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4:A AUTHORITIES

SCIS Subject Headings. Latest ed. Carlton South, Vic.: Curriculum Corporation. +
Amendments approved by the SCIS Information Services Standards
Committee.

OR

SCIS Subject Headings Online. Carlton South, Vic.: Curriculum Corporation.
<http://scis.curriculum.edu.au/scissh/>

Schools Online Thesaurus. Carlton South, Vic.: Curriculum Corporation.
<http://scot.curriculum.edu.au>

The Macquarie Dictionary. Latest ed., Macquarie Library.

4:B REFERENCES

- American Library Association. *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.* 2nd ed. Chicago: American Library Association, 2000.
- Australian Institute for Aboriginal and Torres Strait Islander Studies. *ALATSIS Thesauri*. Canberra: AIATSIS. <http://www1.aiatsis.gov.au/thesaurus/>
- Baldick, Chris. *The concise Oxford dictionary of literary terms*. 2nd ed. Oxford: Oxford Paperbacks, 2001.
- Dahlberg, Moira. *Stories Unlimited: an Imaginative Writing Game*. Ballarat, Vic.: Wizard, 1996.
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<http://www.ga.gov.au/map/names/>
- The Macquarie World Atlas*. Rev. ed. McMahons Point, N.S.W.: Macquarie Library, 1994.
- Medical Subject Headings*. Bethesda, Md.: U.S. National Library of Medicine.
<http://www.nlm.nih.gov/mesh/>
- The Oxford Companion to Shakespeare*. Oxford: Oxford University Press, 2001.
- Saxby, Maurice, & Winch, Gordon. *Give Them Wings*. 2nd ed. South Melbourne: Macmillan, 1991.
- Shakespeare, William. *Complete Works of William Shakespeare*. Glasgow: HarperCollins, 1994.
- White, Kerry. *Australian Children's Fiction: the Subject Guide*. Milton, Qld.: Jacaranda, 1993.
- White, Kerry. *Australian Children's Fiction: the Subject Guide*. Update. Milton, Qld.: Jacaranda, 1996.

4:C INTRODUCTION

4:C1 The purposes of this section are:

- to ensure that subject cataloguing relates in the most effective way to the needs of students and teachers;
- to provide a reference tool which promotes consistency in subject analysis by accredited cataloguers;
- to guide accredited cataloguers on the application and the use of *SCIS Subject Headings* in instances or areas where the list permits more than one interpretation;
- to guide accredited cataloguers on the application and the use of *Schools Online Thesaurus* (ScOT);
- to record policy on approaches to subject analysis and on the treatment of various categories of works.

4:D PRINCIPLES: GENERAL

4:D1 Specific entry

It is policy to adhere to the principle of specific entry, which requires that a work be assigned the most specific heading which represents exactly, or is coextensive with, the subject content of the work as a whole, rather than any minor themes or topics it may contain.

This means that normally a general heading and a specific one comprehended within it, for example Mathematics and Algebra, are not assigned to the same work.

4:D2 Multiple subject headings

The retrievability of the subject matter of a work is enhanced if the work is assigned multiple subject headings. It is policy, where the work lends itself to such analysis, to prefer the use of several specific headings, rather than one general heading, in specifying the subject content of a work.

4:D3 Authorial intent

When determining the subject content of a work, cataloguers should consider carefully the author's emphasis and intention, either expressed or implied, as well as the arrangement and relationship of subjects within the work itself.

4:E PRINCIPLES: SCIS SUBJECT HEADINGS ONLY

4:E1 Devising proper and common name headings

Section 6 of the *Guidelines to Using SCIS Subject Headings* (published in *SCIS Subject Headings*, 5th ed. and available at <http://scis.curriculum.edu.au/scisshl/guidelines.doc>) provides instructions for devising additional headings, including headings for proper names and common names. Use the examples given at the subject heading for the category name as a guide for establishing headings and reference structures.

