Library of Congress Subject Headings

Module 6.6
Finding Topical and Form Subdivisions

Policy and Standards Division
Library of Congress
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Recap

- So far...
  - The purpose of subdivisions
  - When to apply subdivisions
- In this module
  - How to decide to use a subdivision
  - How to find the pertinent subdivision

In this unit we have explained what subdivisions are and how they work, as well as explaining what pattern and free-floating subdivisions are, and how and when to apply them.

We have not explained the thought process for deciding whether to use a topical or form subdivision, and how to determine whether there is a pertinent one.

That is the focus of this module.

Step 1: Focus of the Resource

- Is the resource:
  - About a topic in general?
    - Unlikely to need topical subdivisions
  - About a specific aspect of a topic?
    - Likely to need topical subdivisions
  - In a particular form?
    - If yes, use a form subdivision

Before asking yourself about subdivisions, you should already have a good idea what the resource is about; in other words, you should have already done a conceptual analysis (which was covered in earlier modules).

Look at the notes you made when doing the conceptual analysis to determine whether the resource is about a topic in general, or about a particular aspect of a topic. If it is about a topic in general, then it is unlikely that you will need a subdivision. If, however, it is about a particular aspect of a topic, chances are that you will need to assign a topical subdivision to the heading representing the main topic.

You also want to determine whether the resource is in a particular form, such as a dictionary or an encyclopedia. If it is, then it is likely that you will need to use a form subdivision.

Topical and form subdivisions can be assigned in the same heading string when necessary.

Step 1: Focus of the Resource

• A general resource about dolls

Dolls.

Dolls (May Subd Geog)
[GV1219 (Recreation)]
[NK4892-4894.2 (Decorative arts)]
[TS2301.T7 (Manufacture)]
[TT175-175.7 (Handicraft)]
BT Figurines
   Toys

Here is an example.

Say that a resource is about dolls in general. It may include the history of dolls from early times to the present, information about particular dolls such as Barbie dolls and Cabbage Patch Kids, the religious or symbolic aspects of dolls, how to make dolls at home, and how to repair them, among other topics. In this case, assignment of the un-subdivided heading **Dolls** is sufficient.

Step 1: Focus of the Resource

• A general resource about dolls
• A resource about the repairing of dolls

Dolls.

Dolls—Repairing.

Dolls (May Subd Geog)
    [GV1219 (Recreation)]
    [NK4892-4894.2 (Decorative arts)]
    [TS2301.T7 (Manufacture)]
    [TT175-175.7 (Handicraft)]
    BT Figurines
        Toys

Another resource, though, may be about the repairing of damaged dolls. The repairing of dolls is a subtopic of dolls, so a subdivision can be used to construct the string **Dolls—Repairing**.

Step 1: Focus of the Resource

• A general resource about dolls
• A resource about the repairing of dolls
• A catalog of dolls

Dolls.

Dolls—Repairing.

Dolls—Catalogs.

Dolls (May Subd Geog)
[GV1219 (Recreation)]
[NK4892-4894.2 (Decorative arts)]
[TS2301.T7 (Manufacture)]
[TT175-175.7 (Handicraft)]
BT Figurines
    Toys

A third resource may be a catalog of dolls.

This time, the resource is of a particular form, so the form subdivision —**Catalogs** should be used to construct the heading **Dolls—Catalogs**.

Step 2: Find the Subdivision(s)

- Search the main heading in LCSH to find any specifically established subdivisions
- Find a free-floating or pattern subdivision
  - Search LCSH for the specific aspect or form
  - Scan the SHM instruction sheets that contain free-floating and pattern subdivisions
  - Search the free-floating subdivisions in Classification Web
  - Search the specific aspect in the entire SHM

If you have decided that the resource is about a specific aspect of a topic, or is of a particular form, the next step is to find the subdivisions. There are several methods for doing this.

The first and most obvious is to search the main heading in LCSH and look for specifically established subdivisions.

If a pertinent subdivision is not specifically established for use with the main heading, you will have to determine whether there is an appropriate free-floating or pattern subdivision. To do so you may take one or more of the following approaches.

- You can search LCSH for the specific aspect of the topic that is covered in the resource and follow any General See or See Also references that you find.

- You can scan the list of free-floating and pattern instruction sheets in the SHM to determine whether the main heading fits one of the categories.

- You can search the list of free-floating subdivisions in Class Web. This approach is most useful for those who have some experience with LCSH.

- And finally, you can search the topic or form in the SHM as a whole. There may be an instruction sheet showing that there is a valid subdivision that is not free-floating, and not yet established under the main heading you are assigning.

Instead of approaching each of these methods individually, we will use several examples to demonstrate the thought process.
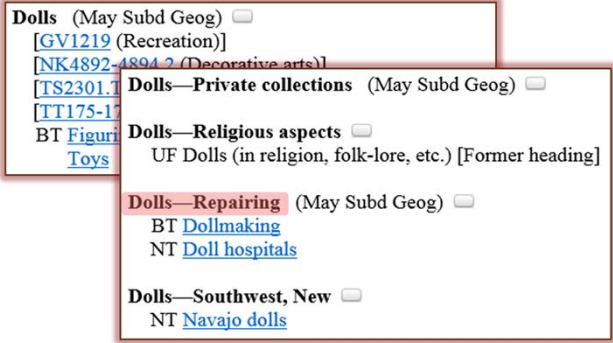
Example: Dolls

- Always the first step

Dolls (May Subd Geog)
[GV1219 (Recreation)]
[NK4892-4894.2 (Decorative arts)]
[TS2301.T7 (Manufacture)]
[TT175-175.7 (Handicraft)]
BT Figurines
    Toys

The first step to finding pertinent subdivisions should always be to search LCSH for the main heading. Any specifically established subdivisions will appear there.

Let's revisit the example we saw earlier, **Dolls**.

By searching **Dolls** and scanning the list of subdivisions specifically established for that heading, we find the subdivision —**Repairing**.

The subdivision —**Catalogs** is not established under **Dolls**, though. It would fall between **Dolls—Canada** and **Dolls—Coverlets** if it were.

Since we did not find —**Catalogs** but want to use it, we have to determine whether it is a free-floating or pattern subdivision.

Example: Dolls

- Follow the guidance in the General See or General See Also References

> **Catalogs** (May Subd Geog)
>   UF Catalogs and collections
>   Catalogues
>   SA subdivision **Catalogs** under names of individual artists, craftspersons, families of artists and craftspersons, persons or families doing business as sellers under their personal names, and under individual objects, e.g. **Automobiles—Catalogs**; **Painting—Catalogs**; and subdivision **Catalogs and collections** under natural objects and individual musical instruments and families of instruments, e.g. **Fishes—Catalogs and collections**; **Piano—Catalogs and collections**

The most straightforward way to do this is often to search the special aspect or form in LCSH. There may be a General See or General See Also reference that will guide you to an appropriate subdivision. By searching the form —**Catalogs**, we find that there is a See Also reference that says we can use the subdivision under individual objects, among other types of headings.

We can take that information to the SHM to determine whether there is additional information about the use of the subdivision.

