
Subfield \$v : Implementation of Form Subdivisions at Yale

These pages contain instructions on the implementation of form subdivisions at Yale University Library.

If you have any questions, please post them to [YULCAT-L](#) [1].

Other relevant websites outside Yale:

CPSO Documentation

- [Authority Data Elements Implementation](#) [2]
- [Subdivision Authority Records](#) [3]
- [Subject Authority Data Elements & Form/Genre Implementation](#) [4]

MARBI Documentation

- [Definition of Subfield ‡v for Form Subdivision](#) [5]

Vianne Shaw's Documentation*

- [Guide to the Usage of LCSH Free-Floating Form Subdivisions](#) [6]

***CAUTION:** Documentation created by individuals, although useful, may contain errors and should not be considered authoritative. Rely only on documentation issued by the Library of Congress.

Background

Definition of Subfield ‡v

Form subdivisions indicate what an item **is** rather than what it is about. Items can be assigned form subdivisions because of:

- Their physical character (e.g., photographs, maps)
- The particular type of data that they contain (e.g., bibliography, statistics)
- The arrangement of information within them (e.g., diaries, indexes)
- Their style, technique, purpose, or intended audience (e.g., romances, popular works)
- A combination of the above (e.g., scores)

Form subdivisions are not new, but subfield ‡v is!

(Excerpted and modified from MARBI Proposal 95-02)

Why Subfield ‡v Implemented

- To facilitate improved index displays in online catalogs
- To allow for greater precision in searching

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- To provide more effective machine manipulation for database maintenance and validation
- Information in the new form subfield could easily be moved to field 655 (Index Term--Genre/Form) at a later date if agencies decide to make more widespread use of that field

(Excerpted and modified from MARBI Proposal 95-02)

LC Implementation

In February 1999, the Library of Congress began to:

- Code form subdivisions in bibliographic records using subfield ‡v
- Code form subdivisions in subject authority records using subfield ‡v
- Create subdivision authority records using the new 18X fields

(Click [here](#) [7] to see record examples.)

All subdivision authority records include basic usage statements and instruction sheet numbers from the LC Subject Cataloging Manual. Some also include cross-references.

The creation of subdivision authority records is not yet complete.

Application (pt. 1)

How Form Subdivisions Appear in Headings

Subfield ‡v can appear in any 6XX subject string:

600 00 Madonna, ‡d 1958- ‡v Pictorial works.
610 20 Yale University ‡x Alumni ‡v Directories.
650 0 Word processing ‡v Software.
651 0 New Haven (Conn.) ‡v Maps.

Multiple form subdivisions may appear in a string:

651 0 Hamden (Conn.) ‡v Biography ‡v Anecdotes.

Form subdivisions are usually (but not always) the last subfield:

630 00 Bible ‡v Dictionaries. *BUT*
630 00 Bible ‡v Dictionaries ‡x French.

The same subdivision may appear as ‡v or ‡x:

650 0 Science ‡x Periodicals ‡v Bibliography ‡v Periodicals.

Assigning Form Subdivisions:

STEP 1: Is-ness or About-ness? Or, is it real or is it subfield ‡x?

Apply your cataloging metaphysical expertise!

Am I cataloging a periodical "is-ness" or an item about a periodical "about-ness"?

Title: Journal of architecture (London, England)

650 0 Architecture ‡v Periodicals.

Title: Avery index to architectural periodicals [issued annually]

650 0 Architecture ‡x Periodicals ‡v Indexes ‡v Periodicals.

STEP 2: Use the LC Subject Cataloging Manual: Subject Headings (SCM:SH) to verify your cataloger's intuition. Generally, your intuition will be right. Per SCM:SH Free Floating Subdivisions, "--Periodicals" may be coded ‡v or ‡x as appropriate.

But sometimes LC instructions may seem counterintuitive.

Consider: 630 00 Bible ‡v Dictionaries ‡x French

Why isn't "--French" a form subdivision? Because LC says so.

Though your metaphysical expertise is strong, you can't fight City Hall.

Always keep in mind that LC is the authority; intuition alone is not sufficient. To learn more about interpreting LC guidelines, go to the next section.

Using the Subject Cataloging Manual

The authoritative source for verifying form subdivisions is the Cataloger's Desktop version of **Subject Cataloging Manual : Subject Headings** (SCM:SH). The relevant sections are general free-floating subdivisions (H1095-H1145.5) and subdivisions controlled by pattern headings (H1147-H1188).

