Topical and Geographic Subject Heading Fields:

In MARC, the subject heading fields are found in the 6XX fields. In this section, we will focus on the 650 field for topical headings and the 651 field for geographic headings. A topical heading is one type of subject heading that describes what the work is about.

650 _0 $a Proposal writing for grants $z United States $v Handbooks, manuals, etc.

650 _0 $a Children’s libraries $z United States.

Geographic headings include the names of countries, states, cities, and other things you might not think of, like Indian reservations, national parks or rivers and other geographic features.

651 _0 $a United States $x Social life and customs $v Fiction.

651 _0 $a Great Sioux Indian Reservation (N.D. and S.D.) $x History.

651 _0 $a Pine Ridge Indian Reservation (S.D.) $x History.

651 _0 $a Flathead River (B.C. and Mont.)

Subfields:

The subfields for 650 and 651 are the same. Subfield a is where the subject heading itself goes, and the rest of the subfields are used for subdivisions.

$x = general subdivision
$z = geographic subdivision
$y = chronological subdivision
$v = form subdivision

Subdivisions are exactly what they sound like – they subdivide the subject heading so that its focus is narrower. There are a few different kinds of subdivisions, and they will make more sense when we start seeing examples.

Importance:

One of the important things to remember about subject headings is that they require authority control. Authority control is the process by which bibliographic information is organized utilizing a single, distinct name for each topic. That is, names, places objects and concepts are established in one form. Authority control is important because it allows us to maintain consistency when assigning headings. Additionally, it shows the relationships between subject headings through cross references. You can look up authority records at the Library of Congress authorities’ web site (http://authorities.loc.gov).
The process for finding subject headings is the same as it was when we search for series authority records. Whether you are looking for a topical heading or a geographic heading, choose Subject Authority Headings from the Search Type menu.

**Children’s Subject Headings**

So far, we have only looked at LCSH. There is also another group of headings that you might encounter – the Library of Congress Children’s Subject Headings. Library of Congress Children’s Subject Headings are based on existing subject headings, but modified or reinterpreted to be used with juvenile works. In some cases, new headings were created.

Children’s subject headings go into the same fields that LC subject headings, but the second indicator is 1. Just like with LC headings, for children’s headings, topical headings go in 650 fields, and geographic headings go in 651 fields. Children’s subject headings can be subdivided, too.

650 _1 $a Poetry $v Collections.

651 _1 $a France $x History $y Charles V, 1364-1380 $v Fiction.

You may run across these headings when you see Cataloging in Publication (CIP) information. CIP information is a bibliographic record that has been prepared by the Library of Congress prior to a book being published. This information can be found on a book’s copyright page. In a CIP data block, children’s headings appear in brackets.
If you are creating a record from scratch, you should check the subject headings you see in the CIP information. The correct form of the subject headings may have changed. For example, if you were cataloging a book with a CIP data block containing “Afro-Americans,” you would see that the Library of Congress had updated that subject heading.

**Access Points for Personal Names:**

In this section, we will talk about fields for personal names. Personal name fields are used the way they sound like they should be – the name of an individual person associated with an item you’re cataloging. Personal name fields can be used for creators (100 field and 700), for other people associated with a particular resource (700 field), or for subject headings (600 field).
If you see a personal name in a 100 field, it is usually the creator of whatever it is you are cataloging. If there is more than one creator, the name of the first person listed on the item goes in the 100 field, and the other names go in 700 fields.

The indicators for the 100 field and the 700 field are the same. The first indicator is used to represent the type of name, and the possible values are:

0 = forename (just a first name)  
1 = surname (a name with last name first, then first name)  
3 = family name (the name of a whole family, rather than one person)  
The second indicator is undefined.

These two fields have a number of subfields. We are going to talk about the following:

- a = personal name  
- c = titles and other words associated with a name  
- d = dates associated with a name  
- e = relator term  
- q = fuller form of name

Like series headings, topical and geographic subject headings, personal names also need to be verified. Again, you can search for, and find the authorized heading at the Library of Congress Authorities website (http://authorities.loc.gov). Once you have verified the authorized form of the name, you can put it in the 100, 600 or 700 field in your record.
In this example, the author’s name goes in subfield a, his date of birth (to distinguish him from other Michael Sullivans) goes in subfield d, and a relationship designator (which describes how he is related to the item being cataloged) goes in subfield e. The relationship designator must be chosen from a list of terms found at http://www.loc.gov/marc/relators/.