Refer to section 7, *MARC Coding: Authority Records* of these standards for instructions on coding authority records for headings so devised. In most cases it will be most efficient to construct authorities at the time of cataloguing, although agencies may choose to refer such headings to Curriculum Corporation for authorisation and establishment of appropriate reference structures if they wish.

If a heading with a subdivision is required, and the main heading is not already established, then an authority for the main heading will need to be created if cross-references are required, e.g. where references need to be made from variant forms of name. In such cases, create an authority record for the main heading (or refer the main heading to Curriculum Corporation to be established) as well as creating an authority for the heading with the subdivision.

Use judgement as to which reference structures will provide useful access points without leading to unwieldy headings. For example, it would be appropriate to refer to names of individual marsupials from the category heading 'Marsupials', but not to refer to all possible individual authors at 'Authors'. When it is considered appropriate to use a broader term in the reference

structure for the devised heading, use that heading in the list which is the next most specific, ie for Quolls use BT Marsupials, not BT Animals.

4:E2 Period subdivisions

Specific period subdivisions are used with names of selected countries and the states of Australia, after the following subdivisions

- Economic conditions
- History
- Politics and government
- Social conditions
- Social life and customs

In determining period subdivisions, SCIS will be guided by the broad Dewey period spans found at 930-990. It is important to note that in DDC, where significant historical periods within any country's history are divided to reflect important events, the general style rule is to use the same year for the terminal date of one period and the beginning date of the one following, unless events indicate a break at the end of the calendar year. However where division is by decade or century, the span of years is calculated as '0' to '9'. For example:

945.091 History of Italy in the reign of Victor Emmanuel, 1900-1946
...
945.0924 History of Italy 1946-1949
945.0925 History of Italy 1950-1959

To avoid such apparent inconsistencies in the form of period subdivisions, SCIS has determined to use overlapping periods in all cases.

Examples

Australia – History – 1991-2000
Australia – History – 2000-

If a specific period is not listed for a country, century subdivisions may be added to the subdivisions listed above, for example **West Indies – Economic conditions – 20th century**.

Literature, film and music headings may be subdivided directly by century, for example **Australian poetry – 20th century**. The subdivisions - History - [] century may be added to specific subjects, for example **Inventions – History – 19th century**. The heading Costume may also be further subdivided by century, for example **Costume – 18th century**.

4:F GUIDE TO PRACTICE: GENERAL

4:F1 Works on a single subject

For works on a single discrete subject, assign the one heading which represents exactly the subject of the work.

Examples

Title: Easy dressmaking techniques
SCIS Subject **Dressmaking**
ScOT Subject **Dressmaking**

Title: Lighthouses of South Australia
SCIS Subject **Lighthouses**
ScOT Subject **Lighthouses**

Title: How to play cricket
SCIS Subject **Cricket**
ScOT Subject: **Cricket (Sport)**

4:F2 Works on a single subject containing a number of elements

For works treating a single subject considered from different aspects or containing a number of elements, assign sufficient headings to cover those aspects or elements up to the limit of ten headings.

Examples

Title: Animal experimentation : opposing viewpoints
SCIS Subjects **Animals – Treatment**
Laboratory animals – Moral and ethical aspects
Genetic engineering – Moral and ethical aspects
ScOT Subjects **Animal experimentation**
Animal welfare
Genetic engineering
Bioethics

Title: Swinging the billy : indigenous and other styles of Australian bush cookery
SCIS Subjects **Cookery, Australian**
Bush food
Cookery, Outdoor
ScOT Subjects **Indigenous foods**
Bush food
Cooking
Australia

4:F3 Multi-subject works with subjects treated separately

For works on more than one subject *treated separately* assign a heading for each topic up to the limit of ten headings from SCIS Subject Headings and ten headings from ScOT.

