

## Introduction and Review

- Check every element of the heading separately and together
  - Is the main heading valid?
  - Is each of the subdivisions valid?
- Can the subdivision or subdivisions be combined into a single heading?
  - Look at the usage instructions in *Classification Web* and in the SHM

In the previous module, we explained how to determine whether a heading string is correctly formulated and provided three examples.

In this module, we will provide more examples, but want to take just a moment to review the procedure first.

Every element of the string – the heading and each of the subdivisions – should be individually checked to make sure that that it is valid, and to make sure that the individual pieces can be put together into a whole.

LCSH, the list of LCSH free-floating subdivisions, and the SHM provide the instructions.

## Introduction and Review

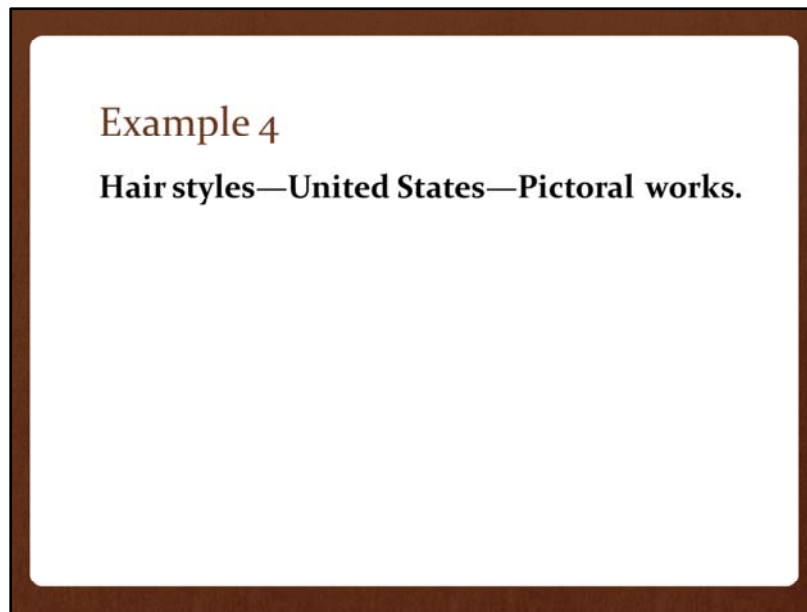
- Order of operations
  1. Main heading
  2. Topical, chronological, and form subdivisions
  3. Geographic subdivision (both format and placement)
- Always double-check the string against LCSH, excluding the geographic subdivision

First search the main heading, then the topical, chronological, and form subdivisions.

Save the geographic subdivision for last, because you not only need to know how the subdivision should be formatted, but also where it should be located within the heading string.

As you look at the records for the main heading and subdivisions, notice whether they can be geographically subdivided. By the time you are finished, you will know exactly where that geographic subdivision should be placed.

And always remember to check the string – excluding the geographic subdivision – in LCSH to make sure that it is not a UF reference instead of an authorized heading.



The first example in this module – and our fourth overall – is shorter than many of the examples that we have already seen:

**Hair styles—United States—Pictorial works.**

**Example 4**

**Hair styles—United States—Pictorial works.**

Hair styles  
USE [Hairs](#)

**Hairstyles** (May Subd Geog)  
[[TT963](#) (Men)]  
[[TT972](#) (Women)]  
UF Coiffures  
Hair-dos  
Hair styles  
Hairdos  
BT [Hairdressing](#)

As in an earlier example, we find that the main heading is incorrect, and we have to change it to the correct form.

