*BACKGROUND: A directory is an alphabetical or classified list containing names, addresses, and identifying data of persons, organizations, etc., intended to enable the user to locate and/or contact the individuals or organizations listed.   This instruction sheet provides guidelines for assigning the heading **Directories** to works about directories and directory-making and for assigning to individual directories headings that use the free-floating form subdivisions –Directories or –Telephone directories.   For works containing lists of names, with or without other identifying data, intended primarily to provide a record of the names associated with a particular event or topic, assign headings of the type [topic]–Registers.*

1. Works about directories.

a. General.   Assign the topical heading **Directories** to works about directories and directory-making.

Do not assign **Directories** as a form heading to an individual directory.

b. Bibliography.   Assign the heading **Directories–Bibliography** only to bibliographies of directories on more than three subjects to which a more specific heading cannot be assigned.

2. Individual directories.

a. Places.   Use the subdivision **–Directories** under names of countries, cities, etc., for alphabetical or classified lists containing the names and addresses of the inhabitants or organizations of a place.   *Example:*

```
651 #0 $a Boston (Mass.) $v Directories.
```

b. Classes of persons, ethnic groups, and names of individual families.   Use the subdivision **–Directories** under classes of persons, ethnic groups, and names of individual families, for alphabetical lists containing the names, addresses, and other identifying data of members of the group or family.   *Examples:*

```
650 #0 $a Engineers $z New York (State) $z New York
       $v Directories.
610 20 $a Harvard University $x Alumni and alumnae
       $v Directories.
650 #0 $a Irish Americans $z Massachusetts $z Boston
       $v Directories.
600 30 $a Cody family $v Directories.
```

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2. Individual directories.   *(Continued)*

c. Types of organizations.
Use the subdivision **–Directories** under types of organizations for lists of such organizations with identifying data.   *Examples:*

```
650 #0 $a Adult education $z Europe $x Societies, etc.
       $v Directories.
650 #0 $a Private schools $z Pennsylvania $v Directories.
```

Do not assign a heading of this type for directories of individual corporate bodies.

d. Individual corporate bodies.
Use the free-floating subdivision **–Directories** under names of individual corporate bodies for works containing the names, addresses, etc., of the officers, departments, branches, members or employees, etc., of the institution, organization, government agency, etc.

Assign an additional heading, if appropriate, for the class of persons belonging to the organization or for the field in which the organization specializes, subdivided by **–Directories**.   Prefer the class of persons heading if the membership of the organization consists of a particular category of people.   *Examples:*

> *Title:*   *AAASA membership directory.*
> ```
> 610 20 $a Association for the Advancement of
>        Agricultural Sciences in Africa
>        $v Directories.
> 650 #0 $a Agriculture $z Africa $v Directories.
> ```

> *Title:*   *Philippine Medical Association membership directory.*
> ```
> 610 20 $a Philippine Medical Association
>        $v Directories.
> 650 #0 $a Physicians $z Philippines $v Directories.
> ```

e. Individual Christian denominations.

(1) Organizational directories.
Use the free-floating subdivision **–Directories** under names of individual Christian denominations for directories containing the names, addresses, etc., of the dioceses, synods, parishes, charitable institutions, schools, clergy, missionaries, etc., of the denomination.   *Example:*

> ```
> 610 20 $a Catholic Church $z United States
>        $v Directories.
> ```

2. Individual directories.

   e. Individual Christian denominations.   (Continued)

   (2) Membership directories.   Assign a heading of the type [*class of persons*]–
   Directories for directories containing only the names and addresses of members
   of, or persons identifying themselves with, a particular denomination.   *Example:*

> *Title: Directory of Lutherans residing in Decorah, Iowa.*
> ```
> 650 #0 $a Lutherans $z Iowa $z Decorah
>              $v Directories.
> 651 #0 $a Decorah (Iowa) $v Directories.
> ```

   (3) For directories containing both membership and organizational information,
   assign both types of headings.

   f. Topical headings.

   (1) Disciplines.   Use the free-floating subdivision **–Directories** under disciplines
   for directories that list various types of persons and organizations associated with
   the field.   *Example:*

> ```
> 650 #0 $a Engineering $z Pennsylvania $v Directories.
> ```

   Exception: If a directory lists only the names, addresses, etc., of a
   particular class of persons working in a field, assign instead a heading of
   the type [*class of persons*]–**Directories**.   *Example:*

> ```
> 650 #0 $a Engineers $z Pennsylvania
>              $v Directories.
> ```

   (2) Industries and activities.   Use the free-floating subdivision **–Directories**
   under headings for types of industries, etc.

   Do not use the subdivision **–Directories** under names of objects or products if a
   heading exists for the industry or activity that produces the product.   *Example:*

> ```
> 650 #0 $a Rubber industry and trade $v Directories.
> ```
> [*not* `650 #0 $a Rubber $v Directories.`]

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2. Individual directories.

f. Topical headings.   *(Continued)*

(3) Newspapers and periodicals.   Use the subdivision **–Directories** under topical headings for newspapers or periodicals for lists of newspapers or periodicals with identifying information such as the name and address of the publisher, subscription costs, size of circulation, scope of publication, etc. *Examples:*

> Title: *Ulrich's international periodicals directory.*
> ```
>        650 #0 $a Periodicals $v Directories.
> ```

> Title: *National directory of weekly newspapers.*
> ```
>        650 #0 $a American newspapers $v Directories.
> ```

Do not use this subdivision for works that are bibliographies or catalogs of newspapers.

(4) Other topics.   Use the subdivision **–Directories** under other topics, if appropriate.

3. Telephone directories.   Use the subdivision **–Telephone directories** under names of countries, cities, etc., individual corporate bodies, classes of persons, ethnic groups, and types of industries and organizations, for telephone directories of those places, organizations, or groups. *Examples:*

```
651 #0 $a Cairo (Egypt) $v Telephone directories.
610 20 $a Library of Congress $v Telephone directories.
650 #0 $a Financial planners $z Maryland $v Telephone directories.
650 #0 $a East Indians $z Ontario $z Toronto $v Telephone
        directories.
650 #0 $a Information services $z United States $v Telephone
        directories.
```

4. Directories issued as serials.   In accordance with H 1927, do not subdivide **–Directories** further by **–Periodicals**, even if the directory is issued as a serial.

5. MARC 21 coding.   For instructions on MARC 21 coding for directories, see the *MARC 21 Format for Bibliographic Data.*