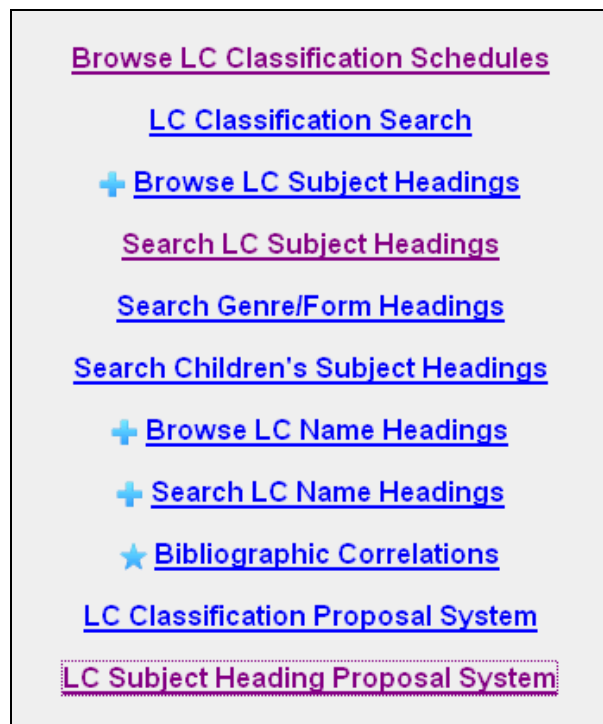# MAKING A NEW SACO SUBJECT PROPOSAL IN MINARET

<u>Please note that the Minaret Subject Proposal System will not be available for use until Monday, August 1, 2011</u>
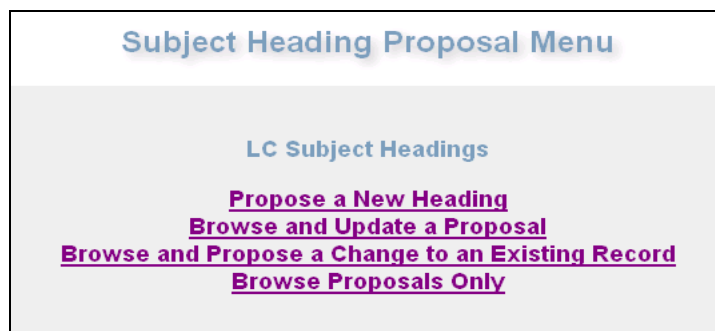
Proposing a geographic heading as an example
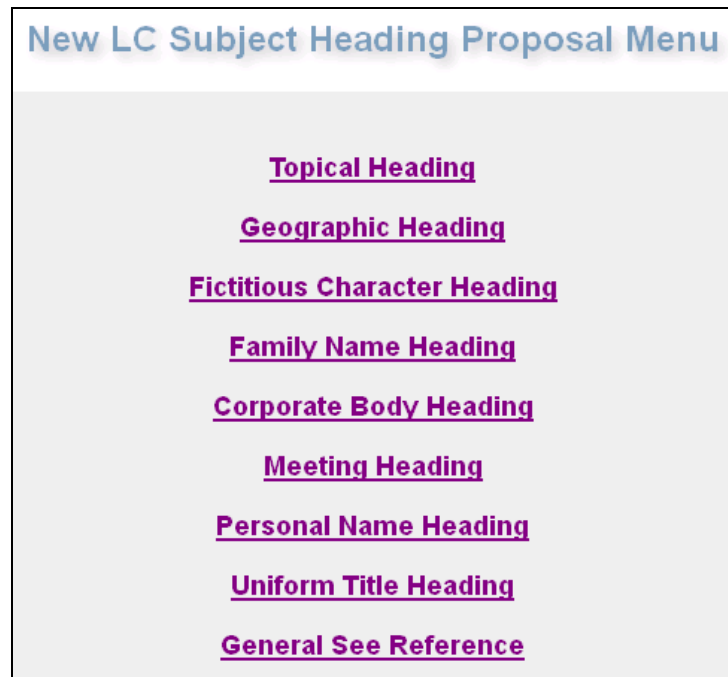
Go to the Minaret Main Menu: http://classificationweb.net/Menu/subject.html

Click on **LC Subject Heading Proposal System**:

Browse LC Classification Schedules

LC Classification Search

➕ Browse LC Subject Headings

Search LC Subject Headings

Search Genre/Form Headings

Search Children's Subject Headings

➕ Browse LC Name Headings

➕ Search LC Name Headings

⭐ Bibliographic Correlations

LC Classification Proposal System

LC Subject Heading Proposal System

In the **Subject Heading Proposal Menu**, click on **Propose a New Heading**:

