

But if we search *Children—Abuse of*, we find that it is a UF to **Child abuse**.



## Subject Headings Manual: H 1100

However, previously established headings of the type  
**Teachers, Training of** were changed to the form  
**Teachers—Training of.**

The opposite is true of *Teachers, Training of*. It used to be a phrase heading, but now it is covered by a [heading]—[subdivision] combination.

Subject Headings Manual: H 1100

Teachers, Training of  
USE [Teachers—Training of](#)

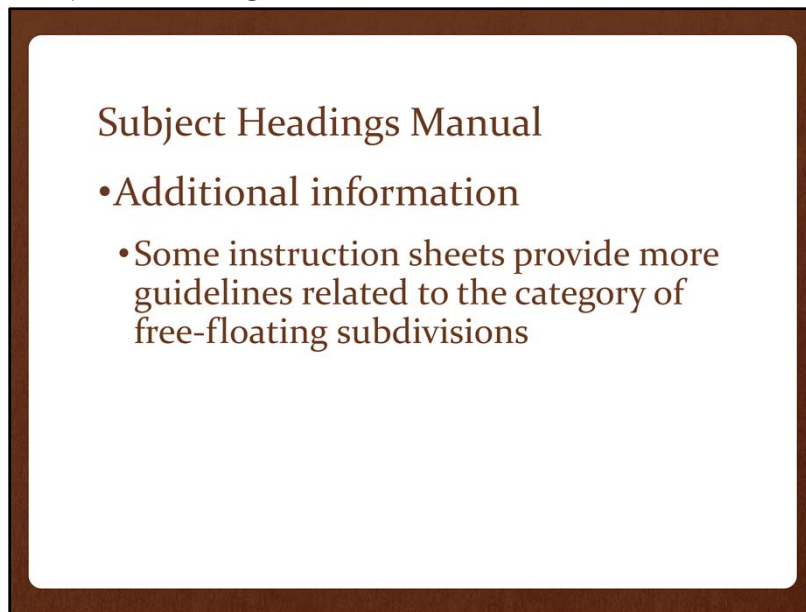
**Teachers—Training of** (May Subd Geog)   
[\[LB1705-2286\]](#)  
Here are entered works on the history and methods of training teachers. Works on the study of education as a discipline are entered under Education—Study and teaching. Works on the art and methods of teaching are entered under Teaching.  
UF Teacher education  
    Teacher training  
    Teachers, Training of [Former heading]

If I search it in Classification Web, we can see the reference:

*Teachers, Training of*  
**USE Teachers—Training of**

By clicking the reference, we can see the full entry.

Notice that the final UF on the screen has the notation “Former heading” in square brackets. Older forms of headings are always kept as UFs.



Subject Headings Manual

- Additional information
  - Some instruction sheets provide more guidelines related to the category of free-floating subdivisions

Some instruction sheets provide additional instructions about special situations that occur within a particular category.

H 1100 does not include any instructions like that, but H 1110, Names of Persons, does.

It indicates that there are some additional subdivisions established for some highly significant individuals such as Gautama Buddha, Muhammad, and Jesus Christ.

**Subject Headings Manual**

- **Alphabetical lists of subdivisions**
  - Entries include
    - Subdivisions in boldface type
    - References to other instruction sheets
    - Scope notes and usage instructions
    - Notation about geographic subdivision
    - MARC coding
  - Cross-references in regular type

The majority of the free-floating instruction sheets consists of the list of subdivisions.

Like headings in LCSH, authorized subdivisions in the SHM appear in boldface type. The entries also include:

- references to other instruction sheets,
- some notes and usage instructions pertinent to specific subdivisions, and
- notation indicating whether the subdivision can be geographically subdivided.

They also show the MARC coding for the subdivision, and some cross-references from non-preferred terminology.

Let's identify each piece in an excerpt from H 1100, Classes of Persons.

**Subject Headings Manual: H 1100**

Sx **Assassination attempts** (*May Subd Geog*)  
*Assaults against*, see **-Violence against**

Sx **Attitudes** (*H 1955*)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see **-Public opinion**.

Sv **Autographs**

Sv **Biography** (*H 1330*)  
*Biography--Anniversaries, etc.*, see **-Anniversaries, etc.**

Sv **Biography** Sv **Dictionaries**

Sv **Biography** Sv **Dictionaries** Sx **French, [Italian, etc.]**

Sx **Biography** Sx **History and criticism**

Sv **Biography** Sv **Pictorial works** (*H 1935*)

Sx **Biography** Sv **Sources**

Sv **Blogs**

Sx **Bonding** (*May Subd Geog*)  
Use under occupational groups and types of employees.

Some of the subdivisions are highlighted here.

