BACKGROUND: Scope notes generally serve to limit the scope of a heading as used in the catalog, thereby helping readers to determine to what extent it covers the material they seek, and making it possible for catalogers to maintain consistency in the way headings are assigned. Scope notes are especially useful under headings that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new headings of this type. This instruction sheet describes the various types of scope notes used in the subject authority file and the procedures for submitting proposals to add scope notes to new or existing subject headings.

1. Types of scope notes used in the subject authority file.

- *A single heading defined without reference to any other headings.* This type of note is required in situations where various reference works consulted in doing authority research fail to agree completely, and usage does not offer a sufficiently precise definition. It is also necessary when no dictionary definition of the heading is readily available and the meaning of the heading is potentially ambiguous or obscure. *Examples:*

    Artists' preparatory studies
    Here are entered works on studies or sketches by artists preparatory to executing works of art in any form.

    Southwest, New
    Here are entered works on that part of the United States which roughly corresponds to the old Spanish province of New Mexico, including the present Arizona, New Mexico, southern Colorado, Utah, Nevada and California.

    This type of note may also be included, even if *Webster's* gives a definition, if the note will serve a useful purpose.

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1. Types of scope notes used in the subject authority file.   (Continued)

- *A single heading described with reference to more specific headings*.   This type of note is used in those occasional situations where it is necessary to state explicitly that the heading in question is used for a topic in its most general sense, and that more specific aspects of the topic will be found under more specific headings.   *Example:*

> ### Commodity exchanges
> Here are entered general works on commodity exchanges. Works on exchanges dealing in a single commodity or class of commodities are entered under the specific commodity industry, e.g., Cotton trade, Grain trade, etc.

Note that it is more common to use a general see also reference or specific narrower term references in situations of this type.

- *Two or more closely related or overlapping headings*.   This type of note provides contrasting information regarding the scope and usage of superficially similar headings.   *Examples:*

> ### Ageism
> Here are entered works on negative or prejudicial attitudes toward people based on their age. Works on discriminatory behavior toward people based on their age are entered under Age discrimination.

> ### Age discrimination
> Here are entered works on discriminatory behavior toward people based on their age. Works on negative or prejudicial attitudes toward people based on their age are entered under Ageism.

1. Types of scope notes used in the subject authority file.

- *Two or more closely related or overlapping headings*.   *(Continued)*

When one heading is defined or described with reference to one or more other headings, reciprocal notes are provided under all other headings to which the original note refers.   The wording of the reciprocal note should be a "mirror image" of that of the original note, and the two notes should be composed using the following format:

> Here are entered works on [*description of heading A*].   Works on [*description of heading B*] are entered under [*heading B*].

The second sentence of these notes should not be in the form "For works on [*description of heading B*], see [*heading B*]."

- *Special instructions, explanation, referrals, etc*.   This type of note, rather than defining the scope of the heading, provides information such as instructions to catalogers for making additional subject entries, notices to catalog users, or generalized references.   *Examples:*

Economic forecasting
    When this heading is subdivided by place, a second subject heading is assigned for the name of the place with subdivisions such as Economic conditions, Economic policy, etc., e.g., 1. Economic forecasting–United States. 2. United States–Economic policy–2001-2009.

School prose
    For works limited to one school, the heading is qualified by nationality and subdivided by place, and an additional subject entry is made under the name of the school.

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2. Subject example tracing note. Provide a 681 field (Subject Example Tracing Note) for each heading described in contrast to the other, or used as an example, in a scope note. This note indicates the authority records in which a heading is mentioned, and is used to maintain LCSH. *Examples:*

```
150 ## $a Books and reading
680 ## $i Here are entered works on the significance of books in people's
        lives, including their attitudes toward and interest in reading. Works
        on the art of reading are entered under $a Reading.
681 ## $i Note under $a Reading


150 ## $a Reading
680 ## $i Here are entered works on the art of reading. Works on the significance
        of books in people's lives, including their attitudes toward and interest
        in reading are entered under $a Books and reading.
681 ## $i Note under $a Books and reading




150 ## $a African Americans and mass media
680 ## $i Here are entered works on all aspects of the involvement of African
        Americans in the mass media. Works on the portrayal of African Americans
        in the mass media are entered under $a African Americans in mass media.
        $i Works on the employment of African Americans in the mass media are
        entered under $a African Americans in the mass media industry.
681 ## $i Notes under $a African Americans in mass media; African Americans
        in the mass media industry


150 ## $a African Americans in mass media
680 ## $i Here are entered works on the portrayal of African Americans in
        the mass media. Works on the employment of African Americans in the
        mass media are entered under $a African Americans in the mass media
        industry. $i Works on all aspects of the involvement of African Americans
        in the mass media are entered under $a African Americans and mass media.
681 ## $i Notes under $a African Americans and mass media; African Americans
        in the mass media industry
```

2. Subject example tracing note.   *(Continued)*

```
150 ## $a African Americans in the mass media industry
680 ## $i Here are entered works on the employment of African Americans in
        the mass media. Works on the portrayal of African Americans in the
        mass media are entered under $a African Americans in mass media. $i
        Works on all aspects of the involvement of African Americans in the
        mass media are entered under $a African Americans and mass media.
681 ## $i Notes under $a African Americans and mass media; African Americans
        in mass media
```

```
150 ## $a Tibetan diaspora
680 ## $i Here are entered works on the movement of Tibetans beyond Tibet.
        For works on Tibetans who have settled outside Tibet, an additional
        heading is assigned to designate the place where they have settled,
        e.g., $a Tibetans--Foreign countries; Tibetans--Switzerland.
```

```
150 ## $a Tibetans $z Foreign countries
681 ## $i Example under $a Tibetan diaspora
```

```
150 ## $a Tibetans $z Switzerland
681 ## $i Example under $a Tibetan diaspora
```

3. ***Proposing a scope note for a new heading being established***.   Key the text of the scope note in a **680** field in the subject heading proposal template (see H 200, sec. 10).

4. ***Adding a scope note to an existing heading or changing an existing scope note***.

    *a. **Retrieving the heading in the Subject Heading Proposal System***. In order to add or change a scope note in a subject authority record, 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**.

    *b. **Adding or editing the 680 field***.   Add a new 680 field following the procedures for content designation provided in H 200, sec. 10, or edit the existing 680 field as necessary.

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4. *Adding a scope note to an existing heading or changing an existing scope note*. *(Continued)*

> *c. Adding or editing the 681 field.* Add a new 681 field following the procedures in sec. 2 above, or edit the existing 681 field as necessary.
>
> *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 click the **Save** button.   The proposed update 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 update and not yet approved.
>
> *e. Submitting the proposal*. Make a printout of the revised record.   In order to facilitate processing of the proposal for the tentative list, circle the tags of all fields that have been changed or added, using red ink if possible.   It is not necessary to explicitly indicate fields that have been deleted.   Submit the proposal to the Policy, Training, and Cooperative Programs Division.   Once the proposal has been printed out and submitted to PTCP, make no further changes to the online record.   If any further additions or changes are required, notify PTCP by telephone, email, or inter-office mail.