

## Preparation of Genre/Form Term Proposals J 140

**BACKGROUND:** All genre/form terms must be proposed by a cataloger and approved for inclusion in Library of Congress Genre/Form Terms for Library and Archival Materials before their use is authorized. This instruction sheet explains the general requirements for new genre/form term proposals and lists the steps to follow to create a genre/form authority record using the Subject Heading Proposal System. These procedures apply only to the creation of new authority records. For the procedures to follow in making changes to existing records, see J 130 and J 135.

For examples of MARC 21 authority records for LC genre/form terms, see 107.

**1. Accessing the system.** To access the template to propose a genre/form term, perform the following steps.

### LC catalogers

Go to URL: <http://lcconline.info/Menu>  
Click on: **LC Subject Heading Proposal System**  
Click on: **Propose a New Term under Genre/Form Terms**  
Login: Key the username and password.

### SACO members

Go to URL: <http://classificationweb.net/Menu/subject.html>  
Click on: **Propose a New Term under Genre/Form Terms**  
Login: Key the username and password.

**2. General information about entering data in the template.**

**a. Fixed vs. editable data.** Some areas of the template contain data that cannot be edited by the user. Other areas have fields in which the cursor can be placed and data can be entered or edited by the user. In many of these editable fields, some data has already been provided by the system. For example, in the 155 field, the system includes the \$a subfield by default. Default data provided by the system can in most cases be edited or deleted by the user if necessary.

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### 2. General information about entering data in the template. (Continued)

**b. Subfield coding.** The system uses the dollar sign ( \$ ) to represent the delimiter. In order to add a new subfield to an existing field, type a dollar sign followed by the appropriate subfield code letter. *Example:*

670 \$a Morner, K. NTC's dictionary of literary terms, c1991 \$b  
(Limerick: a type of nonsense verse with a definite pattern: five-line stanza rhyming aabba in which lines one, two, and five have three anapestic feet and lines three and four have two anapestic feet)

**c. Adding new fields to the template.** Immediately below the final 952 field in the template is an **Insert field** menu. If it is necessary to add a new field to the template, select the radio button of the existing field above which the new field is to be inserted. Then click the down arrow on the **Insert field** menu in order to display a list of available fields. Click on the desired field, and it will be inserted immediately above the field whose radio button was selected.

*Note:* If no radio button is selected, the system will automatically insert the new field before the next higher numbered tag in the template.

<input type="radio"/> 670	\$a Work cat:	(Sources found)
<input type="radio"/> 675	\$a	(Sources not found)
<input type="radio"/> 952	\$a Bib. records to be changed:	(Bib. record changes)
<input type="radio"/> 952	\$a LCGFT pattern:	(LC pattern)
<input type="radio"/> 952	\$a	(Cataloger's comments)
	<input type="button" value="Insert Field"/> <input type="button" value="Remove Field"/>	
<b>Email</b>	<input type="text"/>	(Optional notification)

**d. Fields that the user leaves blank.** Any field that appears in a basic template and is left blank by the user is automatically deleted by the system when the record is saved. It is not necessary for the user to take any action to remove an unneeded field from a template.

*Note:* If desired, a field may be removed by selecting the radio button of the field and clicking the **Remove Field** button.

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4. “*Generated by*”. At the top of the form select the appropriate radio button from the four options.

Proposed Genre/Form Term		LC Subject Heading Proposal System
Generated by <input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book		
<input type="radio"/> 155	<input type="text" value="\$a"/> (Heading)	
<input type="radio"/> 455	<input type="text" value="\$a"/> (UF)	

**Book.** Select this button if a resource is being submitted to PSD along with the proposal, and the resource is not Priority 1.

**No Book.** Select this button if a resource is not being submitted to PSD along with the proposal. For example, if the proposal is being made in order to correct an error in response to correspondence, select **No Book**.

**CIP.** Select this button if the proposal is being made in connection with the cataloging of a CIP or any other Priority 1 material, except a rare book.

**Rare Book.** Select this button if the proposal is being made in connection with the cataloging of a rare book.

*Note:* Because these radio buttons are intended for internal LC workflow, they are not present for users who work in SACO libraries.

