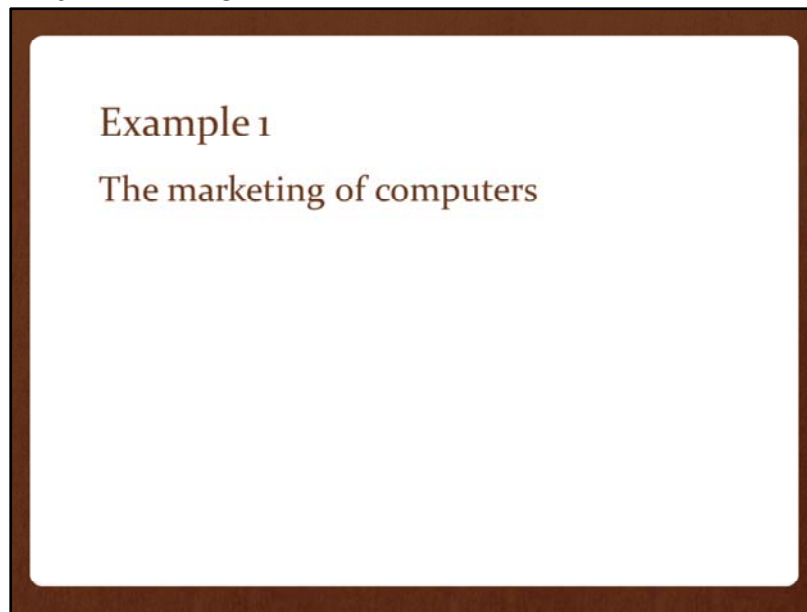


Intent of the This Module

- To create full heading strings
 - Finding and selecting the main headings and subdivisions
 - Determining the order of subdivisions

In this module and the next one we will demonstrate how to create full heading strings, based on a brief description of a resource – that is, an aboutness statement.

The examples will show the thought process involved in creating a full string, including selection of the main heading and subdivisions and determining the correct order of the subdivisions.



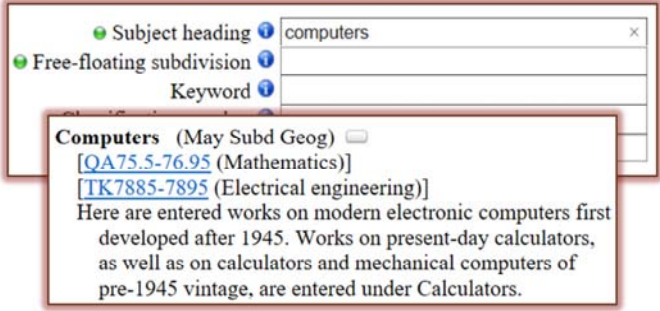
Our first resource is about the marketing of computers.

Where do we start? Well, typically an English-language phrase will be worded opposite to the way that the heading is constructed. In other words, read the phrase backward to determine what the main heading is likely to be.

Therefore, the main heading in this case is likely to represent *computers*, not *marketing*.

Example 1

The marketing of computers



The screenshot shows a search interface with three input fields: 'Subject heading' containing 'computers', 'Free-floating subdivision', and 'Keyword'. A dropdown menu is open for the 'Subject heading' field, displaying the following information:

- Computers** (May Subd Geog)
- [\[QA75.5-76.95](#) (Mathematics)]
- [\[TK7885-7895](#) (Electrical engineering)]
- Here are entered works on modern electronic computers first developed after 1945. Works on present-day calculators, as well as on calculators and mechanical computers of pre-1945 vintage, are entered under Calculators.

When we search for computers, we find an established heading with a scope note explaining that the heading covers modern electronic computers that were first developed after 1945. The heading fits the resource, so we will note it.

Example 1

The marketing of computers

Marketing (May Subd Geog)
[\[HF5410-5417.5\]](#)
UF Consumer goods—Marketing
 Domestic marketing
 Retail marketing
 Retail trade—Marketing
BT [Industrial management](#)
RT [Aftermarkets](#)
 [Selling](#)
SA subdivision **Marketing** under types of commodities, products, services, and institutions providing products or services

As we have learned in Module 2.8, general SEE and general SEE ALSO references in the body of LCSH can lead you to appropriate subdivisions.

Here, we have searched and found the heading **Marketing**, which has a general SEE ALSO reference. It states that the subdivision –**Marketing** is used under types of commodities, products, services, and institutions that provide products or services.

A computer is a product, so it seems as though we can assign **Computers—Marketing**.

However, recall that general SEE and general SEE ALSO references do not indicate whether a subdivision is free-floating. They only say that the subdivision exists. We have to check the list of free-floating subdivisions or the *Subject Headings Manual* (the *SHM*), or both, to determine whether we can use the subdivision –**Marketing** with the heading **Computers**.