Example: Dolls

- Search the SHM for additional information about the use of the subdivision

| ⊞☐ Geographic Headings and Subdivisions |
| ⊞☐ Subdivisions |
| ⊞☑ Free-Floating Subdivisions |
| ⊞☑ Subdivisions Controlled by Pattern Headings |
| ⊞☐ Special Topics, Materials, Subdivisions, Etc. |

On the screen is a segment from the table of contents of the SHM as presented in Cataloger's Desktop.

By clicking the boxes next to the entries Free-Floating Subdivisions and Subdivisions Controlled by Pattern Headings, you can search only those instruction sheets to find the entry or entries for — **Catalogs**.

Example: Dolls

• Search the SHM for additional information about the use of the subdivision

⊞ ☐ Geographic Headings and Subdivisions
⊞ ☐ Subdivisions
⊞ ☑ Free-Floating Subdivisions
⊞ ☑ Subdivisions Controlled by Pattern Headings

catalogs

The search retrieves 25 hits from the following instruction sheets.

Now we need to determine whether **Dolls** fits into any of the special categories.

> Is it a name of a person?
> An ethnic group?
> The name of a family?
> Is it an animal?
> Or one of the others?

It is not, so the hit for H 1095, Free-Floating Subdivisions, is the one that we should consult.

Example: Dolls

Sv **Catalogs** *(H 1360; H 1361)*
Use under types of objects, including types of merchandise, art objects, products, publications, collectors' items, technical equipment, etc., for listings of those objects that have been produced, that are available or located at particular places, or that occur on a particular market, often systematically arranged with descriptive details, prices, etc., accompanying each entry. Use –**Catalogs** under the heading **Excavations (Archaeology)** as well as under headings for individual archaeological sites for works listing objects found. Use –**Catalogs** under names of individual corporate bodies and types of organizations for works listing objects, art works, products, etc., produced by, located in, or available from those organizations. Also use –**Catalogs** under names of individual artists, craftspersons, families of artists or craftspersons, and corporate bodies for works listing their art works or crafts which are available or located in particular institutions or places. Also use under persons or families doing business as sellers under their own names.
See also –**Audiocassette catalogs**; –**Audiotape catalogs**; –CD-ROM catalogs; –**Compact disc catalogs**; –**Data tape catalogs**; –**Discography**; –**Exhibitions**; –**Film catalogs**; –**Microform catalogs**

It has a lengthy entry. We will highlight two portions of it for you.

The first sentence reads:

> Use under types of objects, including types of merchandise, art objects, products, publications, collectors' items, technical equipment, etc. for lists of those objects that have been produced, that are available or located at particular places or that occur on a particular market, often systematically arranged with descriptive details, prices, etc. accompanying each entry.

So we must ask ourselves, "Are dolls a type of object?"

The answer is yes, so it appears that we can use the subdivision —**Catalogs** with the heading **Dolls**.
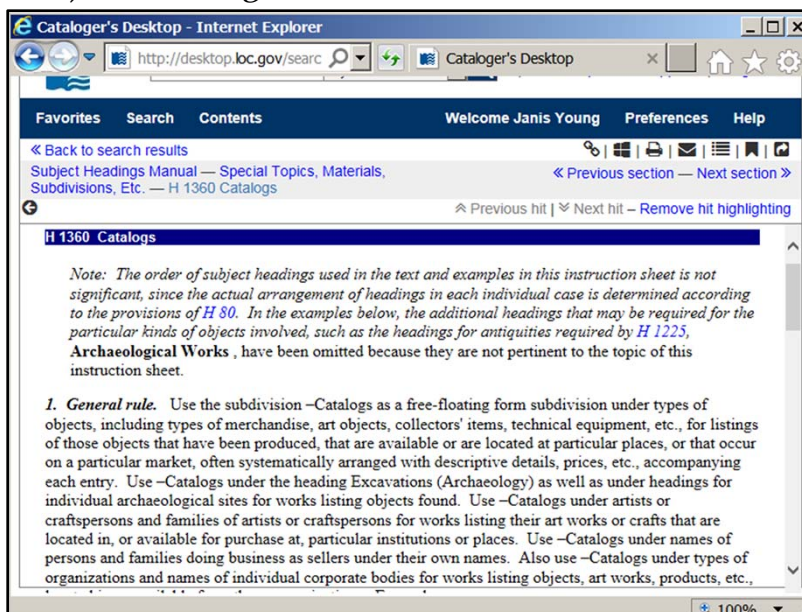
Example: Dolls

_Sv_ **Catalogs** _(H 1360; H 1361)_
Use under types of objects, including types of merchandise, art objects, products, publications,
collector _____ for listings of those objects that have been produced,
that are a _(H 1360; H 1361)_ ces, or that occur on a particular market, often
systematically arranged with descriptive details, prices, etc., accompanying each entry. Use
–**Catalogs** under the heading **Excavations (Archaeology)** as well as under headings for individual
archaeological sites for works listing objects found. Use –**Catalogs** under names of individual
corporate bodies and types of organizations for works listing objects, art works, products, etc.,
produced by, located in, or available from those organizations. Also use –**Catalogs** under names of
individual artists, craftspersons, families of artists or craftspersons, and corporate bodies for works
listing their art works or crafts which are available or located in particular institutions or places.
Also use under persons or families doing business as sellers under their own names.
See also –**Audiocassette catalogs**; –**Audiotape catalogs**; –CD-ROM catalogs; –**Compact disc
catalogs**; –**Data tape catalogs**; –**Discography**; –**Exhibitions**; –**Film catalogs**; –**Microform
catalogs**

But notice the references to instruction sheets H 1360 and H 1361, which we should investigate to
determine whether there is more guidance on assigning this subdivision.

Example: Dolls

Sv **Catalogs** (H 1360; H 1361)
Use under types of objects, including types of merchandise, art objects, products, publications, collector... for listings of those objects that have been produced, that are a... (H 1360; H 1361) ces, or that occur on a particular market, often systematically arranged with descriptive details, prices, etc., accompanying each entry. Use –**Catalogs** under the heading **Excavations (Archaeology)** as well as under headings for individual archaeological site... individual corporate bodies a... H 1360 Catalogs cts, etc., produced by, loca... H 1361 Catalogs of Library Materials nder names of individual artists, ... ies for works listing their art works or crafts which are available or located in particular institutions or places. Also use under persons or families doing business as sellers under their own names. See also –**Audiocassette catalogs**; –**Audiotape catalogs**; –CD-ROM catalogs; –**Compact disc catalogs**; –**Data tape catalogs**; –**Discography**; –**Exhibitions**; –**Film catalogs**; –**Microform catalogs**

H 1360 is about Catalogs, and H 1361 is titled Catalogs of Library Materials.

H 1360 is pertinent, but H 1361 is not.

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Here is the instruction sheet for Catalogs.

The general rule restates the same information that we found in H 1095 and in the See Also Reference for Catalogs in LCSH.

But it also provides examples for the use of the subdivision, such as **Art objects—Catalogs**.

