

ANNOUNCEMENT: INCOMING LCSH PROPOSALS: EXPEDITED LIST EXPERIMENT

The Policy, Training, and Cooperative Programs Division (PTCP) will begin experimenting with a process to expedite certain subject proposals that are submitted for inclusion in LCSH. The goal of the experiment is to establish a channel through which proposals may be approved for use in the month that they are received. The experiment at this time does not include LCGFT, CYAC, LCMPT, or LCDGT proposals.

Ordinarily, all LCSH proposals that are submitted in a month are gathered and published on the Tentative Monthly List for a month of review and comment by the community. As a result, proposals submitted between mid-January and mid-February are gathered in mid-February and reviewed between then and mid-March when decisions on the proposals are made. The month-long gathering followed by the month-long comment period (which allows the entire community to have a say in additions and changes to LCSH), has been considered necessary for the deliberative process to be effective.

In response to the community's complaints and in an effort to simplify internal processing, PTCP will experiment with an expedited process that will:

- Identify inadequate, incorrect, or unnecessary proposals and return them to catalogers as they are received.
 - Many of the proposals that can be quickly identified as inadequately supported, incorrectly formulated, or unnecessary will be returned immediately to the cataloger. These will include, but are not limited to:
 - Proposals that lack information in English
 - Proposals that lack a citation to a work being cataloged
 - Proposals for terms that should be established in the Name Authority File
 - A form letter will accompany each of the returned proposals explaining why the proposal was returned.
- Identify which proposals may be expedited and separate them from those proposals that need more deliberation. The proposals that will be expedited include:
 - Simple *[topic] in [topic]* headings, which are clearly supported, and in which the base topic is already established. These will include headings formulated as “[*topic*] in art,” “[*topic*] in literature,” “[*topic*] in motion pictures,” and so on.
 - Proposals to cancel fictitious characters, deities, mythological figures, etc., that have been established in the Name Authority File.
 - Proposals to add UF references.
- Publish an expedited list.
 - The expedited list will not be open for comment.
 - The regular Tentative Monthly List will be published separately at approximately the same time and will be open for comment as usual.
- Review the expedited list immediately by a PTCP policy specialist.
 - Review will be a single verification “sweep” to verify that the proposals are appropriate for the expedited process.
 - Any questionable proposals or proposals for which more deliberation is considered necessary will be removed from the expedited list and added to the regular Tentative Monthly List.

- Approve the expedited list immediately following its publication and review.
 - Proposals on the expedited list will be approved and the subject headings will be distributed within a month of their submission.
 - System-generated emails will be distributed as usual when the proposals are approved.
- Publish the regular Tentative Monthly List.
 - Publication of regular Tentative Monthly List, which begins the comment period, will occur at the same time that the expedited list is approved and distributed.

If a cataloger wishes their proposal to be discussed at the monthly Editorial Meeting:

- The cataloger MUST indicate in the Cataloger's Note on the proposal form that they want to hear discussion of the proposal at a monthly meeting.
- Proposals that will be discussed at the Editorial Meeting will be scheduled for the regular Tentative Monthly List and will be subject to comment by the community.

PTCP will implement the outlined expedited process in conjunction with the October 2022 monthly list cycle. The expedited process as described in this announcement should be considered an experiment. Future tweaks and adjustments to the process may be necessary to fully implement expedited for LCSH.

If you have questions or comments about this experiment, please contact policy@loc.gov.