Example 1

The marketing of computers

Subject heading

Free-floating subdivision

Keyword

Classification number

—Marketing

Use as a topical subdivision under types of commodities, products, services, and institutions providing products or services.

NT [—Cooperative marketing](#)

[—Internet marketing](#)

[—Seeds—Marketing](#)

The list of free-floating subdivisions does include **—Marketing**, and the scope note is very similar to the general SEE ALSO reference. But it is always a good idea to check the manual for additional instructions.

Example 1

The marketing of computers

From H 1870, Marketing

SCOPE OF THE SUBDIVISION: The free-floating subdivision –**Marketing** is used for works that discuss the process of moving goods from the producer through the trade channels to the consumer as well as for works that discuss the marketing of specific services.

The instruction sheet discusses a bit of history of the subdivision –**Marketing** and then provides the scope of the subdivision: resources that discuss the process of moving goods from the producer through the trade channels to the consumer, as well as resources that discuss the marketing of specific services.

That specific information on the meaning of the subdivision is not present in Classification Web; it is necessary to read the manual to ensure that you understand what the subdivision means.

Example 1

The marketing of computers

From H 1870, Marketing

1. General rule. Use the free-floating subdivision – **Marketing** under headings for particular commodities, products, services, or institutions providing products or services, for works discussing solely the marketing of these products or services as defined above.

The general rule goes on to give the same information found in LCSH, but notice the final phrase, “for works discussing solely the marketing of these products or services as defined above.”

Example 1

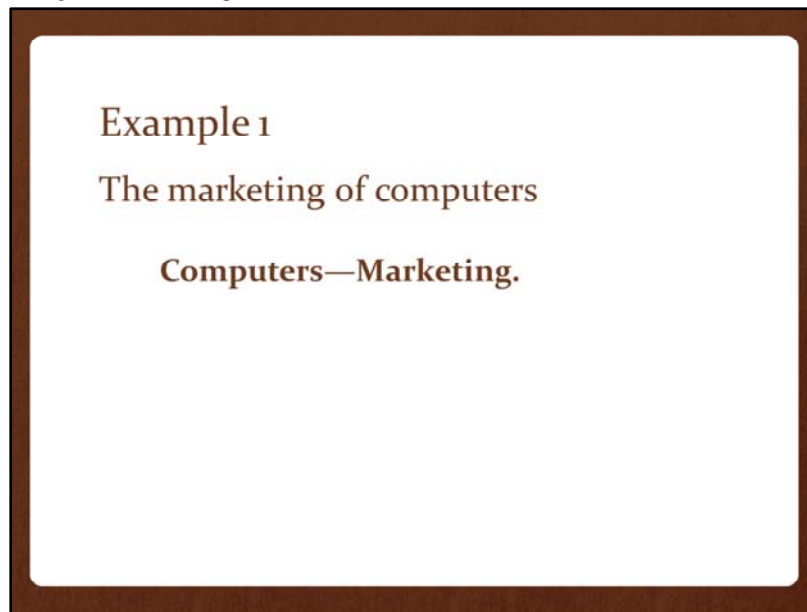
The marketing of computers

Computers—Maintenance and repair
NT [United States. Navy—Data systems technicians](#)

Computers—Memory systems
USE [Computer storage devices](#)

It seems as though we can indeed assign **Computers—Marketing**, but we need to check the combination in LCSH first, to make sure that it is not a UF to another heading.

The heading would fall between **Computers—Maintenance and repair** and *Computers—Memory systems*. Since it is not there, we can use the free-floating combination.



As an aside, notice the period at the end of the heading.

As you have watched the modules in this training, you may have noticed that some of the heading examples have included periods at the end and some have not.

We have not yet explained so-called terminal punctuation in this training, so we would like to digress for just a moment and do so now.

Example 1

Digression: Terminal punctuation

From SHM Appendix D, Punctuation

1. *Period at the end of a heading.* Place a period at the end of a subject heading.

Exception: Omit the final period if the final element in the heading is a closing parenthesis, an open date, or a mark of ending punctuation.

The rules for punctuation in LCSH are contained in Appendix D of the SHM, which is an information-packed instruction sheet. We suggest that you study it to learn all of the specific rules.

Terminal punctuation is covered in section 1, which says to include a period at the end of a subject heading. The period is omitted if the heading already ends in a closing parenthesis, a hyphen designating an open date, or another mark of ending punctuation.

In other words, if the heading already has a punctuation mark as its final element, do not include a period.

Example 1

Terminal punctuation

Headings as used in bibliographic records

Doors—Thermal properties.

Formal languages—Semantics.

