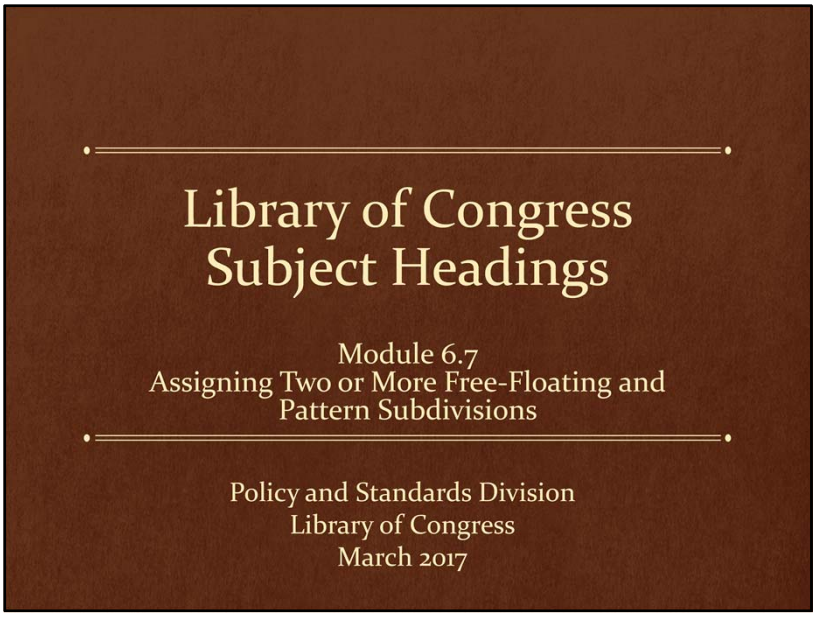
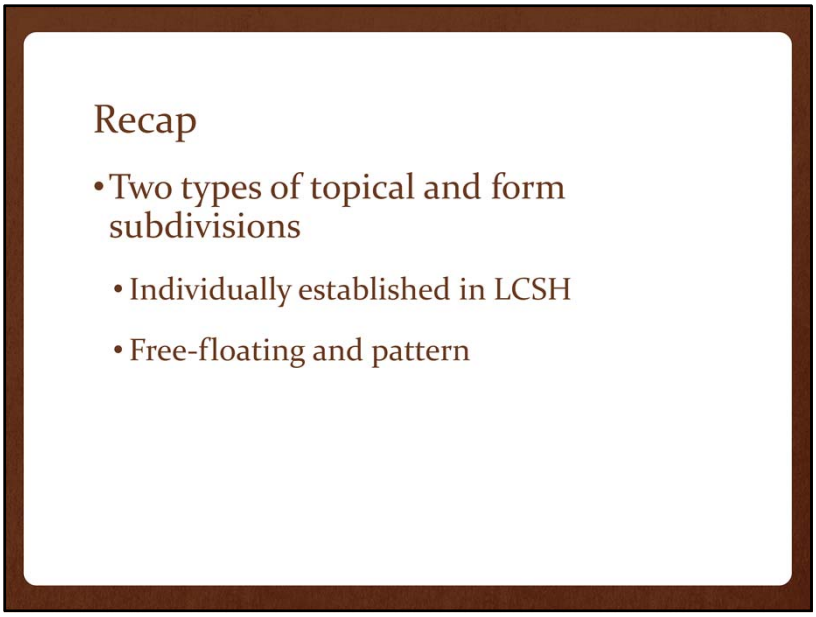

Library of Congress
Subject Headings
Module 6.7
Assigning Two or More Free-Floating and
Pattern Subdivisions
Policy and Standards Division
Library of Congress
March 2017



As a review, there three ways that subdivisions are established.

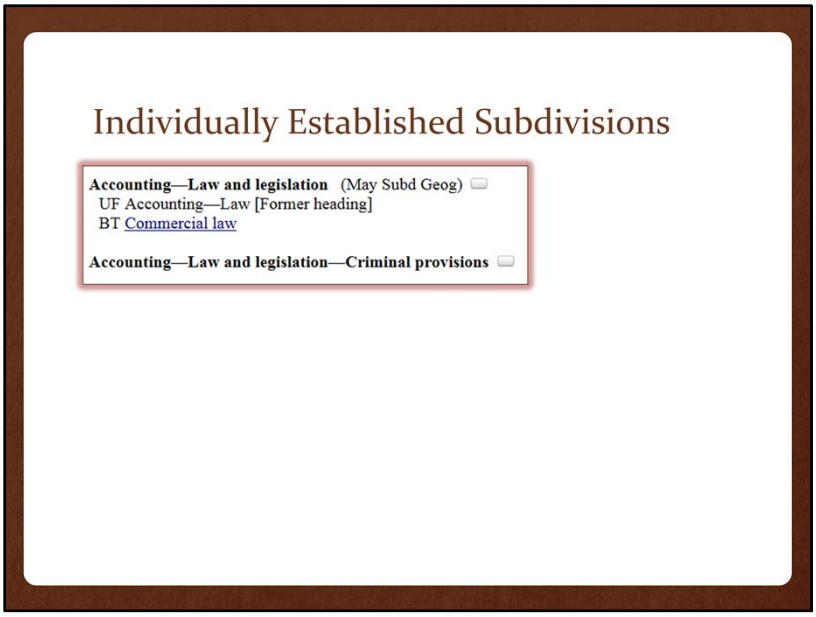
- Some are individually established in LCSH. Those subdivisions can be used only with the specific headings with which they are established.
- There are eight categories of free-floating subdivisions that can be used with headings that fit the categories. They are established in the SHM.
- Pattern subdivisions fall into one of 27 categories and are established under representative headings in LCSH, and also appear in SHM instruction sheets.

Free-floating and pattern subdivisions may be assigned if the subdivision is appropriate to the heading being assigned, and the subdivision and heading are not redundant; if the combination of the heading and the subdivision accurately reflect the content or form of the resource; and, if the combination of the heading and the subdivision is not a UF reference to an authorized heading.

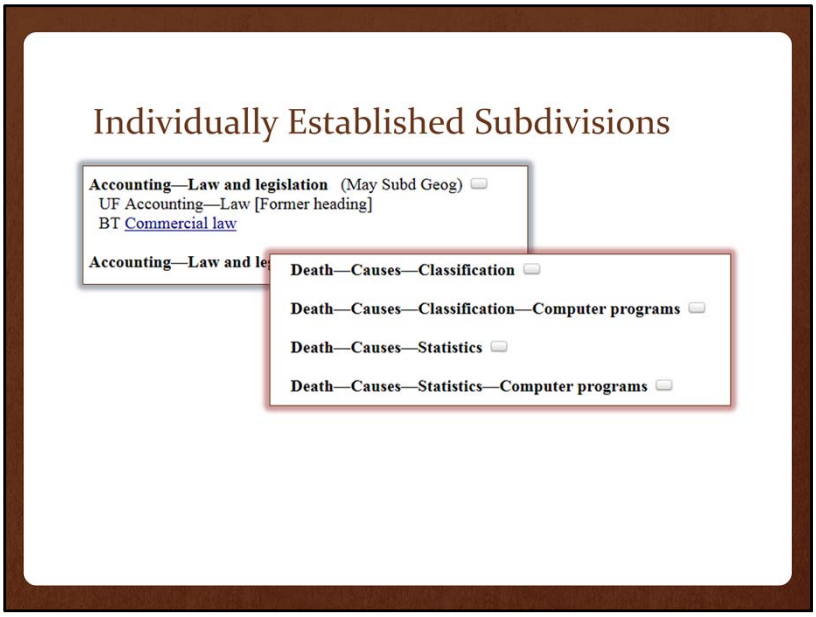
Most of the examples we have examined so far in this unit are headings with a single subdivision, but many headings have two or more subdivisions.

This module will explain how topical and form subdivisions from various categories can be combined to create a full heading string.

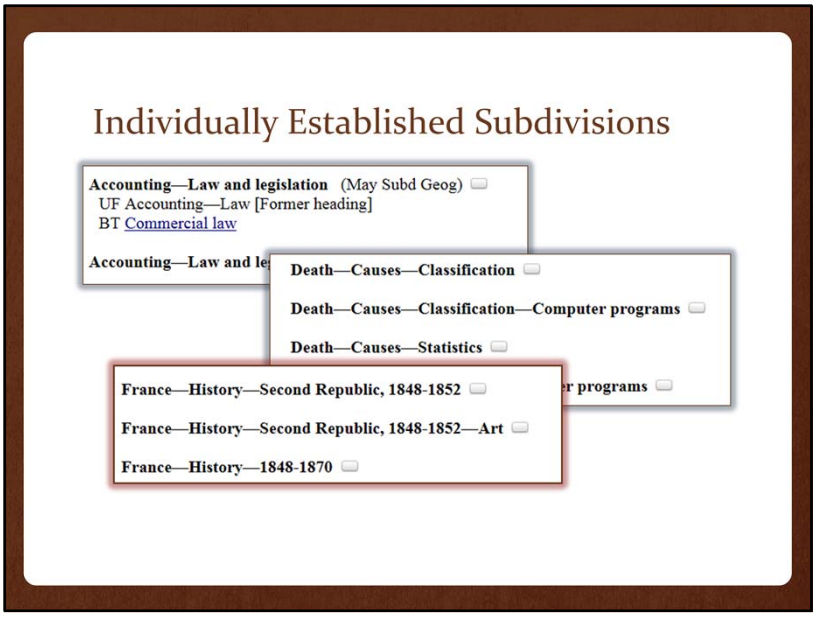
Before we discuss free-floating and pattern subdivisions, let's look at some cases in which two or more subdivisions have been specifically established for use with a particular heading.



Accounting—Law and legislation has one subdivision, while **Accounting—Law and legislation—Criminal provisions** has two. Since the headings are specifically established, you can assign them if they are appropriate for the resource you are cataloging.



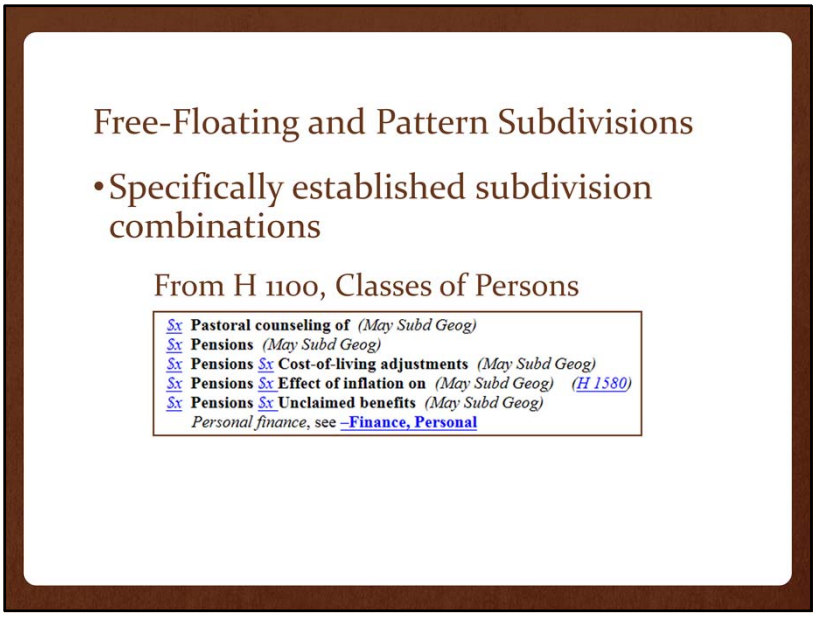
The same is true for the subdivisions established under **Death—Causes.**



And **France—History**.