Example 4

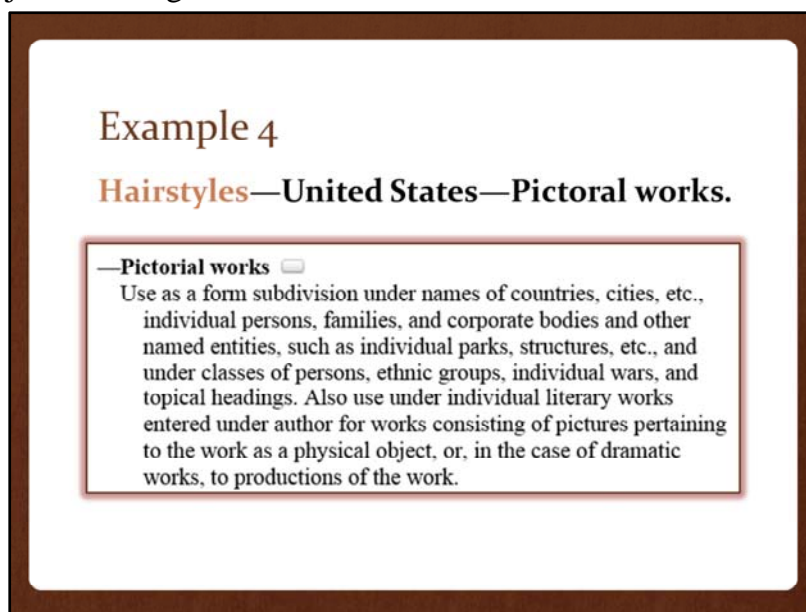
**Hairstyles—United States—Pictorial works.**

Hair styles  
USE [Hairstyles](#)

**Hairstyles** (May Subd Geog)  
[[TT963](#) (Men)]  
[[TT972](#) (Women)]  
UF Coiffures  
Hair-dos  
Hair styles  
Hairdos  
BT [Hairdressing](#)


This heading, like most of the others that we have seen, may be subdivided geographically.

Let's look at the form subdivision first, though.

A screenshot of a Library of Congress Subject Heading example. The main heading is "Example 4" in a large, dark brown serif font. Below it is the heading "Hairstyles—United States—Pictorial works." in a smaller, dark brown serif font. A smaller, light brown box with a thin border contains the sub-heading "—Pictorial works" followed by a small square icon. Below this sub-heading is a paragraph of text explaining its use: "Use as a form subdivision under names of countries, cities, etc., individual persons, families, and corporate bodies and other named entities, such as individual parks, structures, etc., and under classes of persons, ethnic groups, individual wars, and topical headings. Also use under individual literary works entered under author for works consisting of pictures pertaining to the work as a physical object, or, in the case of dramatic works, to productions of the work." The entire screenshot is framed by a thick, dark brown border.

Example 4

**Hairstyles—United States—Pictorial works.**

—Pictorial works 

Use as a form subdivision under names of countries, cities, etc., individual persons, families, and corporate bodies and other named entities, such as individual parks, structures, etc., and under classes of persons, ethnic groups, individual wars, and topical headings. Also use under individual literary works entered under author for works consisting of pictures pertaining to the work as a physical object, or, in the case of dramatic works, to productions of the work.

By searching it, we find that **—Pictorial works** is established and can be used

[u]nder names of countries, cities, etc., individual persons, families, and corporate bodies and other named entities, such as individual parks, structures, etc., and under classes of persons, ethnic groups, individual wars, and topical headings.

It may also be used

[u]nder individual literary works entered under author for works consisting of pictures pertaining to the work as a physical object, or, in the case of dramatic works, to productions of the work.

**Example 4**

**Hairstyles—United States—Pictorial works.**

—**Pictorial works**

Use as a form subdivision under names of countries, cities, etc., individual persons, families, and corporate bodies and other named entities, such as individual parks, structures, etc., and under classes of persons, ethnic groups, individual wars, and topical headings. Also use under individual literary works entered under author for works consisting of pictures pertaining to the work as a physical object, or, in the case of dramatic works, to productions of the work.


The phrase “and topical headings” is the important one. Recall that “topical heading” in this sense means that the heading is established in LCSH – not in the Name Authority File – and does not fall into one of the categories of free-floating and pattern subdivisions, such as literature, art, animals, or wars.

**Hairstyles** does not fall into any of those categories, and it is established in LCSH, so – **Pictorial works** can be used under this heading, but is that the same subdivision that has been provided in the string?



**Example 4**

**Hairstyles—United States—Pictorial works.**

**—Pictorial works** 

Use as a form subdivision under names of countries, cities, etc., individual persons, families, and corporate bodies and other named entities, such as individual parks, structures, etc., and under classes of persons, ethnic groups, individual wars, and topical headings. Also use under individual literary works entered under author for works consisting of pictures pertaining to the work as a physical object, or, in the case of dramatic works, to productions of the work.

Look at the spelling.