HTML (Document markup language)

Europe—History—1945-

Sienkiewicz, Henryk, 1846-1916. Quo vadis?

These are examples of headings as used in bibliographic records.

As you can see, both **Doors—Thermal properties** and **Formal languages—Semantics** end with a period because they would not otherwise end in a mark of punctuation, while the others already have a punctuation mark so they do not need a period.

Example 1

Terminal punctuation

Headings as used in authority records

- Doors—Thermal properties**
- Formal languages—Semantics**
- HTML (Document markup language)**
- Europe—History—1945-**
- Sienkiewicz, Henryk, 1846-1916. Quo vadis?**

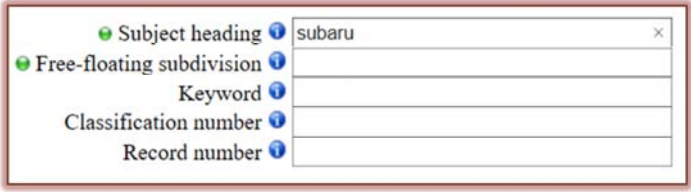
These are the same headings as they are established in LCSH. Notice that the first two strings do not include a period, because terminal periods are omitted from headings as established in LCSH. However, other terminal punctuation is present.

In this training, examples that refer to headings as established generally do not include a period, while examples of headings that reflect the heading *that would be assigned in a bibliographic record* have periods as necessary.

In this module, we will add periods as necessary for completed heading strings – that is, headings that would be assigned to the resources. Adding the period if necessary is the last step in assigning a full heading string.

Example 2

A handbook about continuously variable transmissions in Subaru



Subject heading	subaru
Free-floating subdivision	
Keyword	
Classification number	
Record number	

Our second resource is a handbook about continuously variable transmissions in Subaru.

The last element in this phrase is Subaru, meaning automobiles manufactured by the company Subaru. That will probably be the main heading, because the rule of thumb is to read the phrase backward to determine what the main heading is likely to be.

The second-to-last element is continuously variable transmissions, and that is likely to be a topical subdivision. The first element is handbooks, and that will also be a subdivision.

This system does not work for every phrase, and we will show you when it does not. But it works often enough that it is a good place to start.

Our first search will be for Subaru.

Example 2

A handbook about continuously variable transmissions in Subaru

Subaru automobile (Not Subd Geog)
BT [Automobiles](#)
NT [Forester sport utility vehicle](#)
[Impreza automobile](#)
[Legacy automobile](#)
[Subaru SVX automobile](#)

Subaru Forester sport utility vehicle
USE [Forester sport utility vehicle](#)

By searching *Subaru*, we find the heading **Subaru automobile**. The resource is not about a specific model of Subaru, such as those in the list of NTs, so the heading **Subaru automobile** is the correct one to use.

The other topic in the phrase is *continuously variable transmissions*. As you can see from the image on the screen, there are not any subdivisions specifically established under **Subaru automobile**. Therefore, we will have to search for a free-floating subdivision.

Example 2

A handbook about continuously variable transmissions in Subaru

● Subject heading ⓘ	
● Free-floating subdivision ⓘ	continuously variable ×
Keyword ⓘ	
Classification number ⓘ	
Record number ⓘ	

We will search for continuously variable.

Example 2

A handbook about continuously variable transmissions in Subaru

—Continuously variable transmission devices
USE [—Transmission devices, Continuously variable](#)

We find that there is a reference from *—Continuously variable transmission devices* to **—Transmission devices, Continuously variable**.

We need to click on the hyperlink to see all of the information about the subdivision.

Example 2

A handbook about continuously variable transmissions in Subaru

—Continuously variable transmission devices
USE ~~Transmission devices, Continuously variable~~

—**Transmission devices, Continuously variable**
Use as a topical subdivision under individual land vehicles and types of land vehicles.
UF —Continuously variable transmission devices

The scope note says that it is a topical subdivision used under individual land vehicles and types of land vehicles.

Can the subdivision be used with the heading **Subaru automobile**?

SHM instruction sheet H 1195 will answer that question.

Over to you, Janis!

