

# READY RECKONER FOR USING SCIS SUBJECT HEADINGS

## 1. List of subdivisions (See *Guidelines* Section 6.5.1)

### Standard subdivisions

|                               |                           |                    |
|-------------------------------|---------------------------|--------------------|
| Accidents                     | Future                    | Political activity |
| Anecdotes                     | Historiography            | Political aspects  |
| Audiovisual aids              | History                   | Public opinion     |
| Automation                    | History – [ ] century     | Quizzes            |
| Bibliography                  | History – Sources         | Quotations         |
| Cartoons and caricatures      | Humour                    | Recreational use   |
| Catalogues                    | Identification            | Religious aspects  |
| Classification                | Indexes                   | Remedial teaching  |
| Collectors and collecting     | Law and legislation       | Research           |
| Dictionaries                  | Management                | Rules              |
| Directories                   | Maps                      | Safety measures    |
| Diseases                      | Marketing                 | Security measures  |
| Drama                         | Mathematical aspects      | Social aspects     |
| Economic aspects              | Measurement               | Societies          |
| Encyclopaedias                | Microbiology              | Standards          |
| Environmental aspects         | Models                    | Statistics         |
| Equipment                     | Moral and ethical aspects | Study and teaching |
| Examinations, questions, etc. | Periodicals               | Taxation           |
| Exhibitions                   | Philosophy                | Terminology        |
| Fiction                       | Pictorial works           | Transport          |
| Finance                       | Poetry                    | Webquests          |
| Folklore                      | Policy                    | Yearbooks          |

### Restricted subdivisions (See *Guidelines* Section 6.5.2 for usage instructions)

|                                 |                         |                           |
|---------------------------------|-------------------------|---------------------------|
| Accounting                      | Design and construction | Physiological effects     |
| Analysis                        | Diseases                | Portraits                 |
| Antiquities                     | Diseases and pests      | Problems, exercises, etc. |
| Autobiography                   | Economic conditions     | Programmed instruction    |
| Biography                       | Economic forecasting    | Programming               |
| Care and health                 | Economic policy         | Psychology                |
| Care and treatment              | Education               | Recreation                |
| Careers                         | Employment              | Rehabilitation            |
| Civil rights                    | Estimates               | Reviews                   |
| Civilisation                    | Experiments             | Sanitation                |
| Collection and preservation     | Gazetteers              | Similes and metaphors     |
| Collections (Literature)        | History and criticism   | Simulation methods        |
| Computer-assisted instruction   | Housing                 | Social conditions         |
| Conservation and restoration    | Maintenance and repair  | Social policy             |
| Costs                           | Medical care            | Statistical methods       |
| Criticism, interpretation, etc. | Mental health           | Tables, etc.              |
| Curriculums                     | Nutrition               | Testing                   |
| Data processing                 | Personal accounts       | Training                  |

## 2. List of genre headings (See *Guidelines* Section 5.7)

|                         |                              |                       |
|-------------------------|------------------------------|-----------------------|
| Adventure stories       | Fantasy                      | Science fiction films |
| Animal films            | Gothic fiction               | Spy films             |
| Animal stories          | Historical fiction           | Stories in rhyme      |
| Australian stories      | Horror films                 | Supernatural stories  |
| Biographical films      | Horror stories               | Utopian fiction       |
| Choose your own stories | Humorous stories             | Verse novels          |
| Comedy films            | Love stories                 | War films             |
| Crime films             | Mystery and suspense films   | War stories           |
| Crime stories           | Mystery and suspense stories | Westerns              |
| Diary stories           | New Zealand stories          | Wordless stories      |
| Dystopian fiction       | School stories               |                       |
| Family sagas            | Science fiction              |                       |

**3. Categories for devising proper and common name headings** (See *Guidelines* Sections 6.1 and 6.2)

**Proper name heading categories**

- Associations such as clubs or societies
- Brands of products and models of vehicles
- Buildings and sites
- Ceremonies, festivals, seasons, holidays, special days
- Computer software and languages
- Events, exhibitions, conferences, contests, battles, wars, strikes, disasters
- Families
- Geographical features such as mountains, rivers, deserts
- Government departments, armies, navies and other instrumentalities
- Institutions such as schools, colleges, hospitals and libraries
- Languages
- Literatures
- Musical groups such as pop groups and orchestras
- National, ethnic and religious groups and civilisations
- Parks, gardens, zoos, theatres and other public places
- Persons such as heads of government, rulers, members of royal families, scientists, actors, authors, musicians, artists and inventors
- Places, countries, regions, cities, planets and stars
- Private companies such as banks, retail organisations, media companies, transport companies
- Projects and programs
- Qualifications and certificates
- Religious sects and denominations
- Sacred scriptures
- Named ships, trains and aircraft
- Titles of resources such as books, films, ballets, television and radio programs
- Treaties and other official documents

**Common name headings**

- |   |  |   |
|---|--|---|
| • Animals, classes, orders, families, genera, species | • Hobbies                                    | • Plants, trees, vegetables, fruits, wood, weeds, nuts  |
| • Articles of clothing                                | • Industries                                 | • Products such as animal, chemical and farm            |
| • Chemicals, gases, liquids                           | • Instruments such as musical and scientific | • Sports, athletic and acrobatic activities             |
| • Crimes  | • Metals and alloys                          | • Tools and equipment for the home, office and industry |
| • Diseases, disorders                                 | • Minerals, rocks, precious stones           | • Types of hunting                                      |
| • Drugs, antibiotics                                  | • Organs and regions of the body             |   |
| • Fabrics   | • Performing arts                            |   |
| • Foods, spices                                       |  |   |
| • Games   |  |   |

**4. Model headings and their categories** (See *Guidelines* Section 6.6)

| Category                                    | Model heading in <i>SCIS Subject Headings</i> |
|---|---|
| Animals                                     | Animals                                       |
| Cities                                      | Melbourne (Vic.)                              |
| Countries                                   | Australia<br>New Zealand                      |
| Languages                                   | English language<br>Japanese language         |
| Literary authors                            | Shakespeare, William                          |
| Literatures                                 | English literature                            |
| Religious scriptures and parts of the Bible | Bible   |
| States and territories of Australia         | Victoria                                      |
| Types of motor vehicles                     | Motor vehicles                                |
| Wars  | World War, 1939-1945                          |