Examples

Title: Transport machines (Work has a number of distinct sections on different aspects of transport, ie. road, two wheels, rail, sea and air)
SCIS Subjects **Aeroplanes**

ScOT Subjects **Trains**
Vehicles
Aeroplanes
Road vehicles
Trains

Title: Arctic and Antarctic animals
SCIS Subjects **Animals – Antarctica**
Animals – Arctic regions

ScOT Subjects **Animals**
Antarctica
Arctic regions

4:F4 Works on a broad subject with multiple related subjects

For works dealing with several subjects which are all generically related (ie, which are all subdivisions of a broader subject) but which are treated separately within the work, assign a subject heading for each subject.

Examples

Title: Answers about the moon, stars and planets

SCIS Subjects **Stars**
Planets
Moon

ScOT Subjects **Stars (Universe)**
Planets
Moon

NOT Astronomy (SCIS)
Universe (ScOT)

Do not assign a heading for the broader subject, since the reference structure within the catalogue will guide users from the broad heading to more specific terms. However if the topics are treated together in the work as opposed to separately, assign a single broad heading.

Example

Title: How did you travel to school today?

SCIS Subject **Transport**

ScOT Subject **Transport**

NOT Buses
Trains
Motor cars
etc.

4:F5 Works with more than ten related subjects

For works dealing with more than ten such related subjects, treated separately, prefer a single generic heading which represents these subjects collectively. If appropriate, include a table of contents note if the broad subject heading does not sufficiently reveal the contents of the work. Table of contents notes are used to enhance subject access while adhering to the principle of not adding broader and narrower terms for the same concept to the one record.

Example

Title: The living world

Contents: Table of contents includes: The study of life -- The living cell -- The continuity of life -- The evolution and diversity of life -- Plant life -- Evolution of animal life -- Animal life -- The living environment

SCIS Subject **Biology**

ScOT Subject **Life**

4:F6 Analytical entries

Headings may also be assigned for minor themes or subjects, or for parts of a work, if such subjects or parts are considered to be of curriculum relevance and of significance within the work itself, provided that:

- they are additional to those assigned to the principles defined above
- the total number of subject headings assigned to a single title does not exceed ten from SCIS Subject Headings and ten from ScOT.

In some cases this might lead to a general and a specific heading being applied to the same record. Analytical entries may be used, for example, for a book which deals with the history of Western Australia, but which also contains a significant chapter on goldmining. Such a work would be assigned the following subject headings:

SCIS Subjects

1. **Gold mining – Western Australia**
2. **Western Australia – History**

ScOT Subjects

1. **History**
2. **Gold**
3. **Mining**
4. **Western Australia**

4:F7 Priorities in assigning headings

Where a work contains more subjects than can be assigned headings within the limit of ten from SCIS Subject Headings and ten from ScOT, prefer headings which provide access in the following order of priority:

1. Significant curriculum topics
2. Australasian subjects
3. Names of persons associated with a selected subject
4. Placenames associated with a selected subject.

4:F8 Order of subject access points

To ensure that ScOT terms display below SCIS subject headings in each group of subject headings in the SCIS OPAC display, subject headings are input in the following order:

600 (scisshl)
600 (scot)
610 (scisshl)
610 (scot)
611 (scisshl)
611 (scot)
630 (scisshl)
630 (scot)

650 (scisshl)
650 (scot)
651 (scisshl)
651 (scot)

4:F9 Works in languages other than English

Works in languages other than English are assigned a language heading in the form prescribed in *SCIS Subject Headings* (eg Italian language text). Do not assign language headings from ScOT to works in languages other than English unless they are **about** those languages.

Examples

Title: Handa's hen / ... Hindi translation by Awadesh Misra.
SCIS Subjects: **Hindi language text**
Counting - Fiction
Poultry – Fiction
Kenya - Fiction
ScOT Subjects: **Counting**
Poultry
Fiction
Kenya

4:F10 Place headings

In assigning subject headings referring to place, prefer the most specific placename likely to be sought by students. For Australian and New Zealand places, assign the name of any town, city or region. Australian place headings are qualified by state or territory according to the provisions of AACR2R 23.4C. New Zealand places are qualified by country according to the provisions of AACR2R 23.4E.

