

## Changing a Heading or Deleting a Subject Authority Record H 193

**BACKGROUND:** *In most cases, a subject heading is changed from one form to another by changing the data in the 1XX field of the subject authority record, rather than by deleting the subject authority record and creating a new one. The heading in its new form retains the same authority record control number (010 field) that was assigned to the old heading, and the old heading becomes a 4XX field (UF reference) in the authority record, coded to indicate that it is the earlier form of the current heading. If the heading appears as a broader term or related term (5XX field) in other subject authority records, or if it has been used as an example in a general see or see also reference or scope note, it is changed in those records as well.*

*However, if a single heading is “split” into two or more new headings, the original authority record is deleted, and new authority records are created for the new headings using new record control numbers. Authority records are also deleted in cases where duplication of records occurs.*

*This instruction sheet describes the procedures to be followed to change a subject heading from one form to another or to delete a subject authority record. These procedures are presented in terms applicable to the Subject Heading Proposal System.*

**1. Retrieving the heading in the Subject Heading Proposal System.** In order to change a subject heading to a new form, retrieve the heading in the Subject Heading Proposal System. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose a change to this record**.

**2. Geographic subdivision.** See H 364 for guidelines on coding to indicate whether a heading may be subdivided geographically or not. If it is necessary to change the coding for the record in question, do so by selecting the appropriate radio button. The values that appear as radio buttons for the 008/06 field are as follows:

May Subd Geog = Subdivided geographically - indirect

Not Subd Geog = Not subdivided geographically

No Attempt to Code *[This value also indicates that the heading is not currently divided geographically]*

**3. “Generated by”.** At the top of the form select the appropriate radio button from the four options. See H 200 sec. 4 for definitions of the options.

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4. *Adjusting the 1XX field.* Change the heading in the 1XX field to the desired form.

5. *References.* Review the 4XX and 5XX fields to determine whether they conform to current policies for making references (cf. H 370-H 375). If any field is incorrect or inappropriate, change it or delete it as necessary. Add any additional 4XX or 5XX fields that may be required.

Except as stated below, add a 4XX field containing the old form of the heading. Identify this as the earlier form of the heading by adding to the field a \$w control subfield containing the data **ne**. Place the control subfield before the \$a subfield. The \$w subfield generates the notations [**Change heading**] on the tentative list and [**Former heading**] in *Library of Congress Subject Headings*. Omit this special 4XX field under the following circumstances:

- when the old form of heading “normalizes” to the same string of characters as the new form; that is, when the old form is identical in all respects to the new form except for capitalization, diacritics, hyphens, etc. (Note, however, that when a hyphen is removed from a heading and the hyphenated words are changed to a *single word*, the 4XX from the old form should be made);
- when the only change being made is the correction of a typographical error in the old form of heading;
- when the only change being made is the closing of what had been an open date in the heading or in a period subdivision under the heading;
- when a [*heading*]-[*subdivision*] record is being changed because the basic heading itself is also being changed, and the 4XX field containing the old form of the heading has been added to the authority record for the basic heading. For example, when **Venereal diseases** was changed to **Sexually transmitted diseases**, a 4XX field with the form **Venereal diseases** was added to that record. Therefore a 4XX with the form **Venereal diseases–Eclectic treatment** was not added when that heading was changed to **Sexually transmitted diseases–Eclectic treatment**.

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**6. Classification number.** Review the 053 field(s), if any, present in the record. See H 365 for guidelines on LC classification numbers in subject authority records. If any 053 is incorrect, change or delete it as necessary. If a required 053 field is not present, add it to the record.

**7. Authority research information.** Use 670, 675, and 952 fields to provide source citations, LC patterns, etc., applicable to the *new* form of the heading, following the guidelines in H 203, *Citation of Sources*, and the procedures in H 200, sec. 9 and 15. Do not delete or revise existing 670 fields.

**8. Other fields.** Add or edit any other fields as necessary, such as the 260, 360, 680, and 781 fields. Follow the procedures described in H 200, sec. 10-13. For examples of content designation of 260 and 360 fields, see H 374, *General See References*, and H 371, *General See Also References*. For examples of 680 and 781 fields, see H 200, sec. 10 and 11.