The names of people who perform other roles besides author (editor, illustrator, etc.) also go in 700 fields.
A book with two authors:
100 1_ $a Yankey, John A., $e author.
700 1_ $a McClellan, Amy, $e author.

For a book with only an illustrator:
100 1_ $a Wiesner, David, $e illustrator.
For a book with an author and two illustrators:

100 1_ $a Dixon, Dougal, $e author.
700 1_ $a Weston, Steve, $e illustrator.
700 1_ $a Field, James, $d 1959- $e illustrator.

For an audiobook with an author and a narrator:

100 1_ $a Robb, J. D., $d 1950- $e author.
700 1_ $a McMurdoo-Wallis, Cristine, $e narrator.
So far, all of the examples we have been looking at have been people who have both a last name and a first name, so the first indicator has been 1. If you have a person who is known by just a first name, the first indicator should be 0.

For a person known only by one name:

100 0 _ $a Madonna, $d 1958 - $e performer.

If a book is about a person, then a personal name can be used as a subject heading. In this case, the name goes in a 600 field.

The first indicator is used for the same purpose as in the 100 and 700 field – to indicate the type of name. The values are the same as the ones for those fields. The second indicator is used to indicate the source of the name (just like with our 650 and 651 fields in the last section.) Most of the time, this will be 0, for names that come from the Library of Congress authority file.

A personal name in a 600 field would look like this:

600 10 $a Stabler, Hollis Dorion.

When used as subject headings, personal names can also have subdivisions.

600 10 $a Kafka, Franz, $d 1883-1924 $x Criticism and interpretation.

Access Points for Corporate Names:

Corporate names can also be used as access points. Corporate names are names of governments, organizations, companies, etc. If a corporate entities is considered to be responsible for a resource’s content, it can be considered the creator and appear in the 110 field. Corporate entities do not have to be creators in order to be related to a resource. Corporate entities that are publishers, distributors, sponsors, issuing bodies, etc. can appear in the 710 field. The indicators for the 110 field and the 710 are identical. If you have a book that is about a corporate entity, you can use a corporate name as a subject heading in a 610 field.

Like personal headings, corporate headings also need to be verified. As previously stated, you can search for, and find the authorized heading at the Library of Congress Authorities website (http://authorities.loc.gov).
Indicators and subfields:

The first indicator represents the type of corporate name:

0 = inverted name
1 = jurisdiction name
2 = name in direct order

A jurisdiction name is the name of a government. Most other corporate names are names in direct order.

The second indicator tells us the source of the corporate name:

0 = Library of Congress
1 = LC subject heading for children’s literature
2 = Medical subject heading
3 = National Agricultural Library subject authority file
4 = Source not specified
5 = Canadian subject heading
6 = Répertoire de vedettes-matière
7 = Source is specified in subfield $2
8 = Sears subject heading

Of the 110, 610 and 710 fields, only the 610 uses a second indicator. Although there are many choices, the one you will usually use is 0, which indicates that your source was the Library of Congress authority file.

The 110, 610 and 710 fields have many subfields that could be used. We are going to focus on three:

a = corporate name
b = subordinate unit
e = relator term

The corporate heading fields utilize the same relationship designators we talked about with personal names. The relationship designator must be chosen from a list of terms found at http://www.loc.gov/marc/relators/.
Here is an example of a corporate name in a 110 field:


In this example, the American Library Association represents the larger organization while the Commission on Freedom and Equality of Access to Information is the smaller or subordinate group that falls under the umbrella of the ALA.
Corporate entities who have secondary roles in the creation of an item go in the 710 field. This happens a lot with DVDs, where you might have a company that acts as a distributor.

Corporate Names as Subject Headings:

610 20 $a Library of Congress $x History.

When corporate names are used as subject headings, they can be subdivided.