For places in other countries, prefer the name of the country, or of a major city or region if appropriate, unless the more specific location is likely to be searched by students.

Examples

Title: Geraldton : rural-residential land capability study
SCIS Subjects: **Land use – Western Australia**
Regional planning
Geraldton (W.A.)
ScOT Subjects: **Land use**
Planning
Geraldton (W.A.)

Title: The way we were : Dunedin/Coastal Otago
SCIS Subjects: **Dunedin (N.Z.) – Pictorial works**
Otago Region (N.Z.) – Pictorial works
ScOT Subjects: **Dunedin (N.Z.)**
Otago Region (N.Z.)

Title: A village in Normandy
SCIS Subjects: **Villages**
Normandy (France)
ScOT Subjects: **Towns**
Normandy (France)

4:F11 Qualifiers

Apply qualifiers from the list in Appendix A where necessary to add clarification to ambiguous headings, for example **Rock (Wrestler)**, **Perth Wildcats (Basketball team)** etc.

Where more than one qualifier is needed separate each with a full colon, for example **Endeavour (Ship : Replica)**

Geographic qualifiers

Mountains

For individual mountains known as Mount ... eg Mount Kosciusko, Mount Baw Baw, use the inverted form eg **Kosciusko, Mount**. Add a qualifier only if necessary to distinguish mountains with the same name.

For mountain ranges and mountains known only by name, eg Vesuvius, You Yangs, use the qualified form eg **Vesuvius (Italy)**, **You Yangs (Vic.)**, **Southern Alps (N.Z.)**, unless the name includes the name of the larger jurisdiction, eg **Australian Alps**, or covers an area larger than a single jurisdiction, e.g. **Rocky Mountains**.

Buildings

Add a qualifier only if considered necessary to provide identification, eg **World Trade Center (New York, N.Y.)** *but* **Sydney Opera House** (no qualifier needed).

4:F12 Subject headings for Shakespeare's works

In February 2003, the former policy directing that the texts of Shakespeare's plays and poetry not be given subject headings was rescinded. The texts are now assigned form, genre and topical headings according to the list in Appendix B. In some cases headings for settings are also assigned. Headings for settings are only assigned where they are an important aspect of a play.

For *SCIS Subject Headings* see the indexing and specific example notes at **Shakespeare, William - Comedies**; **Shakespeare, William - Histories**; **Shakespeare, William - Tragedies** and **Shakespeare, William - Tragicomedies**. The notes at **Shakespeare, William - Comedies** are provided as an example:

- IN For the texts of Shakespeare's comedies see the headings Comedy, and English drama and also topical subject headings, e.g. Love - Drama.
- SEN Use for critical works on Shakespeare's comedy plays in general. For critical works on individual plays see Shakespeare, William followed by the title without further subdivision, e.g. Shakespeare, William. All's well that ends well.

4:G GUIDE TO PRACTICE: FICTION

In assigning subject headings to works of fiction, the cataloguer is advised to seek headings for topics relating to real places, mythical places, real persons, events, objects and themes.

4:G1 Applying the SCIS Subject Heading standard subdivision Fiction

Fiction as a standard subdivision can be assigned to any SCIS subject heading, or to allowed headings that have been devised by the cataloguer unless instructions state otherwise, eg the subdivision Fiction is not used with genre headings or headings for literary prizes.

Examples

Title: Very ugly bug

SCIS Subjects: **Insects – Fiction**
Aesthetics – Fiction

Title: Affection : a novel

SCIS Subjects: **Plague – Fiction**
Australian stories
Historical fiction
Queensland – History – Fiction

4:G2 Applying the ScOT term Fiction

The term **Fiction** is assigned to works of fiction, together with (but not as a subdivision of) terms that represent topics treated by the work. However, if a ScOT term for a fiction genre containing the word ‘fiction’, eg Historical fiction, has been assigned, do not also assign the term **Fiction**.