Remember that even "free-floating" subdivisions may have restrictions in use. For example, the subdivision **--Personal narratives** is only valid under names of events and wars.

In SCM:SH, subdivisions are coded either ‡v or ‡x. Any subdivision coded ‡v may also be used as a topical subdivision (‡x) if appropriate, unless LC explicitly forbids its use as ‡x (e.g., the subdivision **--Software**).

However, any subdivision coded ‡x in SCM:SH can *never* be used as a form subdivision (‡v)! To learn more about subdivisions that cannot be used as "form," go to the next section.

Application (pt. 2)

Subdivisions That Are Not ‡v

If LC has assigned ‡x to a subdivision in the Subject Cataloging Manual, that subdivision should never be coded ‡v.

Some ‡x subdivisions could be interpreted as "form," so watch out! Here is a short incomplete list of potentially counterintuitive ‡x subdivisions:

‡x Archival resources ‡x Audio-visual aids ‡x Computer-assisted instruction ‡x Computer network resources ‡x Computer programs ‡x Computer simulation ‡x Description and travel ‡x Documentation ‡x Electronic information resources ‡x History (or any subdivision with the term "history," e.g. --History and criticism) ‡x Information resources ‡x Law and legislation ‡x Library resources ‡x Manuscripts

CAUTION: If LC disallows use of a subdivision as form, do not use the subdivision as form and tag it ‡x! For example, if the item cataloged is an audio-visual aid, you *cannot* use the subdivision **‡x Audio-visual aids** to bring out its form.

Using Cataloger's Desktop

Using Cataloger's Desktop to verify form subdivisions:

TIP 1: Once you are in the SCM:SH infobase, divide the display into a BROWSE and a DOCUMENT window.

HOW: Click on BROWSE tab at the bottom left of the window.

TIP 2: In the BROWSE window, locate the index entry FREE-FLOATING SUBDIVISIONS.

HOW: Look for SUBDIVISIONS in the BROWSE window. The + indicates that SUBDIVISIONS has subdirectories. Click on + to display the subdirectories. The subdirectory FREE-FLOATING SUBDIVISIONS will display.

TIP 3: Restrict query searching to FREE-FLOATING SUBDIVISIONS and SUBDIVISIONS CONTROLLED BY PATTERN HEADINGS.

HOW: Click once in the box to the left of FREE-FLOATING SUBDIVISIONS. This will automatically select both FREE-FLOATING SUBDIVISIONS and SUBDIVISIONS CONTROLLED BY PATTERN HEADINGS. The appearance of a check mark in the box indicates the search will be restricted to the directory and all subdirectories below it.

TIP 4: With searching restricted to FFS and SCBPH, use the Advanced Query function to search for the subdivision term.

HOW: Select the Document window by clicking in it. Either click on the Advanced Query button (bottom left of the the Desktop window) or press F2. Dialog box will appear. Make sure CHECKED BRANCHES is "checked" (bottom left of advanced Query dialog box). Type in the subdivision (not case sensitive). Enclose phrase subdivisions in quotes. To ensure that you entered the subdivision correctly, check to make sure you had a reasonable number of hits. Click OK. You will be taken to the first "hit." To go to the next hit, click the forward arrow (bottom/center of the window). Use the reverse arrow if necessary.

TIP 5: Always check the upper document window to see whether you are in GENERAL free-floating or in PATTERN HEADINGS. Some form subdivisions can only be used under certain PATTERN HEADINGS. Example: "Controversial literature" is not a general free floating subdivision. It can only be used under certain types of Religion pattern headings.

Authority records for some form and general subdivisions may be found in the Orbis LTLC and OCLC authority file.

Subdivision Authority Records

LC has begun creating machine-readable authority records for topical, form, geographic, and chronological subdivisions. The project is not yet complete.

Catalogers will find subdivision authority records in Orbis LTLC and in OCLC authority file (the same commands used for subject heading searches are used for subdivision searches).

Catalogers will **not** find subdivision authority records in Orbis LTYL and will not be able to derive them into LTYL at this time.

Here is an example of a form subdivision authority record (185):

010: ‡a sh 99001417

040: ‡a IEN ‡b eng ‡c DLC

073: ‡a H 1095 ‡z lcsh

185: ‡v Software

680: ‡i Use as a form subdivision under topical headings for computer programs that are tools to perform tasks, for example, systems software, utilities, or applications programs.