In this case, the subdivision **—Second Republic, 1848-1852** is a specifically established chronological subdivision whose scope matches a period of French history.

—Art is a form subdivision that has been established for resources that consist of art about the Second Republic.

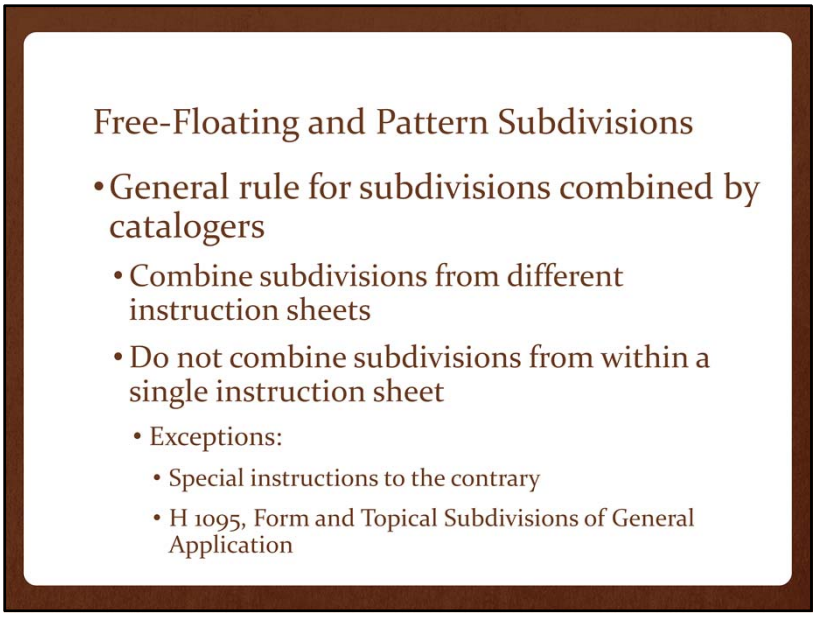


Some free-floating and pattern subdivision combinations are also specifically established. This excerpt from the free-floating list of subdivisions that can be used under classes of persons lists three:

—Pensions—Cost-of-living adjustments
—Pensions—Effect of inflation on; and
—Pensions—Unclaimed benefits

You would apply the same four criteria to these subdivisions that you do to subdivisions that consist of only one part:

- Is the subdivision combination appropriate to the heading being assigned?
- Do the heading and subdivisions accurately reflect the resource being cataloged?
- Do the subdivisions cause redundancy? and
- Is there a conflict in LCSH?

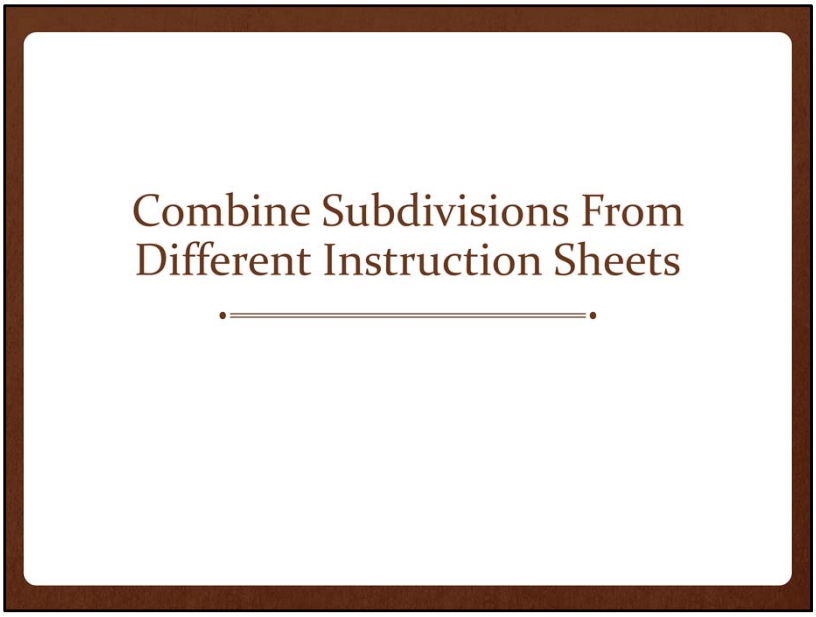


It is more likely that you will have to mix-and-match subdivisions from various places in order to create a full heading string.

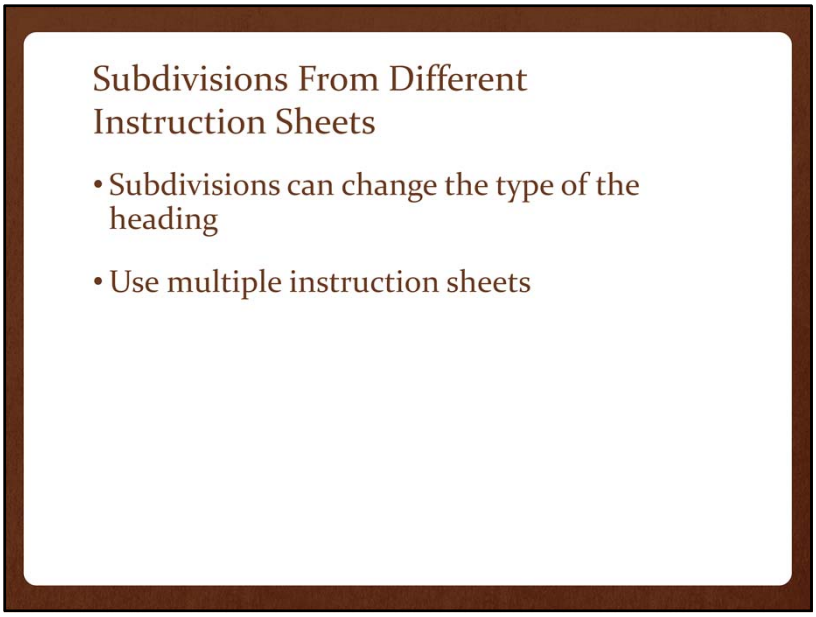
The general rule is that you can combine subdivisions from different instruction sheets, but not two or more subdivisions from the same instruction sheet. There are two exceptions to this, however.

Sometimes there are special instructions saying that you can combine some subdivisions within an instruction sheet, and some subdivisions from H 1095 can also be combined with each other.

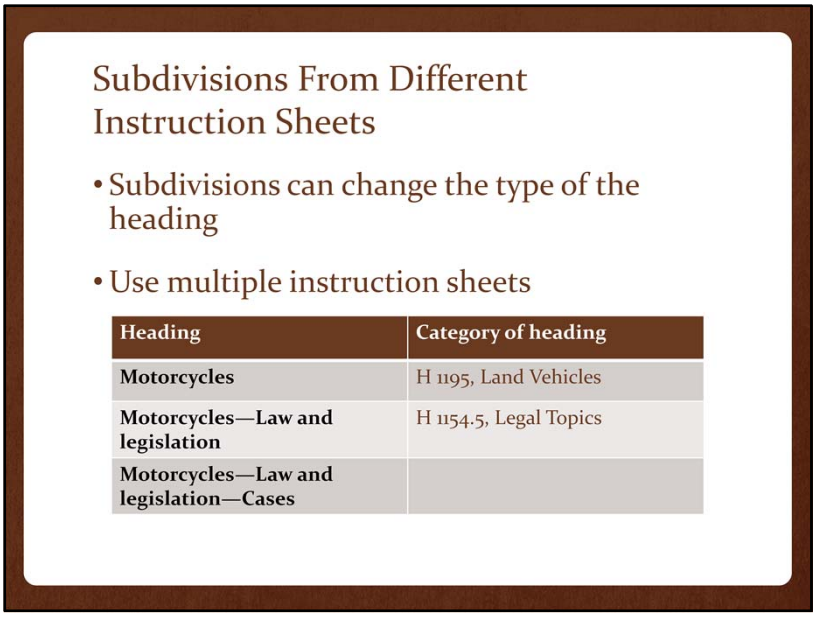
We will explain the general rule before talking about the exceptions.



First let's talk about combining subdivisions from different instruction sheets.



The thing to remember is that adding a subdivision usually changes the nature of the heading, and that can mean that you may need to use multiple free-floating or pattern instruction sheets in order to create a complete heading string.

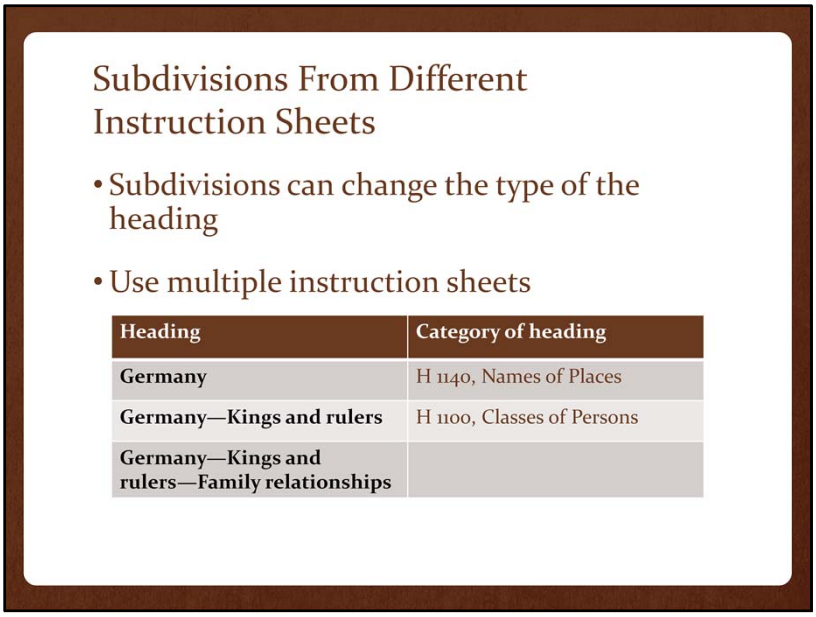


For example, motorcycles are a type of land vehicle, so the subdivisions in instruction sheet H 1195 apply.

When you add the subdivision **—Law and legislation** from H 1195, the heading becomes a legal topic and, consequently, the subdivisions in H 1154.5 can be added, if needed.

We can therefore add the subdivision **—Cases** from H 1154.5.