There is a typo that has to be fixed.

Some mistakes in headings are just as simple as that. Always remember to look for the simple mistakes, too!

Example 4

**Hairstyles—United States—Pictorial works.**

**Hairstyles** (May Subd Geog)

**—Pictorial works**

Now it is time to evaluate the geographic subdivision.

**Hairstyles** can be subdivided geographically, but **—Pictorial works** cannot be. The geographic subdivision is therefore in the correct place, but is it in the correct form?

Example 4

**Hairstyles—United States—Pictorial works.**

<b>Hairstyles</b> (May Subd Geog)
781 0 \$z United States
— <b>Pictorial works</b>

To answer that question, we will turn to the 781 field of the name authority record for the United States, which indicates that it is.

**Example 4**

**Hairstyles—United States—Pictorial works.**

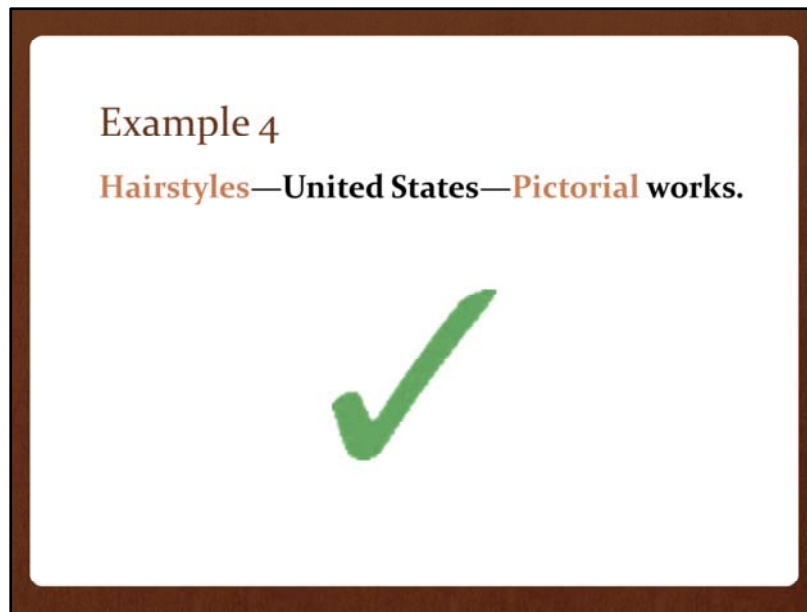
**Hairstyles—China**

**Hairstyles—China—History**

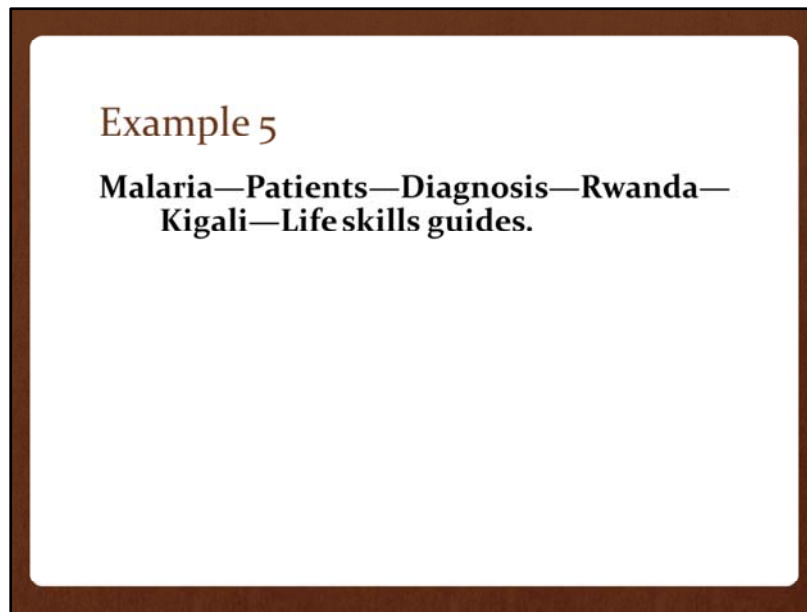
**Hairstyles—China—History—Tang-Five  
dynasties, 618-960**

**Hairstyles in art (Not Subd Geog)**

It is unlikely that **Hairstyles—Pictorial works** would be a UF in LCSH, but we should check it anyway.



