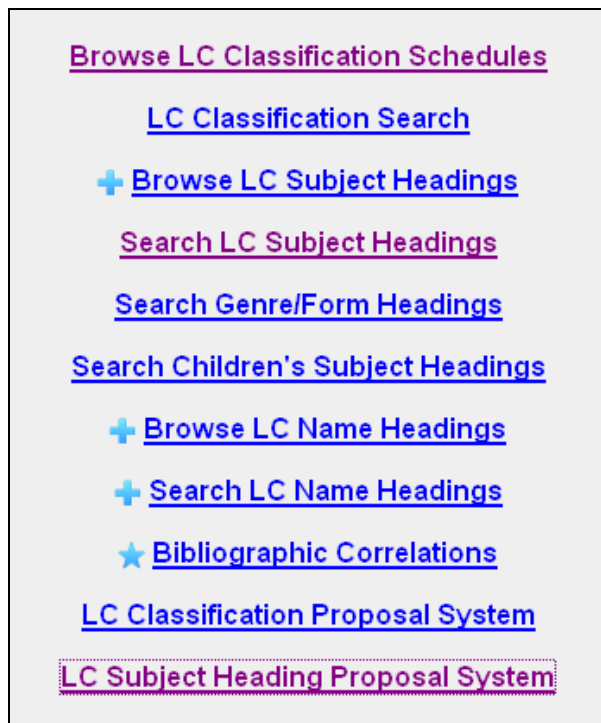# MAKING A SACO PROPOSED CHANGE TO AN EXISTING SUBJECT HEADING IN MINARET
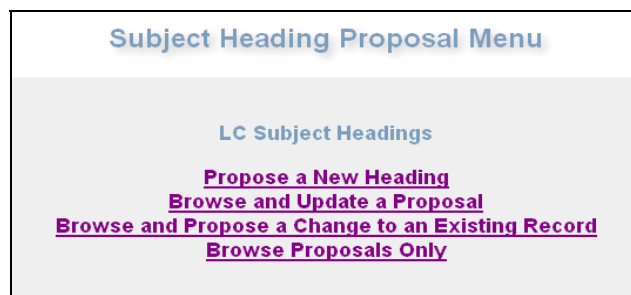
Please note that the Minaret Subject Proposal System will not be available for use until Monday, August 1, 2011

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), and insert a 670 Sources Found field for justification:

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.

Save the proposed change record.

You now must notify LC's Cooperative Programs Section (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: <u>SACO proposed change ready for review</u>. 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 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.