Library of Congress Subject Headings

Module 6.9
Geographic Subdivisions Part 2:
Geographic Subdivision or Geographic Heading?

Policy and Standards Division
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Heading or Subdivision?
- Geographic focus brought out by
  - Topical heading followed by a geographic subdivision

    Depressions—United States.
    Fishes—Amazon River.

  - Geographic heading followed by subdivisions

    United States—Economic conditions.
    Amazon River—Water rights.

The geographic focus of a resource is not always brought out by a geographic subdivision added to a topical heading as in the headings **Depressions—United States** and **Fishes—Amazon River**.

As you can see in the examples, **United States—Economic conditions** and **Amazon River—Water rights**, sometimes a geographic heading is followed by a topical, chronological, or form subdivision.

In this module we will show you how to determine whether to use a heading or a subdivision. There are four basic methods for doing so.
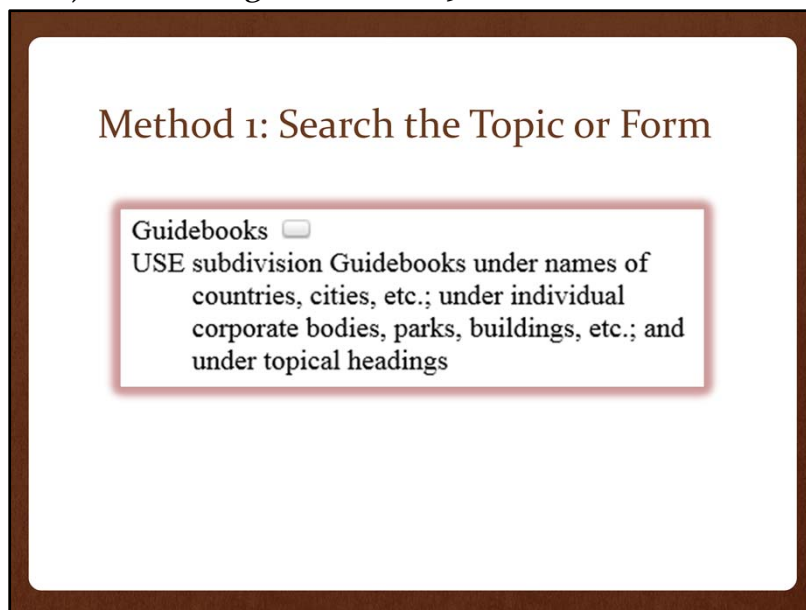
Method 1: Search the Topic or Form

- Search the topic or form in LCSH and look for instructions

  - General See reference

  - Geographic subdivision notation

  - General See Also reference

The first method is to look up the topic or form to find instructions.

You may find a General See reference if there is no heading that corresponds to the topic. Remember that General See references are entries that lead you to a category of headings instead of to a specific heading. General See references sometimes provide information about subdivision use.

If you find a heading that does correspond to the topic, it will have a notation indicating whether the heading can be subdivided geographically. It may also have a General See Also reference (notated SA) that provides information on subdivisions.

Let's look at some examples.

Method 1: Search the Topic or Form

Guidebooks ⬜
USE subdivision Guidebooks under names of
    countries, cities, etc.; under individual
    corporate bodies, parks, buildings, etc.; and
    under topical headings

If you are cataloging a guidebook about Jakarta, you can look up the form, *Guidebooks*.

You will see that *Guidebooks* is not an established heading, but there is an entry that is a General See reference. And it says that says **–Guidebooks** can be used as a subdivision. It says,

> Use subdivision Guidebooks under names of countries, cities, etc.; under individual corporate bodies, parks, buildings, etc.; and under topical headings.

Now you know that you should assign a geographic heading for **Jakarta**, followed by the form subdivision **—Guidebooks**.

But first, you should check the SHM to find out whether there are special instructions for using that subdivision.

Method 1: Search the Topic or Form

From H 1645, Guidebooks

BACKGROUND: The subdivision –**Guidebooks** is used as a free-floating form subdivision for handbooks for travelers, sightseers, etc., containing information about routes, facilities and accommodations, items of interest, etc., that is, "how to get there and what to see and do" information. ...

H 1645 is an entire instruction sheet devoted to guidebooks.

The background statement defines Guidebooks for LCSH:

> The subdivision **—Guidebooks** is used as a free-floating form subdivision for handbooks for travelers, sightseers, etc., containing information about routes, facilities and accommodations, items of interest, etc., that is "how to get there and what to see and do" information.