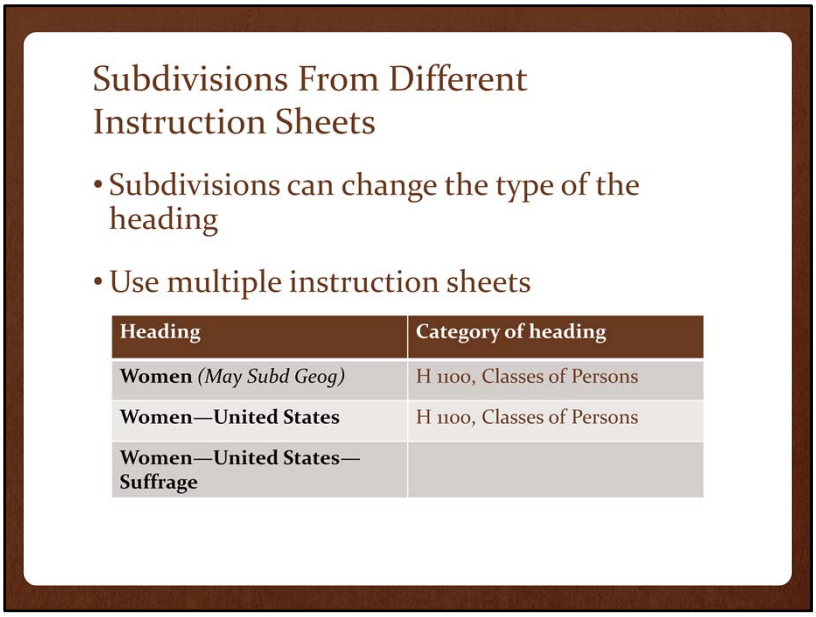
Motorcycles—Cases would be invalid, because **Motorcycles** is not covered by the Legal Topics instruction sheet, but when the subdivision **—Law and legislation** is added, the heading becomes a legal topic.



Here is an example of a geographic heading combined with topical subdivisions.

Germany can be subdivided by the free-floating subdivisions listed in H 1140, Names of Places.

The subdivision **—Kings and rulers** from that instruction sheet can be added, and that turns it into a class of persons heading, and accordingly the subdivision **—Family relationships** from H 1100 may be added.

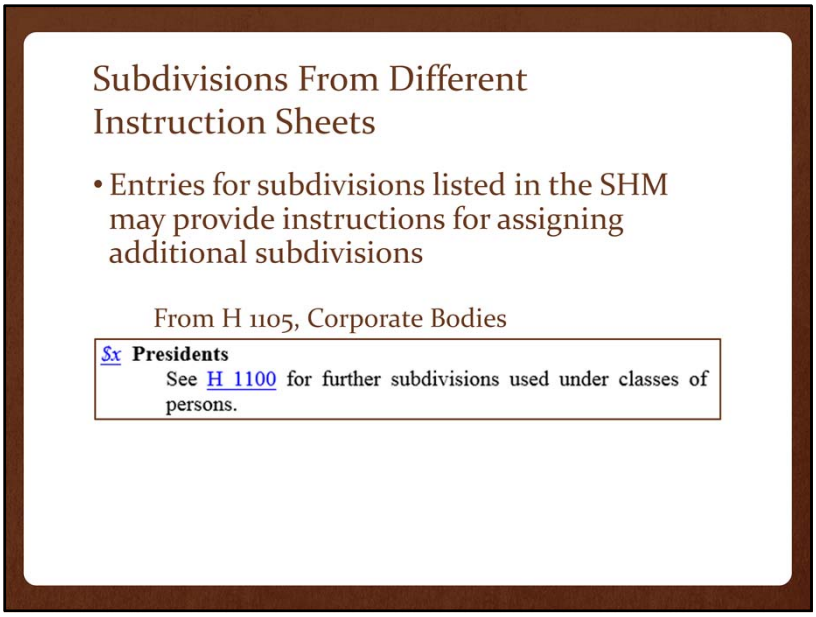


We will be discussing geographic subdivisions in a series of modules later in this unit, but we have to make an important point about them here.

Adding a geographic subdivision to a topical heading generally does not change the nature of the heading.

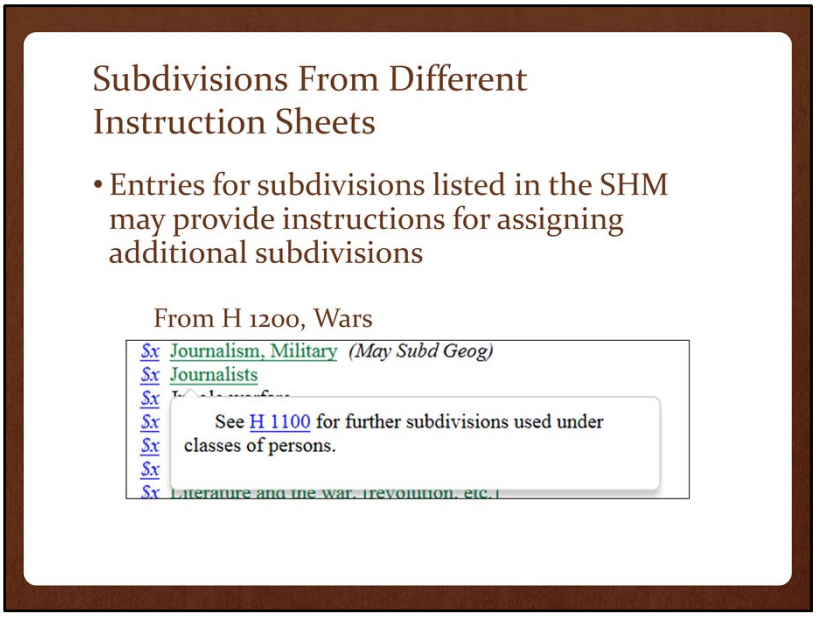
The heading **Women** is a class of persons, and it can also be geographically subdivided. Adding the geographic subdivision **—United States** does not make the heading eligible for the subdivisions used with names of places.

Instead, the heading is still a class of persons heading, to which the subdivisions in H 1100 apply. The subdivision **—Suffrage** from H 1100 can be added.



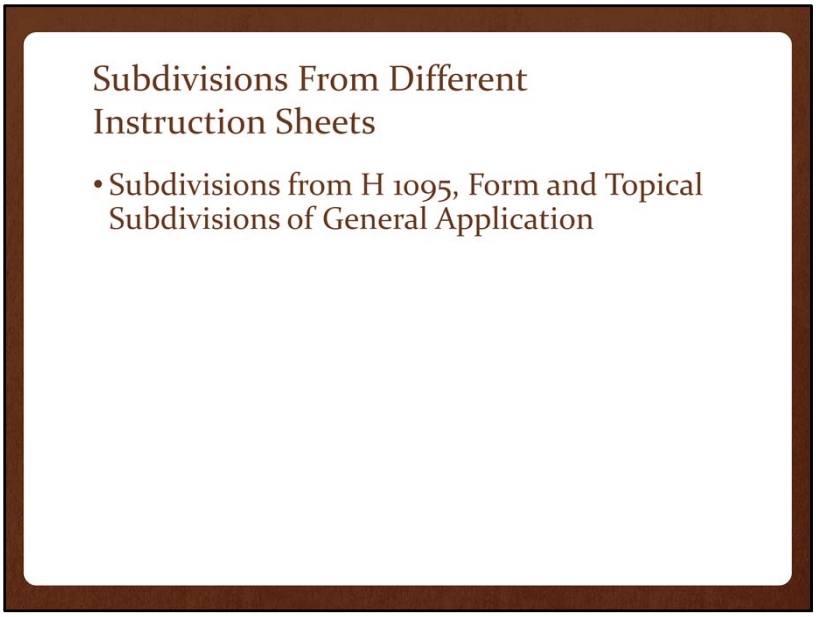
Sometimes the SHM provides explicit instructions for adding additional subdivisions, as is the case with this entry for the subdivision —**Presidents** that appears in H 1105, the free-floating list for corporate bodies. It reads:

> See H 1100 for further subdivisions used under classes of persons.



Instructions can also appear in footnotes instead of in the body of the instruction sheet, as in this example from H 1200, Wars.

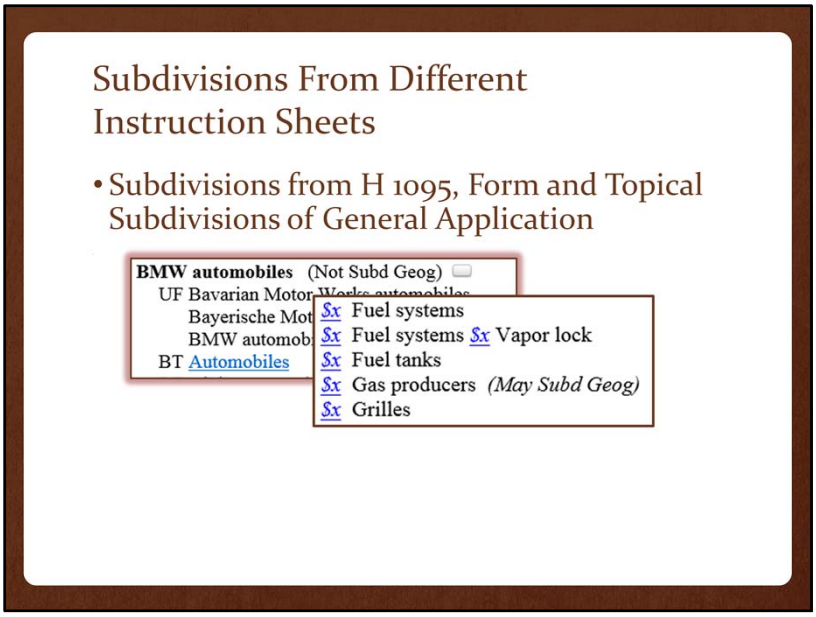
These kinds of instruction occur most frequently when a subdivision may be used with subdivisions from one of the other specialized lists.



In many cases, though, you will need to combine a subdivision from one of the specific instruction sheets with a subdivision from H 1095.

The instruction sheets for specific categories of free-floating and pattern subdivisions do not specifically indicate that you can add subdivisions from H 1095.

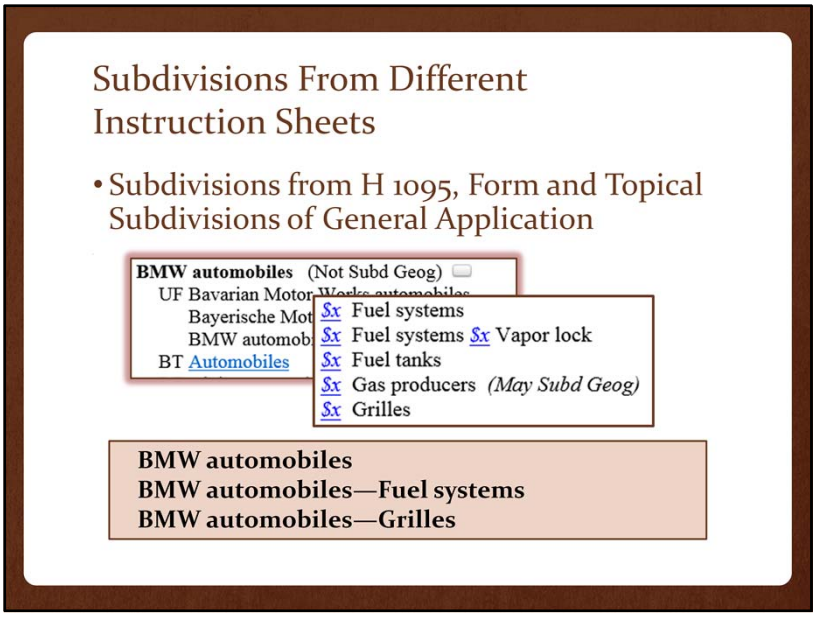
Recall that there are two scope notes that are unique to H 1095, “Use under topical headings,” and “Use under subjects.” Those scope notes mean that you can apply the subdivision to main headings, and also to main headings with other subdivisions.