It also references two other instruction sheets, H 1361 and H 1965, which do not appear to be pertinent. If they were, we would follow those links.
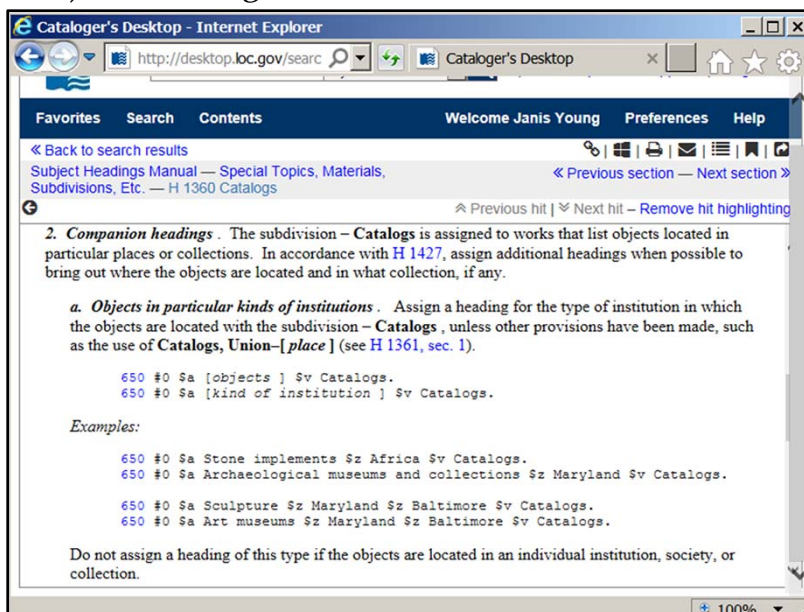
Section 2 discusses companion headings.

> The subdivision —**Catalogs** is assigned to works that list objects located in particular places or collections. In accordance with H 1427, assign additional headings when possible to bring out where the objects are located and in what collections, if any.

Section 2.a provides instructions for assigning headings when the objects are in a particular *kind* of institution.

And Section 2.b tells us what to do if the objects are in a *particular* society, or institution, or collection.
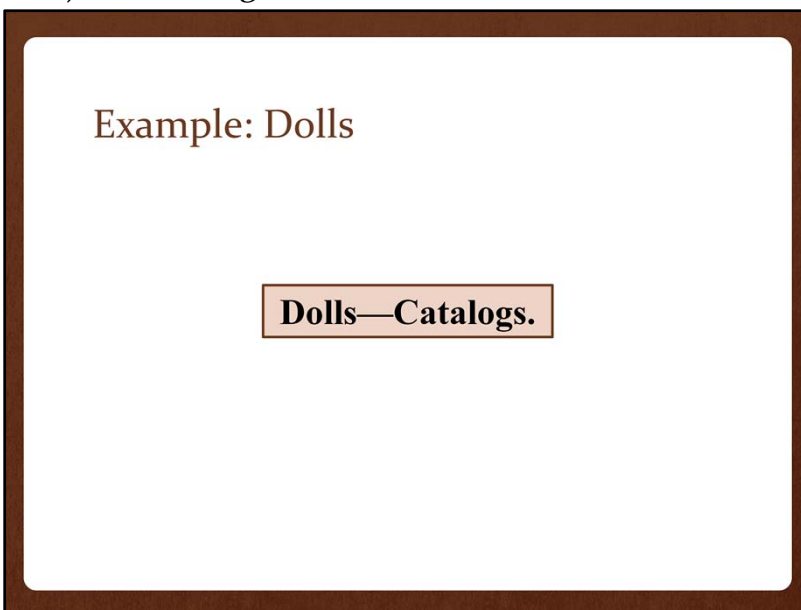
And there are instructions for natural objects and musical items, too.

And Section 2.b tells us what to do if the objects are in a *particular* society, or institution, or collection.

And there are instructions for natural objects and musical items, too.

Example: Dolls
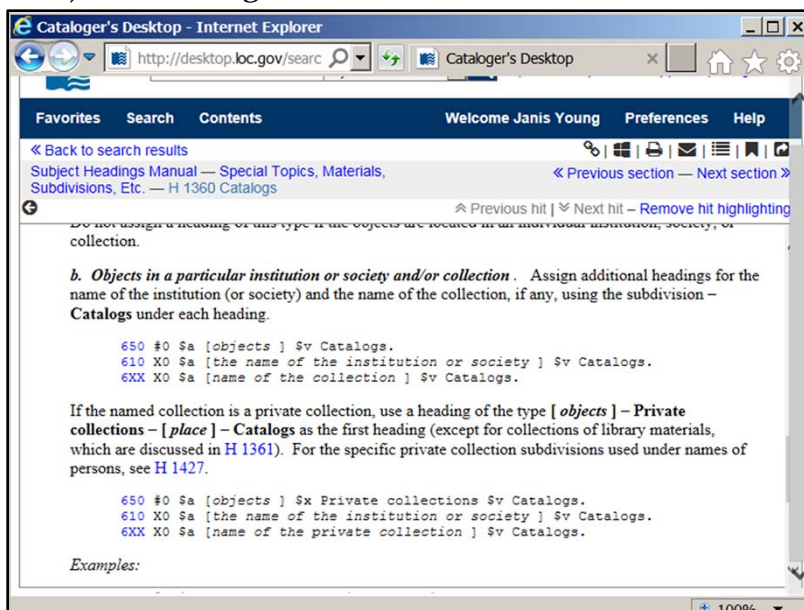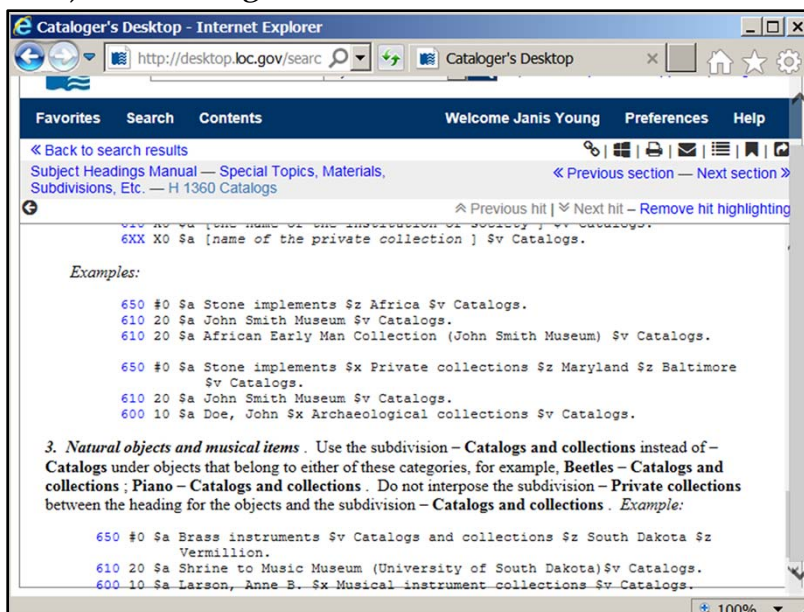
> **Dolls—Catalogs.**

Dolls—Catalogs is our heading.