Notice that some of them are single subdivisions, such as —**Assassination attempts** and —**Blogs**, while others, such as —**Biography—Dictionaries**, are free-floating subdivisions that are composed of two or more subdivisions that may be assigned as a unit.

**Subject Headings Manual: H 1100**

**Sx Assassination attempts** (*May Subd Geog*)  
*Assaults against, see -Violence against*

**Sx Attitudes** (*H 1955*)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see **Public opinion**.

**Sv Autographs**

**Sv Biography** (*H 1330*)  
*Biography--Anniversaries, etc., see -Anniversaries, etc.*

**Sv Biography Sv Dictionaries**

**Sv Biography Sv Dictionaries Sx French, [Italian, etc.]**

**Sx Biography Sx History and criticism**

**Sv Biography Sv Pictorial works** (*H 1935*)

**Sx Biography Sv Sources**

**Sv Blogs**

**Sx Bonding** (*May Subd Geog*)  
Use under occupational groups and types of employees.

Please look at the highlighted subdivision on the screen. Do you see how this subdivision includes square brackets? It is called a multiple subdivision, and it cannot be used in its current form. In the context of this subdivision combination, we can insert whatever language we want into the subdivision.

Do not concern yourself too much with multiple subdivisions right now. Another module will cover them in depth.

**Subject Headings Manual: H 1100**

[\\$x](#) **Assassination attempts** *(May Subd Geog)*  
*Assaults against, see -Violence against*

[\\$x](#) **Attitudes** *(H 1955)*  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see [-Public opinion](#).

[\\$v](#) **Autographs**

[\\$v](#) **Biography** *(H 1330)*  
*Biography--Anniversaries, etc., see -Anniversaries, etc.*

[\\$v](#) **Biography** [\\$v](#) **Dictionaries**

[\\$v](#) **Biography** [\\$v](#) **Dictionaries** [\\$x](#) **French, [Italian, etc.]**

[\\$x](#) **Biography** [\\$x](#) **History and criticism**

[\\$v](#) **Biography** [\\$v](#) **Pictorial works** *(H 1935)*

[\\$x](#) **Biography** [\\$v](#) **Sources**

[\\$v](#) **Blogs**

[\\$x](#) **Bonding** *(May Subd Geog)*  
Use under occupational groups and types of employees.

Here we have highlighted the references to other instruction sheets.

You should always follow these links, because the other instruction sheets will provide additional information about how to use the subdivision.

**Subject Headings Manual: H 1100**

Sx **Assassination attempts** (*May Subd Geog*)  
*Assaults against*, see **—Violence against**

Sx **Attitudes** (*H 1955*)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see **—Public opinion**.

Sv **Autographs**

Sv **Biography** (*H 1330*)  
*Biography—Anniversaries, etc.*, see **—Anniversaries, etc.**

Sv **Biography** Sv **Dictionaries**

Sv **Biography** Sv **Dictionaries** Sx **French, [Italian, etc.]**

Sx **Biography** Sx **History and criticism**

Sv **Biography** Sv **Pictorial works** (*H 1935*)

Sx **Biography** Sv **Sources**

Sv **Blogs**

Sx **Bonding** (*May Subd Geog*)  
Use under occupational groups and types of employees.

Now a scope note is highlighted.

Scope notes provide valuable information to ensure that you know what the subdivision means. This note for **—Attitudes** also includes a reference to another subdivision, **—Public opinion**.



**Subject Headings Manual: H 1100**

Sx **Assassination attempts** (*May Subd Geog*)  
*Assaults against*, see **-Violence against**

Sx **Attitudes** (*H 1955*)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see **-Public opinion**.

Sv **Autographs**

Sv **Biography** (*H 1330*)  
*Biography--Anniversaries, etc.*, see **-Anniversaries, etc.**

Sv **Biography** Sv **Dictionaries**

Sv **Biography** Sv **Dictionaries** Sx **French, [Italian, etc.]**

Sx **Biography** Sx **History and criticism**

Sv **Biography** Sv **Pictorial works** (*H 1935*)

Sx **Biography** Sv **Sources**

Sv **Blogs**

Sx **Bonding** (*May Subd Geog*)  
Use under occupational groups and types of employees.

And here is another scope note. This one indicates that the subdivision —**Bonding** cannot be used under most headings that are covered by the category. It can be used only under occupational groups and types of employees.

Therefore, we can make the combination **Librarians—Bonding**, but not **Children—Bonding**, because **Children** is not an occupational group.

**Subject Headings Manual: H 1100**

Sx **Assassination attempts** *(May Subd Geog)*  
*Assaults against, see -Violence against*

Sx **Attitudes** *(H 1955)*  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see -Public opinion.