Subject Heading Proposal Menu

LC Subject Headings

Propose a New Heading
Browse and Update a Proposal
Browse and Propose a Change to an Existing Record
Browse Proposals Only

Click on the appropriate template—in this example, **Geographic Heading**:

New LC Subject Heading Proposal Menu

Topical Heading

Geographic Heading

Fictitious Character Heading

Family Name Heading

Corporate Body Heading

Meeting Heading

Personal Name Heading

Uniform Title Heading

General See Reference

At this point you will need to login to the system:

LC Classification Online

User name: pfrank

Password: •••••

☐ Save your user name on this computer
☐ Change password

Login   Cancel

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At the top of the template select the radio button **SACO/Coop.**

Note that the 008/06 Direct or Indirect Geographic Subdivision does not need to be coded explicitly in this example, since the heading is a geographic name and 008/06 "No decision" is the default value.

Begin to key in the data, using the dollar sign ($) to represent a delimiter, followed by the subfield code, followed by a space, followed by the data:

Generated by ⦿ Book ○ No Book ○ CIP ○ Rare Book

```
    040    $a DLC $b eng $c DLC
○   151    $a Roncombe Farm (England)                                    (Heading)
○   451    $a Roncombe Gate Farm (England)                               (UF)
○   550    $w g $a Farms $z England                                      (BT)
           $a Work cat: 2011468132: Matthews, R. A farmer's story: my
           life at Roncombe Farm, 2007: $b t.p. (Roncombe Gate Farm,
○   670    Sidbury, Devon) p. 5 (Roncombe Farm, Sidbury, Sidmouth,       (Sources found)
           Devon)
           $a Ordnance Survey website, July 25, 2011: $b place name
           search (Roncombe Farm, Devon; farm)
○   670                                                                  (Sources found)

○   781    $z England $z Roncombe Farm                                   (Form as Geog Subd)
○   952    $a Bib. records to be changed: 0                              (Bib. record changes)
○   952    $a LC pattern: SHM H 405; SHM H 690                           (LC pattern)
○   952    $a                                                            (Cataloger's comments)
           [Insert Field ▼]  [Remove Field]

    Email  pfrank@loc.gov                                                (Optional notification)
```

If you want to insert a new field, highlight the radio button of the field below where you want the new field to appear. The new field will appear above that line. Use the drop down menu at the bottom of the template to select the desired tag for the new field to be inserted.

```
           $a Ordnance Survey website, July 25, 2011: $b place name
           search (Roncombe Farm, Devon; farm)
○   670                                                                  (Sources found)

⦿   781    $z England $z Roncombe Farm                                   (Form as Geog Subd)
○   952    $a Bib. records to be changed: 0                              (Bib. record changes)
○   952    $a LC pattern: SHM H 405; SHM H 690                           (LC pattern)
○   952    $a                                                            (Cataloger's comments)
           [Insert Field ▼]  [Remove Field]
```

```
○ 551    $w g $a
○ 551      Insert Field
           053 0
           410 1
○ 670      451
           511 2 (BT)
           511 2 (RT)
           550 (BT)                      Survey website, June 19, 2011: $b place name
           550 (RT)                      combe Farm, Devon; farm)
○ 670      551 (BT)
           551 (RT)
           667
⦿ 781      670        Roncombe Farm
           675        o be changed:
○ 952      680
           781
○ 952      952
○ 952    [Insert Field ▼]  [Remove Field]
```

The new 670 field is added before the 781 field.

To remove a field, use the radio button of the field to be removed, then click the "Remove field" button at the bottom of the template:

Any field in which you do not key data will be deleted automatically at the point of saving the proposal.

By filling in the email notification field, you will receive an email message when your proposal is scheduled for a monthly list, and a second email message after the PSD Editorial Meeting, notifying you that your proposal was either: 1) approved; 2) not approved; or, 3) approved with changes.

Save the proposal. Saving will generate the LCCN which appears on the screen of the saved record.

You now must notify LC's Cooperative Programs Section (saco@loc.gov) that a new SACO proposal is ready for processing and forwarding to the Policy and Standards Division for posting to a monthly list. In your email message to Coop, please use the Subject Line: <u>SACO proposal ready for review</u>. Please include the LCCN of the proposal and the 1xx heading in the body of the message. You may include more than one LCCN and more than one 1xx heading in the same email.

You may update your proposals as necessary. However, please do not update your proposals once you have notified Coop as outlines above. If you need to request a change to a proposal once you have notified Coop, please send an email message to saco@loc.gov, including the changes you would like to be made.