To create it, we started in LCSH and found that **—Catalogs** was not specifically established under the heading **Dolls**. We then looked up **Catalogs** as a heading, and found a See Also reference that told us that **—Catalogs** can be used as a subdivision in certain circumstances. We then searched the free-floating and pattern instruction sheets in the SHM for the subdivision to see if there was more information. By checking H 1095, we found that two other instruction sheets provided more information about the subdivision, but only one of them was pertinent. We checked it, and followed the instructions there to make this heading.
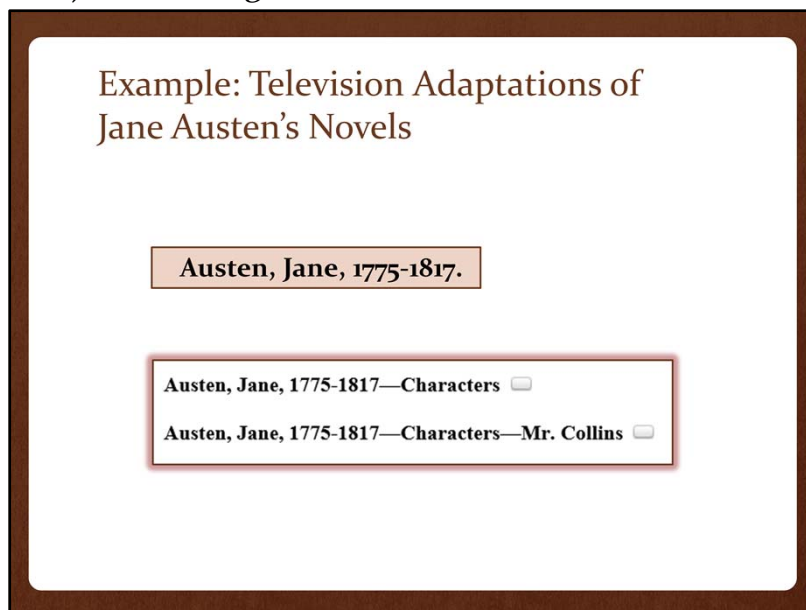
Let's take a look at another example.

Example: Television Adaptations of
Jane Austen's Novels

Austen, Jane, 1775-1817.
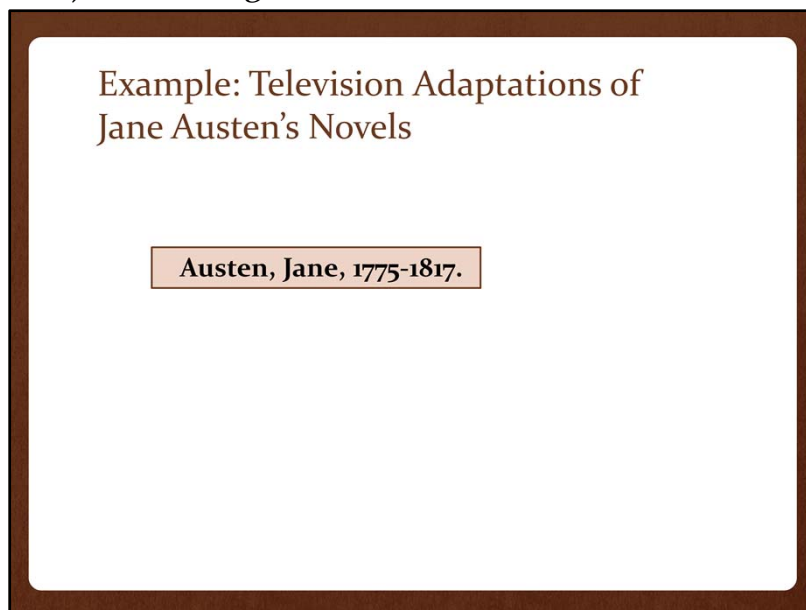
Our next example is a resource discussing the television adaptations of seven of Jane Austen's novels: *Pride and Prejudice*, *Sense and Sensibility*, *Mansfield Park*, *Persuasion*, *Emma*, *Lady Susan*, and *Northanger Abbey*. The resource includes a chapter for each of the novels, and all of the chapters are approximately the same length. Therefore, none of the novels alone constitutes at least 20 percent coverage in this resource. We will therefore treat it as a general resource about Austen's television adaptations and not assign any headings for the individual novels.

Our first step is to search for Jane Austen in the Name Authority File. By doing so, we find that the authorized access point for her name is **Austen, Jane, 1775-1817**.

Next, we should search LCSH to find out if there are any subdivisions established under her name. It is unlikely since most name headings do not have specific subdivisions established, but it is always a good idea to check.

Example: Television Adaptations of Jane Austen's Novels

Austen, Jane, 1775-1817.

Austen, Jane, 1775-1817—Characters

Austen, Jane, 1775-1817—Characters—Mr. Collins

We find that there *are* two subdivisions established under her name, but neither of them is pertinent to the resource we are cataloging.

In the last example, we started our search for the subdivision **—Catalogs** by searching LCSH for the concept catalogs. That strategy will work with this example, too, but we would like to show you another way to do it. We can start our search in the SHM lists of pattern and free-floating subdivisions.

In this situation, we would most likely start by scanning the titles of the instruction sheets to determine whether any of them seem to be pertinent.
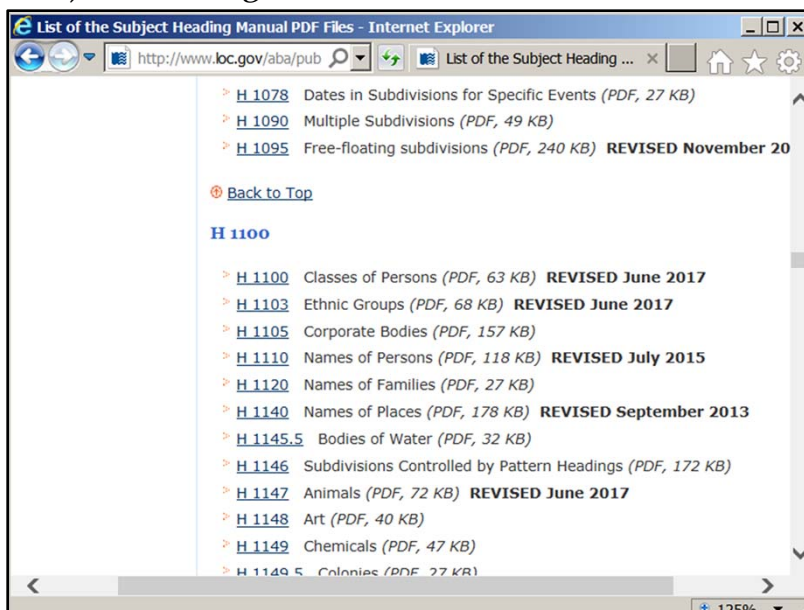
Library of Congress Subject Headings: Module 6.6
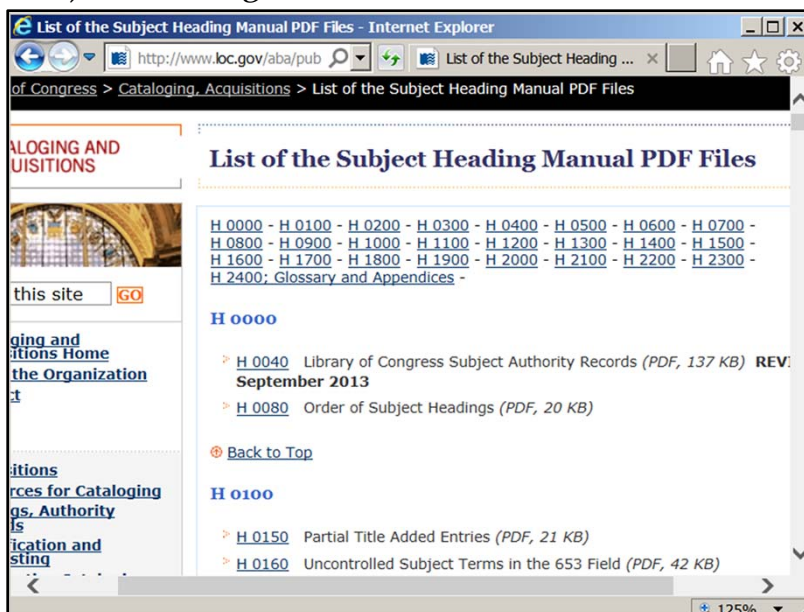
This was a live demo. The slides on the handouts do not precisely match the slides in the audio-visual lecture.

