BACKGROUND: Before August 1996, headings for city sections were established in either the name authority file or the subject authority file depending upon whether or not they were needed for use as descriptive access points.   Since July 1996, headings for city sections, including districts, designated historic districts, special economic zones, quarters, and neighborhoods, are established as geographic headings in the name authority file.   Headings for city sections that currently exist in the subject authority file should be transferred to the name authority file as they are needed for use as subject headings in current cataloging.   For a discussion of the change in policy on establishing headings for city sections and other ambiguous entities, see the background statement in H 405.   This instruction sheet provides instructions on transferring headings for city sections from the subject authority file to the name authority file and guidelines for assigning names of city sections as subject headings.

For instructions on the sections, boroughs, and counties of New York City, see H 990 sec. 4.

1. General rule.   Search both the name authority file and subject authority file to determine whether a heading for an individual city section, district, quarter, or neighborhood is already established.   If a heading for the city section exists in the name authority file in RDA form, assign it as a subject heading.   If a heading exists in the subject authority file, transfer the heading to the name authority file, or request a descriptive cataloger to do so.   Submit a proposal to delete the subject authority record following the provisions of H 193, sec. 14 and H 193.5.   If a heading does not exist in either file, establish the city section in the name authority file or request a descriptive cataloger to do so.

2.   Features in cities.   Establish headings for features in cities, including plazas, circles, squares, monuments, parks, gardens, and streets in the subject authority file according to the provisions in H 1334 for buildings and other structures, H 1925 for parks and gardens, and H 2098 for streets and roads.

If a city section is named after a city feature, establish a single heading in the subject authority file to be used for both the feature and the city section.   In addition to any 451 fields added for variant names, add a 410 field from the name of the city with the feature as a subheading. *Example:*

```
151 ## $a Dupont Circle (Washington, D.C.)
410 1# $a Washington (D.C.). $b Dupont Circle
550 ## $w g $a Traffic circles $z Washington (D.C.)
```

H 720 City Sections

3. City sections and special topics.   To works that discuss a special topic in conjunction with a city section, do not use the name of the city section as a geographic subdivision under a topical heading that is authorized for geographic subdivision.   Instead, assign headings to bring out the topic in connection with the name of the city itself and an additional heading for the city section. *Example:*

> *Title: Boston's first neighborhood : the North End.*
> ```
> 650 #0 $a Minorities $z Massachusetts $z Boston.
> 651 #0 $a North End (Boston, Mass.)
> ```

For topics expressed as subdivisions under names of places, including cities and city sections (cf. H 1140), assign headings for both the name of the city and the city section divided by the same subdivision.   *Example:*

> *Title: Chinatown, San Jose, USA.*
> ```
> 651 #0 $a Chinatown (San Jose, Calif.) $x Social life and
>           customs.
> 651 #0 $a Chinatown (San Jose, Calif.) $x Social conditions.
> 651 #0 $a San Jose (Calif.) $x Social life and customs.
> 651 #0 $a San Jose (Calif.) $x Social conditions.
> ```