

Providing for Geographic Subdivision H 194 of Existing Subject Headings

BACKGROUND: *A subject heading is authorized to be divided by place when its authority record has the value **i** in field 008/06. This causes the notation (**May Subd Geog**) to be printed beside the heading when it appears on the tentative and approved lists and when it is printed in **Library of Congress Subject Headings**. This instruction sheet describes the procedure to request that an existing subject heading be authorized for geographic subdivision. For the procedure to request that a corporate body name heading be divided by place, see H 475. For general instructions on authorization for geographic subdivision, see H 364.*

1. Retrieving the heading in the Subject Heading Proposal System. In order to divide by place a subject heading that is not currently authorized for geographic subdivision, 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. Changing the 008 field. To permit the subject heading to be divided by place, select the **May Subd Geog** radio button.

3. Bibliographic file maintenance. Add a 952 field showing the number of bibliographic records that are being submitted to be changed if the proposal is approved. Format the field as in the following example:

```
952 ## $a Bib. records to be changed: 5
```

If no records are submitted, indicate **Bib. records to be changed: 0**.

Note: Searching the LC Database to locate and print out existing bibliographic records in which the heading could be divided by place is an optional procedure. Proposals to divide a heading by place may be submitted with no accompanying bibliographic records.

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4. *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.

5. *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.