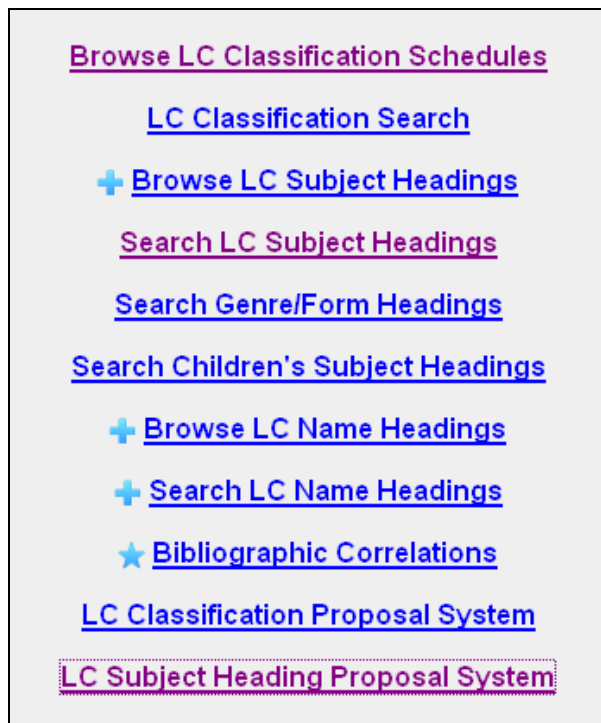


# MAKING A SACO PROPOSED CHANGE TO AN EXISTING SUBJECT HEADING IN MINARET

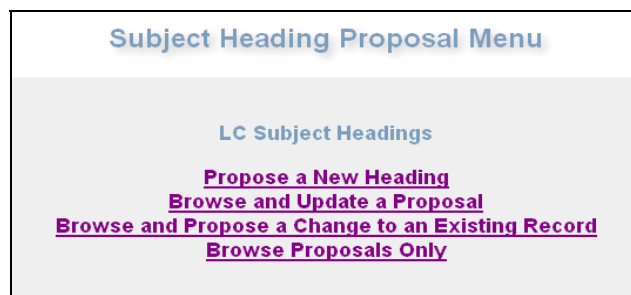
**Please note that the Minaret Subject Proposal System will not be available for use until Monday, August 1, 2011**

Go to the Minaret Main Menu: <http://classificationweb.net/Menu/subject.html>

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



In the **Subject Heading Proposal Menu**, click on **Browse and Propose a Change to an Existing Record**:



Key the heading that you want to change in the “Subject (left match)” window:

The heading appears; click the pale update button after the last word and select one of these two options: “Propose cancelling this heading” or “Propose a change to this record”

In this case, a proposed change to add a topical UF is being made:

Insert a 450 (UF) field following the instructions on the document for making a new SACO subject proposal

([http://www.loc.gov/catdir/pcc/saco/Minaret\\_Making%20a%20New%20SACO%20Subject%20Proposal.pdf](http://www.loc.gov/catdir/pcc/saco/Minaret_Making%20a%20New%20SACO%20Subject%20Proposal.pdf)), and insert a 670 Sources Found field for justification:

The screenshot shows a web form titled "Modified Topical Heading" with a "LC" logo. At the top are buttons for "Save", "Save & close", "Cancel", "Logout", and "Help". Below the title, there are radio buttons for "Generated by" with options: Book (selected), No Book, CIP, Rare Book, 008/06, May Subd Geog, Not Subd Geog, and No attempt to code. A list of fields is shown with radio buttons and text boxes: 040 \$a DLC \$c DLC \$d DLC; 150 \$a Group games (Heading); 450 \$a Group sports (UF); 450 \$a Sports for groups (UF); 450 \$a Team games (UF); 550 \$w g \$a Games (BT). Below this is an "Email" field with a dropdown menu open, listing field codes: 053 0, 360, 450 (highlighted), 500 1 (BT), 500 1 (RT), 510 2 (BT), 510 2 (RT), 511 2 (BT), 511 2 (RT), 530 0 (BT), 530 0 (RT), 550 (BT), 550 (RT), 551 (BT), 551 (RT), 670, 675, 680, 682, 952. There are "Insert Field" and "Remove Field" buttons. At the bottom right are "Save", "Save & close", "Cancel", "Logout", and "Help" buttons.

Key in the UF and the supporting 670 citation(s). If you want an email when the proposed update has been scheduled for a monthly list, and then another email when the proposed update has been either: 1) approved; 2) approved with changes; or, 3) not approved, fill in your email address in the box at the bottom of the template.

The screenshot shows the same "Modified Topical Heading" form. The fields are now populated: 040 \$a DLC \$c DLC \$d DLC; 150 \$a Group games (Heading); 450 \$a Group sports (UF); 450 \$a Sports for groups (UF); 450 \$a Team games (UF); 450 \$a Team sports (UF); 550 \$w g \$a Games (BT); 670 \$a Wakefield, K.L. Team sports marketing, 2007. (Sources found). The "Email" field contains "ptrenk@loc.gov". The "Save" button is highlighted. At the bottom right are "Save", "Save & close", "Cancel", "Logout", and "Help" buttons.

Save the proposed change record.

**You now must notify LC's Cooperative Programs Section ([saco@loc.gov](mailto:saco@loc.gov)) that a SACO proposed change 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: SACO proposed change ready for review. Please include the LCCN of the proposed change 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 SACO proposed change record as necessary. However, please do not update your record once you have notified Coop as outlined 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](mailto:saco@loc.gov), including the changes you would like to be made.