

## Changing Class Numbers in Subject Authority Records H 196

**BACKGROUND:** *LC classification numbers associated with subject headings appear in 053 fields in subject authority records. When there is more than one class number or span of numbers associated with a heading, the authority record has a separate 053 field for each. Class numbers are formulated and added to subject headings according to the principles described in H 365. When it is necessary to add a new 053 field or to make other changes in an existing record, existing 053 fields should be reviewed to determine that they are substantively correct, that is, that the numbers are still valid and appropriate for the heading and that the qualifying terms, if any, are correct.*

*This instruction sheet describes the procedures followed by Library of Congress cataloging staff to add or change a class number in an existing authority record. In most cases, proposals to add or revise 053 fields are processed “off-list,” that is, the Policy, Training, and Cooperative Programs Division reviews and approves the proposal and inputs the change into Classification Web without putting it on a tentative list for formal editorial review. Therefore it is not necessary for catalogers to follow the normal procedures for changing the authority record online by copying it, revising it, and printing it out. Instead, **catalogers can email requests to add, change or delete 053 fields to a subject policy specialist, or print out the original authority record and annotate it.***

*Note: If it is necessary to make any other change to the record in addition to the 053 change(s), follow the procedures appropriate for those other types of changes. For example, to add a broader term reference and change an 053 field in the same record, follow the procedures in H 195, **Changing References in Subject Authority Records**, rather than the procedures in this instruction sheet. Follow the procedures in this instruction sheet only when proposed changes are limited to the 053 field(s).*

**1. Emailing a subject policy specialist.** Include in the email the heading and a description of the revision to be made (i.e., revise an existing 053, add or delete an 053). Include the class number(s) in the email. This method is preferred over the method described in sec. 2.

### **2. Sending a printout.**

**a. Preparing the printout.** In order to add, change, or delete an 053 field in a subject authority record, make a printout of the record. Annotate the printout, using red ink if possible, by editing or crossing off existing 053 fields that need to be changed or deleted. Add new 053s by writing instructions in a blank area on the printout, for example,

add: 053 QD380-QD388 (Chemistry)  
add: 053 QP801.P64 (Biochemistry)

## H 196 Changing Class Numbers in Subject Authority Records

### 2. *Sending a printout.* (Continued)

**b. *Submitting the proposal.*** Write your cataloger's code and the date on the printout. Submit the proposal to the Policy, Training, and Cooperative Programs Division. After the proposal has been reviewed and approved in PTCP, the authority record in Classification Web will be updated to reflect the change.