This is the webpage for viewing free PDFs of the SHM. Let's scroll down to the free-floating and pattern instruction sheets. Do any of them look pertinent?

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H 1095 is always a possibility, but we also have Classes of persons, Ethnic groups, Corporate bodies, Names of persons, Names of families, Names of places, and Bodies of water.

Names of persons, H 1110, looks reasonable.

What about the pattern lists?

We have Animals, at H 1147, Chemicals, Individual educational institutions, Industries, Languages, Legislative bodies, and so on.
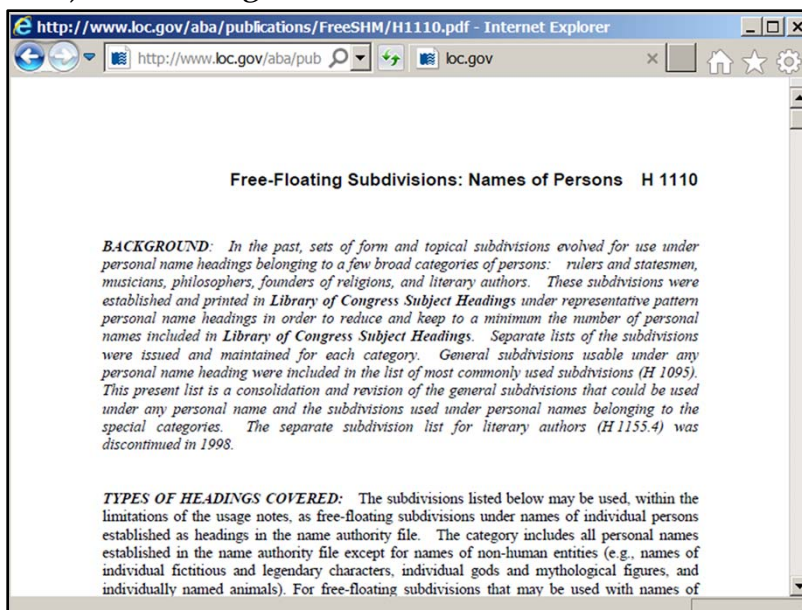
None of these look reasonable, but what about Groups of literary authors, H 1155.2? No, that's not pertinent because Jane Austen is a single literary author.

H 1155.6 (Literary works entered under author) and H 1155.8 (Literary works entered under title) don't work either, because we have determined that the resource is about the television adaptations of Austen's novels in general, not about an individual novel.

If we look through the rest of the list, from Literatures, and Military services, and Religions, and Christian denominations, ending with Wars at H 1200, none of those look to be pertinent either.

We are therefore left with H 1110, Names of Persons, and H 1095.

Free-Floating Subdivisions: Names of Persons   H 1110

*BACKGROUND: In the past, sets of form and topical subdivisions evolved for use under personal name headings belonging to a few broad categories of persons: rulers and statesmen, musicians, philosophers, founders of religions, and literary authors.   These subdivisions were established and printed in **Library of Congress Subject Headings** under representative pattern personal name headings in order to reduce and keep to a minimum the number of personal names included in **Library of Congress Subject Headings**.   Separate lists of the subdivisions were issued and maintained for each category.   General subdivisions usable under any personal name heading were included in the list of most commonly used subdivisions (H 1095). This present list is a consolidation and revision of the general subdivisions that could be used under any personal name and the subdivisions used under personal names belonging to the special categories.   The separate subdivision list for literary authors (H 1155.4) was discontinued in 1998.*

TYPES OF HEADINGS COVERED: The subdivisions listed below may be used, within the limitations of the usage notes, as free-floating subdivisions under names of individual persons established as headings in the name authority file.   The category includes all personal names established in the name authority file except for names of non-human entities (e.g., names of individual fictitious and legendary characters, individual gods and mythological figures, and individually named animals). For free-floating subdivisions that may be used with names of

Let's look at H 1110.

The background statement provides some historical information that indicates that there used to be several instruction sheets for particular types of people, and now there is only one. Notice the last line. The separate subdivision list for literary authors, H 1155.4, was discontinued in 1998.

The "Types of headings covered" paragraph says:

> The subdivisions listed below may be used, within the limitations of the usage notes, as free-floating subdivisions under names of individual persons established as headings in the name authority file. The category includes all personal names established in the name authority file except for names of non-human entities (e.g., names of individual fictitious and legendary characters, individual gods and mythological figures, and individually named animals). For free-floating subdivisions that may be used with names of non-human entities, see H 1095.

So we can use the subdivisions listed here under the heading for Jane Austen.

There are also a lot of provisions that you should read, but in the interest of time we will not discuss them now.
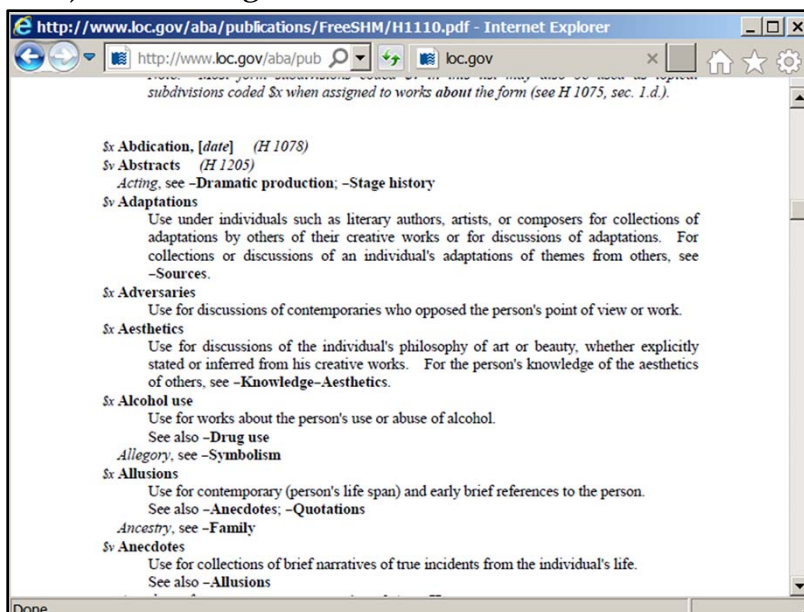
Since we now know that we can assign these subdivisions under the heading for Jane Austen, let's look for the subdivision **—Adaptations**.