Example 2

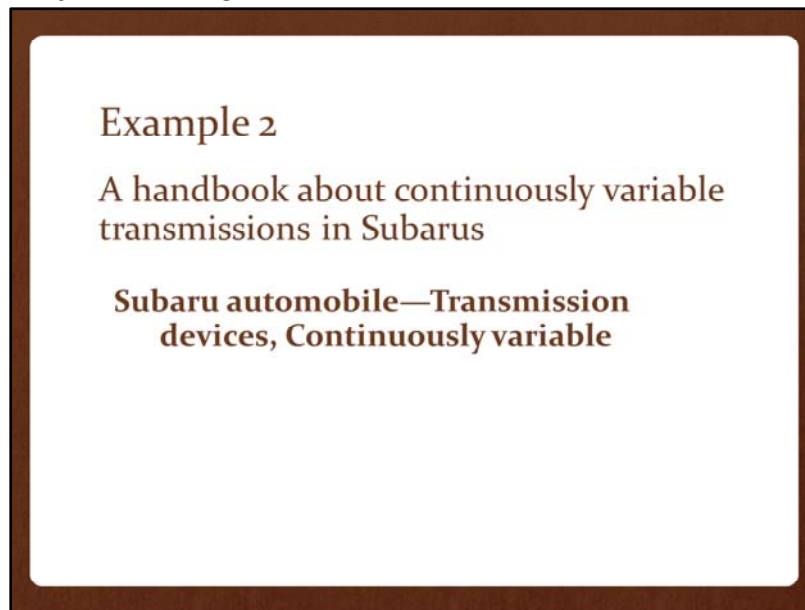
A handbook about continuously variable transmissions in Subaru

From H 1195, Land Vehicles

TYPES OF HEADINGS COVERED BY THE PATTERN:
Headings for types of motorized vehicles used on land, including the heading **Motor vehicles** and headings for individual makes or models of land vehicles. Examples: **Buses; Dune buggies; Farm tractors; Sports cars; Tanks (Military science); Trucks; Harley-Davidson motorcycle; Leopard (Tank); Mustang automobile.**

It says that land vehicles are motorized vehicles used on land, including headings for individual makes and models of land vehicles, and it gives a list of examples. One of the examples is **Harley-Davidson motorcycle**, which is analogous to **Subaru automobile**, because it refers to a make of vehicle.

So yes, the subdivision –**Transmission devices, Continuously variable** is valid for use under the main heading.



So far, the heading string is **Subaru automobile—Transmission devices, Continuously variable**.

Now we have to determine how to bring out the fact that the resource is a handbook.

Example 2

A handbook about continuously variable transmissions in Subaru

—**Handbooks, manuals, etc.**

Use under classes of persons only if a heading for the corresponding field or activity does not exist.

Use as a form subdivision under subjects for concise reference works in which facts and information pertaining to the subject are arranged for ready reference and consultation rather than for continuous reading and study.

UF —Manuals

—Vade-mecums

By searching the word *handbooks* in the free-floating subdivision list, we find the subdivision —**Handbooks, manuals, etc.**

According to the scope note, it can be used under classes of persons headings in specific circumstances, but we do not have a class of persons heading.

The next paragraph says, “Use as a form subdivision under subjects for concise reference works in which facts and information pertaining to the subject are arranged for ready reference and consultation rather than for continuous reading and study.”

This sounds like a match, but we should check one other place first, the SHM, which has an instruction sheet specifically for handbooks and manuals.

Example 2

A handbook about continuously variable transmissions in Subaru

From H 1647, Handbooks, Manuals, Etc.

1. General rule. Use **–Handbooks, manuals, etc.** as a free-floating form subdivision under subject headings of all types for concise reference works in which facts and information pertaining to the topic are arranged for ready reference and consultation rather than for continuous reading and study. *Examples:*

The general rule says the same thing as the scope note, but adds a clarifying phrase.

Instead of “use under subjects,” it says to use the subdivision “under subject headings of all types.”

Recall from Unit 6 that “use under subjects” means that the subdivision can be used under all types of subject headings.

Example 2

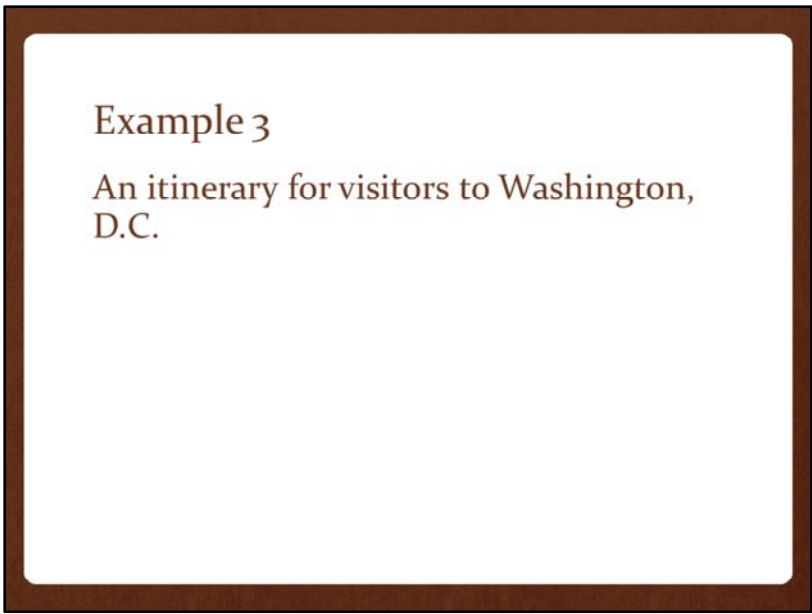
A handbook about continuously variable transmissions in Subaru

Subaru automobile—Transmission devices, Continuously variable—Handbooks, manuals, etc.