Sv **Autographs**

Sv **Biography** *(H 1330)*  
*Biography--Anniversaries, etc., see -Anniversaries, etc.*

Sv **Biography** Sv **Dictionaries**

Sv **Biography** Sv **Dictionaries** Sx **French, [Italian, etc.]**

Sx **Biography** Sx **History and criticism**

Sv **Biography** Sv **Pictorial works** *(H 1935)*

Sx **Biography** Sv **Sources**

Sv **Blogs**

Sx **Bonding** *(May Subd Geog)*  
Use under occupational groups and types of employees.

Now the geographic subdivision notation is highlighted.

As you can see, only two of the subdivisions in this excerpt may be geographically subdivided.

**Subject Headings Manual: H 1100**

**Sx Assassination attempts** *(May Subd Geog)*  
*Assaults against, see **-Violence against***

**Sx Attitudes** *(H 1955)*  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see **-Public opinion**.

**Sv Autographs**

**Sv Biography** *(H 1330)*  
*Biography--Anniversaries, etc., see **-Anniversaries, etc.***

**Sv Biography Sv Dictionaries**

**Sv Biography Sv Dictionaries Sx French, [Italian, etc.]**

**Sx Biography Sx History and criticism**

**Sv Biography Sv Pictorial works** *(H 1935)*

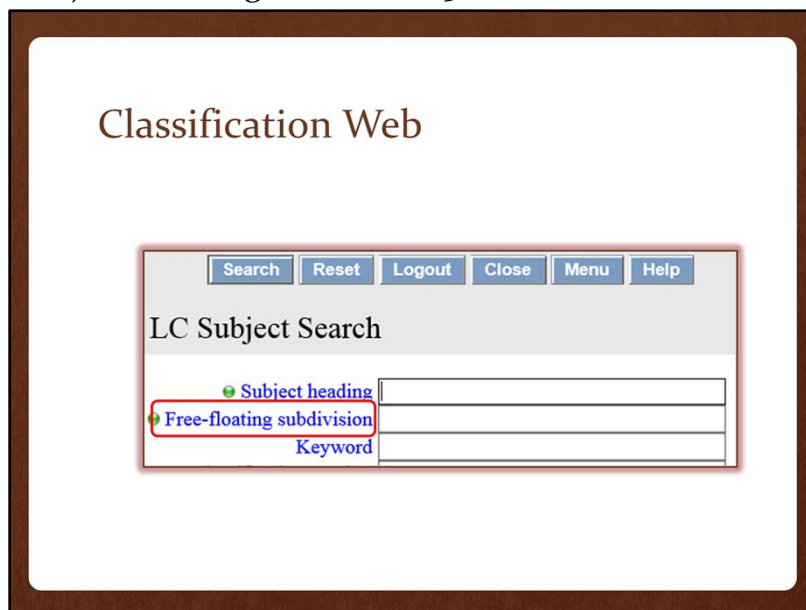
**Sx Biography Sv Sources**

**Sv Blogs**

**Sx Bonding** *(May Subd Geog)*  
Use under occupational groups and types of employees.

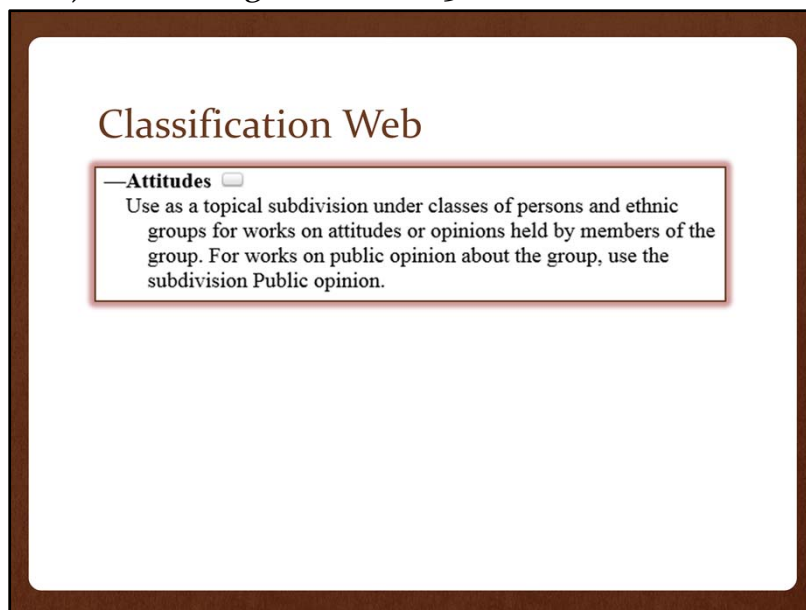
Finally, the MARC coding is highlighted.

Over the past few slides, we have examined the extensive information found in the instruction sheets in the SHM's free-floating lists. These instructions help us to know what free-floating subdivisions can be assigned with the various categories of subject headings.