**9. Bibliographic file maintenance.** Indicate the total number of bibliographic records that will need to be updated as a result of the proposed change by adding a 952 field formatted as in the following example:

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952 ## $a Bib. records to be changed: 75
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If this field is already present in the record, edit it to reflect the number of bibliographic records being submitted with the current proposal. Do not add a second field of this type.

**10. Saving and viewing the record.** Save the proposed revision to the Subject Heading Proposal System by clicking on the wrench icon in the upper right-hand corner to reveal the Tools menu and clicking the **Save** button. The proposed revision is now searchable within the system. Search for the proposed heading in the browse display. The text of the heading is displayed in brown, indicating that it is a proposed revision and not yet approved.

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**11. Changing the heading in 5XX fields in other records.** Locate all authority records in which the heading being changed has been used as a broader or related term, that is, those headings that are printed as NTs or RTs in *Library of Congress Subject Headings* under the heading being changed.

Retrieve each authority record in the Subject Heading Proposal System as described in sec. 1, above. In each record, change the data in the 5XX field from the old form of the heading to the new form, or delete the field if the reference is no longer valid under current guidelines (see H 370). Follow the procedures described in H 195, *Changing References in Subject Authority Records*.

*Note: If other obvious errors are present in any of these records, such as incorrect class numbers, invalid 4XX or 5XX fields, etc., correct these errors at the same time, insofar as this can be done within a reasonable length of time and without doing extensive research. It is not required to determine whether all existing references conform to current policy so that they may be coded as “evaluated” (cf. H 370, Background).*

**12. Changing the heading where used as an example in other records.** If the heading being changed has been used as an example in a 260 field (general see reference), 360 field (general see also reference), or 680 field (scope note) in another record, there is a 681 field in the record reading “Example under [ . . . ]” or “Note under [ . . . ].” If this field is present revise those records as well.

**13. Submitting the proposal.** Make a **PDF** of the revised authority record for the heading that is being changed as well as **PDFs** of all related authority records that were revised in conjunction with the proposal. Submit the **PDFs** to the Policy, Training, and Cooperative Programs Division **according to the instructions in H 200 sec. 19**. Once these **PDFs** have been submitted to PTCP, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify PTCP by telephone, email, or inter-office mail.

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**14. Deleting an authority record.** Normally, a subject authority record may be deleted only if either: (a) the heading duplicates a name heading; (b) the heading is replaced by a heading already represented by another subject authority record; or (c) an existing heading is being split into two or more new headings. If any of these conditions is met, submit a proposal to delete the record, as follows:

**a. Retrieving the heading in the Subject Heading Proposal System.** Retrieve the subject heading that is to be deleted. Click on the icon to the right of the heading in the browse display, and in the dropdown menu click **Propose cancelling this heading**.

**b. “Generated by”.** At the top of the form select the appropriate radio button from the four options. See H 200 sec. 4 for definitions of the options.

**c. Explanation of the cancellation.** Add a 682 field to the record with an \$i subfield containing an appropriate note explaining why the record is being deleted. Select this note from the list provided in H 193.5.

**d. Saving and viewing the record.** Save the revised record to the Subject Heading Proposal System by clicking on the wrench icon in the upper right-hand corner to reveal the Tools menu and clicking the **Save** button. The proposed deletion is now searchable within the system. Search for the proposed heading in the browse display. The text of the heading is displayed in brown, indicating that it is a proposed deletion and not yet approved.

**e. Submitting the proposal.** Make a PDF of the revised authority record for the heading that is being deleted as well as PDFs of all related authority records that were revised in conjunction with the proposal. Submit the PDFs to the Policy, Training, and Cooperative Programs Division according to the instructions in H 200 sec. 19. Once these PDFs have been submitted to PTCP, make no further changes to the online authority records in the Subject Heading Proposal System. If any further additions or changes are required, notify PTCP by telephone, email, or inter-office mail.