

# Rivers, Valleys, Watersheds, Etc. Proposal Checklist

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This checklist was created to account for the common issues in establishing headings for rivers, valleys, watersheds, and other geographic features related to rivers or other bodies of water in the subject authority file using MARC field 151. It does not account for all considerations, but focuses on the main attributes of these features. Proposals should be made using the *Geographic Heading* form in ClassWeb Plus.

Before proceeding with submitting a proposal, consider the following questions:

1. SHM [H 362](#) and [H 760](#) define free-floating terms and phrases that can be added to an existing subject heading for a geographic feature. Is the heading you are planning to establish for a geographic region?
  - YES: Unless the region is well-known by an alternative or unique name, e.g., **Delta Region (Calif.)** or **Malo Kosovo (Kosovo)**, use an existing heading followed by the free-floating term “Region” in the 6XX field of the bibliographic record.
  - NO: Proceed to question 2.
2. If the geographic feature is a valley, watershed, delta, estuary, fork, or branch, is there an established heading for the associated river, lake, or other body of water?
  - NO: You must propose an additional heading for the associated river or body of water and submit it to SACO with your primary proposal.\*
  - YES: Establish the valley, watershed, etc. by following instructions in [H 800](#).

There are multiple instruction sheets with detailed guidance on the qualification of geographic features depending on the place. Please see the general [Geographic Names Proposal Checklist](#) for a list of relevant instruction sheets.

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](mailto:saco@loc.gov).

MARC field	Include/Check for	SHM sheet
151	Choose the form of name and include appropriate qualifiers (if needed): <ul style="list-style-type: none"><li>● Is the proposed heading in the appropriate form, language, and arrangement, including proper punctuation? See, in</li></ul>	<a href="#">H 690</a> <a href="#">H 800</a> <a href="#">H 810</a>

	<p>particular, <a href="#">H 690</a> sections 3-7 and <a href="#">H 800</a> sections 2-9.</p> <p>Each feature type (river, valley, watershed, delta, branch, etc.) has different guidelines for constructing headings and qualifiers, particularly when the geographic feature is associated with multiple rivers or crosses multiple first-order divisions. <b>Read <a href="#">H 800</a> carefully!</b></p> <ul style="list-style-type: none"> <li>For entities in English-speaking countries, and for entities that have a conventional English name, if the name starts with the feature type (e.g., River), have you inverted the name to place the distinctive portion first?</li> </ul> <p><i>Example: 151 ## \$a Dart, River (England)</i> <i>151 ## \$a Liffey, River (Ireland)</i></p> <ul style="list-style-type: none"> <li>Have you searched the heading against the authority files and required geographic database (<a href="#">GNS</a>, <a href="#">GNIS</a>, etc.) and disambiguated the heading from places with the same name in the same jurisdiction?*** Note that potential conflicts between hydrological features and jurisdictional headings are common, but may be broken by adding the feature type after the jurisdictional information in the qualifier for the hydrological feature.</li> </ul> <p><i>Example: [Town] 151 ## \$a Elk River (Mo.)</i> <i>[River] 151 ## \$a Elk River (Mo. : River)</i></p> <ul style="list-style-type: none"> <li>Are the places used in the qualifier established in the name or subject authority file? If not, these must also be established to use them in the qualifier.</li> <li>Is the proposed heading (including any qualifier) justified in the 670s?</li> </ul>	
451 (UF)	<ul style="list-style-type: none"> <li>Have you added UFs for all variants found in authoritative geographic databases, the work cataloged, and other cited sources? <i>Exception:</i> You are not obliged to add non-Roman script variants; LC does not.</li> <li>If the 151 is inverted to place the distinctive portion of the name first, have you added a UF for the non-inverted form of the name?</li> </ul> <p><i>Example: 151 ## \$a Dart, River (England)</i> <i>451 ## \$a River Dart (England)</i></p> <ul style="list-style-type: none"> <li>Have you searched all of the UFs against the authority file and geographic database (<a href="#">GNS</a>, <a href="#">GNIS</a>, etc.) and disambiguated the heading from places with the same name in the same jurisdiction?*** Qualifiers may differ between the</li> </ul>	<a href="#">H 690</a> <a href="#">H 800</a> <a href="#">H 810</a>