681: ‡i Reference under the heading ‡a Computer software

Click [here](#) [3] to see more examples of subdivision authority records

CAUTION: Do not confuse subdivision authority records with authority records for subject headings! For more details, go to the next section.

Application (pt. 3)

Catalogers should be careful not to confuse authorized subdivisions with authorized subject headings.

In the following Orbis index display, Periodicals is valid as a topical subdivision (180), a form subdivision (185), or a subject heading (150):

```
LTLC MORE ORBIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 85 ENTRIES FOUND
1 - 19 DISPLAYED
PERIODICALS
1 *ESTABLISHED HEADING (LC 180 bcb)
2 *ESTABLISHED HEADING (LC 185 bcb)
3 *ESTABLISHED HEADING (LC 150 bcb)
* SEARCH ALSO UNDER
4 ADVERTISING MAGAZINE (LC 550 bcb)
```

(Click [here](#) [8] to see all three authority records for "Periodicals.")

However, in the next Orbis index display, **Software** is valid only as a form subdivision (185); it cannot be used as a subject heading. As you can see, even some LC catalogers have not applied the authority record correctly!

```
LTLC MORE ORBIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 895 ENTRIES FOUND
1 - 9 DISPLAYED
SOFTWARE
1 *ESTABLISHED HEADING (LC 185 bcb)
*SEARCH ALSO UNDER
2 COMPUTER GAMES (LC 585 bcb)
3 JUVENILE SOFTWARE (LC 585 bcb)
--CONGRESSES
4 .EXPERT SYSTEMS FOR SCIENTIFIC <1992> (LC 650)
5 .INTELLIGENT MATHEMATICAL SOFTWARE <1990> (LC 650)
--DEVELOPMENT
6 .DESIGNING OBJECT ORIENTED SOFTWARE <1990> (LC 650)
--LAW AND LEGISLATION--FRANCE
7 .CONTRATS ET LITIGES EN INFORMATIQUE <1996> (LC 650)
```

CAUTION: Because the LC project to create subdivision authority records is not yet complete, and because LC began by creating records for form subdivisions, there will not always be a topical authority record that makes it explicit that a form subdivision can also function as a topical subdivision.

For example, **Exhibitions** can be used as a form subdivision, a topical subdivision, or a subject heading, but at this time there are authority records only for its use as a form subdivision (185) and as a subject heading (150). The topical subdivision authority record (180) will be created eventually:

```
LTLC MORE ORBIS INDEX SEARCH
BIBLIOGRAPHIC INDEX -- 251 ENTRIES FOUND
1 - 19 DISPLAYED
EXHIBITIONS
1 *ESTABLISHED HEADING (LC 185 bcb)
2 *ESTABLISHED HEADING (LC 150 bcb)
*SEARCH ALSO UNDER
3 AGRICULTURAL EXHIBITIONS (LC 550 bcb)
```

Remember, always verify usage in the SCM:SH when in doubt!

Local Policy

M & P Staff : Yale Policy on Subfield ‡v

- When creating new records, use subfield ‡v to code form subdivisions when appropriate according to Library of Congress practice.
- When modifying member copy by adding or changing subject headings, update existing subdivision coding as appropriate.
- In all other situations, changing ‡x to ‡v is optional.
- Supervisors are responsible for identifying the training needs of staff within their units and providing training accordingly.

C & T Staff : Yale Policy on Subfield ‡v

- If the bibliographic record is an exact match with the item in hand, accept subfield ‡v and subfield ‡x as they appear on the record.
- If the item in hand is a variant edition and an 040 CtY‡cCtY (or other Yale identifier) will be required in the bibliographic record, use subfield ‡v as appropriate according to Library of Congress practice. Give to supervisor for review.
- Supervisors are responsible for identifying the training needs of staff within their units and providing training accordingly.

Practicum (pt. 1)

Walk-Through Examples

Title: A collection of Navajo animal tales translated into English
650 0 Navajo Indians ‡__ Folklore.

Title: An analysis of Navajo legends
650 0 Navajo Indians ‡__ Folklore.

Practicum (pt. 2)

Answers to Walk-Through Examples

Title: A collection of Navajo animal tales translated into English
650 0 Navajo Indians ‡v Folklore.

Title: An analysis of Navajo legends
650 0 Navajo Indians ‡x Folklore.

Practicum (pt. 3)

Exercises

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1. Title: *A Hindi-English dictionary*

650 0 Hindi language ‡__ Dictionaries ‡__ English.