Our full heading is **Subaru automobile—Transmission devices, Continuously variable—Handbooks, manuals, etc.**

The first subdivision is a *topical* subdivision and the second, —**Handbooks, manuals, etc.**, is a *form* subdivision. That is, it explains what the resource *is*, not what it is *about*.

Notice that the abbreviation etc. already ends in a period, so we do not need to add another.

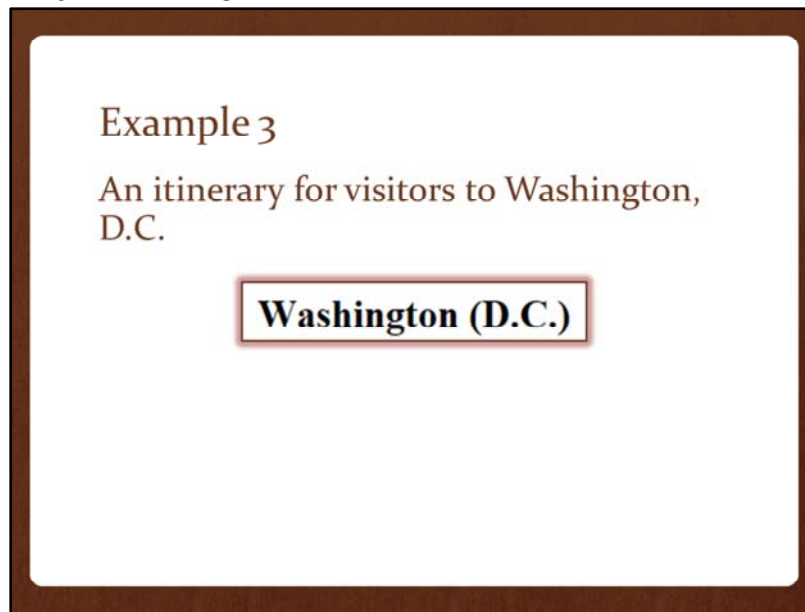


Our next example is an itinerary for visitors to Washington, D.C. It is one of those resources that lists the most important places to see if you have one day in a city, or two or three days, or so on. This one even includes information on the best ways to travel from place to place and also where to eat along the way.

The aboutness statement includes three significant words: *itinerary*, *visitors*, and *Washington, D.C.* The term *visitors* qualifies *itinerary* (that is, it answers the question, *itinerary for whom?*), so the concept of *itinerary* may include the concept of *visitors*.

That leaves us with two concepts. Which one is likely to be the main heading? By reading the phrase backward, we can start with the idea that it is probably going to be *Washington, D.C.*

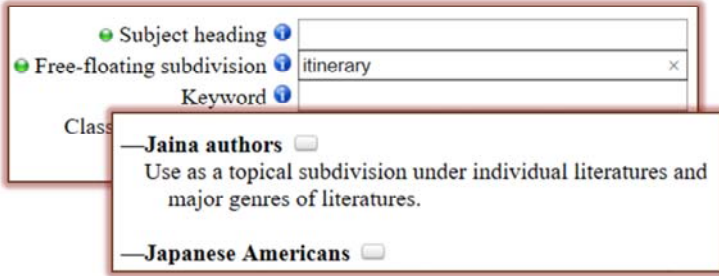
Since *Washington* is a city, it will be established in the Name Authority File. Let's search to find the authorized form of heading.



It is **Washington (D.C.)**, as you can see on the screen.

Example 3

An itinerary for visitors to Washington, D.C.



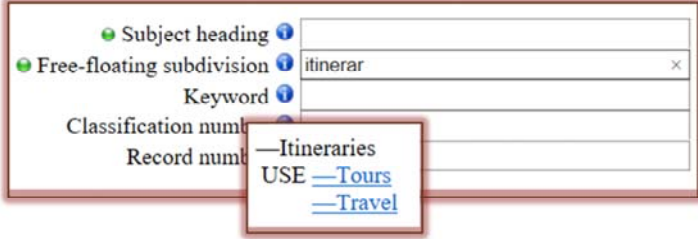
The screenshot shows a search interface with three input fields: 'Subject heading', 'Free-floating subdivision', and 'Keyword'. The 'Free-floating subdivision' field contains the word 'itinerary'. Below the search fields, a 'Class' dropdown menu is open, showing two options: '—Jaina authors' and '—Japanese Americans'. The 'Jaina authors' option is selected and has a descriptive text: 'Use as a topical subdivision under individual literatures and major genres of literatures.'