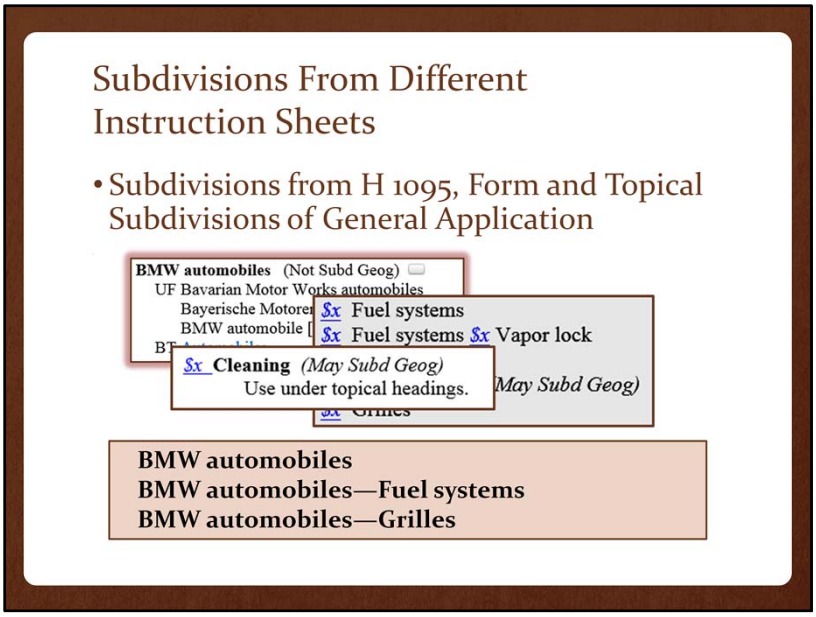
Let's look at an example.

BMW automobiles can be subdivided by the pattern subdivisions found in H 1195, Land vehicles.

A short excerpt from that instruction sheet is on the screen.

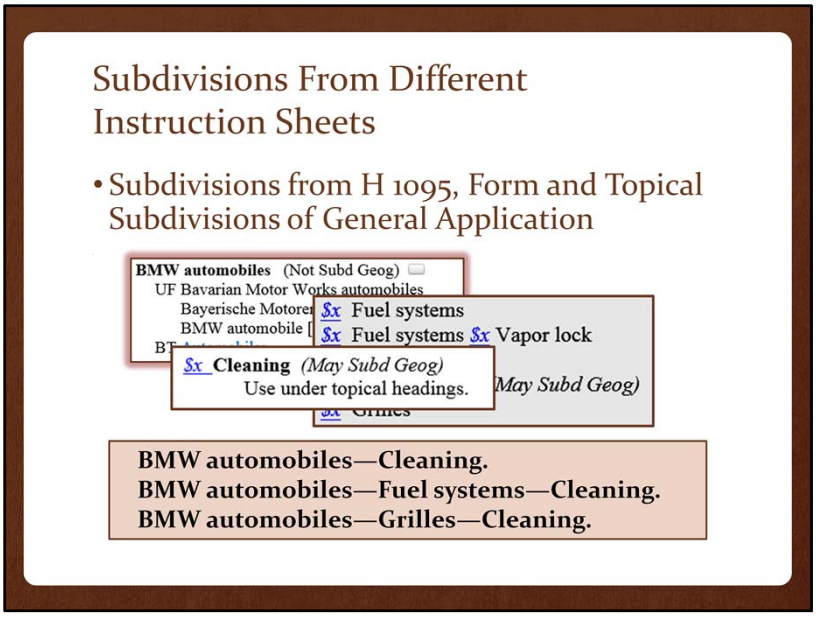


Based on that list, we can make strings such as **BMW automobiles—Fuel systems** and **BMW automobiles—Grilles**, among others.

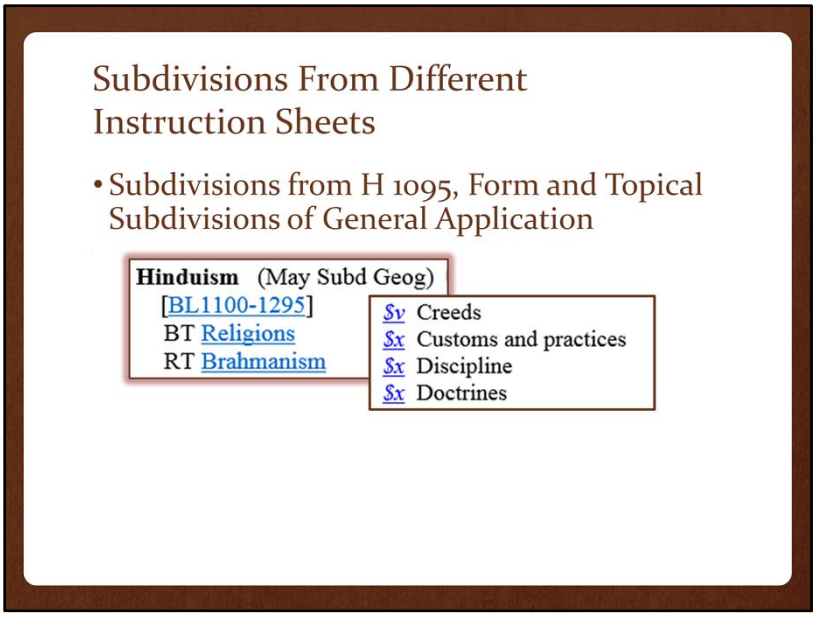


Now let's add a subdivision from H 1095 **—Cleaning**.

Because we can use it under topical headings, we can add it to all three headings on the screen.



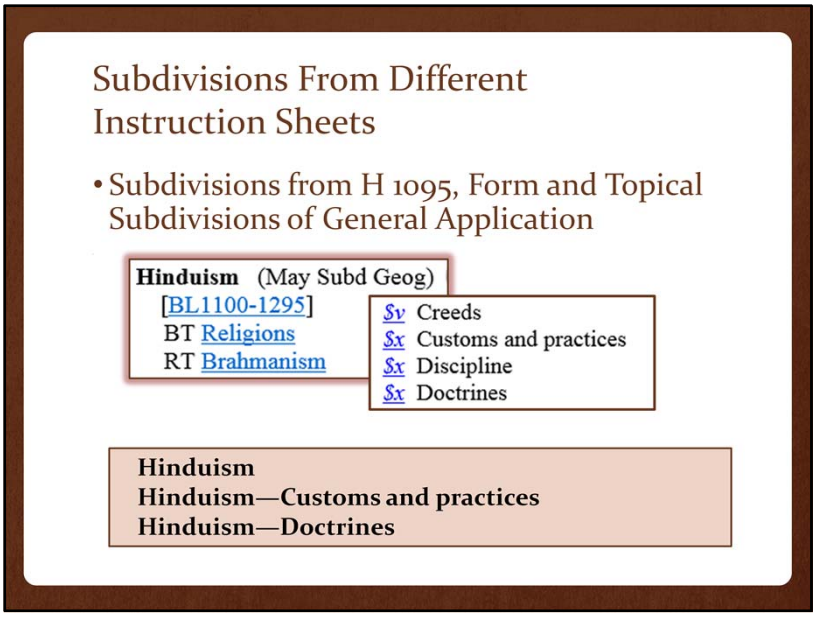
Notice that we can add it directly to the main heading **BMW automobiles**, as well as to **BMW automobiles** subdivided by topical subdivisions such as **—Fuel systems** and **—Grilles**.



Let's look at another example.

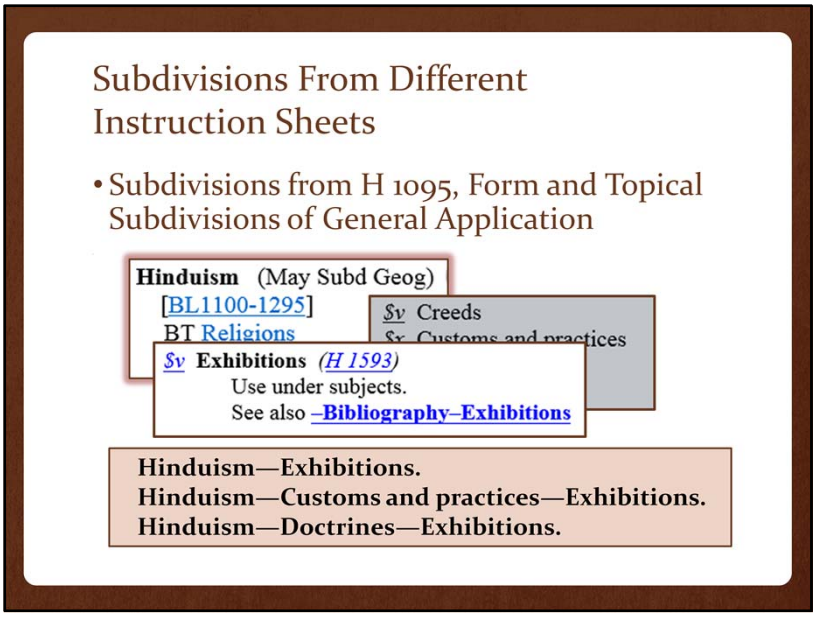
Instruction sheet H 1185, Religions, applies to the subject heading **Hinduism**, so we can use its subdivisions with the subject heading **Hinduism**.

A brief excerpt from the instruction sheet is on the screen.



Based on that instruction sheet, we can make the subject headings

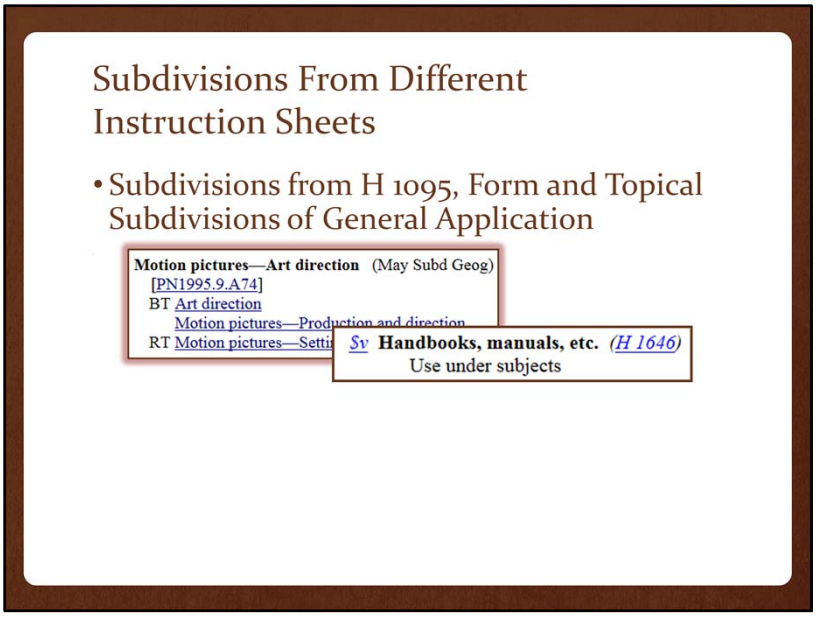
Hinduism
Hinduism—Customs and practices, and
Hinduism—Doctrines.



