BACKGROUND: *Archives are collections of documents or records relating to the activities, business dealings, etc., of a person, family, corporation, association, community, or nation. This instruction sheet provides guidelines for assigning the subdivisions* **–Archives** *and* **–Archival resources**.   *For classification of archival inventories, see F 495, sec. 1-2; for classification of works on archival resources, see F 630.*

1. **–Archives.**

  a. General.   Use the free-floating subdivision **–Archives** as a form or topical subdivision under types of corporate bodies and educational institutions, classes of persons, and ethnic groups, and under names of individual corporate bodies, military services, educational institutions, persons, and families, for collections or discussions of documentary material, such as manuscripts, household records, diaries, correspondence, photographs, memorabilia, etc., pertaining to these persons or institutions.   Code **–Archives** as a $v subfield if the work consists of collections of documentary material. Code it as an $x subfield if the work discusses the documentary material.

  To such works, assign an array of headings to bring out both the archive and the subject matter of the documents it contains.   *Examples:*

> *Title:*   *The personal archives of President Calvin Coolidge.*
> ```
> 600 10 $a Coolidge, Calvin, $d 1872-1933 $v Archives.
> 651 #0 $a United States $x Politics and government
>           $y 1923-1929 $v Sources.
> ```

> *Title:*   *Documents of the State Department relating to the history of*
>   *Greece from 1950 to 1954.*
> ```
> 651 #0 $a Greece $x History $y 1950-1967 $v Sources.
> 610 10 $a United States. $b Dept. of State
>           $v Archives.
> ```

> *Title:*   *Papers of the Society of American Indians   [microform]*
> ```
> 650 #0 $a Indians of North America $x History
>           $v Sources.
> 610 20 $a Society of American Indians $v Archives.
> ```

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1. –Archives   (Continued)

b. Individual corporate bodies.   Use the free-floating subdivision **–Archives** under names of corporate bodies, including individual educational institutions, provided that the corporate body or educational institution is an authoring party in the preparation of the archive, not merely the institution that houses the archive. If the collection is a formally organized archive for which a name heading can be established, use that heading, as appropriate, instead of the subdivision **–Archives** under the name of the corporate body.

c. Catalogs.   Use the free-floating form subdivision **–Catalogs** under the topical subdivision **–Archives** for inventories of documents and materials housed in an individual archive.   In accordance with H 1361, assign an array of headings to bring out the topics covered in the archives and the institution housing the material.   *Examples:*

> *Title:*   *A catalog of the Southern Africa archives in the University of York.*
> ```
> 651 #0 $a Africa, Southern $x History $x Sources
>         $v Bibliography $v Catalogs.
> 651 #0 $a Africa, Southern $x History $x Manuscripts
>         $v Catalogs.
> 610 20 $a University of York. $b Centre for Southern
>         African Studies $x Archives $v Catalogs.
> ```

> *Title:*   *Documents of the Royal Victoria Hospital held in the McGill University Archives.*
> ```
> 610 20 $a Royal Victoria Hospital (Montréal, Québec)
>         $x Archives $v Catalogs.
> 610 20 $a Royal Victoria Hospital (Montréal, Québec)
>         $x History $x Sources $v Bibliography
>         $v Catalogs.
> 610 20 $a McGill University. $b Archives $v Catalogs.
> ```

2. –*Archival resources*.

***a. General**.*   Use the free-floating topical subdivision **–Archival resources** under topical headings and names of countries, cities, etc., for brief descriptions of the types of documents and historical records about a particular topic or place available in an institution or institutions.

Do not use the subdivision **–Archival resources** for catalogs containing an item-by-item list of the holdings of an institution or institutions on a topic.

*Note: **–Archival resources** was formerly further subdivided by place.   That practice was discontinued in 1990.   If the location of the resources is judged to be significant, bring it out by assigning the heading **Archival resources–[place]** as an additional heading.   Example:*

> *Title: Christianity in China : a scholar's guide to resources in*
> *The archives of the United States.*
> ```
> 650 #0 $a Christianity $z China $x Archival
>            resources.
> 651 #0 $a China $x Church history $x Archival
>            resources.
> 650 #0 $a Archival resources $z United States.
> ```

***b. Directories**.*   Use the free-floating form subdivision **–Directories**, if appropriate, under headings of the type **[*topic or place*]–Archival resources** for works containing the names, addresses, and brief descriptions of institutions housing archival materials on a particular topic.   *Example:*

> *Title: Peace : archival and library collections in the United States.*
> ```
> 650 #0 $a Peace $x Archival resources $v Directories.
> 650 #0 $a Peace $x Library resources $v Directories.
> 650 #0 $a Archival resources $z United States
>            $v Directories.
> 650 #0 $a Library resources $z United States
>            $v Directories.
> ```