

Topical Heading Proposal Checklist

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This checklist aligns with the Topical Heading Proposal form in Classification Web Plus and was created to account for the common issues in subject proposals. It does not account for all considerations for all types of subject proposals, and it may include considerations not relevant to all proposals. Generally, consult the [Subject Headings Manual \(SHM\)](#) when preparing a proposal, but especially for headings that have special guidance in the SHM.

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	Always select a geographic subdivision . The system defaults to <i>May Subd Geog</i> , which may not be appropriate for your proposal: <ul style="list-style-type: none"> • Check parallel headings for patterns, and/or; • Check relevant SHM sheets. 	H364
053	Determine whether a class number is needed for your proposal. <i>This is not always required.</i>	H365
1XX	When proposing a new heading , first determine whether the entity belongs in the subject file or the name file. Next, consider: <ul style="list-style-type: none"> • Is the heading covered by an existing free-floating structure? <i>If yes, then it doesn't need to be established editorially.</i> • Does the heading follow an existing pattern? • Is the heading justified in the 670s? 	H202 H362 H405
4XX (UF)	Used for references provide access to equivalent terms, variant spellings, etc. <ul style="list-style-type: none"> • Are all UFs justified in the 670s? • Are UFs alphabetized? • Does the heading type require inverted UFs? 	H202 H373
5XX (BT)	Most, but not all, proposals require at least one broader term : <ul style="list-style-type: none"> • Does the BT already have a subject record? If not, it will need to be proposed separately. • Is the MARC coding correct (551 vs 550, \$w g \$a ...)? • Are BTs alphabetized? 	H370

5XX (RT)	Related terms are not common. Consult H370 first before adding an RT. When appropriate, RTs are listed after BTs and are alphabetized separately from BTs.	H370
First 670	It is important to cite sources relevant to your proposal as specified in instruction sheets: <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 the number, e.g. \$w (OCoLC)xxx... 	H200 H202 H203
All 670s	Use good judgement in providing citations. Your 670s should not be an exhaustive bibliography of all sources considered. Rather, supply enough to justify/define/show usage of the 1XX, UFs, BTs, and RTs.	H200 H202 H203
675	If information to support the heading is not found in sources required by instruction sheets, record that fact here.	H203
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>	H200
952 (LC Pattern)	Existing LC headings that are relevant and analogous to your proposal can be useful in the creation and review of proposals. If you include a 952 for a pattern heading, be sure to compare its content/structure against your proposal (check the 008/06, 5XXs, etc.) to verify consistency to the extent that it is useful to your proposal. <i>This is not required if no pattern can be cited.</i>	H200 H202
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>	