> **—Adaptations:** Use under individuals such as literary authors, artists, or composers for collections of adaptations by others of their creative works or for discussions of adaptations. For collections or discussions of an individual's adaptations of themes from others, see the subdivision **—Sources**.
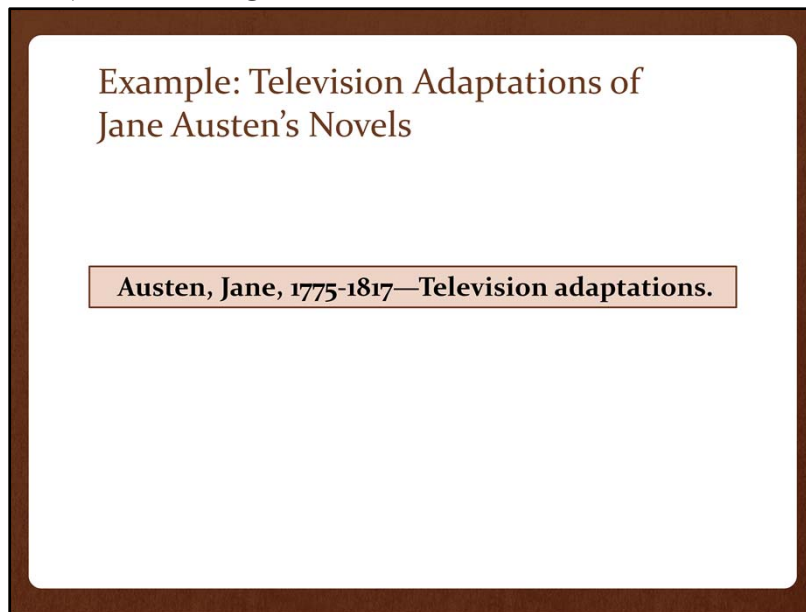
I wonder if we can be more specific, though. Let's try **—Television adaptations**.
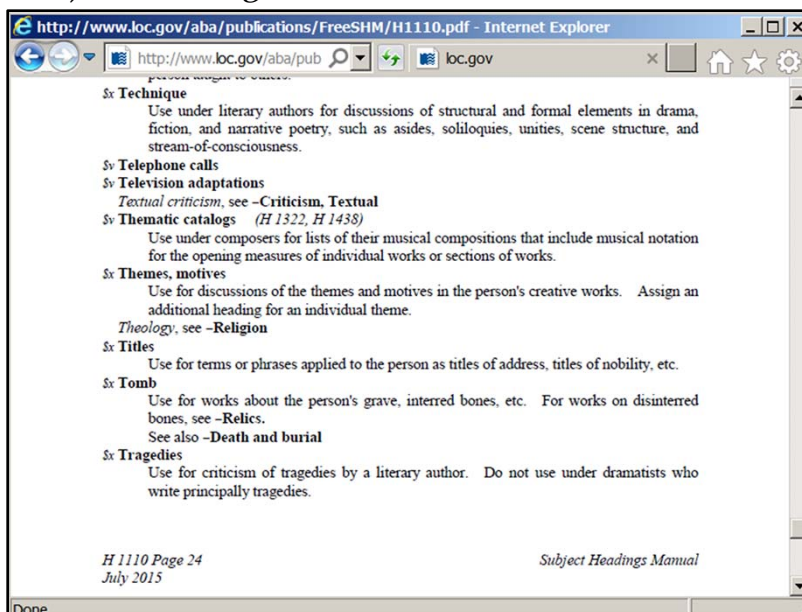
—**Television adaptions** – we see it's there as a valid subdivision and it does not include a reference to another instruction sheet.

Remembering the rule of specificity that we learned about earlier, we should use —**Television adaptations** as our subdivision.

Example: Television Adaptations of
Jane Austen's Novels

Austen, Jane, 1775-1817—Television adaptations.

Since we saw when we did our original searching for subdivisions established under Jane Austen's heading that **—Television adaptations** was not a UF to another heading, we can go ahead and assign it.

Example: Television Adaptations of Jane Austen's Novels

Television adaptations (May Subd Geog)
  UF Adaptations, Television
      Literature—Television adaptations
  BT Literature—Adaptations
      Television plays
      Television programs
      Television scripts
  SA subdivision **Television adaptations** under individual literatures, individual literary works entered under title, forms and types of musical compositions, and names of individual persons, e.g. **English literature—Television adaptations; Beowulf—Television adaptations; Operas—Television adaptations; Shakespeare, William, 1564-1616—Television adaptations**

We could have found the same information by searching the topic **Television adaptations** in the list of headings in Classification Web.

Example: Television Adaptations of
Jane Austen's Novels

Subject heading
Free-floating subdivision: television adaptation
Keyword
Classification number
Record number

We could also have found it by searching the free-floating subdivisions in Classification Web.

Example: Television Adaptations of Jane Austen's Novels

—**Television adaptations**
Use as a form subdivision under names of individual persons for collections of television adaptations of their creative works. Also use under individual literatures, individual literary works entered under title, and types and forms of musical compositions for collections of television adaptations of those works.
UF —Film and video adaptations [Former subdivision]
BT —Adaptations
Use as a topical subdivision under individual literatures, individual literary works entered under title, forms and types of musical compositions, and names of individual persons.
UF —Film and video adaptations [Former subdivision]
BT —Adaptations

Remember, though, that you will still need to check the SHM anyway. Why would you want to search Classification Web first, then?   Remember that the entries in LCSH and the free-floating lists in Class Web serve as indexes to the SHM. Using the entries in Class Web as guideposts can make it faster to check the SHM.

Let's look at one more example that will help you see why it is always essential to check the *Subject Headings Manual*.

Example: The Religious Significance of Hallucinations

Hallucinations and illusions (May Subd Geog)
   [BF491-493 (Psychology)]
   [RC553.H3 (Psychiatry and psychopathology)]
  UF Illusions
  BT Perceptual disorders
      Subconsciousness
  RT Delusions
  NT Auditory hallucinations
      Deathbed hallucinations
      Hallucinations and illusions in children
      Illusion (Philosophy)
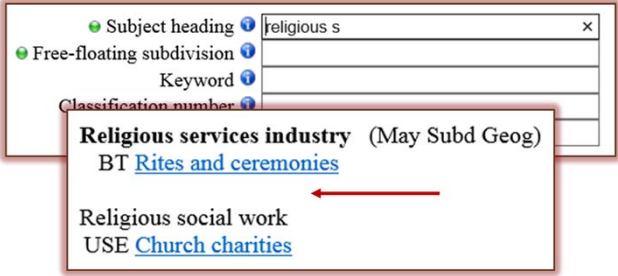   Maggid (Cabala)
      Mirages
      Optical illusions

Hallucinations and illusions in art (Not Subd Geog)

Hallucinations and illusions

For this example, we are cataloging a resource about the religious significance of hallucinations.

As always, we will start by searching for the main concept, which is hallucinations. The authorized heading is **Hallucinations and illusions**.

Example: The Religious Significance of Hallucinations

"Religious significance" is the special aspect of the topic, but there are not any subdivisions established under **Hallucinations and illusions**.

If there were, they would file between the headings **Hallucinations and illusions** and **Hallucinations and illusions in art**.

Let's search LCSH to see if there is a heading for religious significance.

Example: The Religious Significance of Hallucinations

There is not a heading nor a reference for that concept. We could scroll through numerous screens of headings that begin with the word "religious," but that might not be particularly efficient.

Since we are looking for a subdivision, let's search the list of free-floating subdivisions.

Example: The Religious Significance of Hallucinations

Subject heading
Free-floating subdivision religious ×
Keyword
Classification number
Record number

We will truncate by searching "religious"

There is a subdivision for **—Religious aspects**. It might be pertinent.