5. *The authorized term.* Enter the text of the proposed term in the 155 field.

6. *References.*

a. **General rule.** Record all UF, BT, and RT references as 455s or 555s. Determine by searching the genre/form terms in Classification Web that any proposed 455 does not conflict with an existing term or UF reference and that any proposed 555 exists as a currently valid term.

### 6. References.

#### *a. General rule. (Continued)*

**Reference patterns.** Many new terms belong to special categories having their own prescribed sets of references. These can be determined by consulting individual instruction sheets in the *Genre/Form Terms Manual* or by examining existing authority records for other terms in the category.

**b. Used For references.** Follow the rules and guidelines for making UF 455 references provided in J 190 and the instruction sheets for individual categories. Use the technique described in sec. 2.c, above, to add additional blank 455 fields to the template. List these fields in alphabetical order. Do not add \$w control subfields except under the condition described in the note below. Provide authority to support variant forms of terms for subjects in 670 fields (see sec. 7, below).

*Note:* New genre/form authority records are sometimes created because an authorized term is being cancelled and replaced by two or more new terms (see J 130). In those cases, add a 455 field to each of the new authority records containing the old form of the term. Identify this as the earlier form of the term by adding, at the beginning of the field, a \$w control subfield with the data **nne**. Make a proposal to cancel the existing term according to the procedures described in J 130.

**c. Broader Terms and Related Terms.** Follow the principles in J 186 and J 188 for making broader term and related term references. Record BT references in 555 fields that have a \$w control subfield containing the value **g**. List them in alphabetical order. Record RT references in 555 fields that have no \$w control subfield. List them in alphabetical order immediately following the list of broader term references. Use the technique described in sec. 2.c above to add additional blank 555 fields to the template, as needed.

*Note:* For each related term 555, a reciprocal related term 555 must be added to the authority record for the term being used as a reference. Follow the procedure described in J 135.

There must be an authority record for each demographic group term used as a 555. If an authority record does not yet exist, the cataloger must create one. Submit the proposals for both terms together.

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### 6. References. (Continued)

**d. Narrower Terms.** Make references from the new term being proposed to existing narrower terms by adding the new term as a BT. Do this by following the procedures in J 135 for changing references in existing subject authority records and submitting a printout of each changed record together with the proposal for the new term. Although MARC 21 format provides the value **h** to identify narrower terms in a \$w control subfield of 555 fields, the Library of Congress does not use this value nor include narrower terms in records for broader terms.

**7. Citation of sources.** Use the 670 and 675 fields to cite sources that were consulted in preparing the proposal. See J 160 for instructions on the authority research required for demographic group proposals. Follow the guidelines for citing sources provided in J 162 and the MARC 21 examples in J 107.

**8. Scope note.** Follow the guidelines in J 195 for determining whether a scope note is appropriate. If a scope note is provided for the term being established, enter it in a 680 field. Use the technique described in sec. 2.c above to add a blank 680 field to the template. Use \$i subfields for explanatory text and \$a subfields for terms that are used to amplify or illustrate the text contained in the \$i subfields.

**9. Bibliographic file maintenance.** Before submitting a completed proposal to the Data Integrity Section, search the LC database to locate existing bibliographic records that should be updated as a result of the new proposal. Enter the total number of records to be changed in the 952 (Bib record changes) field. If there are none, enter 0 after the standard text, "Bib. records to be changed."

Use one of the following methods to report the records for revision, as appropriate.

- **Printouts of records.** Make a printout of each individual record to be corrected and manually mark it up with the changes that are to be made. Indicate clearly whether any of the existing genre/form terms are to be changed or deleted and whether there are any new term(s) to be added. If the position of a new term is significant (for example, if the new term should be the first one listed in the record), indicate this clearly.

*This method is recommended only if the number of records to be changed is small.*

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### 9. Bibliographic file maintenance. (Continued)

- **Lists of LCCNs.** If an identical change is to be made to a group of records, submit a list of the LCCNs of those records, together with clearly written instructions describing the change to be made to each record on the list.

