

# SACO Proposal Overview

November 2016

# When to make a SACO Proposal

- If a needed heading is not yet established in the subject authority file, nor able to be constructed using established headings and free-floating subdivisions, then a new subject heading should be formulated and proposed via SACO
- SHM H 187 instructs catalogers to establish a subject heading for a topic that represents a discrete, identifiable concept when it is first encountered in a work being cataloged

# When to make a SACO Proposal (cont.)

- Headings for ambiguous entities falling under group 2 should be proposed through SACO; group 1 headings should be established in the Name Authority File (SHM 405)

# How to propose a heading

- Follow general instructions found in SACO Participant's Manual and SACO website
- Follow more specific instructions found in the Subject Headings Manual (sheet [H 200](#) is a good place to start)
- Consult with the SACO Coordinating Committee, or SACO funnels (optional)
- Proposals should be submitted to SACO through the [SACO Proposal System](#) (Classification Web)
- Contact Rick Sarcia or any member of the SACO Coordinating Committee for login

# Proposal timeline

- Week 1: proposal submitted to [saco@loc.gov](mailto:saco@loc.gov)
- Weeks 2-4: A tentative list is compiled
- Weeks 5-6: The tentative list is examined
- Weeks 7-8: Editorial meeting is held. Proposals are either approved, changed according to the subject heading policies, not approved, withdrawn, or marked for resubmission
- Weeks 9-10: After all the remaining proposals on the tentative list are corrected online by the Data Integrity Section, the approved copy of the list is posted to the Web. A Summary of Decisions from the weekly editorial meeting is posted on the SACO website