Our other significant word is *itinerary*, but there is not a free-floating subdivision that starts with the word *itinerary*.

But, remember that LCSH often uses the plural forms of words.

Example 3

An itinerary for visitors to Washington, D.C.



The screenshot shows a search interface with the following fields and options:

- Subject heading
- Free-floating subdivision: itinerar
- Keyword
- Classification number
- Record number

A dropdown menu is open, showing the following options:

- Itineraries
- USE -Tours
- Travel

Well, we could simply search the plural word *itineraries*, but in Classification Web we can also truncate words.

We find that *-Itineraries* is a SEE reference to two subdivisions, **-Tours** and **-Travel**.

Example 3

An itinerary for visitors to Washington, D.C.

—Tours

Use as a form subdivision under names of countries, cities, etc., and individual corporate bodies for guidebooks providing planned itineraries to those places or bodies, usually including descriptions and historical information about items to be seen.

UF —Description and travel—Tours [Former subdivision]
—Itineraries

BT [—Guidebooks](#)

If we choose the first, **—Tours**, we find the following scope note:

Use as a form subdivision under names of countries, cities, etc., and individual corporate bodies for guidebooks providing planned itineraries to those places or bodies, usually including descriptions and historical information about items to be seen.

The phrase “under names of countries, cities, etc.” means that we can use it under **Washington (D.C.)**, and the rest of the scope note sounds like it fits the resource perfectly, too.

But it is always a good idea to check the SHM.

Example 3

An itinerary for visitors to Washington, D.C.

From H 1645, Guidebooks, Background statement

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. The related subdivision –**Tours** is used as a free-floating subdivision for works providing planned itineraries.

We did a keyword search on the word *tours* in the SHM, as provided in Cataloger’s Desktop, and found the instruction sheet on Guidebooks, H 1645.

It says,
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.

The related subdivision –**Tours** is used as a free-floating subdivision for works providing planned itineraries.

Example 3

An itinerary for visitors to Washington,
D.C.

From H 1645, Guidebooks

6. –Tours. Use the free-floating subdivision **–Tours** after names of places and corporate bodies for works providing planned itineraries for travelers in those places or visitors to those organizations.

Section 6 of the same instruction sheet reinforces the point.

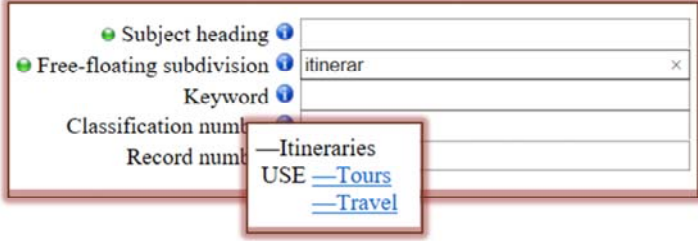
And notice that it says “for travelers.”

The word *travelers* can be treated a synonymous with the word visitors, so the subdivision **–Tours** does include the concept of visitors.

We do not need to find another way to bring out the visitor aspect, in other words.

Example 3

An itinerary for visitors to Washington, D.C.



The image shows a search interface with a dropdown menu. The dropdown menu is open, showing the following options:

- Itineraries
- USE --Tours
- Travel

Recall that the free-floating subdivision search showed two possible subdivisions, **–Tours** and **–Travel**.

Just to be safe, we should check the instructions for **–Travel**.

Example 3

An itinerary for visitors to Washington, D.C.

—**Travel** (May Subd Geog)
Use as a topical subdivision under names of individual persons and corporate bodies, classes of persons and ethnic groups.

—**Travel** is a *topical* subdivision that is used under names of individual persons and corporate bodies, classes of persons, and ethnic groups.

Visitors would be a class of persons, but there is not an established heading for visitors, and we have already determined that the concept of visitors *is* inherent in the subdivision —**Tours**, anyway. Therefore we do not need to use the subdivision —**Travel**.