The corrected heading is **Hairstyles—United States—Pictorial works.**



Our next example is

**Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.**

### Example 5

**Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.**

**Malaria** (May Subd Geog)   
[[QR201.M3](#) (Microbiology)]  
[[RA644.M2](#) (Public health)]  
[[RC156-166](#) (Internal medicine)]  
UF Ague  
Chills and fever  
Intermittent fever  
Malarial fever [Former heading]

**Malaria** is established.

**Example 5**

**Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.**

—**Patients** (May Subd Geog)

Further subdivide by subdivisions used under classes of persons.

Use as a topical subdivision under individual diseases and types of diseases.

—**Patients** is a valid subdivision, and it may be used under individual diseases and types of diseases. Malaria is a disease, so the heading looks good so far.

The entry for —**Patients** indicates that it may be subdivided by subdivisions used under classes of persons.

Now let's look up the subdivision —**Diagnosis**.



**Example 5**

**Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.**

—**Patients** (May Subd Geog)   
Further subdivide by subdivisions used under classes of persons.  
Use as a topical subdivision under individual diseases and types of diseases.

—**Diagnosis** (May Subd Geog)   
Use as a topical subdivision under individual diseases and types of diseases.

This subdivision can also be used under individual diseases and types of diseases.

So, both of the subdivisions are in the same pattern instruction sheet: the instruction sheet for diseases.

### Example 5

**Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.**

From H 1146, Subdivisions Controlled by Pattern  
Subdivisions

Except where specifically allowed, do not combine subdivisions that are separately listed on lists of subdivisions controlled by pattern headings to form extended subject heading strings. ... Instead, assign two headings.

According to SHM instruction sheet H 1146, Subdivisions Controlled by Pattern Subdivisions, we cannot combine subdivisions that are separately listed within a single list of subdivisions in order to form extended subject heading strings.

Instead, we have to assign *two* separate heading strings.

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—  
—Kigali—Life skills guides.~~

Malaria—Patients

Malaria—Diagnosis

Remaining subdivisions:

- Rwanda—Kigali
- Life skills guides

We therefore know that we will not be accepting any part of the heading.

Instead, we will have two headings: **Malaria—Patients** and **Malaria—Diagnosis**. We now have to determine what we want to do with the remaining subdivisions, **—Life skills guides** and the geographic subdivision for Kigali.

Following our normal procedure of leaving the geographic subdivision for last, let's look up **—Life skills guides**.

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.~~

~~—Life skills guides~~   
Use as a form subdivision under classes of persons  
and ethnic groups.

It can be used as a form subdivision under classes of persons and ethnic groups.

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.~~

—Life skills guides   
Use as a form subdivision under classes of persons

—Patients (May Subd Geog)   
Further subdivide by subdivisions used under classes of persons.  
Use as a topical subdivision under individual diseases and types of diseases.

Remember that **Malaria—Patients** can be subdivided by subdivisions used under classes of persons.

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.~~

Malaria—Patients—Life skills guides

Malaria—Diagnosis

Remaining subdivisions:  
—Rwanda—Kigali

We can therefore update one of our headings to **Malaria—Patients—Life skills guides**. The subdivision **—Life skills guides** cannot be used under topics, though, so it cannot be used under **Malaria—Diagnosis**.

It is time to check the geographic subdivision.

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—~~  
~~Kigali—Life skills guides.~~

781 0 \$z Rwanda \$z Kigali

We will look up the heading for Kigali, Rwanda and find the 781.

Where do we place the subdivision?

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.~~

781 0 \$z Rwanda \$z Kigali

Malaria—Patients—Life skills guides

Malaria (May Subd Geog)

—Patients (May Subd Geog)

—Life skills guides

**Malaria** can be subdivided geographically, and so can the subdivision **—Patients**.

The subdivision **—Life skills guides** cannot be.



Example 5

~~Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.~~

781 0 \$z Rwanda \$z Kigali

Malaria—Patients—Rwanda—Kigali—Life  
skills guides.

The first heading is therefore

**Malaria—Patients—Rwanda—Kigali—Life skills guides.**

What about the other heading?