2. Title: *Theological German : a reader*

650 0 German language ‡__ Readers ‡__ Theology.

3. Title: *American first editions : bibliographic check lists of the works of one hundred and five American authors*

650 0 American literature ‡__ Bibliography ‡__ First editions.

4. Title: *A biographical dictionary of architects in Maine*

650 0 Architects ‡__ Maine ‡__ Biography ‡__ Dictionaries.

5. Title: *A mapp of ye improved part of Pensilvania in America, divided into countyes, townships, and lotts*

651 0 Pennsylvania ‡__ Maps ‡__ Early works to 1800.

6. Title: *Report of vital statistics for Ohio [issued annually]*

651 0 Ohio ‡__ Statistics, Vital ‡__ Periodicals.

7. Title: *Compendium of endangered species laws*

650 0 Endangered species ‡__ Law and legislation.

8. Title: *Boxing with shadows : travels in China*

651 0 China ‡__ Description and travel.

9. Title: *A history of army aviation, 1950-1962*

610 20 United States. ‡__ Army ‡__ Aviation ‡__ History.

10. Title: *Proceedings of the ERIC Conference on Special Education*

650 0 Special education ‡__ Congresses.

11. Title: *10 tours of Boston and Cambridge*

651 0 Boston (Mass.) ‡__ Tours.

12. Title: *Shakespeare : an exhibition of books about Shakespeare belonging to the Lehigh University Library*

610 20 Lehigh University. ‡__ Library ‡__ Exhibitions.

13. Title: *Index to U.S. legal periodicals [issued quarterly]*

650 0 Law ‡__ United States ‡__ Periodicals ‡__ Indexes ‡__ Periodicals.

14. Title: *Union catalog of civil war almanacs*

651 0 United States ‡__ History ‡__ Civil War, 1861-1865 ‡__ Almanacs ‡__ Bibliography ‡__ Union lists.

Practicum (pt. 4)

Answers To Exercises

Subfield ‡v is not always found at the end

1. Title: *A Hindi-English dictionary*

650 0 Hindi language ‡v Dictionaries ‡x English.

2. Title: *Theological German : a reader*

650 0 German language ‡v Readers ‡x Theology.

3. Title: *American first editions : bibliographic check lists of the works of one hundred and five American authors*

650 0 American literature ‡v Bibliography ‡x First editions.

One subfield ‡v is not always enough

4. Title: *A biographical dictionary of architects in Maine*
650 0 Architects ‡z Maine ‡v Biography ‡v Dictionaries.

5. Title: *A mapp of ye improved part of Pensilvania in America, divided into countyes, townships, and lotts*
651 0 Pennsylvania ‡v Maps ‡v Early works to 1800.

6. Title: *Report of vital statistics for Ohio [issued annually]*
651 0 Ohio ‡v Statistics, Vital ‡v Periodicals.

Subdivisions that look like subfield ‡v (but aren't)

7. Title: *Compendium of endangered species laws*
650 0 Endangered species ‡x Law and legislation.

8. Title: *Boxing with shadows : travels in China*
651 0 China ‡x Description and travel.

9. Title: *A history of army aviation, 1950-1962*
610 10 United States. ‡b Army ‡x Aviation ‡x History.

Subdivisions that don't look like subfield ‡v (but are)

10. Title: *Proceedings of the ERIC Conference on Special Education*
650 0 Special education ‡v Congresses.

11. Title: *10 tours of Boston and Cambridge*
651 0 Boston (Mass.) ‡v Tours.

12. Title: *Shakespeare : an exhibition of books about Shakespeare belonging to the Lehigh University Library*
610 20 Lehigh University. ‡b Library ‡v Exhibitions.

Long and confusing headings

13. Title: *Index to U.S. legal periodicals [note: issued quarterly]*
650 0 Law ‡z United States ‡x Periodicals ‡v Indexes ‡v Periodicals.

14. Title: *Union catalog of civil war almanacs*
651 0 United States ‡x History ‡y Civil War, 1861-1865 ‡x Almanacs ‡v Bibliography ‡v Union lists.

Record Examples

Bibliographic Record with ‡v

010: ‡a 98029179

020: ‡a 0805049096 (hardboundalk. paper)

040: ‡a DLC ‡c DLC ‡d DLC

043: ‡a n-us---

050:00: ‡a ML410.C756 ‡b P6 1999

082:00: ‡a 780/.92 ‡a B ‡2 21

100:1 :‡a Pollack, Howard.

