SACO Submissions

Submitting new subject proposals: general overview

SACO proposals submitted to the Cooperative Programs (COOP) Section are processed by two distinct sections within LC: the COOP Section in the Cooperative and Instructional Programs Division (COIN) and the Data Integrity Section of the Policy and Standards Division (PSD). SACO proposals must go through the editorial process in order to be incorporated into the controlled vocabulary of *Library of Congress Subject Headings*. Consult the [SACO Proposal Workflow page](#) for more information**.**

New subject headings must be based on "literary warrant" — you must have a resource[1] whose bibliographic record requires the heading before the new heading can be established. Next you need to determine whether any existing subject headings or combination of subject heading and subdivisions already cover the topic.

Once these have been established, you consult the [Subject Cataloging Manual](#), reference sources, and existing subject authority records to fill out the proposal form or submit the required information to a funnel for review.

In addition to LC Subject Headings (LCSH), you can submit LC Genre/Form Terms (LCGFT), LC Demographic Group Terms (LCDGT), and LC Classification (LCC) schedules.[2] Read more [here](#).

This [FAQ on SACO Proposals](#) answers commonly asked questions, and [Library of Congress Subject Headings: Online Training](#) is available.

The MEIS Funnel coordinators are willing to work with you on proposals in any stage of development, from simple requests (I'd like a subject heading for "x") to fully developed proposals for which you would like a second opinion to make sure it is likely to be accepted.

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[1] A cataloged item in any form: print, image, moving image, electronic, etc.

[2] You can also submit LC Medium of Performance Terms for Music (LCMPT), but these are not being accepted for review by the MEIS Funnel.

Research tips

The purpose of doing authority research and listing the sources consulted in the 670 (Sources found) and 675 (Sources not found) fields of the subject authority record is to demonstrate the form(s) in which the terms proposed as the heading and UF references are found in existing literature, or to document the fact that no citation to the term can be found in likely sources other than the work being cataloged. Research may also be necessary to provide the definition of the concept and scope of use.

For some new headings, particularly ones not based on previously established patterns, it may be unacceptable to cite only the work cataloged as the sole authority. In these cases it is necessary to seek corroboration or verification of the term in other sources. Any individual work may or may not be accurate, may or may not be authoritative, or may or may not present or advocate a particular point of view.

Although the concept may be found only in the work being cataloged, other sources appropriate to the subject area in question should be cited to demonstrate that the concept was properly investigated. There will be some situations, for example, with archeological sites or computer languages, where the only information may be in the work being cataloged. In those cases, it is helpful to cite definitions or explanatory information in the work.

Preference is given to reference sources like dictionaries, encyclopedias, indexes, and thesauri. Finding usage in titles in databases like LOCIS or OCLC's WorldCat may demonstrate that a particular term is in use but does not necessarily indicate that it is the best or predominant way of referring to a topic. Checking for usage in titles is a good means of finding variant terminology for UF references.

General dictionaries like *Webster's Third* and/or *Random House* should be checked for all general topics. Appropriate sources should be checked for special topics, such the Encyclopaedia of Islam for Islamic topics.

MARC Authority Records for subjects[3]

Only Classification Web provides a mechanism for submitting proposals for new subject headings. The following figure illustrates the subject heading proposal form. It is accessed via a special login available to SACO member institutions via the Classification Web site to access the Minaret software system.

The following fields are commonly encountered in subject authority records:

053 – Classification number. This field is not required for subject heading proposals, but catalogers find the field helpful to include. There can be more than one classification number associated with a topic. For some topics, there may be a range of numbers.

150 – Topical term heading. This field is the authorized form to be used in bibliographic records and generates the subject heading that is found in LCSH. The selection of the authorized form of
the heading requires justification by citing an information source in the 670 field.

450 – See From tracing. There may be multiple 450 fields, each with a variant spelling or term

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for the topic in the 150 field. Variant forms also require justification in 670 fields. This field generates the "UF" (used for) terms that appear in LCSH.

550 – See Also From tracing. This field is used for broader terms that conceptually include the term found in the 150 field. For example, the broader subject heading Pillars of Islam includes Fasting $x Religious aspects $x Islam, so the former appears in the 550 field on the authority record for Fasting $x Religious aspects $x Islam. Again, the broader terms should be justified by the presence of a 670 field citing a supporting resource. The 550 can also be used for related terms under certain guidelines provided in the Subject Heading Manual.

670 - Source Data Found. The first 670 field is used to cite the resource that requires the subject heading. The field is formatted in a specific way: Author. Title, date: $b location of the term within the resource (the term ; variants; other relevant information) $w OCLC number or LCCN. A separate 670 field is used for each resource justifying the authorized topical term in the 150 field, each variant term in a 450 field, and each broader term in a 550 field.

675 – Source Data Not Found. If sources were searched without finding the topic mentioned, these can be included in a 675 field to save the time of catalogers who are reviewing the record.

Family names as subject headings can be proposed as well, but the codes for the heading and tracings are 100, 400, 500 instead of 150, 450, 550.

LCGFT and LCDGT have similar submission forms with different codes for the heading and tracing fields, and they do not include the 053 field. LCC proposals require, at a bare minimum, the classification number or range, a caption for the number, and a citation of the resource that requires the classification (formatted the same as the 670 field). Tables and/or notes may also be necessary.

Submitting proposals to the funnel

The MEIS Funnel accepts proposals for LCSH, LCGFT, LCDGT, and LCC. We highly encourage you to use our [Google form](#) which contains all the information we require from you. However, if you prefer to email the coordinators directly, please include the following information:

LCSH, LCGFT, LCDGT

Classification number - if applicable (not used for LCGFT and LCDGT). If a suitable number is missing from the schedules, a new class number can be proposed (see below).
Heading - mandatory
See From tracings - if applicable
See Also From tracings - if applicable
Source Data Found - mandatory; must include the Work cataloged and justify the heading and each tracing
Source Data Not Found - if applicable

If using a non-English resource for Source Data Found, please include a translation of the title (if the heading term is found in the title) or the term as found in the source language along with its English translation.

For LCSH and LCGFT, all tracings and source data must be in romanized form. Non-Latin script (along with the romanized form) may be used in LCDGT.

LCC

Classification number or range - mandatory
Caption - mandatory
Table - if applicable
Note - if applicable
Work cataloged - mandatory

If using a non-English resource for Work cataloged, please include a translation of the title (if the caption term is found in the title) or a summary of the resource's contents that would justify the caption. All information must be in romanized form.

If you are unsure about what tables or notes may be required, the coordinators will work with you to determine them.