Now let's add a subdivision from H 1095, **—Exhibitions**.

The scope note says "Use under subjects," so we can use it under any subject to make as specific a heading as necessary. If we are cataloging an exhibition catalog about Hinduism in general, we can compose the first heading listed on the slide. If the exhibition is specific to Hindu doctrines, on the other hand, we can make the third.

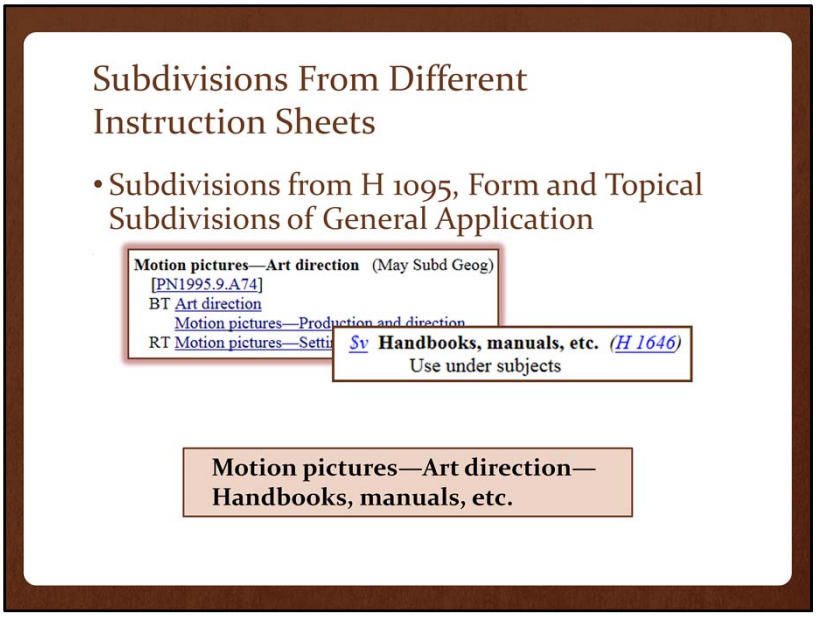
Of course, you should check H 1593, the instruction sheet referenced in the entry for —**Exhibitions**, for more guidance before assigning the subdivision —**Exhibitions**, and you should also search the complete heading string against LCSH to test for conflict.



Subdivisions from H 1095 can be used with individually established subdivisions, too. As you can see, **Motion pictures—Art direction** is a specifically established combination in LCSH.

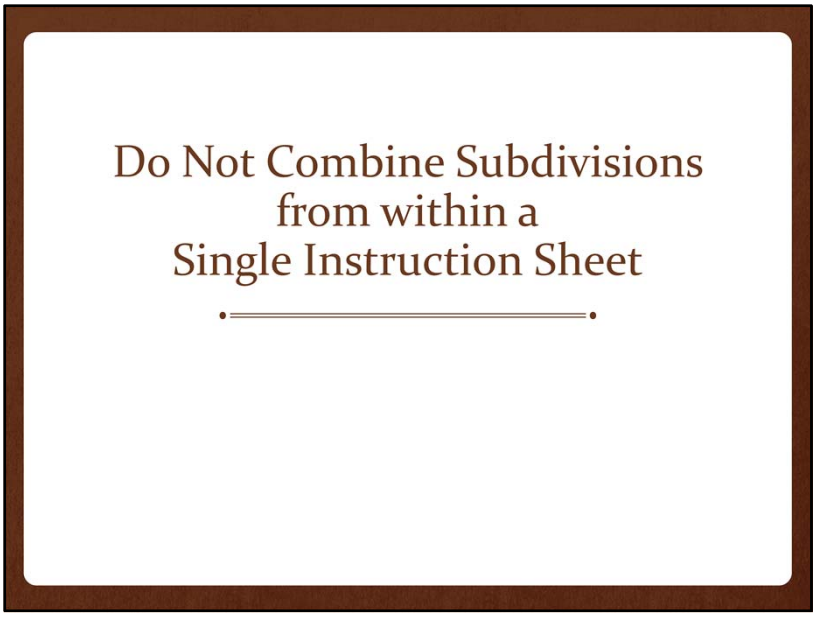
H 1095 includes an entry for the subdivision **—Handbooks, manuals, etc.**, which states that it can be used under subjects.

Remember that "use under subjects" means that it can be used under any subject heading if is appropriate to the resource being cataloged, if it is not redundant, and so forth.

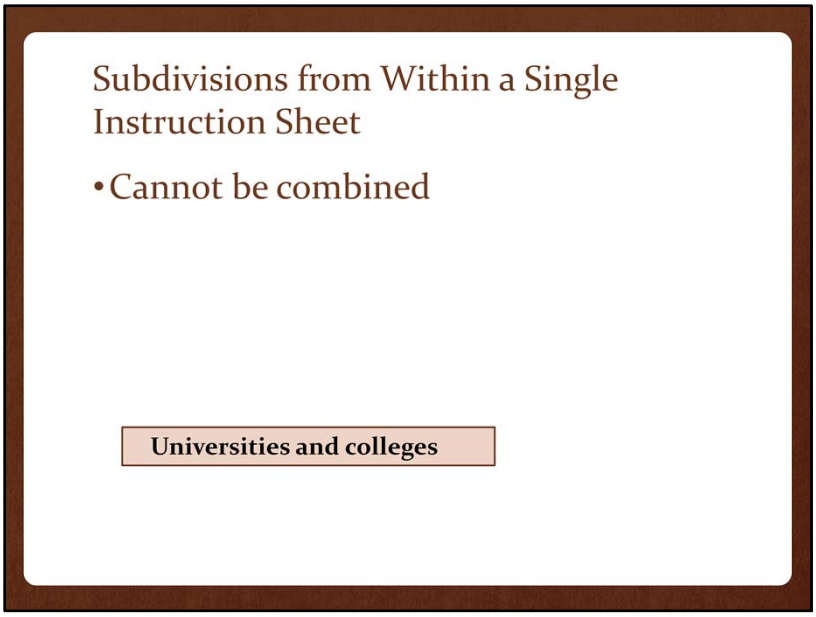


We can therefore probably assign the subject heading **Motion pictures—Art direction—Handbooks, manuals, etc.**

As with the subdivision **—Exhibitions** in the previous example, before we assign —**Handbooks, manuals, etc.**, we need to check the instruction sheet referenced in the entry, H 1646, for more information about assigning the subdivision, and we need to search LCSH for the combination, too.

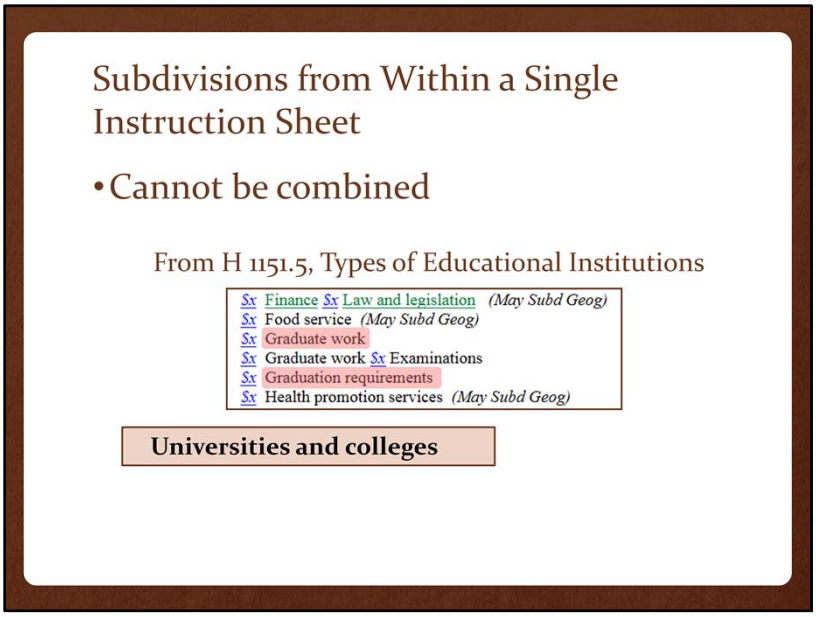


The second part of the general rule about assigning two or more subdivisions is that you cannot combine subdivisions from within a single instruction sheet.



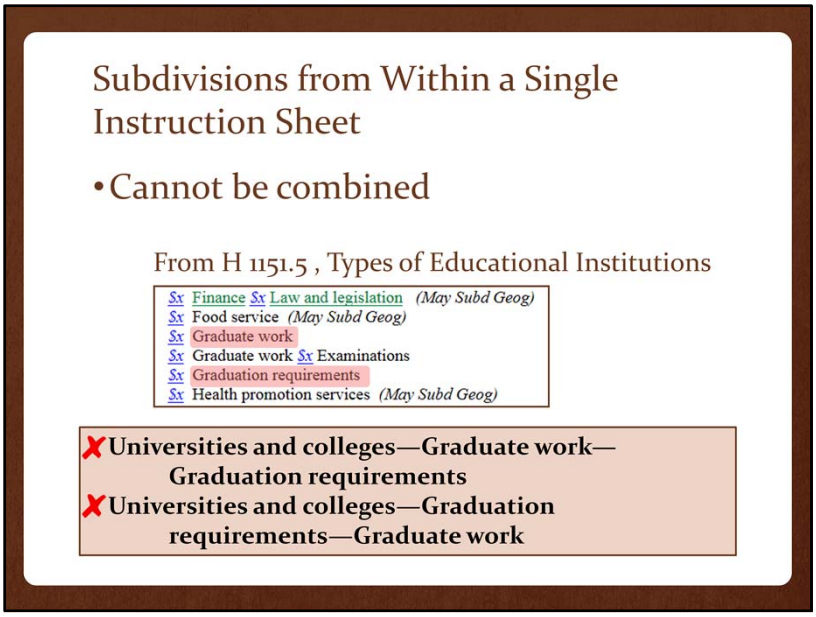
Let's say that you are cataloging a resource about graduation requirements for students doing graduate work at universities. Your main heading is **Universities and colleges**.

Conveniently, **Universities and colleges** is the pattern heading for the category Types of Educational Institutions, found in H 1151.5.



H 1151.5 includes two pertinent subdivisions, —**Graduate work** and —**Graduation requirements**.