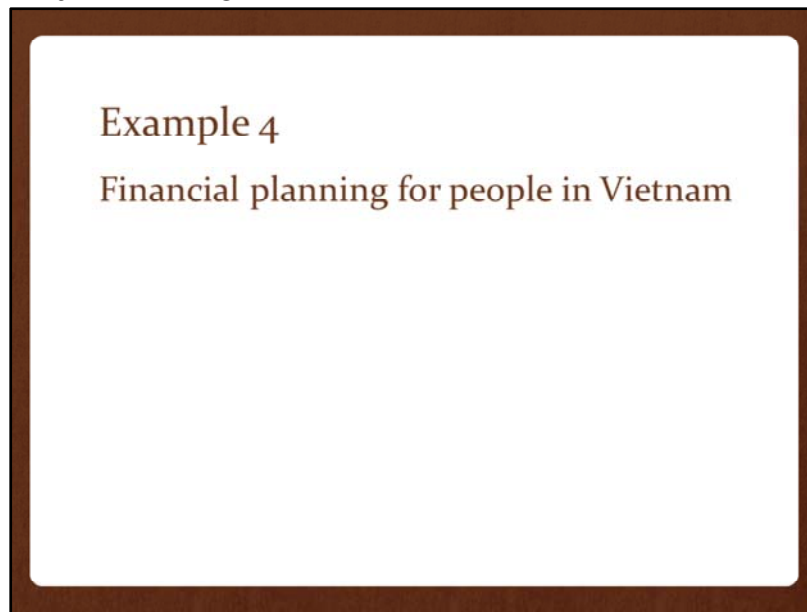
Example 3

An itinerary for visitors to Washington,
D.C.

Washington (D.C.)—Tours.

The full heading string for this resource is **Washington (D.C.)—Tours.**

It ends in a period because it would not otherwise end in a punctuation mark.



Our fourth resource is about financial planning for people in Vietnam.

It looks much more straightforward than many of the examples we have seen so far, since it includes only two concepts: financial planning and people in Vietnam, who are often referred to as Vietnamese people.

Let's search each one in LCSH.

Example 4

Financial planning for people in Vietnam

Financial planning of business enterprises
USE [Business enterprises—Finance](#)

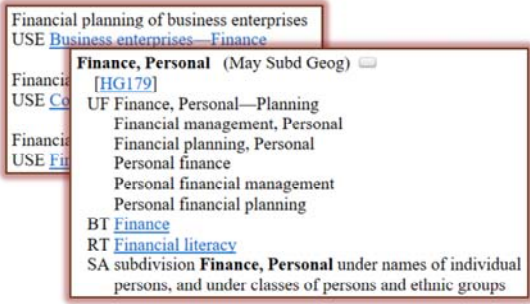
Financial planning of corporations
USE [Corporations—Finance](#)

Financial planning, Personal
USE [Finance, Personal](#)

Financial planning is the lead-in terminology for three UFs: *Financial planning of business enterprises*, *Financial planning of corporations*, and *Financial planning, Personal*. Since the resource is about financial planning for people, the third, *Financial planning, Personal*, is appropriate.

Example 4

Financial planning for people in Vietnam



Financial planning of business enterprises
USE [Business enterprises—Finance](#)

Financial planning of business enterprises
USE [Business enterprises—Finance](#)

Finance, Personal (May Subd Geog)

[\[HG179\]](#)

UF Finance, Personal—Planning
Financial management, Personal
Financial planning, Personal
Personal finance
Personal financial management
Personal financial planning

BT [Finance](#)
RT [Financial literacy](#)
SA subdivision **Finance, Personal** under names of individual persons, and under classes of persons and ethnic groups

The authorized heading is **Finance, Personal** and it may be subdivided geographically.

Example 4

Financial planning for people in Vietnam

Personal finance
USE [Finance, Personal](#)

Finance, Personal (May Subd Geog)
[\[HG179\]](#)
UF Finance, Personal—Planning
Financial management, Personal
F781 0 Sz Vietnam
Personal financial management

Finance, Personal—Vietnam

According to the Name Authority File, **Vietnam** can be used as a geographic subdivision.

Therefore, one possibility for a heading is **Finance, Personal—Vietnam**.

Example 4

Financial planning for people in Vietnam

Personal finance
USE [Finance, Personal](#)

Finance, Personal (May Subd Geog)
[\[HG179\]](#)
UF Finance, Personal—Planning
Financial management, Personal
Financial planning, Personal
Personal finance

SA subdivision **Finance, Personal** under names of individual persons, and under classes of persons and ethnic groups

However, there is also a general SEE ALSO reference on **Finance, Personal** that says, “see also the subdivision **Finance, Personal** under names of individual persons, and under classes of persons and ethnic groups.”

The last phrase is important.

Is there an ethnic group heading for the Vietnamese people? We will search to find out.

Example 4

Financial planning for people in Vietnam

Vietnamese (May Subd Geog) UF Annamese BT Ethnology—Vietnam
--

Yes there is. The heading **Vietnamese** exists, and it has the BT **Ethnology—Vietnam**, which implies that **Vietnamese** refers to an ethnic group. However, we know that Vietnamese is also a nationality.