	<p>151 and 451s, and between 451s, if there is conflict for some variants but not others.</p> <ul style="list-style-type: none"> <li>• Are the places used in the qualifier established in the name or subject authority file? If not, these must also be established before using them in the qualifier.</li> <li>• Are all non-inverted UFs justified in the 670s?</li> <li>• Are the UFs alphabetized?</li> </ul>	
<p>5XX (BT)</p>	<ul style="list-style-type: none"> <li>• Are the BT and geographic subdivisions established headings?</li> <li>• Are the BT and geographic subdivisions justified in the 670s?</li> <li>• If the river or other hydrological feature crosses 2 to 3 first-order political divisions, have you provided a BT for each one?</li> </ul> <p><i>Example: 151 ## \$a Amazon River</i>  <b>550 ## \$w g \$a Rivers \$z Brazil</b>  <b>550 ## \$w g \$a Rivers \$z Colombia</b>  <b>550 ## \$w g \$a Rivers \$z Peru</b></p> <ul style="list-style-type: none"> <li>• If the river or other hydrological feature crosses more than 3 first-order political divisions, have you provided a BT specifying the next larger region?</li> </ul> <p><i>Example: 151 ## \$a Niger River</i>  <b>550 ## \$w g \$a Rivers \$z Africa, West</b></p> <ul style="list-style-type: none"> <li>• Are the BTs alphabetized?</li> </ul> <p>Note that the geographic subdivisions of the BTs for valleys and watersheds should match those of their associated body of water (river, lake, etc.) unless the boundaries of a watershed are known to greatly exceed those of the associated body of water. The geographic subdivisions for the BTs of river branches, forks, estuaries, and deltas, however, should correspond with the extent of these hydrological features and not with the extent of the river as a whole.</p>	<p><a href="#">H 690</a>  <a href="#">H 375</a>  <a href="#">H 800</a></p>
<p>First 670</p>	<p>It is important to <b>cite sources</b> relevant to your proposal as specified in instructions sheets. The first source cited should always be the work being cataloged:</p> <ul style="list-style-type: none"> <li>• Start with <b>\$a Work cat.:</b></li> <li>• <b>\$b</b> has information in English that justifies the proposed heading. For geographic names, this should include information about the name and location of the geographic feature.</li> <li>• Optionally, include <b>\$w</b> with the OCLC record number of the resource cited. Do not include any space between the closing parenthesis and number, e.g. <b>\$w (OCoLC)1234...</b></li> </ul>	<p><a href="#">H 200</a>  <a href="#">H 202</a>  <a href="#">H 203</a></p>

Other 670s	<ul style="list-style-type: none"> <li>• Use good judgment in providing citations.</li> <li>• The location of the feature must be explicitly identified and supported by the 670s.</li> <li>• Your 670s should not be an exhaustive bibliography of all sources consulted. Rather, supply enough to justify/define/show usage of the 151, UFs and BTs.</li> <li>• Have you searched the appropriate authoritative database (<a href="#">GNIS</a> for places in the United States, <a href="#">GNS</a> for most foreign names, etc.) and cited any information found?</li> <li>• If you are aware of errors in an authoritative database affecting the 151 and/or UFs, have you cited additional sources justifying your choice of headings?</li> <li>• Have you provided sufficient information about the location of the feature (e.g., coordinates, encompassing jurisdiction, adjoining or related geographic features, origin and mouth of river, etc.) so that reviewers can easily distinguish the feature named in the proposed heading from similarly named geographic features and confirm that the heading and qualifiers have been properly constructed?</li> </ul>	<a href="#">H 690</a> <a href="#">H 200</a> <a href="#">H 203</a>
675	<p>If you were unable to find the proposed heading in the appropriate authoritative geographic database (<a href="#">GNIS</a>, <a href="#">GNS</a>, etc.) record that fact here. The <b>\$a</b> may be repeated, and multiple subfields should be separated by a semicolon, e.g. <b>\$a GNS, [date viewed]; \$a The Columbia gazetteer of the world, ©1998</b></p>	<a href="#">H 690</a> <a href="#">H 203</a>
680	<p>On some occasions, it may be appropriate to include a scope note when the geographic extent of a watershed of a major body of water substantially exceeds the boundaries of the jurisdiction(s) in which the body of water is located. This is not common, and should only be done in instances when the information is readily available – you do not need to do additional research to make this determination.</p> <p><i>Example:</i> <b>151 ## \$a Winnipeg, Lake, Watershed</b>  <b>680 ## \$i Here are entered works on the area drained by Lake Winnipeg, which extends from the lake in Manitoba east to Lake Superior, west to the Rockies, and south to Minnesota, the Dakotas, and Montana.</b></p> <p>Note that the 680 may also be used as necessary to provide clarification for other feature types, such as valleys.</p>	<a href="#">H 800</a>
781	<p>Add a 781 using appropriate formatting.</p>	<a href="#">H 200</a> <a href="#">H 800</a> <a href="#">H 836</a>

		<a href="#">H 708</a> <a href="#">H 720</a>
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>	
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.	<a href="#">H 200</a>
Email	Include your email address to receive notifications when the proposal is scheduled. <i>This is not required</i> , but it is the only way to receive notifications.	

\* There are occasionally cases in which valleys are not formed by or named after an associated river, such as valleys formed by glacial erosion or tectonic activity. In these cases, there is no need to establish a heading for a body of water, but the reason for not proposing the heading should be made clear in the 670s and highlighted in a 952 field.

\*\* Follow [LC-PCC-PS 16.2.2.13](#), "Conflict in place names is not restricted to those already represented in the file against which the searching and cataloging is being done.... search gazetteers, etc., to determine if two or more places within the same jurisdiction have the same name or if two or more places with the same name would bear the same qualifier for the larger place."