

Archaeological Sites Proposal Checklist

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This checklist was created to account for the common issues in establishing archaeological sites. It does not account for all considerations but focuses on the main attributes of archaeological sites. If the site constitutes the remains of an extinct city, establish it as an extinct city rather than an archaeological site, following the provisions of [H715](#). If a cemetery is not an archaeological site, establish it as a 110 in the name authority file, following the provisions of [H405](#) and [H1365](#).

If you are proposing at least 20 headings on a similar theme, or if your proposal changes a base heading that will result in changes to more than 10 headings, you have a project. Contact PTCF for assistance.

Please examine your proposal against this checklist before submitting your proposal for review. If you have questions, please consult the [Subject Headings Manual \(SHM\)](#) first; if you still have questions, please send them to saco@loc.gov.

Note: Be careful when copying and pasting into Classification Web Plus. Always change curly quotation marks (or smart quotes) to straight quotes. Use the dollar sign (\$) subfield instead of the double dagger (‡).

MARC field	Include/Check for	SHM sheet
008/06	Select the radial button "No attempt to code."	H364
151	<p>Choose the best name for the site:</p> <ul style="list-style-type: none">If the site is obscure and not found in any standard reference source, select the site name based on the work being cataloged.Does the name include a term that implies an archaeological site (e.g., Canyon Creek Ruin (Ariz.))? If not, add the word Site to the name. Example: Alberite Site (Spain)Is this a cave or mound site? If so, establish the name and omit the word Site. Examples: Texcal Cave (Mexico); Kunnemann Mounds (East Saint Louis, Ill.)If the archaeological site is a cemetery, add the word Site to the name of the cemetery. Examples: San Germano Site (Italy); Snake Hill Cemetery Site (Fort Erie, Ont.) <p>Include the appropriate geographic qualifier:</p> <ul style="list-style-type: none">Does the qualifier need to be established?If the site is in a city, it is qualified by the city. Example: Shattuck Street Dump Site (Lawrence, Mass.) <p>If the site constitutes an extinct city, do not establish it as a site. Instead use H 715 to establish it as an extinct city.</p>	H1225 H690 H715 H405 H810

451 (UF)	<ul style="list-style-type: none"> • Did you add a 451 for any variant names for the site? • Are all UFs justified in the 670s? • Are UFs alphabetized? 	H202 H373 H1225
550/551 (BT)	<ul style="list-style-type: none"> • Did you add a 551 \$a [modern country]* \$x Antiquities? • If the site is a cave or mound, did you add a 550 \$a Caves \$z [modern country]* or 550 \$a Mounds \$z [modern country]*? <ul style="list-style-type: none"> ◦ Note that a 550 \$a Mounds \$z [modern country]* should also be added to sites that include the words "Hill," "Tall," "Tel," or "Tell" in their names. • If the site currently functions as a farm or plantation, did you add a 550 \$a Farms \$z [modern country]* or 550 \$a Plantations \$z [modern country]*? • If the site is a cemetery, did you add a 550 \$a Cemeteries \$z [modern country]*? • Are all BTs justified in the 670s? • Are BTs alphabetized? 	H1225
667	If the site is within a city, add 667 This heading is not valid for use as a geographic subdivision.	H836
First 670	<p>It is important to cite sources relevant to your proposal as specified in instruction sheets. The first source cited should always be the work being cataloged:</p> <ul style="list-style-type: none"> • Start with \$a Work cat.: • \$b has information in English that justifies the proposed heading • Optionally, include \$w with the OCLC record number of the resource cited. Do not include any space between the closing parenthesis and number, e.g., \$w (OCoLC)xxx... 	H200 H202 H203
Other 670s	<ul style="list-style-type: none"> • Use good judgment in providing citations. • The location of the site must be explicitly identified and supported by the 670s. • Your 670s do not need to be an exhaustive bibliography of all sources consulted. Rather, supply enough to justify/define/show usage of the 151, UFs and BTs. • Examples of sources to search: <ul style="list-style-type: none"> ◦ PCC list of web resources for Geographic Names ◦ Getty Thesaurus of Geographic Names ◦ List of Archaeological sites by country in Wikipedia ◦ UNESCO World Heritage sites list 	H200 H202 H203
675	If information to support the heading is not found in archaeological reference sources, record that fact here. The \$a may be repeated and should be separated by a semicolon, e.g., \$a Lippincott; \$a Columbia Gaz.	H203
781	Add a 781 for headings that may be used as a geographic subdivision.	H836
952 (Cataloger's comments)	Use this space to alert PTCP to any comments or complexities you would like to share about the proposal. <i>This is not required.</i>	H200
Email	Include your email address to receive notifications when the proposal has been scheduled and reviewed. <i>This is not required, but it is the only way to receive notifications.</i>	

**Note:* In the checklist, the term *[modern country]* refers, in the case of Canada, Great Britain, and the United States, to the first order political division.