

## Local Subject Headings (aka Special Collections Subjects)

### Policy

Local subject headings may be added to bibliographic records in Orbis to bring out special characteristics of materials in the Library's collections. These headings are coded 69X (see below) and can be retrieved using the "Special Collections Subject" index. Library staff should not delete any 69X headings found on existing bib records in Orbis for which the cataloging is complete.

### Example

692 14 ‡a Babbage, Charles, ‡d 1791-1871 ‡x Autograph.

693 24 ‡a Benedictines ‡z Italy ‡z Padua ‡x Inscription.

695 04 ‡a World Christianity ‡y 2004.

690 #4 ‡a Thesis : Yale University, Graduate School, American Studies.

690 #4 ‡a Incunabula in Yale Library.

691 #4 ‡a Paris (France) \$x Newspapers.

### Tagging Practice

Before July 1, 2001, the Library coded its local subject headings 6XX with a second indicator of 4. After that date, we began using 69X tags with a second indicator of 4.

The reasons that we switched our tagging practice were: 1) our local subjects were being retained in copy cataloging done by other libraries using our records; and 2) our ability to perform global changes in NOTIS was adversely affected. These particular 69X tags were chosen because they were defined by NOTIS and, for a time, they had been used in OCLC.

In August 2002, it was discovered that many of the local subject headings in records exported from NOTIS to the utilities were not loading and indexing properly. Changes were then made to our profiles so that local subject headings in Voyager records exported to the utilities will load and index properly in the future.

The following chart illustrates former and current Orbis practice for tagging local subject headings that have a second indicator of 4, as well as mappings for records exported from Voyager to OCLC. The mappings correspond to the tagging practice that is currently followed by Yale libraries who input records directly into OCLC. This tagging was also followed in the past when Yale did all of its cataloging directly in RLIN (before we had a local system):

Heading Type	Orbis Tag (before 7/1/2001)	Orbis Tag (after 7/1/2001)
Personal Name	600	692
Corporate Name	610	693
Conference Name	611	694
Uniform Title	630	695
Topical Subject	650	690
Geographic Name	651	691

The following chart illustrates old mappings in place in August 2002 (as reported by the utilities)

Heading Type	NOTIS to RLIN mapping	NOTIS to OCLC mapping
Personal Name	Books and other formats: dropped	dropped

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Heading Type	NOTIS to RLIN mapping	NOTIS to OCLC mapping
	Serials: 600	
Corporate Name	Books and other formats: dropped Serials: 600	dropped
Conference Name	Books and other formats: dropped Serials: 600	dropped
Uniform Title	630	dropped
Topical Subject	690	dropped
Geographic Name	691	dropped

### Libraries at Yale That Use 69X Headings

<b>All Libraries (proposed)</b>	690 #4 ‡a LGBTQ resource.	
<b>Arts of the Book Collection</b>		
<b>Beinecke Library</b>		See: <a href="#">Beinecke Library</a> [1] under
<b>Center for British Art Library</b>		
<b>Divinity Library</b>	695 04 ‡a World Christianity Old Day Collection. 695 04 ‡a World Christianity Union Collection. 695 04 ‡a World Christianity.	Note: A of publi don't ha convert convert complic wasn't c complic added t collecti
<b>East Asia Library</b>	690 #4 ‡a Chinese rare book. 690 #4 ‡a Japanese rare book.	
<b>Fortunoff Holocaust Video Archives</b>		
<b>Lewis Walpole Library</b>		
<b>Medical Library (including EPH Library)</b>	690 #4 ‡a Community Project. 690 #4 ‡a Consumer Health (Collection) 690 #4 ‡a Education (Collection) 690 #4 ‡a End of Life (Collection) 690 #4 ‡a Medical Board Review. 690 #4 ‡a <a href="#">United States Medical Licensing Examination (USMLE)</a>	
<b>Medical Historical Library</b>		
<b>Music Library</b>		
<b>Sterling Memorial Library</b>	690 #4 ‡a Thesis : Yale University, Graduate School, <name of dept.>.	

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	690 #4 ‡a UMI <number>.	
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\*\*\*Please note that this page concerns only truly local Yale subject headings. It does not apply to subject headings containing vernacular script, which are coded second indicator 4 in accordance with national practice.

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**Source URL:** <https://web.library.yale.edu/cataloging/local-subj-headings>

### Links

[1] <http://www.library.yale.edu/BeinCatM/contents.html>