The SHM can be scanned to find subdivisions applicable to a particular heading, but many catalogers start their exploration in Classification Web instead of in the SHM. As we have noted, an alphabetical list of all of the authorized free-floating subdivisions can be browsed in Classification Web.

Let's look briefly at the information that can – and cannot – be found in Classification Web.



Here is the Class Web entry for **—Attitudes**.

As you can see, it is in boldface type, meaning that it is authorized for use.

The entry also includes a scope note indicating that it can be used under classes of persons and ethnic groups. It says,

Use as a topical subdivision under classes of persons and ethnic groups for works on attitudes or opinions held by members of the group. For works on public opinion about the group, use the subdivision **—Public opinion**.

We can also see that the subdivision may not be geographically subdivided.

The list of the types of headings under which the subdivision may be used can serve as an index to the SHM. It tells us which free-floating subdivision instruction sheets to consult to find further information: Classes of persons is covered by H 1100, as we now know. Ethnic groups are covered by H 1103.

So when we have Classification Web, why would we want to consult the SHM?

Let's compare what Class Web provides versus what the SHM provides.

The diagram is a square with a dark brown border. At the top center, the text "Classification Web" is written in a serif font. Below this, a smaller rectangular box with a thin red border contains the following text: "—Attitudes  Use as a topical subdivision under classes of persons and ethnic groups for works on attitudes or opinions held by members of the group. For works on public opinion about the group, use the subdivision Public opinion." Below this box, the text "SHM provides the definitions" is centered in a serif font.

First, the SHM provides the definitions of the categories. As we saw earlier, the “types of headings covered” statements help you know whether the heading you want to assign is in fact considered to be an ethnic group or a class of persons, and so on. The list of subdivisions is different for each category, so it is vitally important that you read the information in the SHM.

### Classification Web

**—Attitudes**

Use as a topical subdivision under classes of persons and ethnic groups for works on attitudes or opinions held by members of the group. For works on public opinion about the group, use the subdivision Public opinion.

From H 1100, Classes of Persons

[Sx Attitudes \(H 1955\)](#)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see [-Public opinion](#).

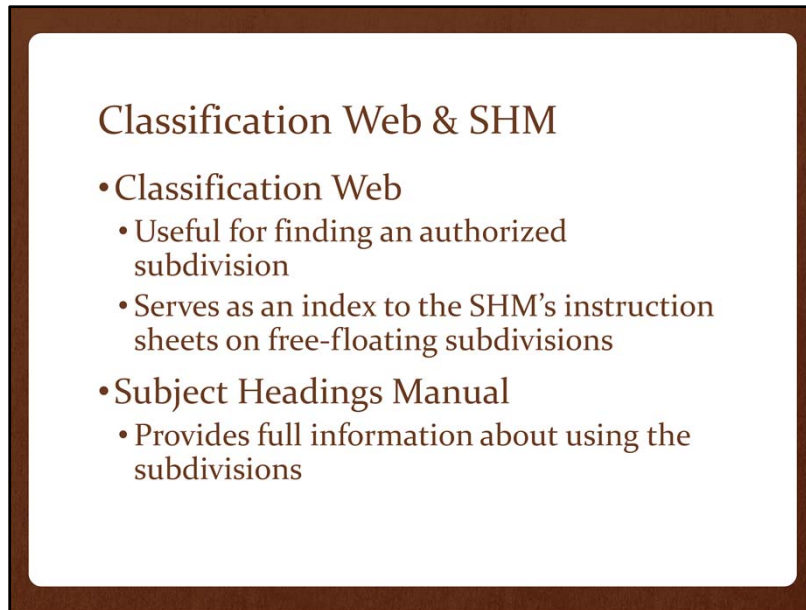
From H 1103, Ethnic Groups

[Sx Attitudes \(H 1955\)](#)  
Use for works on attitudes or opinions held by members of the group.  
For works on public opinion about the group, see [-Public opinion](#).

Like the SHM, Classification Web provides scope and usage notes.

However, the SHM also provides references to the instruction sheets that you should consult to find additional information.

In the example on your screen, the SHM indicates that H 1955 includes information that will help you assign the subdivision properly.



**Classification Web & SHM**

- **Classification Web**
  - Useful for finding an authorized subdivision
  - Serves as an index to the SHM's instruction sheets on free-floating subdivisions
- **Subject Headings Manual**
  - Provides full information about using the subdivisions

Classification Web and the SHM complement each other.

Class Web is best for finding a subdivision when you think you know what it might be, but it is not good for finding all of the instructions on the use of that subdivision. Class Web acts as an index to the free-floating subdivision instruction sheets.

Those instruction sheets in the SHM provide all of the information that you need to know, and even provide references to more extensive information found in other instruction sheets devoted to particular topics.