

Geographic Subdivision Information H 836 in Subject Authority Records

BACKGROUND: *In February 1999, the Library of Congress began using the 781 field (Subdivision Heading Linking Entry–Geographic Subdivision) in subject authority records for new geographic subject headings that may also be used as geographic subdivisions. This field is used to record the geographic subdivision form in a format that is both eye-readable and manipulable for purposes of machine validation. For geographic subject headings that are not appropriate for use as geographic subdivisions, the Library began adding a 667 field stating that the heading is not valid for use as a geographic subdivision to their subject authority records.*

Prior to February 1999, subdivision treatment decisions for selected geographic subject headings that fell outside the scope of the standard rules, or whose geographic status was ambiguous or not readily apparent, were recorded in 680 fields in the subject authority records for those entities, as in the following example:

```
151 #0 $a Samoan Islands
680 ## $i As a geographic subdivision, this heading is used
      directly.
```

A project was begun in 1999 to convert 680 fields of this type that appear in subject authority records created prior to February 1999 to 781 fields, and to add either a 667 or 781 field to all other subject authority records for geographic headings established before that date. If geographic subject authority records are encountered that lack either a 667 or 781 field, catalogers may report them by sending a printout to the [Policy, Training, and Cooperative Programs Division](#).

For all newly proposed geographic subject headings that may be used as geographic subdivisions, catalogers are now required to add the 781 field. For those headings that are not appropriate for use as geographic subdivisions, such as celestial bodies and certain entities located in cities, catalogers are required to add a 667 field to the record stating that the heading is not valid for use as a geographic subdivision.

This instruction sheet describes the procedure for adding this 781 or 667 field to a newly proposed geographic subject heading. Instructions on adding this field to records for jurisdictional names that are established as name headings are provided in H 835.

H 836 Geographic Subdivision Information in Subject Authority Records

1. 781 field. When establishing a new geographic subject heading that may be used as a geographic subdivision, determine the form in which the heading is used as a geographic subdivision following the guidelines in H 830. Enter the text of the geographic subdivision form in a 781 field with second indicator 0. For a geographic heading that is used directly, enter the data in a single \$z subfield. For a geographic heading that is used indirectly through a larger geographic entity, enter the data in two successive \$z subfields. *Examples:*

```
151 ## $a Arabah Valley (Israel and Jordan)
781 #0 $z Arabah Valley (Israel and Jordan)
```

```
151 ## $a Halkyn Mountain (Wales)
781 #0 $z Wales $z Halkyn Mountain
```

2. 667 field. For a geographic subject heading that may not be used as a geographic subdivision, such as a celestial body, a structure or park in a city, etc., add a 667 field to the record containing the following text:

```
667 ## $a This heading is not valid for use as a geographic
      subdivision.
```

Examples:

```
151 ## $a Andromeda Galaxy
667 ## $a This heading is not valid for use as a geographic
      subdivision.
```

```
151 ## $a Roosevelt Drive (Bedford Hills, N.Y.)
667 ## $a This heading is not valid for use as a geographic
      subdivision.
```