Example 5

~~Malaria—Patients—Diagnosis—Rwanda—Kigali—Life skills guides.~~

781 0 \$z Rwanda \$z Kigali

Malaria—Patients—Rwanda—Kigali—Life skills guides.

Malaria—Diagnosis

Malaria (May Subd Geog)

—Diagnosis (May Subd Geog)

**Malaria** can be subdivided geographically, as we know, and so can the subdivision **—Diagnosis**.

The heading is therefore geographically subdivided after the topical subdivision.

Example 5

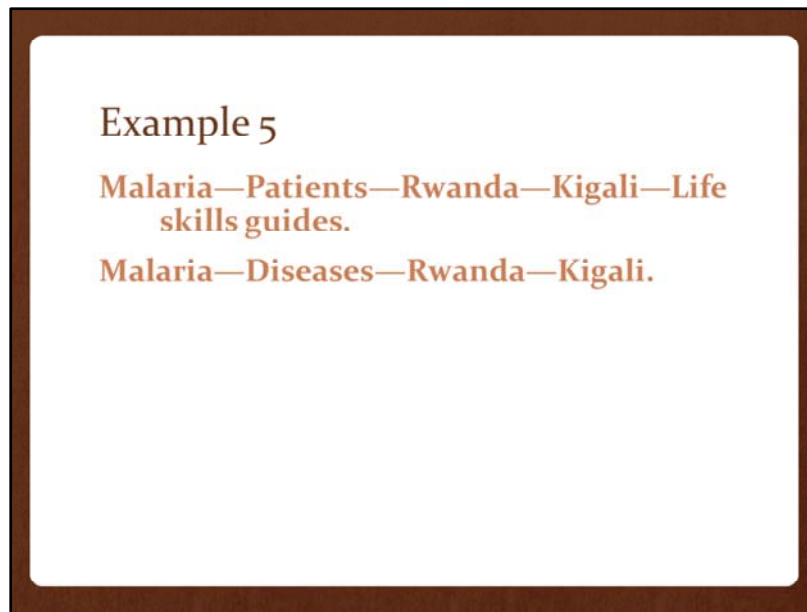
~~Malaria—Patients—Diagnosis—Rwanda—  
Kigali—Life skills guides.~~

781 0 \$z Rwanda \$z Kigali

Malaria—Patients—Rwanda—Kigali—Life  
skills guides.

Malaria—Diagnosis—Rwanda—Kigali.

The second heading is **Malaria—Diagnosis—Rwanda—Kigali.**



Let's perform our final check by searching **Malaria** to see whether the subdivisions **-Patients** and **-Diseases** appear with it.

**Example 5**

**Malaria—Patients—Rwanda—Kigali—Life skills guides.**

**Malaria—Diseases—Rwanda—Kigali.**

**Malaria—Chemotherapy** (May Subd Geog)   
[[RC159.A5](#)]  
RT [Antimalarials](#)

**Malaria—Immunological aspects**

–**Diseases** does not.

**Example 5**

**Malaria—Patients—Rwanda—Kigali—Life skills guides.**

**Malaria—Diseases—Rwanda—Kigali.**

Malaria—Chemotherapy (May Subd Geog)   
[RC159.A5]  
RT [Antimalarials](#)

Malaria—**Malaria—Law and legislation** (May Subd Geog)  
BT [Malaria—Prevention](#)


Malaria—Prevention   
NT [Malaria—Law and legislation](#)

Neither does **–Patients**.

