

Buildings Proposal Checklist

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This checklist was created to account for the common issues in establishing headings for buildings and other structures (collectively referred to as "buildings" in this checklist) in the subject authority file using the MARC field 110. It does not account for all considerations, but focuses on the main attributes of buildings. Proposals should be made using the *Corporate Body Heading (Buildings, etc.)* form in ClassWeb Plus.

Please note: Headings for buildings can be complex, as they are represented in both the name and subject authority files, and use different 1XX fields, depending on the type of building.

Before proceeding, consider the following questions:

1. Is the building treated as a subject heading (i.e., Group 2) in SHM [H 405](#)?
 - *No:* Establish the building in the Name Authority File.
 - *Yes:* Proceed to question 2.
2. Is the building assigned MARC tag 110 in SHM [H 405](#)? (Regardless of the tag, check to see if the building is covered by SHM [H 1334](#) before working on a proposal.)
 - *No:* If the building is assigned MARC tag 150, treat it as a topical heading. If the building is assigned MARC tag 151, treat it as a geographic heading. For dwellings with extensive grounds, see SHM [H 1572](#).
 - *Yes:* Proceed to question 3.
3. Search the Name Authority File for all forms of name found for the building. Is the building established in the NAF?
 - *No:* Proceed with a proposal for the building.
 - *Yes:* Follow the procedure in SHM [H 405](#) section 3, part a.

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 PTCP 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 (\$) as a subfield delimiter instead of the double dagger (‡).

MARC field	Include/Check for	SHM sheet
110	<p>Choose the form of name and include appropriate qualifiers (if needed).</p> <ul style="list-style-type: none"> ● Is the heading established in the appropriate language? ● Have you searched against the subject authority file and disambiguated the heading from buildings with the same name in the same jurisdiction? ● Are the places used in the qualifier established in the name authority file? If not, these must also be established before using them in the qualifier. ● Is the proposed heading (including any qualifier) justified in the 670s? <p><i>Note:</i> Qualifiers used for disambiguation are dependent upon such factors as whether the building is in a city.</p>	<p>H 405 H 1334</p> <p>H 810</p>
410 (UF)	<ul style="list-style-type: none"> ● Have you added UFs for appropriate variants found in the work cataloged, authoritative databases (e.g., National Register of Historic Places, archINFORM, Pacific Coast Architecture Database, etc.), and other cited sources? ● Have you searched all of the UFs against the subject and name authority files? If a UF shares the name of a building established in the NAF, follow the procedure in SHM H 405 section 3, part a. ● Have you added appropriate qualifiers to disambiguate the heading from buildings with the same name in the same jurisdiction? Qualifiers may differ between the 110 and 410s, and between 410s, if there is conflict for some variants but not others. ● If the 110 is not in English, have you included an English form as a 410 (if one is found in the resource or another reference source)? ● Are the places used in the qualifier established in the name authority file? If not, these must also be established to use them in the qualifier. ● Does the heading require inverted or partial UFs for a proper name? ● Are all non-inverted/partial UFs justified in the 670s? ● Are the UFs alphabetized? 	<p>H 1334 H 810</p>

5XX (BT)	<ul style="list-style-type: none"> • Is the BT for the type of building already established? If not, it must also be proposed. • Are all BTs and geographic subdivisions justified in the 670s? • Are the BTs alphabetized? 	H 1334 H 375
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 that justifies the building's name, as well as any variant and alternate names found in the work cat. • \$b includes information in English that justifies the location of the building and any other relevant information about it. • 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... 	H 200 H 202 H 203
Other 670s	<ul style="list-style-type: none"> • Use good judgment in providing citations. • The location of the building 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 110, UFs and BTs. • Have you searched appropriate authoritative sources (e.g., National Register of Historic Places, archINFORM, Pacific Coast Architecture Database, etc.) and cited any information found? If you are aware of errors in an authoritative database affecting the 110 and/or UFs, have you cited additional sources justifying your choice of headings? • Have you provided enough information about the location of the building (e.g., encompassing jurisdiction, street name, etc.) so that reviewers can easily distinguish the building named in your proposed heading from similarly named buildings? 	H 200 H 202 H 203
675	<p>If you were unable to find the proposed heading in authoritative reference sources (e.g., National Register of Historic Places, archINFORM, Pacific Coast Architecture Database, etc.), record that fact here. The \$a may be repeated and should be separated by a semicolon, e.g. \$a National Register of Historic Places, [date viewed]; \$a The Columbia gazetteer of the world, ©1998</p>	H 203

952 (Bib. Records to be changed)	Note the number of bibliographic records in LC's catalog that will need to be updated as a result of the new proposal. <i>SACO members are encouraged to supply this number, but it is not required.</i>	H 200
952 (Cataloger's comments)	Use this space to alert PTCP to any comments or complexities you would like to share about the proposal. For example, if you are aware of errors in an authoritative database, or omissions of conflicts in authoritative databases, use this space to provide additional details. <i>This is not required.</i>	H 200
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>	