Method 1: Search the Topic or Form

From H 1645, Guidebooks

BACKGROUND: The subdivision –**Guidebooks** is used as a free-floating form subdivision for handbooks for travelers, sightseers, etc., containing information about routes, facilities and

2. Types of authorized headings. Use –**Guidebooks** under the following types of headings:

Place names, and named geographic entities such as parks, archaeological sites, etc. Types of lands, land uses, geographic features, etc., such as gardens, resorts, refuges, trails, rivers, etc. ...

Section 2 of the instruction sheet provides a list of the types of headings under which —**Guidebooks** is authorized for use. It includes names of places:

> Use —**Guidebooks** under the following types of headings: Place names, and named geographic entities such as parks, archaeological sites, etc. Types of lands, land uses, geographic features, etc., such as gardens, resorts, and so on.

It looks as though the proper formulation is to assign the heading for **Jakarta** and subdivide it by —**Guidebooks**, but remember that we always have to look up headings before we assign them.

Method 1: Search the Topic or Form
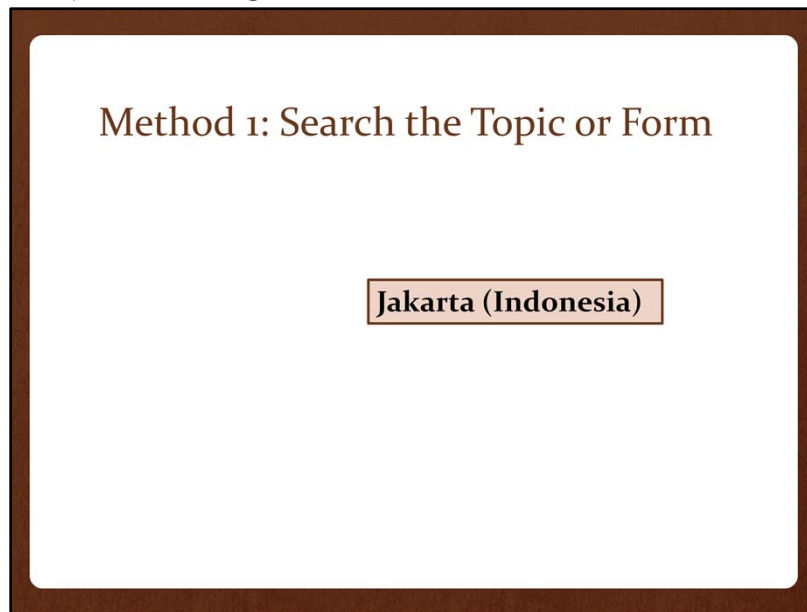
Jakarta (Indonesia)

First we search the name authority file for Jakarta to find the authorized form of name.

Method 1: Search the Topic or Form

Jakaltekobal Indians
USE Jacalteca Indians

Jakaltekobal language
USE Jacalteca language

Jakarta Bay (Indonesia)
  UF Baai van Batavia (Indonesia)
      Teluk Djakarta (Indonesia)
      Teluk Jakarta (Indonesia)
  BT Bays—Indonesia

Jakarta Malay dialect
USE Betawi dialect

Jakarta (Indonesia)

Then we search LCSH to see whether **Jakarta (Indonesia)—Guidebooks** is either specifically established or a UF reference, and it is not.

Method 1: Search the Topic or Form

Jakaltekobal Indians
USE Jacalteca Indians

Jakaltekobal language
USE Jacalteca language

Jakarta Bay (Indonesia)
  UF Baai van Batavia (Indonesia)
      Teluk Djakarta (Indonesia)
      Teluk Jakarta (Indonesia)
  BT Bays—Indonesia

Jakarta Malay dialect
USE Betawi dialect

Jakarta (Indonesia)—Guidebooks

It is now safe to assign the heading **Jakarta (Indonesia)—Guidebooks**.

Method 1: Search the Topic or Form

Economic policy   (Not Subd Geog)
   [HD87]
UF Economic nationalism
      Economic planning
      National planning
      State planning
BT Economics
      Planning
RT National security
      Social policy
SA subdivision **Economic policy** under names of
      countries, regions, cities, etc.

Here is another example.

If you are cataloging a resource about the economic policies of the United States, you may begin with a search for "economic policy."