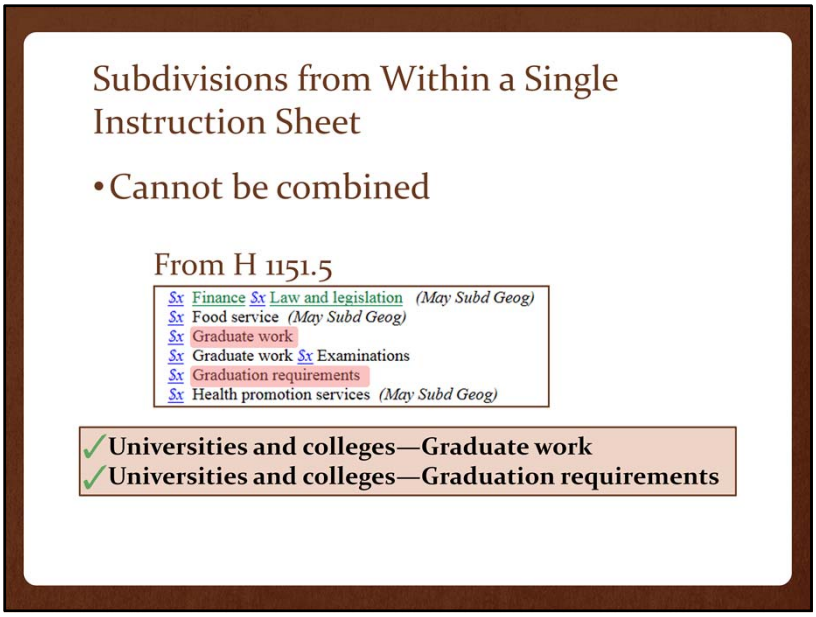
It is tempting to try to include both subdivisions in one string.



One might attempt to create either

Universities and colleges—Graduate work—Graduation requirements
or
Universities and colleges—Graduation requirements—Graduate work

But both headings would be wrong, because the subdivisions —**Graduate work** and —**Graduation requirements** are authorized by the same instruction sheet. Instead, two subject headings have to be assigned.

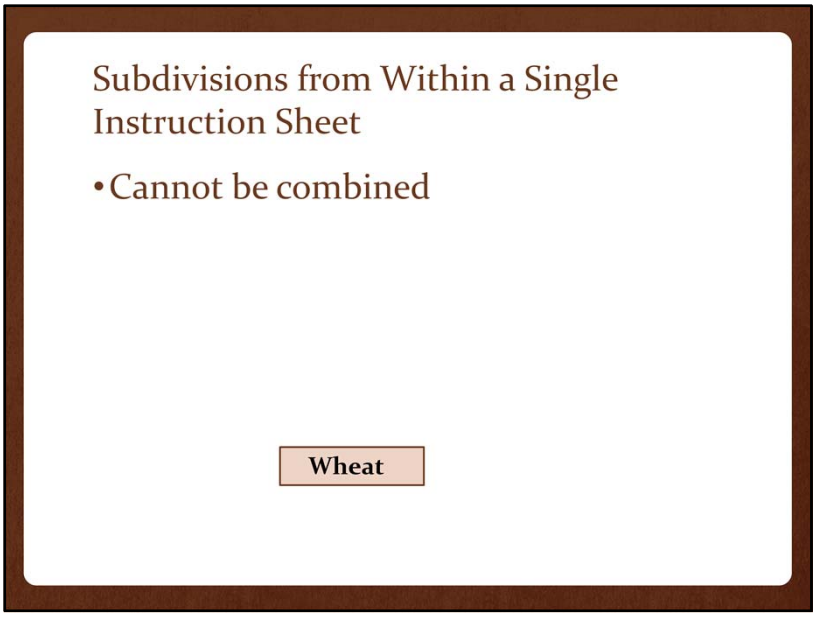


These are

Universities and colleges—Graduate work
and
Universities and colleges—Graduation requirements

Since **Universities and colleges** is the pattern heading for Types of educational institutions, you will find both of these strings in LCSH.

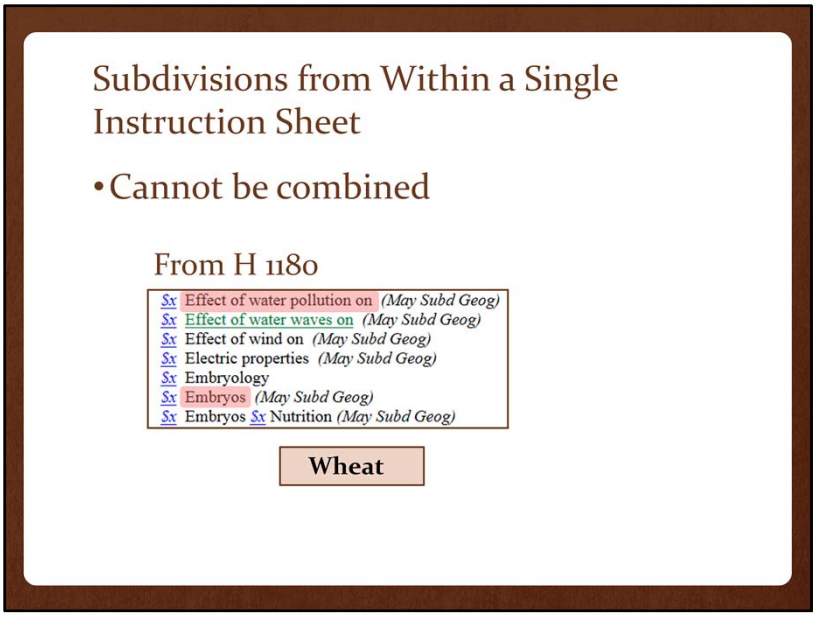
Let's look at another example.



If you are cataloging a resource about the effect that water pollution has on wheat embryos, you should first determine whether there is a subject heading for wheat embryos.

A quick search in LCSH will show that there is not such a heading, but that the heading **Wheat** is authorized.

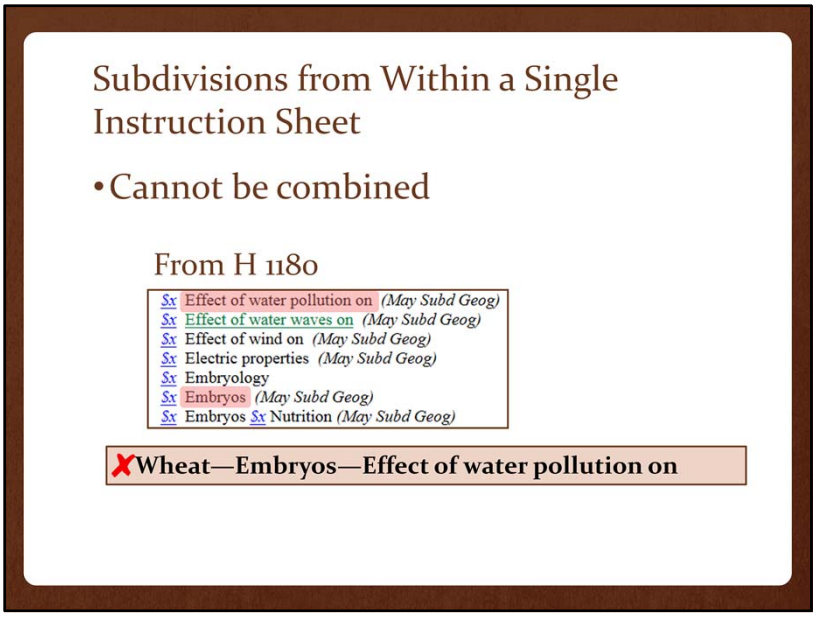
Since wheat is a crop, you should look in H 1180, Plants and crops, to see if there are any pertinent subdivisions.



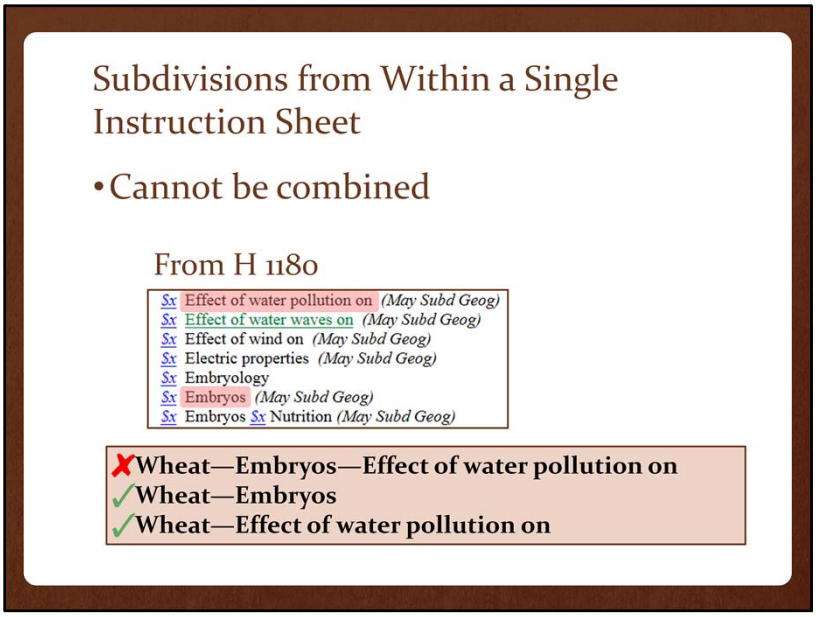
This is an excerpt from that instruction sheet.

As you can see, there are two pertinent subdivisions:

—**Effect of water pollution on**
and
—**Embryos**.

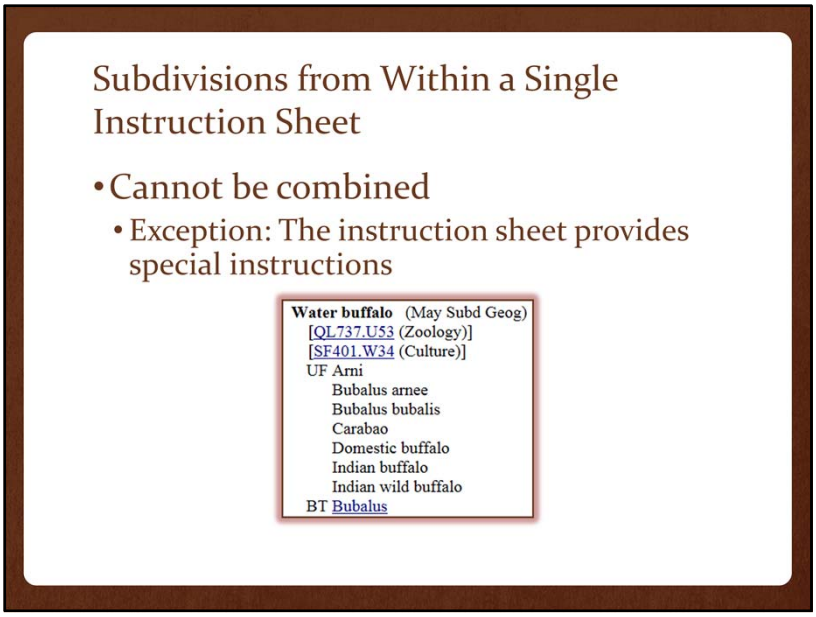


While it seems logical to bring them together into a single heading, **Wheat—Embryos—Effect of water pollution on**, that would not be correct, because the subdivisions are in the same instruction sheet.



