

LCSH Cheat Sheet

The three steps to create a subject heading are:

1. -SLAM - To get keywords identified as possible subjects

| | |
|---------------------------|---|
| S - Scan | everything in/on the item, not just the title |
| L - Look for | keywords, form, author's intent, audience |
| A - Ask yourself four) | one or several topics of focus (no more than |
| M - Mentally compose | "This resource is about...." |

2. Translate Into LCSH terms and MARC tags

LCSH terms - Main headings are required . In the LCSH, follow main heading cross references to see if your keywords are valid headings. .:

| | |
|-----|----------------------------------|
| USE | valid term (from invalid) |
| UF | used for |
| BT | broader term (avoid these) |
| NT | narrower term(use in most cases) |
| RT | related term |
| SA | see also |

Subdivisions are not required. There are 2 types of subdivisions:

Authorized - for a specific heading, LCSH is specific as to what can be used

Free-floating - allowed with more than one heading.

LCSH Headings Reference sources

Main headings -

Subdivisions (authorized and free floating) -

MARC tags -

Common Main Subject Headings:

650 - general, topical

655 - genre/form

600 - biography

610 - corporate

651 - geographic

611 - corporate

Subdivisions :

v - form subdivision (ex. juvenile films)

x- general subdivision (ex. music)

3. Step 3 - Follow General LC Conventions

- 1) Main headings only for topics that comprise 20% of the work. If a subtopic comprises 20%, make it a main heading
- 2) Don't make value judgments. Cataloging is unbiased.
- 3) First subject should be the main topic of work
- 4) Avoid broader subjects in favor of narrower ones
- 5) Rule of Three:
 - a) Separate main headings when up to three topics are discussed
 - b) Can use broad main heading only when the focus is the topics and nothing else
 - c) If work is about more than three topics, use broad main heading