You will find that there is a heading, but it cannot be subdivided geographically. But if you look at the entry, you will see an SA reference that indicates that the subdivision **—Economic policy** is analogous to this heading, and can be used with headings for countries.

Therefore, you will not use **Economic policy** as a heading. Instead, you will use **United States— Economic policy**, and you should look in the SHM to find out whether there are special provisions for assigning that subdivision.

Method 1: Search the Topic or Form

From H 1642, Government Policy

BACKGROUND: ... This instruction sheet provides guidelines for assigning the subdivision –**Government policy** (May Subd Geog) under topical headings and under headings for classes of persons or ethnic groups for works describing the course of action selected by national, state, or local governments to guide decision making and programs pertaining to the topic, class of persons, or ethnic group.

H 1642, Government policy, has some information.

The background statement says that the instruction sheet is about the use of the subdivision —
Government policy.

Method 1: Search the Topic or Form

From H 1642, Government Policy

BACKGROUND: ... This instruction sheet provides guidelines for assigning the subdivision –**Government p**...

3. Free-floating subdivisions for specific types of policy. Some phrase headings for policy are not authorized for geographic subdivision because corresponding subdivisions are used under names of places, for example, –**Cultural policy**, –**Economic policy**, –**Military policy**, –**Population policy**, –**Social policy**. See H 1140 for a complete list of free-floating subdivisions used under names of places.

Reading down the sheet, though, we find that there is a note about the subdivision **—Economic policy**.

> Some phrase headings for policy are not authorized for geographic subdivision because corresponding subdivisions are used under names of places, for example,
> **—Cultural policy**, **—Economic policy**, **—Military policy**, and so on … See H 1140 for a complete list of free-floating subdivisions used under names of places.

It does not give us guidance about assigning the subdivision, therefore, but it does confirm that we should use it under names of places.
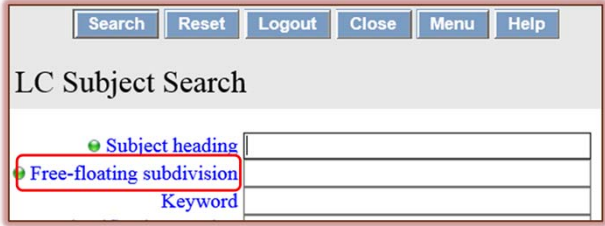
Then the combination **United States—Economic policy** should be searched in LCSH to determine whether it is a UF reference instead of a heading.

In this case, it is an established heading and we can assign it.

Several chronological subdivisions are also established under **United States—Economic policy**, and you can see some of them on the screen. We will talk more about chronological subdivisions in a later module.

Method 2: Search the Subdivision List

• Search the topic in the list of free-floating and pattern subdivisions

LC Subject Search

Another method is to search for the topic in the list of free-floating and pattern subdivisions in Classification Web.

We will reuse the examples from earlier to show you the difference between the two methods.

First we will revisit the guidebook of Jakarta.

By searching "guidebooks" in the free-floating subdivision list, we will find this entry:

It says that we can use **—Guidebooks** as a form subdivision under headings for countries and other geographic places, individual corporate bodies and parks and so forth, and under topical headings. And, as you can see, it also has a narrower term, the subdivision **—Tours**.

From here, we need to use the same procedure that we did with Method 1. We need to look up Jakarta to determine the form of authorized name for the geographic entity, and then we need to read the pertinent parts of the SHM.

Ultimately, we will come to the same conclusion:
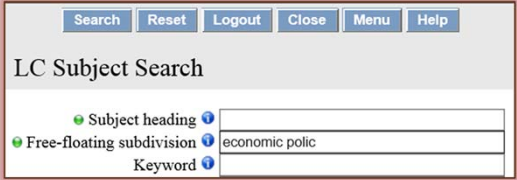
Our heading is **Jakarta (Indonesia)—Guidebooks**.

Or is it? Remember that we have to search LCSH before we can definitively say that **Jakarta (Indonesia)—Guidebooks** is a valid heading.

The other example was a resource about the economic polices of the United States.

We can search "economic policy" in the list of free-floating subdivisions. If you are not sure whether the subdivision is singular or plural, you could truncate the search and find the same entry.

We find that the subdivision is indeed **—Economic policy**, and that we can use it under the names of countries, cities, and so forth.

Like before, it is a good idea to refer to the SHM for additional information on assigning the subdivision.