The scope note says,

> Use as a topical subdivision under individual animals and groups of animals, individual plants and groups of plants, individual chemicals and groups of chemicals, individual materials and types of materials, individual languages and groups of languages, individual diseases and types of diseases, individual organs and regions of the body, individual musical instruments and families of instruments, and individual wars.

The heading **Hallucinations and illusions** falls into none of those categories, so the subdivision is not applicable to the main heading we have assigned.

Now what?

Let's see if the SHM gives us any guidance.
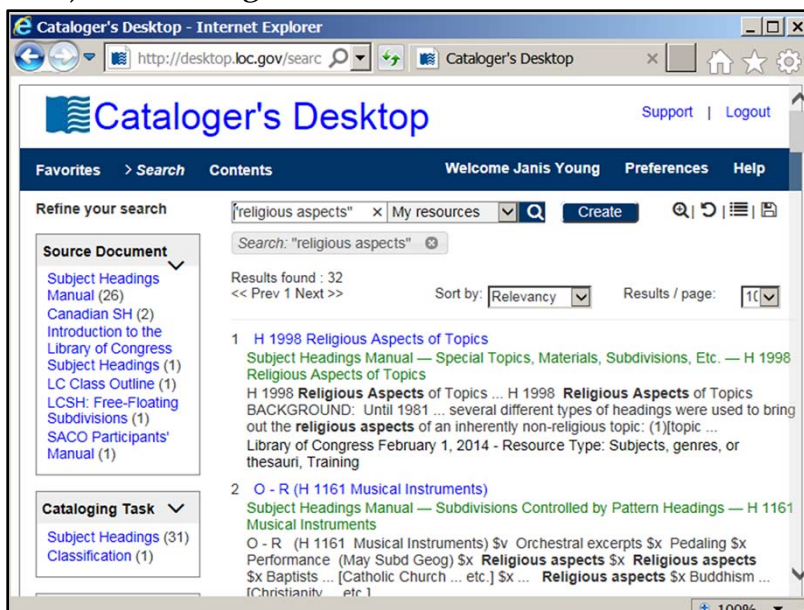
This was a live demo. The slides on the handouts do not precisely match the slides in the audio-visual lecture.

This time, searching the free-floating and pattern instruction sheets will not be of use since we know that there is not a pertinent free-floating or pattern subdivision. We will therefore search the entire SHM for the phrase "religious aspects".
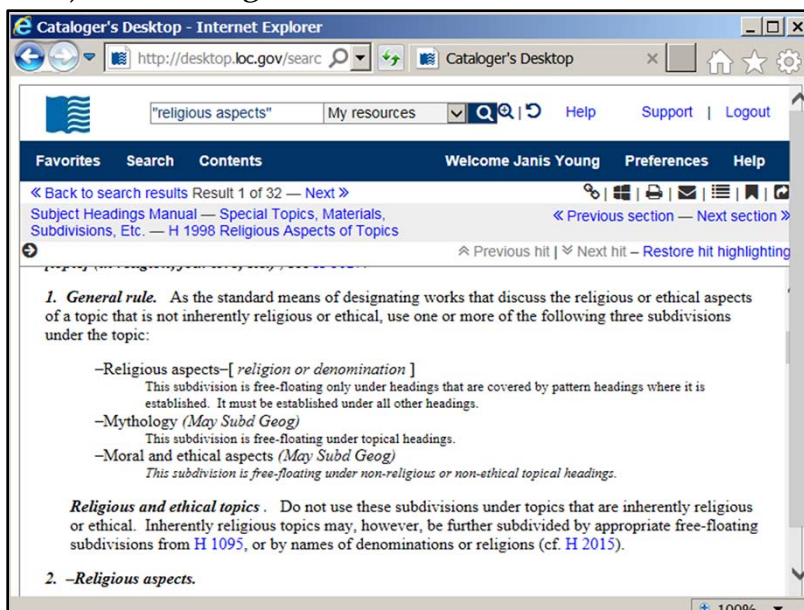
You can see the search results on the screen. There are 26 hits, most from the free-floating and pattern lists. The first hit is for a specialized instruction sheet, H 1998, Religious Aspects of Topics, which looks promising. Let's look at it.
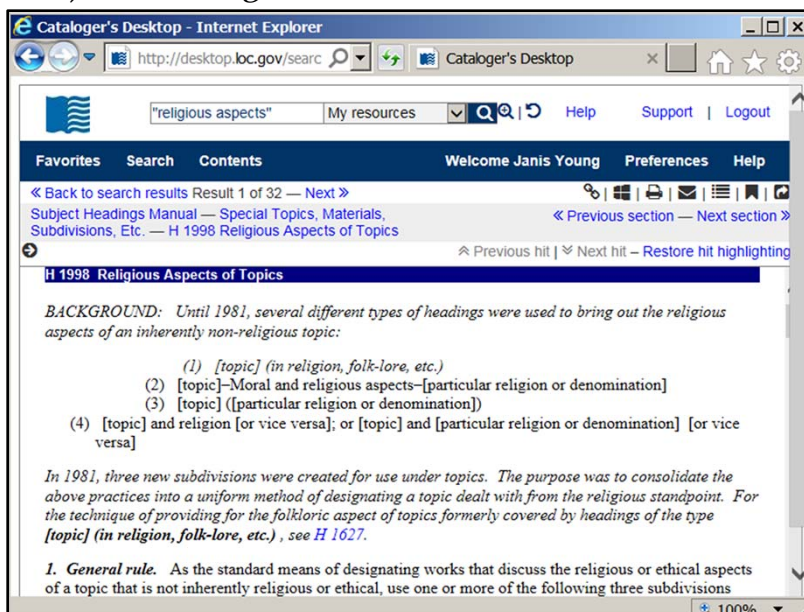
The first section is a historical background note, which would be good to read, but we will not do so now.

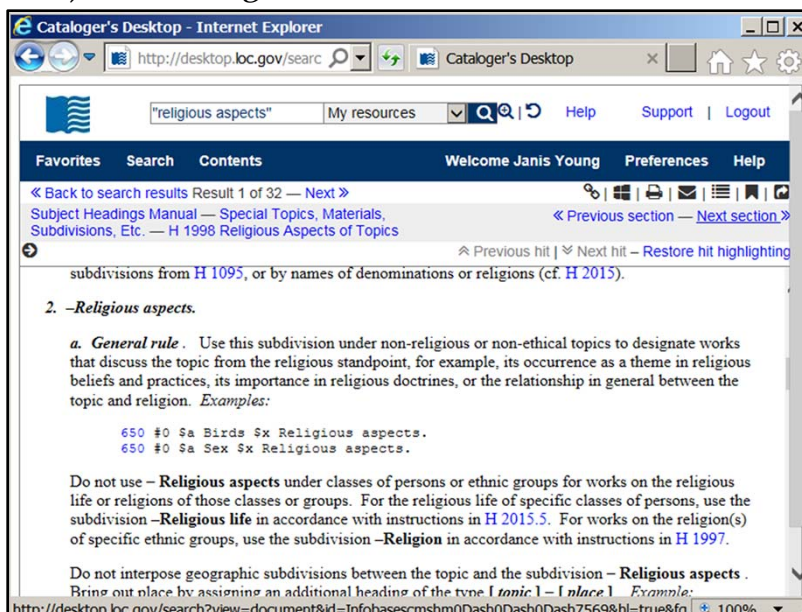Section 1, the General rule, is

> As the standard means of designating works that discuss the religious or ethical aspects of a topic that is not inherently religious or ethical, use one or more of the following three subdivisions under the topic:
>   • Religious aspects
>   • Mythology, or
>   • Moral and ethical aspects

There is a paragraph here about religious and ethical topics.

