

“Used for” References M 657

1. Providing references from equivalent terms and phrases. After deciding which term or phrase is to represent a concept when formulating a new authorized term, add all other equivalent words and phrases found while conducting research as UFs to the new authorized term. *Examples:*

fairground organ
UF band organ
UF fair organ
UF showground organ

psaltery
UF ala
UF salterio

vocal percussion
UF mouth drum

2. Providing references beginning with significant words. In addition to the above UFs, rearrange the words of the new authorized term and its alternative forms so that additional UFs are provided under each significant word in the filing position, as long as the resulting combination of words represents an expression under which a catalog user might logically be expected to search. The standard means of accomplishing this is by inverted references, although phrase equivalents of the inverted forms are also used. *Examples:*

Chalumeau
UF mock trumpet
UF trumpet, mock

harp-lute guitar
UF guitar, harp-lute

xylophone
UF bell, song
UF fiddle, straw
UF song bell
UF straw fiddle

2. Providing references beginning with significant words. (Continued)

Exception: Do not make an inverted UF when a BT that begins with the same word or words as the UF, or where the authorized term is in a hierarchy leading up to the same word(s).

Examples:

sopranino clarinet

BT clarinet

[The UF clarinet, sopranino, is not made because the BT **clarinet** begins with the same word.]

talking drum

BT hourglass drum

[The UF drum, talking, is not made because **hourglass drum** has the BT **drum**, which begins with the same word that the inverted UF would.]

3. Providing references from alternative spellings, word endings, etc.

a. General rule. If alternative spellings are possible, including singular and plural forms, alternative word endings, etc., make additional UFs covering those possibilities. *Examples:*

daff

UF daf

UF ḍaph

kazoo

UF gazoo

panpipes

UF pan pipes

UF pan's pipes

pardessus de viole

UF par-dessus de viole

theater organ

UF theatre organ

3. *Providing references from alternative spellings, word endings, etc.* (Continued)

b. Hyphens, diacritics, and capital letters. Do not make a UF reference from a form in which the only difference is the presence of a hyphen, diacritic, or capital letter because these forms “normalize” to the same string of characters as the authorized term itself. *Example:*

ichigenkin
UF ichigen-kin
[The UF ichigen kin is not made.]

c. Authorized terms based on another authorized term. For terms based on another term, do not make UF references that repeat alternative spellings or variants that are already covered by a UF reference in the base term. For example, do not make the UF *cither ensemble* on the term **zither ensemble** because the base term **zither** has the UF *cither*.

4. *“Used for” references from changed or cancelled terms.* If a term is changed to a new form, make a UF from the old form or from the cancelled term to the new one (see M 630).

5. *Upward “used for” references.* Occasionally it is appropriate to make UF references from other than strictly synonymous words or phrases in order to inform the catalog user that a particular concept is entered under another, usually broader, authorized term. A UF reference from a specific word or phrase to a broader term is referred to as an “upward” reference. *Examples:*

band
UF concert band
UF military band

clarinet
UF soprano clarinet

Make references of this type only when it is clearly impractical to establish specific authorized terms for the separate concepts.

6. Abbreviations, acronyms, etc. When a concept is well-known both in its fully spelled-out form and as an acronym or abbreviation, make UFs from the abbreviated forms if the full form is selected as the form of the authorized term. Add an explanatory parenthetical qualifier to the acronym or abbreviation. *Examples:*

magnetic resonator piano

UF MRP (magnetic resonator piano)

wind controller

UF electronic valve instrument

UF electronic wind instrument

UF eVI (electronic valve instrument)

UF eWI (electronic wind instrument)

If a concept is better known as an acronym or abbreviated form, select that form for the authorized term. Make a UF from the full form.

7. Foreign terms. In general, do not add UFs to medium of performance terms from their equivalents in foreign languages. However, such references may be made from foreign words and phrases that are in widespread use in English-language reference sources. *Example:*

keyed fiddle

UF lökkelje

UF nyckelgiga

UF nyckelharpa

UF Schlüsselfidel

UF Schlüsselfiedel

Men's chorus

UF Männerchor

8. [. . .] and [. . .] terms. For authorized terms established in the form [term A] and [term B] make a UF from the reversed form. *Example:*

fife and drum corps

UF drum and fife corps