Method 2: Search the Subdivision List

• Search the topic in the list of free-floating and pattern subdivisions

United States—Economic policy
[HC101-109]

We should also use this information to search LCSH to determine whether the **[heading]**—**[subdivision]** combination has been established.
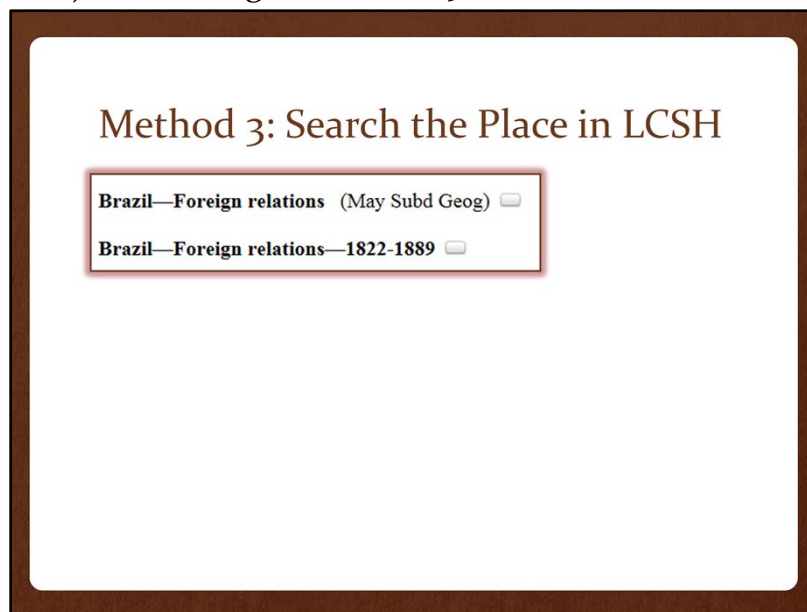
Method 3: Search the Place in LCSH

- Search the place in LCSH to find the necessary [**heading**]—[**subdivision**] combination
  - Rarely successful, except for a few specific subdivisions
    - [**place**]—**Economic conditions**
    - [**place**]—**Foreign relations**
    - [**place**]—**History**
    - [**place**]—**Social conditions**

The third way to find out whether to use a geographic heading or a geographic subdivision is to search for the heading for the geographic place in LCSH and see if the appropriate **[heading]— [subdivision]** combination has been established.

While it can work, this method is rarely successful except for jurisdictions and geographic features that have well-developed heading arrays. Most subdivisions used under names of places are free-floating and are therefore not written in LCSH. There are a few exceptions, though, including the place subdivided by **—Economic conditions**, **—Foreign relations**, **—History**, **—Social conditions**, and a few others.

We have already seen the example of **United States—Economic policy**. Here are some others:

Method 3: Search the Place in LCSH

Brazil—Foreign relations (May Subd Geog)

Brazil—Foreign relations—1822-1889

Brazil—Foreign relations.

France—History.

Russia (Federation)—Social conditions.

And even **Washington (D.C.)—Politics and government**.

Method 4: Scan H 1140, Names of Places

- List of free-floating subdivisions used under jurisdictional headings and headings for geographic features
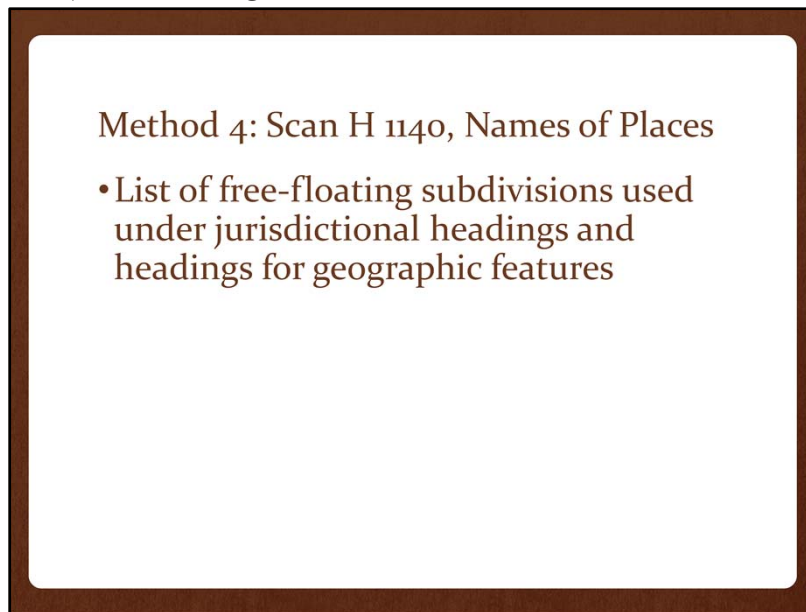
The fourth and final method for determining whether to use a geographic subdivision or a geographic heading is to scan SHM instruction sheet H 1140, Names of Places.