Instead, you will need to assign two subject headings, one for each subdivision.

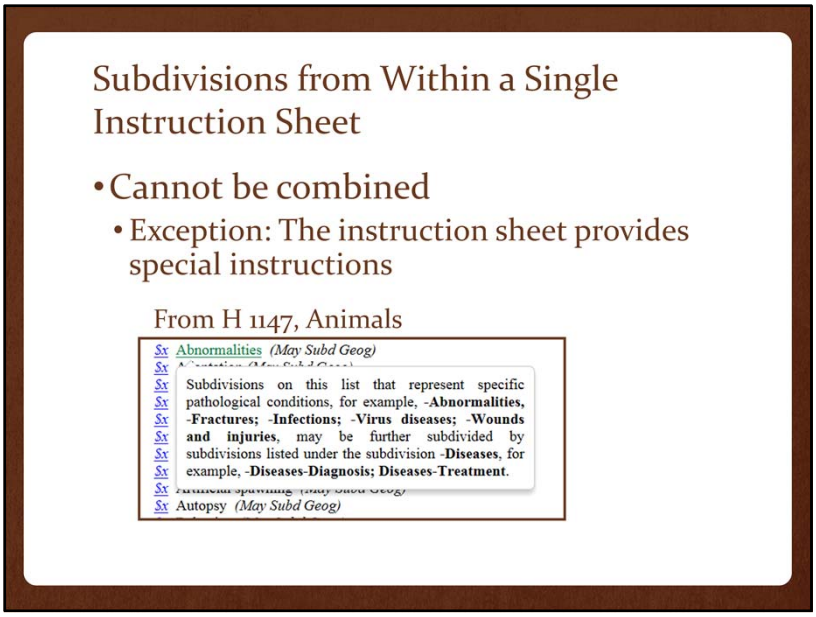
Again, we must check LCSH before assigning them, to make sure that they are not Used For references to an established LCSH heading.



There are two exceptions to the prohibition against assigning two or more free-floating or pattern subdivisions from a single instruction sheet. The first is when the instruction sheet provides special instructions allowing you to do it.

Say that you are cataloging a resource on the genetic aspects of abnormalities in water buffalo. Your first step would be to search LCSH to find the heading for **Water buffalo**.

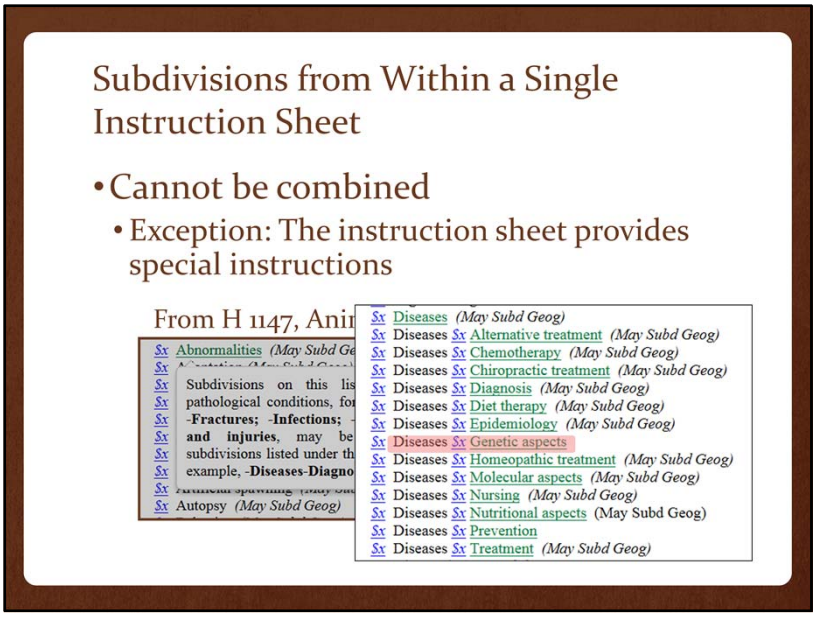
The water buffalo is a type of animal, so the subdivisions in H 1147, Animals, apply.



There is a subdivision **—Abnormalities** and it includes a footnote that gives catalogers permission to assign multiple subdivisions from that instruction sheet in a single heading.

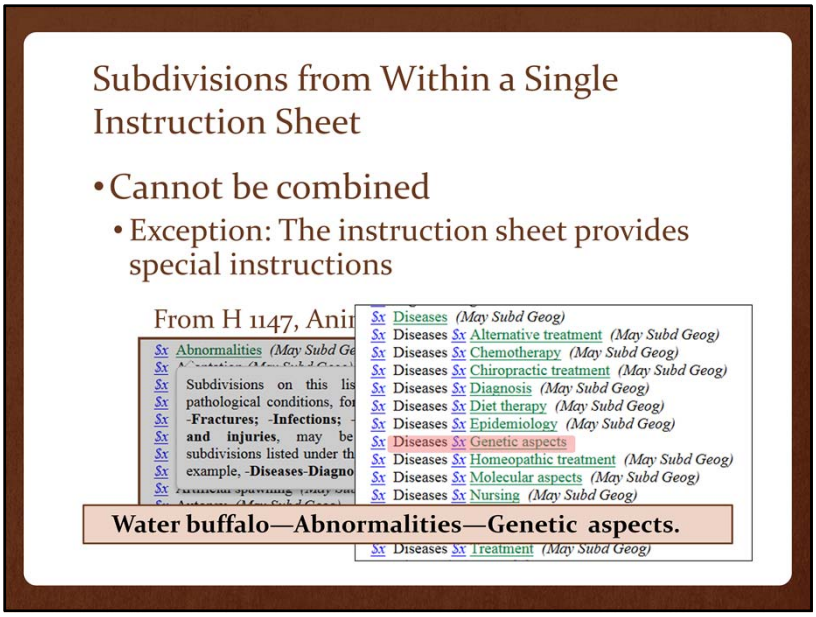
It says,

> Subdivisions on this list that represent specific pathological conditions, for example, **—Abnormalities**, **—Fractures**, **—Infections**, **—Virus diseases**, **—Wounds and injuries**, may be further subdivided by subdivisions listed under the subdivision **—Diseases**, for example, **—Diseases—Diagnosis**; **—Diseases—Treatment**.

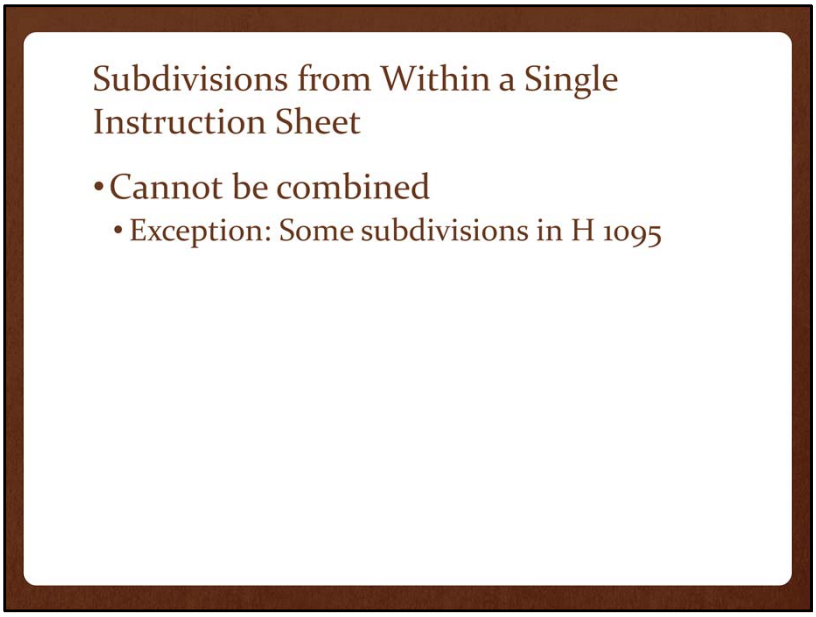


Here is the list of subdivisions established under the subdivision —**Diseases**, also from H 1147.

As you can see, the subdivision **—Diseases—Genetic aspects** is provided.



Since the footnote indicates that we can use the subdivisions under —**Diseases** with the subdivision —**Abnormalities**, we can assign the heading **Water buffalo—Abnormalities—Genetic aspects**.

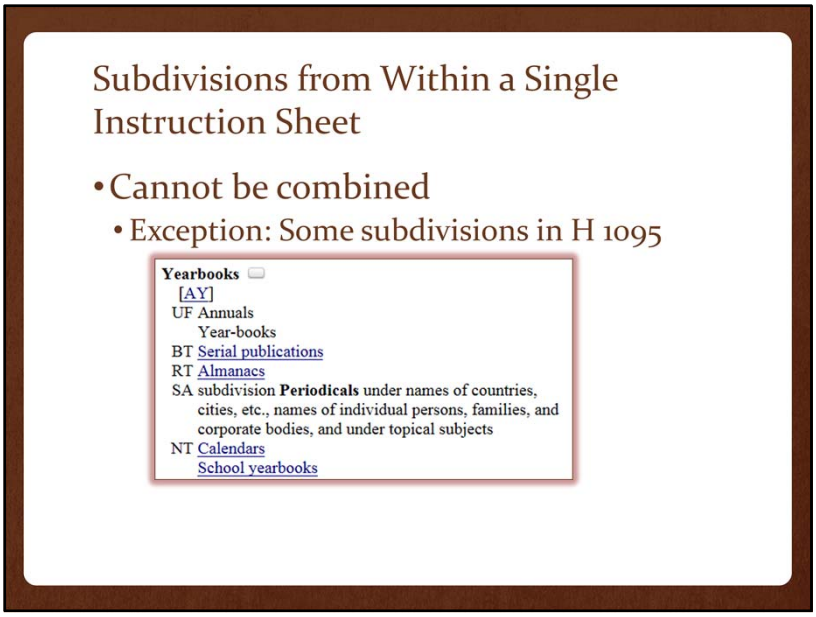


The second exception to the rule against assigning two or more subdivisions from the same instruction sheet relates to H 1095.

Recall that H 1095 is a hodge-podge of subdivisions that do not belong in one of the more specialized instruction sheets and subdivisions that can (or do) appear in several specialized instruction sheets.