*This method is recommended if the number of records to be changed is relatively large and the list of LCCNs can be easily assembled.*

- **Printout of search.** Submit a screen printout that shows the search that was done to retrieve the candidate records, together with clearly written instructions describing the change to be made to each record retrieved by the search. If the printout displays any records that should not be changed, cross them off.

*This method is recommended if the number of records to be changed is relatively large and the candidate records can be retrieved by a single search.*

**10. LC pattern.** When it is appropriate to cite an LC pattern (see J 160), enter it in the 952 (LC pattern) field.

*Note:* If no pattern is being cited, leave the field blank and it will be automatically deleted by the system when the record is saved.

**Citing the Genre/Form Terms Manual.** If the term is being established according to a pattern prescribed in a specific instruction sheet in the *Manual*, add a 952 (Cataloger's comments) field containing the number of the instruction sheet. Use the abbreviation GFTM.

*Example:*

952 ## \$a GFTM J 183

**11. Comments accompanying proposal.** Enter any comments that are pertinent to the new term, and that are intended to be a permanent part of the authority record, in the 952 (Cataloger's comments) field. These include information such as an informal description of the term or a description of its intended usage, a description of special problems or considerations that were factors in selecting the form of the term or references, the impact the new proposal might have on the assignment of other terms, or other relevant facts accumulated in doing authority research for the proposal.

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**12. Providing an email address.** Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or marked for return to the cataloger for more work by the editorial meeting. A full email address must be provided, such as myname@loc.gov. Leave the field blank to avoid receiving these messages.

<input type="radio"/> 952	<input type="text" value="\$a Bib. records to be changed:"/>	(Bib. record changes)
<input type="radio"/> 952	<input type="text" value="\$a LCGFT pattern:"/>	(LC pattern)
<input type="radio"/> 952	<input type="text" value="\$a"/>	(Cataloger's comments)
	<input type="button" value="Insert Field"/> <input type="button" value="Remove Field"/>	
<input type="text" value="Email"/>	<input type="text"/>	(Optional notification)

**13. Saving and viewing the proposal.** When finished filling out the template for the proposed new term, click the **Save** button. An LCCN is automatically generated and a screen appears, confirming that the proposal has been saved. The proposed term is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in green, indicating that it is proposed and not yet approved.

**14. Material to be submitted to the Data Integrity Section.** Submit the following material, as a single package, for each new term proposed:

- The item generating the proposal and its associated paperwork
- A printout of the newly created authority record
- Printouts of authority records for any terms that have been changed to add the newly proposed term as a 555 field (BT or RT)
- Printouts or listings of bibliographic records to be changed
- Notes, if any, addressed to the Data Integrity Section or to policy staff in the Policy and Standards Division.

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**15. Changing a proposal after it has been created and saved.** Catalogers may make changes to any proposal record that they themselves created, up until the time that the proposal has been forwarded to the Policy and Standards Division for processing. If any additions or changes need to be made after the proposal has been forwarded, telephone or email either the Data Integrity Section or a subject cataloging policy specialist.

A cataloger may never make changes to a proposal that was created by another cataloger or contributing library. Comments on proposals that were made by someone else should be directed to the subject cataloging specialist who is responsible for the tentative list on which the proposal appears or will appear.

*Note:* In order to determine the list for which a given proposal has been scheduled, view the full MARC 21 record for the proposal in question. The tentative list number appears in the 907 \$t subfield. If a **0** appears in that subfield, the proposal has not yet been scheduled.

In order to make a change to an existing proposal, click on the icon to the right of the term in the browse display, and in the dropdown menu select **Modify or delete this proposal**. The template form is redisplayed. Make any changes that are needed and click the **Save** button to re-save the proposal. To delete a proposal, click the **Delete** button that appears on the template.

**16. Submitting the proposal.** After the proposal has received any necessary review in the cataloging section, make a printout of the proposal and submit it, together with the work being cataloged and any other supporting materials (see sec. 14, above), to the Data Integrity Section. Once the proposal has been printed and submitted to the Data Integrity Section, make no further changes to the online record. If any further additions or changes are required, follow the procedure in sec. 15, above.