*BACKGROUND: The heading **Translating and interpreting** and the subdivision −**Translating** are assigned to works that discuss the technique of translating from one language to another. The heading **Machine translating** and the subdivision −**Machine translating** are assigned to works about the process of translating from one language to another by computer.   The heading **Translating services** and the subdivisions −**Translating** and −**Translating services** are assigned to works on the services offered by organizations specializing in translating and interpreting.   This instruction sheet provides guidelines for assigning these headings and subdivisions.   For instructions on translations, see H 2220.*

1. Translating and interpreting.

   a. General.   Assign the heading **Translating and interpreting** *(May Subd Geog)* to general works on the methods, tools, etc., used to render texts or oral communication from a language or languages into other languages.

   b. Special languages.

      (1) General.   Assign the free-floating subdivision −**Translating** *(May Subd Geog)* under individual languages and language groups for works on the techniques, tools, etc., of translating texts or oral communication in these languages, for example, **English language−Translating**.

      (2) Translating into French, [German, etc.].   Assign the free-floating subdivision −**Translating into [*name of language*]** under individual languages or language groups for works on methods of translating a language or language group into another specific language.   If the work discusses translating in both directions, assign two headings.   *Example:*

> Title: *English-German translating.*
> ```
> 650 #0 $a English language $x Translating into
>           German.
> 650 #0 $a German language $x Translating into
>           English.
> ```

   c. Disciplines.   Assign the free-floating subdivision −**Translating** under disciplines for works on the techniques, tools, etc., of translating works on these subjects, for example, **Science−Translating**.

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1. Translating and interpreting.   *(Continued)*

d. Sacred works.   For instructions on assigning the subdivision **–Translating** under sacred works, see H 1300.

2. Machine translating.

a. General.   Assign the heading **Machine translating** *(May Subd Geog)* to general works discussing the process of translating texts from one language to another by computer.

b. Special languages.   Assign the free-floating subdivision **–Machine translating** *(May Subd Geog)* under individual languages and language groups for works on the technique of translating texts in that language by computer.

If the work discusses methods of machine translating into a specific language, assign a second heading to bring out the language into which materials are being translated. *Example:*

> *Title: Some problems in German to English machine translations.*
> ```
> 650 #0 $a German language $x Machine translating.
> 650 #0 $a German language $x Translating into English.
> ```

3. Translating services.

a. General.   Assign the heading **Translating services** *(May Subd Geog)* to general works on organizations that specialize in providing translating and interpreting services.

b. Special services.   Assign the headings **Court interpreting and translating** *(May Subd Geog)*, **Interpreters for the deaf** *(May Subd Geog)*, **Congresses and conventions–Translating services** *(May Subd Geog)*, **International agencies–Translating services** *(May Subd Geog)*, and **United Nations–Translating services** *(May Subd Geog)* to works that discuss these specialized translating and interpreting services.

c. Special fields.   Assign the free-floating subdivision **–Translating** under topical headings to works on organizations that provide translating and interpreting services in specific fields, for example, **Technology–Translating**.