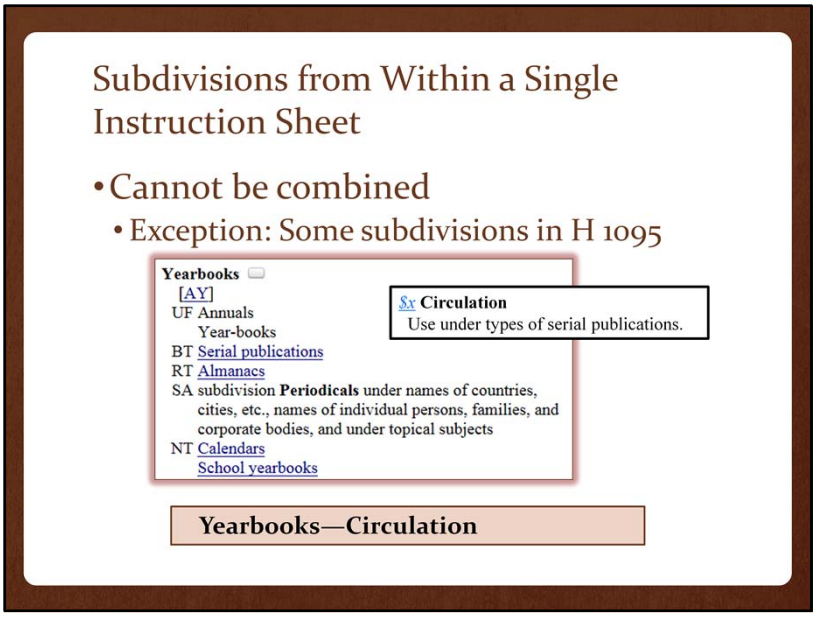
H 1095 also includes all of the most commonly used form subdivisions. In most cases, you can assign a topical subdivision from H 1095 along with another topical subdivision, or a form subdivision also from H 1095. The scope notes on the subdivisions in H 1095 will help you determine which subdivisions can be used with each other.

Let’s see how that works.

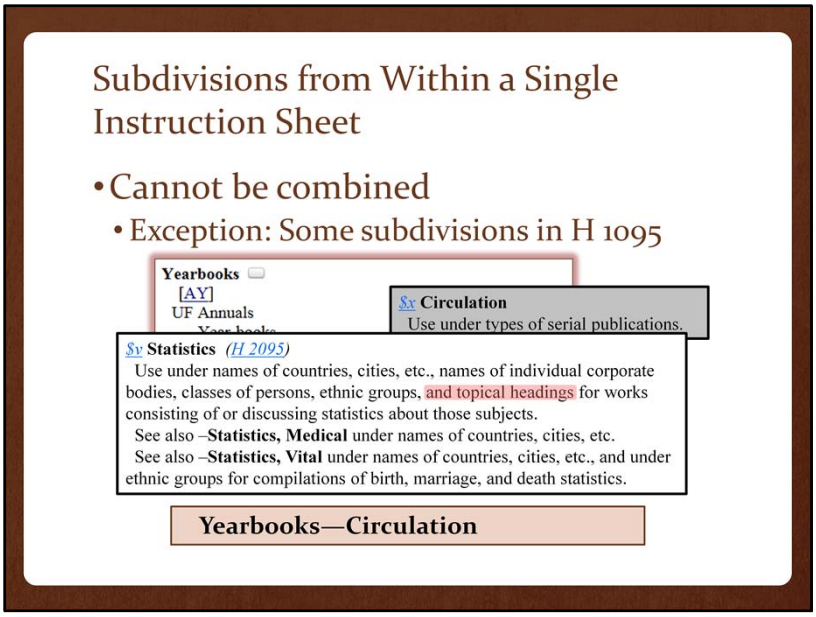


Say that you are cataloging a resource that consists of the circulation statistics of yearbooks.

You would start by searching for the subject heading **Yearbooks**.



H 1095 has a subdivision —**Circulation**, which can be assigned under types of serial publications.

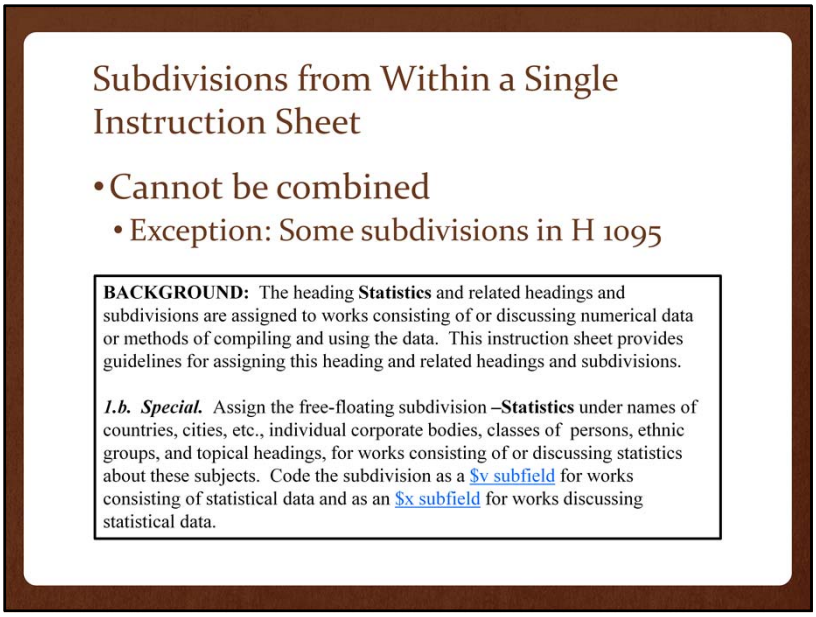


H 1095 also includes a subdivision **—Statistics**. Its scope note states:

> Use under names of countries, cities, etc., names of individual corporate bodies, classes of persons, ethnic groups, and topical headings for works consisting of or discussing statistics about those subjects.

There are also two See Also references.

Notice as well that there is a reference to instruction sheet H 2095.

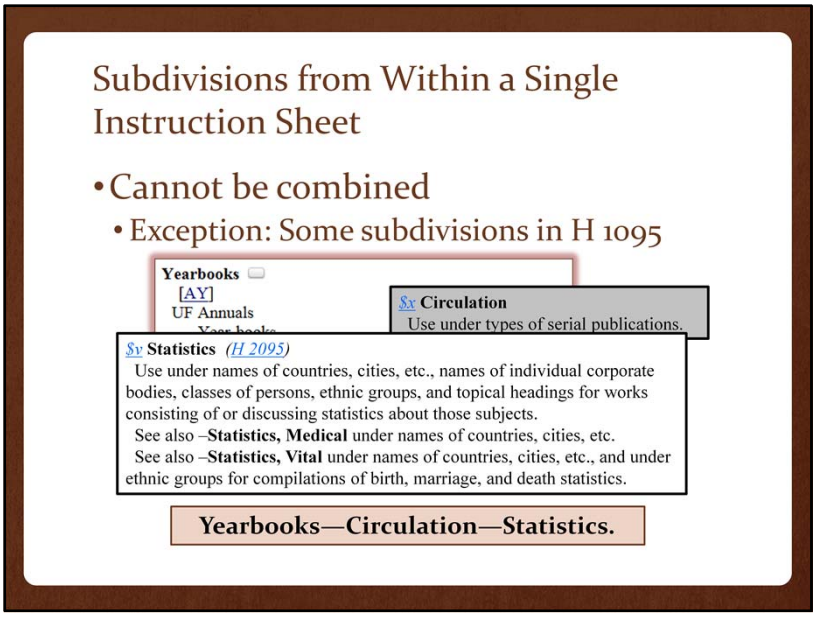


The background statement says:

> The heading **Statistics** and related headings and subdivisions are assigned to works consisting of or discussing numerical data or methods of compiling and using the data. This instruction sheet provides guidelines for assigning this heading and related headings and subdivisions.

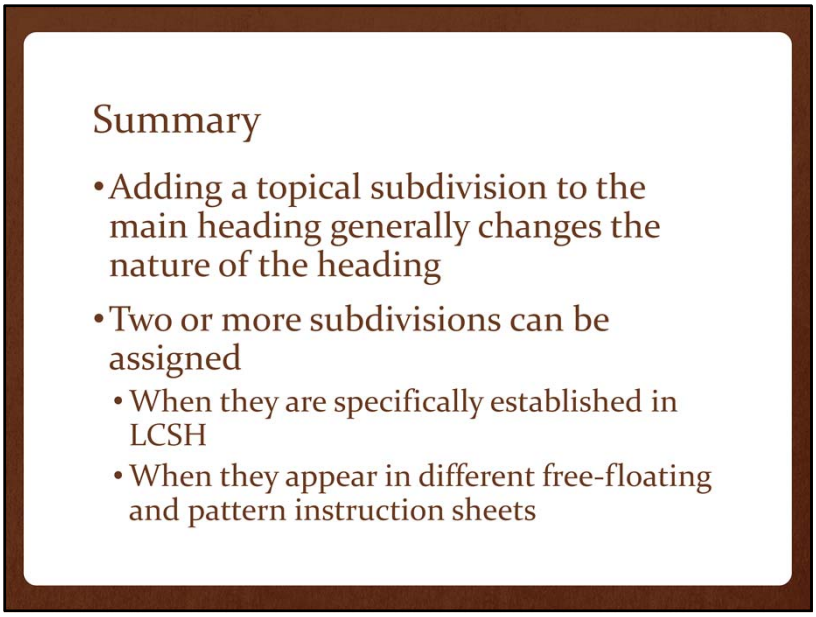
Now take a look at section 1.b on your screen.

It is identical in meaning to what we just read in H 1095.



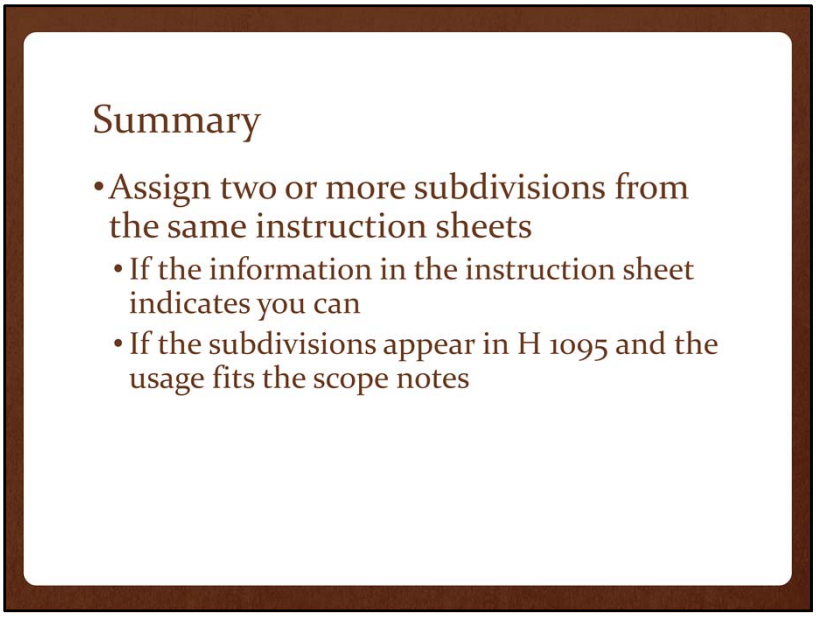
Since the resource we are cataloging consists of statistics, we can assign **Yearbooks—Circulation—Statistics**, and both of the subdivisions came from H 1095.

We have to check the combination against LCSH, though, to make sure that the string we have constructed is not a UF to an authorized heading.



In summary, adding a topical subdivision to a main heading usually changes the nature of the heading, which allows us to combine subdivisions to make full heading strings.

Two or more subdivisions may be assigned when the heading-subdivision combinations are specifically established in LCSH. It is much more common, though, to assign subdivisions from various free-floating and pattern instruction sheets.



Two or more subdivisions can be assigned from the same instruction sheet in only two circumstances:

- If the instruction sheet indicates that you can, or
- If the subdivisions appear in H 1095 and the usage fits the scope notes.