245:10: ‡a Aaron Copland : ‡b the life and work of an uncommon man / ‡c Howard Pollack.

250: ‡a 1st ed.

260: ‡a New York : ‡b Henry Holt, ‡c 1999.
300: ‡a xi, 690 p. : ‡b ill. ; ‡c 25 cm.
504: ‡a List of works: p. [557]-563.
504: ‡a Includes bibliographical references (p. [664]-670) and index.
600:10: ‡a Copland, Aaron, ‡d 1900-
650: 0: ‡a Composers ‡z United States ‡v Biography.

Subject Authority Record with ‡v

010: ‡a sh 85001154
040: ‡a DLC ‡c DLC ‡d DLC
150: 0‡a Advertising ‡v Periodicals.

Subdivision Authority Record

010: ‡a sh 99001609
040: ‡a IEN ‡b eng ‡c DLC ‡d DLC
073: ‡a H 1095 ‡a H 1100 ‡a H 1103 ‡a H 1105 ‡a H 1120 ‡a H 1140 ‡z lcsH
185: ‡v *Directories*
680: ‡i Use as a form subdivision under names of countries, cities, etc., individual corporate bodies, and families, and under classes of persons, ethnic groups, Christian denominations, types of organizations, and topical headings or individual directories containing names, addresses, and other identifying data.
681: ‡i Reference under the heading ‡a Directories ‡i and the general see also reference ‡a Buyers' guides

More Record Examples

Topical Subdivision Authority Record (180)

010: ‡a sh 99002086
040: ‡a DLC ‡b eng ‡c DLC
073: ‡a H 1095 ‡z lcsH
180: ‡x *Periodicals*
480: ‡x Journals (Periodicals)
480: ‡w nne ‡x Societies, periodicals, etc.
480: ‡w nne ‡x Yearbooks
680: ‡i Use as a topical subdivision under subjects for works about periodicals on those subjects.
681: ‡i Reference under the heading ‡a Periodicals

Form Subdivision Authority Record (185)

010: ‡a sh 99001647
040: ‡a IEN ‡b eng ‡c DLC ‡d DLC
073: ‡a H 1095 ‡z lcsH
185: ‡v *Periodicals*
485: ‡v Journals (Periodicals)
485: ‡w nne ‡v Societies, periodicals, etc.
485: ‡w nne ‡v Yearbooks
680: ‡i Use as a form subdivision under subjects for periodicals on those subjects.
681: ‡i Reference under the heading ‡a Periodicals

Topical Subject Authority Record (150)

010: ‡a sh 85099890

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040: ‡a DLC ‡c DLC ‡d DLC

053: ‡a AP ‡c General periodicals

053: ‡a PN4700 ‡b PN5650 ‡c History

150: 0‡a *Periodicals*

360: ‡i subdivision ‡a Periodicals ‡i under specific subjects, e.g. ‡a Engineering--Periodicals; United States--History--Periodicals

450: 0‡a Journals (Periodicals)

450: 0‡a Magazines

550: 0‡w g ‡a Journalism

550: 0‡w g ‡a Library materials

550: 0‡w g ‡a Serial publications

550: 0‡a Newspapers

550: 0‡a Press

670: ‡a UMI business vocab. ‡b (Journals)

680: ‡i Here are entered works on the periodicals of the world and, with appropriate subdivisions, works on special aspects or sections of periodicals. Works on periodicals in a specific language, or in a specific country or larger area, are entered under the adjectival form of the language or area, e.g. ‡a Arabic periodicals; Canadian periodicals.

Source URL: <https://web.library.yale.edu/cataloging/authorities/subfieldv>

Links

[1] [‡109;‡97;‡105;‡108;‡116;‡111;‡58;‡121;‡117;‡108;‡99;‡97;‡116;‡45;‡108;‡64;‡108;‡105;‡115;‡116;‡115;‡46;‡121;‡97;‡108;‡101;‡46;‡101;‡100;‡117](#); [2] <http://www.loc.gov/catdir/cpso/authimp.html> [3] <http://www.loc.gov/catdir/cpso/subdauth.html> [4] <http://www.loc.gov/catdir/cpso/formgenr.html> [5] <http://www.loc.gov/marc/marbi/1995/95-02.html> [6] http://www.itcompany.com/inforetriever/form_subdivisions_list.htm [7] <http://web.library.yale.edu/node/2132/> [8] <http://web.library.yale.edu/node/2133/>