Examples

Title: Very ugly bug

ScOT Subjects **Insects**
Aesthetics
Fiction

Title: Affection : a novel

ScOT Subjects: **Plague**
Australian stories
Historical fiction
Queensland

Title: A necessary evil

ScOT Subjects: **Murder**
Fiction
Crime stories

4:G3 Ten subject headings

A maximum of ten headings from SCIS Subject Headings and ten headings from ScOT may be assigned to a work of fiction.

4:G4 Characters in fiction

Do not assign subject headings for fictional characters in works of fiction.

4:G5 Place headings in fiction

Do not assign headings for fictional places in works of fiction. Do assign headings for real and mythical places. For example if a fictional work is about Atlantis, the SCIS subject heading **Atlantis – Fiction** may be assigned. However do *not* assign headings for fictional places, eg do *not* assign the heading Narnia (Fictional place) – Fiction.

When deciding if a work involves a place that is fictional or mythical, use the classification of the original work which features the place as a guide; ie if it would be classified at 200 or 398 assume the place is mythical; if it would be classified at F assume the place is fictional. For example the work *Atlantis : the legend of a lost city* is classified at 398.23, but *The chronicles of Narnia / by C.S. Lewis* is classified at F.

4:G6 Events in fiction

In assigning SCIS subject headings referring to an event, prefer a heading which refers to the specific event rather than a broader heading. For example, use the SCIS subject heading **Eureka Stockade – Fiction** rather than **Riots – Fiction**, or **Australia – History – 1851-1901 – Fiction**.

4:G7 Theme headings in fiction

Subject headings related to theme should be as specific as possible. For example, a work with a dominant and pervasive theme of cricket should be assigned the SCIS subject heading **Cricket – Fiction**, rather than the broader and more generic term **Sports – Fiction**, and the ScOT terms **Cricket (Sport)** and **Fiction**, rather than **Sports** and **Fiction**.

4:G8 Literary prizes

Works which have won a literary prize are assigned the SCIS subject heading for the name of that prize, eg **Book of the Year Award**.

4:G9 Genre headings

Genre headings are assigned to works of fiction, including fictional films. For some titles a genre heading is assigned as well as a heading for a topic.

A literary genre is a recognisable and established category of written work, employing such common conventions as will prevent the reader from mistaking it for another kind (*Concise Oxford Dictionary of Literary Terms*). There is some overlap in areas covered by these genre headings, and for some items two or more genre headings may be appropriate. Use only genre headings from those available in SCIS Subject Headings and ScOT.

For a full list for use in SCIS subject heading fields, including definitions and examples explaining the scope of each, see the guidelines for genre headings in the latest edition of *Guidelines to Using SCIS Subject Headings*. (<http://scis.curriculum.edu.au/scisshl/guidelines.doc>) For a full list for use in ScOT term fields, see the list of narrower terms under **Genres** in ScOT.

4:H GUIDE TO PRACTICE: ScOT ONLY

4:H1 Subjects not in ScOT

Subjects for which no appropriate terms can be located in ScOT, but which are deemed essential to provide adequate subject access to resources, are captured in catalogue records and referred to the maintainers of the *Thesaurus* to be considered for inclusion. There are no requirements for the presentation of these concepts, beyond the requirement that they are recorded in the field designated for their capture ([653 Index term – uncontrolled](#)) as a series of single concepts.

Example

653 ## \$a Battle of Trafalgar \$a 19th century \$a Sailing ships

Many of the concepts for which ScOT does not have terms are those that are provided for in SCIS subject headings by the instructions for devising common and proper names (see [4:E1](#)). For such concepts select the nearest term from ScOT, if it provides a useful access point to the

work in hand, and indicate the lack of a precise term for the concept in the 653 field of the record.

Examples

Title: The boa constrictor.

ScOT Subject: **Snakes**

653 field: Boa constrictors

Title: The barbecue cookbook

ScOT Subject: **Cooking**

653 field: Barbecue recipes

Title: Gone with the wind

ScOT Subjects: **Civil wars; American history; Fiction**

653 field: American Civil War