Example 4
Financial planning for people in Vietnam

Vietnamese—Finance, Personal.
Finance, Personal—Vietnam.

?

There are two possible headings, based on the searching we have done so far:

Vietnamese—Finance, Personal, which is based on the supposition that **Vietnamese** refers to an ethnic group.

Finance, Personal—Vietnam, which means personal finance in Vietnam.

Which is better? To answer that question, we have to consult the SHM. We will start with the free-floating instruction sheet for ethnic groups.

Example 4

Financial planning for people in Vietnam

From H 1103, Free-Floating Subdivisions: Ethnic Groups

TYPES OF HEADINGS COVERED: The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for ethnic groups, including preliterate groups, historic peoples no longer in existence, races, and ethnic groups in the United States. ... Also included are headings for nationalities such as **Danish**, **Asians**, and **Ukrainians**, when they are used to designate those nationalities or regional inhabitants *outside* their native countries or regions.

The opening paragraph states,

The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for ethnic groups, including preliterate groups, historic peoples no longer in existence, races, and ethnic groups in the United States.

Example 4

Financial planning for people in Vietnam

From H 1103, Free-Floating Subdivisions: Ethnic Groups

TYPES OF HEADINGS COVERED: The subdivisions listed below may be used on a free-floating basis, as appropriate, under subject headings for ethnic groups, including preliterate groups, historic peoples no longer in existence, races, and ethnic groups in the United States. ...

Also included are headings for nationalities such as **Danish, Asians, and Ukrainians**, when they are used to designate those nationalities or regional inhabitants *outside* their native countries or regions.

“Also included are headings for nationalities such as **Danish, Asians, and Ukrainians**, when they are used to designate those nationalities or regional inhabitants *outside* their native countries or regions.”

The resource is about the Vietnamese people living in Vietnam, so the instruction sheet does not cover the heading **Vietnamese** in this instance.

The instruction sheet provides a separate section with specific instructions on the type of heading to assign for a nationality in its native country.

Example 4

Financial planning for people in Vietnam

From H 1103, Free-Floating Subdivisions: Ethnic Groups

NATIONALITIES: Do not subdivide headings for nationalities by subdivisions on this list to designate a topic in conjunction with a nationality in its own country. Instead, express the topic by headings of the type: **[topic]–[place]** or **[place]–[topic]**, for example, **Mental health–United States, not Americans–Mental health; Spain–Antiquities, not Spanish–Antiquities.**

The paragraph on nationalities states,

Do not subdivide headings for nationalities by subdivisions on this list to designate a topic in conjunction with a nationality in its own country.

Instead, express the topic by headings of the type:

[topic]–[place] or **[place]–[topic]**,

for example, **Mental health–United States**, not **Americans–Mental health**; **Spain–Antiquities**, not **Spanish–Antiquities**.

Example 4

Financial planning for people in Vietnam

From H 1103, Free-Floating Subdivisions: Ethnic Groups

Subdivisions on this list may be used under headings for nationalities only to express topics in conjunction with those nationalities outside their native countries, for example, **Spanish–Florida–Antiquities; Turks–Employment–Germany**. For instructions on the construction and use of headings for nationalities, see H 1919.5.

“Subdivisions on this list may be used under headings for nationalities only to express topics in conjunction with those nationalities outside their native countries, for example, **Spanish–Florida–Antiquities; Turks–Employment–Germany**. For instructions on the construction and use of headings for nationalities, see H 1919.5.”

Based on this instruction, we cannot use **Vietnamese—Finance, Personal** and we have to use **Finance, Personal—Vietnam** instead. It is always a good idea to follow cross-references in the SHM, though, so let’s review H 1919.5 before we make our final decision.

Example 4

Financial planning for people in Vietnam

From H 1919.5, Nationalities

1.c. Nationalities within their own countries. Do not use nationality headings for works that discuss the people of a country actually residing within that country. Instead, use either the name of the country with an appropriate subdivision, a **[topic]—[place]** heading, or a combination of both.

H 1919.5 section 1.c states that when a resource discusses a nationality within its own country, we cannot use nationality headings. “Instead, use either the name of the country with an appropriate subdivision, a **[topic]—[place]** heading, or a combination of both.”

The phrase “a combination of both” just means that some resources may require two or more headings, and some of them may be in the form of **[place]—[topic]** and others may be in the form **[topic]—[place]**.

The resource that we are cataloging needs only one heading, and it will be in the form **[topic]—[place]**.

Example 4

Financial planning for people in Vietnam

✗ Vietnamese—Finance, Personal.

✓ Finance, Personal—Vietnam.

Our final heading is **Finance, Personal—Vietnam.**

And again, it has a period at the end.