H 1140 is the list of free-floating subdivisions that can be used under jurisdictional headings such as countries and cities, states and provinces, and also under headings for geographic features such as continents, mountains, islands, gardens, and parks.

If you scan this list, you can see whether there is a subdivision pertinent to the resource you are cataloging.

Method 4: Scan H 1140, Names of Places

- List of free-floating subdivisions used under jurisdictional headings and headings for geographic features

> *$x* **Geography** *(H 1530)*
> *$x* **Gold discoveries**
>   Do not use under cities.
> *$v* **Guidebooks** *(H 1645)*
> *$x* **Historical geography**

Let's think about that guidebook of Jakarta again. Looking at H 1140, we can see that — **Guidebooks** is a valid subdivision to use under the names of places.
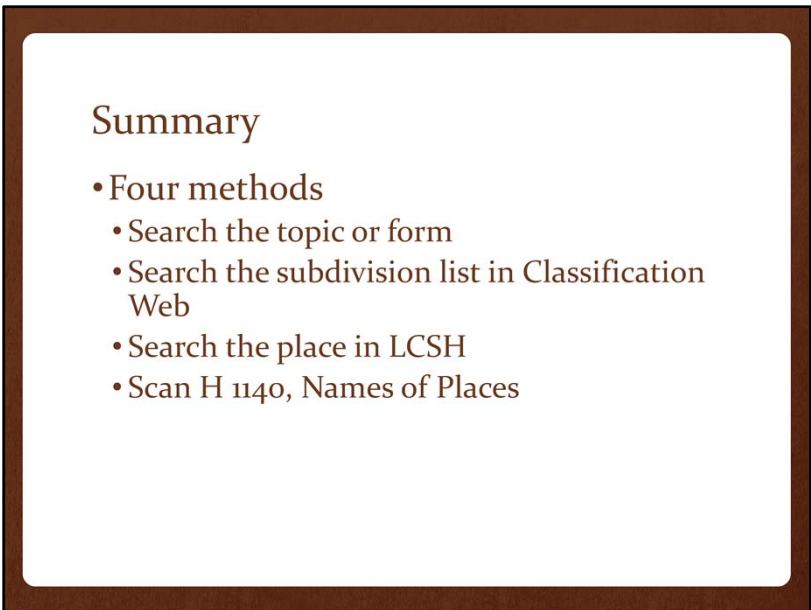
The benefit to doing it this way is that the lists of free-floating and pattern subdivisions have cross-references to instruction sheets that provide more information about the use of the subdivision. And don't forget we still have to check the combination **Jakarta (Indonesia)—Guidebooks** in LCSH.

Method 4: Scan H 1140, Names of Places

• List of free-floating subdivisions used under jurisdictional headings and headings for geographic features

$x **Geography** *(H 1530)*
$x $x **Economic integration**
        Use only under regions larger than countries.
$v $x **Economic policy**
$x $x **Emigration and immigration** *(H 1581)*
    $x **Emigration and immigration**

We can also find the subdivision **—Economic policy** in H 1140, which helps us to assign the heading **United States—Economic policy**, but only after we check it in LCSH.

Summary

- Four methods
  - Search the topic or form
  - Search the subdivision list in Classification Web
  - Search the place in LCSH
  - Scan H 1140, Names of Places

In summary, there are four methods by which you can determine whether to use a geographic heading or a geographic subdivision.

- You can search the topic or form in LCSH.
- Or search the subdivision list in Classification Web.
- You can search the place name in LCSH.
- Or scan H 1140, the free-floating subdivision list for Names of Places.

Most catalogers develop a preference over time and do most of their searching one way, and use the other ways as needed.

It does not matter which way you choose to do it, as long as you check for special instructions in the SHM, and also search every combination against LCSH to make sure that it is not a Use For reference.