

Scope Notes and Subject Usage Notes C 400

BACKGROUND: *Scope notes generally serve to limit the scope of a heading as used in the catalog, thereby helping readers to determine to what extent it covers the material they seek, and making it possible for catalogers to maintain consistency in the way headings are assigned. In addition, because the CYAC Subject Headings were originally intended to be a liberal extension of the Library of Congress Subject Headings (LCSH), scope notes for CYAC authority records may also be used to define the scope of headings when they are being used in a way that differs from LCSH.*

It is understood that children may approach a topic differently than adults do. Even among children, familiarity with specific and general, scientific and common, or sophisticated and simple terms varies among age groups. Scope notes provide directions for catalogers to best accommodate this range of needs by giving instructions for the application of headings regarding their meaning and/or form.

This instruction sheet describes the various types of notes used in the CYAC authority file, including scope notes as well as subject usage notes for free-floating subdivisions. Scope notes are recorded in MARC authority records in field 680 (Public General Note); subject usage notes are in field 667 (Nonpublic General Note).

1. Types of scope notes used in the CYAC authority file.

a. A single heading or subdivision defined without reference to other headings. This type of note is necessary when the meaning of the heading is ambiguous, when there is no absolute definition for the heading, or when CYAC heading usage differs from LCSH. It may also be included if the note will serve a useful purpose. *Examples:*

Junk

Here are entered works on secondhand, worn, or discarded articles of any kind, such as one might find in attics or at yard sales, garage sales, thrift shops, etc.

Mental illness

Here are entered works on specific kinds of mental illness and on the special problems encountered by those dealing with mentally ill persons.

C 400 Scope Notes and Subject Usage Notes

1. *Types of scope notes used in the CYAC authority file. (Continued)*

b. *Two closely related or overlapping headings.* This type of note provides contrasting information regarding the scope and usage of superficially similar headings. When one heading is defined or described with reference to one or more other headings, reciprocal notes are provided under all other headings to which the original notes refer.

The wording of the reciprocal note should be a “mirror image” of that of the original note, and the two notes should be composed using the following format:

Here are entered works on [*description of heading A*]. Works on [*description of heading B*] are entered under [*heading B*].

Example:

Lost children

Here are entered works on children who are temporarily and geographically lost. Works on children whose whereabouts and condition are unknown and/or have disappeared under unknown circumstances are entered under Missing children.

Missing children

Here are entered works on children whose whereabouts and condition are unknown and/or have disappeared under unknown circumstances. Works on children who are temporarily and geographically lost are entered under Lost children.

c. *Special instructions, explanations, referrals, etc.* This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references. For further information and examples, see [sec. 2.](#) below.

2. *Special instructions, explanations, referrals, etc. for headings.*

a. *General rule.* In addition to definitions, scope notes may also provide information such as instructions for making additional subject entries, notices to catalog users, or generalized references. Scope notes of this type are used extensively in CYAC authority records.

Scope Notes and Subject Usage Notes C 400

2. *Special instructions, explanations, referrals, etc. for headings.* (Continued)

b. Additional required headings. In order to help young readers locate works through both a specific and general approach, scope notes indicate when a second or third heading is required. *Example:*

Kindergarten

When this heading is used, the second subject heading Schools is assigned, e.g., 1. Kindergarten. 2. Schools.

c. Works in specific genres or forms. Special instructions for assigning additional subject headings may further specify if the heading is only to be used for works in particular forms or genres, such as fiction. When the instructions only apply to works for fiction, the form subdivision –Fiction is included. *Example:*

Twins–Fiction

When this heading is used, an additional subject heading is assigned for the relationship between the siblings, e.g., 1. Twins–Fiction. 2. Brothers and sisters–Fiction.

In some cases, scope notes that specify whether a heading may be used for works in particular forms or genres may also refer catalogers to alternate headings. *Example:*

Multiple birth

Here are entered nonfiction works about multiple birth. Fictional works about multiple birth are entered under the specific type of birth, e.g., Twins–Fiction.

If no form or genre is specified in the scope note, apply the instructions to both fiction and nonfiction works.

3. Scope notes and subject usage notes for free-floating subdivisions. Scope notes for free-floating subdivisions list the types of headings with which the subdivisions may be used. *Example:*

–Biography

Use as a form subdivision under headings for ethnic groups, fields and disciplines when a heading for the class of persons does not exist and cannot be created, and the heading Women for works of individual or collective biography.

C 400 Scope Notes and Subject Usage Notes

3. *Scope notes and subject usage notes for free-floating subdivisions.* (Continued)

In the CYAC authority records for free-floating subdivisions, this scope note often occurs in conjunction with a subject usage note in MARC field 667 (Nonpublic General Note). Subject usage notes record specific prohibitions on the use of the subdivision. *Example:*

```
185 ## $v Adaptations
667 ## $a Do not use as a topical subdivision.
680 ## $i Use as a form subdivision under name, name/title, and title
        headings, and under headings for literatures, for individual
        or collected works whose form has been changed from the
        original (e.g., prose to graphic novel).
```

4. *Subject example tracing note.* Provide a 681 field (Subject Example Tracing Note) for each heading described in contrast to another, or used as an example, in a scope note. This note indicates the authority records in which a heading is mentioned, and is used to maintain the CYAC authority file. *Example:*

```
150 ## $a Extraterrestrial beings
680 ## $i Here are entered works on extraterrestrial beings who travel
        to Earth and interact with humans or animals. Works on humans
        or animals and aliens interacting on the alien's home world or
        elsewhere in outer space are entered under $a Human-alien
        encounters.
681 ## $i Note under $a Human-alien encounters

150 ## $a Human-alien encounters
680 ## $i Here are entered works on humans or animals and aliens
        interacting on the alien's home world or elsewhere in outer
        space. Works on extraterrestrial beings who travel to Earth
        and interact with humans or animals are entered under $a
        Extraterrestrial beings.
681 ## $i Note under $a Extraterrestrial beings
```

Scope Notes and Subject Usage Notes C 400

4. *Subject example tracing note.* (Continued)

When the scope note refers the cataloger from one heading to another, without noting a reciprocal relationship between the two headings, provide a tracing note on the original heading and not on the heading being referenced. *Example:*

```
150 ## $a Border collies
680 ## $i When this heading is used, the second subject heading $a Dogs
      $i is assigned, e.g, 1. Border collies. 2. Dogs.
```

```
150 ## $a Terriers
680 ## $i When this heading is used, the second subject heading $a Dogs
      $i is assigned, e.g, 1. Terriers. 2. Dogs.
```

```
150 ## $a Dogs
681 ## $i Example under $a Border collies; Terriers
```