> Do not use these subdivisions under topics that are inherently religious or ethical. Inherently religious topics may, however, be further subdivided by appropriate free-floating subdivisions from H 1095, or by names of denominations or religions (cf. H 2015)

Section 2 is specifically about the subdivision **—Religious aspects**. The General rule states:

> Use this subdivision under non-religious or non-ethical topics to designate works that discuss the topic from the religious standpoint, for example, its occurrence as a theme in religious beliefs and practices, its importance in religious doctrines, or the relationship in general between the topic and religion.

And then it gives a couple of examples.

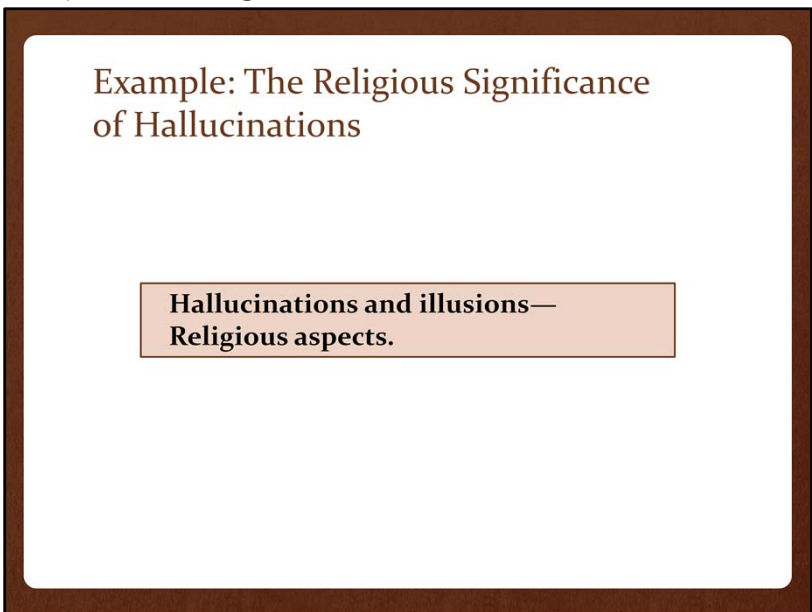**Hallucinations and illusions**, our main heading, fits the definition, but let's keep reading.

The second paragraph is about classes of persons and ethnic groups, so this paragraph is not applicable. The next paragraph is about geographic subdivisions, but since we are not attempting to use a geographic subdivision, that paragraph is not pertinent either.

Library of Congress Subject Headings: Module 6.6
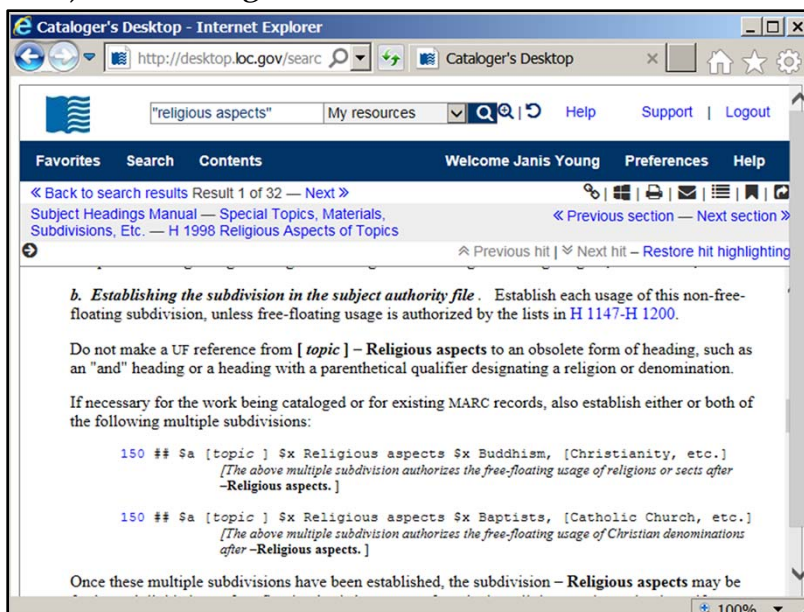
Let's read section 2.b

> ***Establishing the subdivision in the subject authority file*** .   Establish each usage of this non-free-floating subdivision, unless free-floating usage is authorized by the lists in H 1147-H 1200.
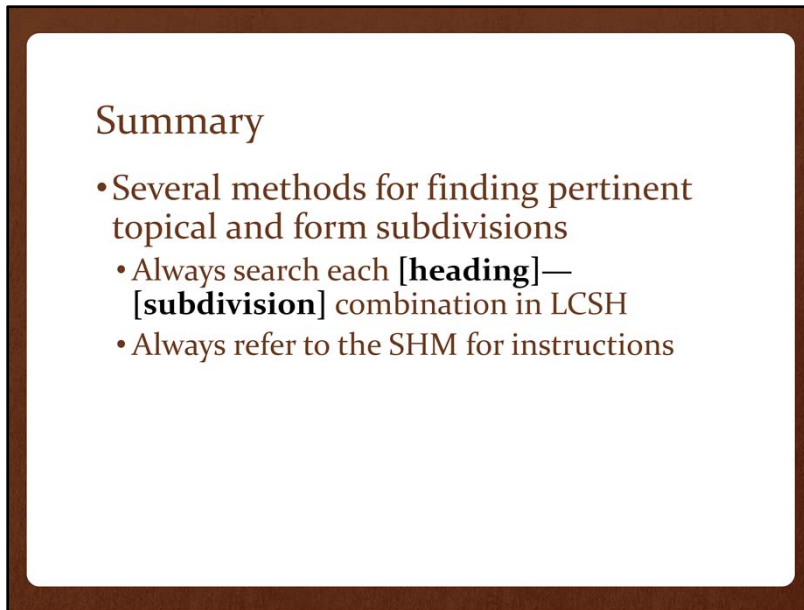
Example: The Religious Significance
of Hallucinations

**Hallucinations and illusions—
Religious aspects.**

So the subdivision **—Religious aspects** is appropriate for the resource we are cataloging, but it has to be proposed and approved first.

Now what?

Well, if you work at the Library of Congress or your library is a member of the Subject Authority Cooperative Program, you can propose **Hallucinations and illusions—Religious aspects**. If not, you can still assign it, but as a local heading.

Summary

- Several methods for finding pertinent topical and form subdivisions
  - Always search each **[heading]**—**[subdivision]** combination in LCSH
  - Always refer to the SHM for instructions

In summary, there are several methods for finding pertinent topical and form subdivisions; none of them is better than the other. You are likely to develop a preference, but you are also likely to need to use all of them at various times.

Regardless of how you find the subdivision you want to assign, you need to remember to search each **[heading]—[subdivision]** combination against LCSH to make sure it is not a UF reference. You also need to check the SHM for instructions about using the subdivision.