

## Authorization for Geographic Subdivision H 364

**BACKGROUND:** *The MARC 21 Format for Authority Data provides four codes in field 008/06, Direct/indirect geographic subdivision, to indicate whether a heading may be subdivided by place:*

- (1) *Code # indicates that the heading may not be subdivided geographically. This code is represented by an underscore character ( \_ ) in the LC ILS and generates **Not Subd Geog** in LC's printed subject heading products. LC began using this code in 1987.*
- (2) *Code d indicates that the heading may be subdivided geographically—direct. LC does not use this code. For information on LC's past use of the direct method of geographic subdivision in bibliographic records, see H 830.*
- (3) *Code i indicates that the heading may be subdivided geographically—indirect. This same code is used in the LC ILS and generates **May Subd Geog** in LC's printed subject heading products. For instructions on dividing headings geographically, see H 830.*
- (4) *Code n indicates that geographic subdivision is not applicable. This code is used when the term in the 150 field is not a valid heading, as in a reference record for a general see reference (cf. H 374). It generates no print constant in printed subject heading products.*

*In addition, MARC 21 and the LC ILS allow for a fill character ( \ ) that represents no attempt to code. Its use means that no decision has yet been made regarding geographic subdivision of the subject heading, and until it has, geographic subdivision may not be used after the heading.*

*The Library's past practice was to authorize subject headings for geographic subdivision only when further subdivision by place was actually needed for works being cataloged. Currently, new headings are authorized for geographic subdivision at the point when they are established if they represent topics that could exist in a specific location or could be discussed in relation to a place, whether or not geographic subdivision is needed for the item in hand. In addition, LC previously did not authorize certain categories of headings for geographic subdivision, such as Latin names of animals and plants below the taxonomic level of order, domestic breeds of animals, and individual groups of Indians. These types of headings now receive authorization to be subdivided by place when they are established. Projects have been undertaken at LC to add geographic subdivision authorization to categories of previously unsubdivided headings, but numerous headings with potential geographic orientation currently lack the authorization.*

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### **BACKGROUND:** (Continued)

*This instruction sheet provides guidelines for when to add codes to indicate that a heading may be subdivided geographically or not, and when to leave the fill character in place to signify no decision. For procedures for coding for geographic subdivision when establishing new headings, see H 200, sec. 5. For procedures for providing for geographic subdivision of existing subject headings, see H 194. For procedures for providing for geographic subdivision of certain corporate body name headings, see H 475. For rules and instructions on assigning headings with geographic subdivisions, see H 830.*

*Note: Field 008/06 does not appear in the Subject Heading Proposal System templates for certain types of headings because it is set by default and cannot be edited. For example, in the template for family name headings, the 008/06 is set to **Not Subd Geog** and may not be changed.*

**1. Authorizing new headings for geographic subdivision.** When establishing a new subject heading, authorize geographic subdivision by selecting the radio button labeled **May Subd Geog** on the proposal template in the Subject Heading Proposal System. Authorize headings to be subdivided geographically that represent topics that have a geographic orientation, or that could be discussed in relation to a place or to a population in a particular location, including ethnic groups; living, extinct, or fossil organisms; languages; types of objects and equipment; types of organizations and structures; disciplines and fields of study; processes, activities, and phenomena; chemicals and materials; diseases; economic, social, and psychological concepts; types of events; etc. Code such headings to authorize geographic subdivision whether or not geographic subdivision is needed for individual works being cataloged.

When establishing main heading-subdivision combinations formulated with a subdivision that is normally authorized for further subdivision by place, for example, —**Law and legislation**, code the extended heading for geographic subdivision. For instructions on using subdivisions further subdivided by place, see H 860.

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2. *Coding new headings to indicate that they are not subdivided geographically.* Code a new subject heading to be not subdivided geographically by selecting the radio button labeled **Not Subd Geog** on the proposal template in the Subject Heading Proposal System. Use this code when *Library of Congress Subject Headings* provides an alternative way of expressing that topic in relation to a place, and in situations where a decision has been made that all headings belonging to a particular category are to be coded as **Not subdivided geographically**. Also use this code in situations in which it is judged desirable to record a definite decision that an individual heading is not to be used with geographic subdivisions, such as when the meaning of the heading calls for it, or when subdivision by place would be ambiguous.