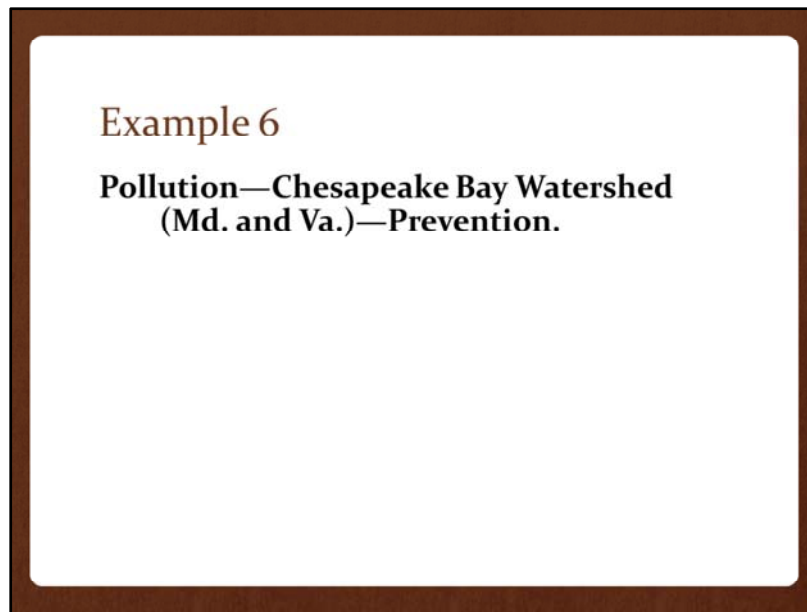
Example 5

Malaria—Patients—Rwanda—Kigali—Life  
skills guides.

Malaria—Diseases—Rwanda—Kigali.



Both headings are now valid.



Here is our sixth and final example:

**Pollution—Chesapeake Bay Watershed (Md. and Va.)—Prevention.**



## Example 6

### **Pollution—Chesapeake Bay Watershed (Md. and Va.)—Prevention.**

**Pollution** (May Subd Geog)

[[TD172-193.5](#)]

Here are entered works on the condition resulting from the action of environmental contaminants. Works on the substances which contaminate or degrade the environment are entered under Pollutants.

Again, we will start by searching the main heading and we find that it is established.

Next we will search the topical subdivision –**Prevention**.

**Example 6**

**Pollution—Chesapeake Bay Watershed  
(Md. and Va.)—Prevention.**

**—Prevention**

Use as a topical subdivision under individual diseases and types of diseases, and under other situations to be avoided

NT [—Aging—Prevention](#)  
[—Chemoprevention](#)  
[—Diseases—Prevention](#)  
[—Fires and fire prevention](#)  
[—Losses—Prevention](#)  
[—Postharvest losses—Prevention](#)  
[—Vaccination](#)

It is a valid subdivision that can be used under individual diseases and types of diseases, and under other situations to be avoided.

The list of narrower terms helps to clarify the scope.

Aging, diseases, and losses are all represented as situations we want to avoid. Pollution is also something we generally want to avoid, so we can use the subdivision under the heading **Pollution**.

Let's check the geographic subdivision.

**Example 6**

**Pollution—Chesapeake Bay Watershed  
(Md. and Va.)—Prevention.**

**Chesapeake Bay Watershed**

Here are entered works on the area drained by the Chesapeake Bay, including parts of New York, Pennsylvania, West Virginia, Maryland, Delaware, Virginia, and the District of Columbia.

The heading is established as **Chesapeake Bay Watershed**, without a qualifier.

**Example 6**

**Pollution—Chesapeake Bay Watershed  
(Md. and Va.)—Prevention.**

Chesapeake Bay Watershed

Here are entered works on the area drained by the

781 0 \$z Chesapeake Bay Watershed

Pennsylvania, west Virginia, Maryland,  
Delaware, Virginia, and the District of Columbia.

And the 781 has the same form.

The subdivision in the heading string is therefore incorrect and it has to be revised.

**Example 6**

**Pollution—Chesapeake Bay Watershed—  
Prevention.**

**Pollution** (May Subd Geog)

**—Prevention**

Our next check is to determine whether the geographic subdivision is in the correct place.

The main heading can be subdivided geographically, but the topical subdivision cannot be, so the subdivision is properly situated.

Let's perform our final check, which is to search **Pollution—Prevention** against LCSH.

Example 6

**Pollution—Chesapeake Bay Watershed—  
Prevention.**

Pollution—Prevention  
USE [Pollution prevention](#)

We find that *Pollution—Prevention* is not a valid string, because it is a UF to the phrase heading **Pollution prevention**.

Example 6

**Pollution—Chesapeake Bay Watershed—  
Prevention.**

Pollution—Prevention  
USE [Pollution prevention](#)

**Pollution prevention** (May Subd Geog)  
UF Pollution—Prevention  
Prevention of pollution  
BT [Environmental protection](#)

By looking at the full entry we can see that **Pollution prevention** may be subdivided geographically.



The valid, corrected heading is **Pollution prevention—Chesapeake Bay Watershed.**