Code all headings of the following types as **Not subdivided geographically**:

- headings for topics that have corresponding subdivisions that are used to represent that topic in conjunction with a place. For example, the heading **Commerce** is not subdivided geographically. Instead, the corresponding subdivision **-Commerce** is used under names of countries, cities, etc., to represent the commerce and trade of that place. This situation occurs most frequently for general headings that correspond to free-floating subdivisions used under names of places (cf. H 1140).
- headings for *general* literary forms or genres. Headings like **Poetry**, **Short stories**, and **Lawyers' writings** are not subdivided geographically because specific headings with national adjectival qualifiers are established to represent those forms or genres originating in a particular country, for example, **Canadian poetry**; **Short stories, Mexican**; **Lawyers' writings, Chilean**.
- headings for literary or artistic forms established with regional geographic qualifiers, for example, **Epic poetry, European**. The epic poetry of individual European countries is expressed by separate headings that are qualified by their country of origin, for example, **Epic poetry, Italian**.

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### 2. *Coding new headings to indicate that they are not subdivided geographically.* (Continued)

- individual headings in the following categories:
  - names of families, royal houses, dynasties, for example, **Windsor, House of**
  - named brands and products, for example, **IBM microcomputers**
  - names of groups of fictitious and legendary characters, for example, **Hardy Boys (Fictitious characters)**
- headings for which geographic subdivision is not conceptually logical. For example, the heading **World politics** is not subdivided geographically because it signifies political history and conditions worldwide. Similarly, the heading **Global environmental change** is not subdivided geographically because it stands for the global phenomenon. However, extended headings formulated by combining such headings with subdivisions that have a geographic orientation may subdivide geographically, for example, **Global environmental change—Economic aspects** (*May Subd Geog*).
- headings of the type **[topic] in art**, **[topic] in literature**, **[topic] in mass media**, **[topic] in motion pictures**, **[topic] in music**, **[topic] in opera**, and **[topic] on television**, when the headings represent the portrayal of special topics in these media. With these headings, it would not be clear whether a geographic subdivision would refer to the location of the topic or the medium.

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**3. No decision regarding geographic subdivision.** For new subject headings that do not fall into the categories listed in either sec. 1 or sec. 2, select the radio button labeled **No attempt to code** on the proposal template in the Subject Heading Proposal System. Headings that are neither authorized for geographic subdivision nor coded to indicate that they are not subdivided geographically include:

- purely abstract or theoretical concepts, for example, **Boolean rings**
- extended headings formed with subdivisions that are not customarily subdivided by place, such as headings of the type [*topic*]—[*national or ethnic qualifier*] **influences** or [...] **industry—Foreign ownership** where geographic subdivisions are interposed instead, for example, **Medicine—Germany—Dutch influences** or **Computer industry—Mexico—Foreign ownership**. For instructions in interposing geographic subdivisions, see H 870.
- Geographic features, for example, **Potomac River**
- Named buildings, structures, etc., for example, **White House (Washington, D.C.)**
- Named events, disasters, etc., that include their location in a qualifier, for example, **World Trade Center Bombing, New York, N.Y., 1993**

When in doubt whether to authorize geographic subdivision for a given heading, select the **No attempt to code** radio button.

**4. Changing the coding for geographic subdivision on existing headings.** Submit proposals to add geographic subdivision authorization to existing subject headings as they are needed in current cataloging following the procedures in H 194.

When revising an existing heading for another reason, such as changing its reference structure or adding a classification number, add authorization for geographic subdivision if it is not yet authorized and falls within one of the categories enumerated in sec. 1. Change the coding to indicate that a heading is not geographically subdivided if it is a heading of the type listed in sec. 2.

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*5. Authorizing corporate body name headings for geographic subdivision.* Following the procedures in H 475, submit proposals to authorize geographic subdivision for corporate body name headings for religions, denominations, religious orders, and international organizations as their assignment in conjunction with a place is needed in current cataloging.

Assign corporate body name headings divided by place to denote the physical presence of the corporate body or its individual members in the place indicated by the geographic subdivision, or the activities of the body in that place.