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| **Guidelines for constructing Library of Congress Subject Headings (LCSH) authorities to represent geographic areas**  Approved by Collection Management Procedures Committee XXXXXXX |  |

## Purpose and summary

This document addresses known problem areas Library and Information Services staff cataloguing in Adlib or Alma face when constructing LCSH authorities for geographic areas, including headings for towns, suburbs, geographic features, addresses, buildings and so on.

## Related documents

This document is based on, and intended to complement to, the following standards and guidelines:

* Library of Congress Subject Headings Manual (SHM)
* National Library of Australia, Australian extension to LCSH

## LSCH Geographic Subject headings

In LCSH counties, parishes, cities, towns, villages, rivers, mountains and other geographical features are treated as ***geographic subject headings***.

***In Adlib Thesaurus:***

* *LCSH geographic headings are established as ‘geographical keywords’*

***In Alma and other MARC 21 based systems:***

* *LCSH geographic headings are tagged with the MARC 21 field 651*

**Finding an approved name for a geographic heading**

* Only use the most current name
* Only use the name registered within an approved gazetteer

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| **Region** | **Recommended Gazetteer** |
| *NSW place names* | Geographic Names Board NSW place name register |
| *For Australian place names* | Geoscience Australia place name search |
| *For International place names* | US Board on Geographic Names |
| *For New Zealand place names* | New Zealand Gazetteer |
| *For Antarctic place names* | SCAR Composite Gazetteer of Antarctica |

## Construction of LSCH Geographic Subject headings: Counties, Towns, Villages etc.

In LCSH counties, parishes, cities, towns, villages, rivers, mountains and other geographical features are treated as ***geographic subject headings***.

For further clarification, refer to the Library of Congress Subject Heading Manual parts: ***H 405 Establishing certain entities in the name of subject authority file*** and ***H 690 ‘Formulating geographic headings.***

**Basic structure for LCSH geographic subject headings**

* *[Approved name] ([Geographic qualifier]: [Disambiguation if required])*

For example:

* *Bourke (N.S.W. : County)*
* *Bourke (N.S.W.)*
* *Armidale (N.S.W. : Parish)*
* *Armidale (N.S.W.).*

*In the above examples, the County of Bourke and the Parish of Armidale are disambiguated because there are towns named Bourke and Armidale in New South Wales.*

***Disambiguation of geographic subject headings***

*Only disambiguate where there is conflict:*

* *Cumberland (N.S.W.)*

***NOT***

* *Cumberland (N.S.W. : County)*.

*The heading for the New South Wales County of Cumberland is not disambiguated by its jurisdiction type as there is no name conflict in the state.*

## Construction of LCSH geographic subject headings: Geographic features, parks, rivers, mountains etc.

## *Basic structure for headings:*

* *[Approved name] [Generic term of feature] ([Geographic qualification])*

***Ensure distinctive part of a name is first:***

* *Kosciuszko, Mount (N.S.W.)*

***NOT***

* *Mount Kosciuszko, (N.S.W.).*

*The name of the mountain is inverted, placing the distinctive part of the name before the generic term*

***In general, include a generic term***:

* *Kosciuszko, Mount (N.S.W.)*
* *Murrumbidgee River (N.S.W. and A.C.T.)*

***NOT***

* *Kosciuszko (N.S.W.)*
* *Murrumbidgee (N.S.W. and A.C.T.).*

*For geographical features, regardless of the need for disambiguation, the generic term is retained*

## Geographic qualification of parks, structures etc. within cities and towns

Geographically qualify the heading of a park, etc. using the name of the town or city it is located within, and then qualify by the larger jurisdiction (abbreviated).

For example:

* Luna Park (Sydney, N.S.W.)
* ANZAC Bridge (Sydney, N.S.W.)
* Camperdown Memorial Rest Park (Newtown, N.S.W.)

***NOT***

* Luna Park (N.S.W.)
* ANZAC Bridge (N.S.W.)
* Camperdown Memorial Rest Park.

## Geographic qualification of Rivers and Watersheds

* *Qualify the name of a river with the names of the states the river passes through.*
* *If a river passes through two states, use an ‘and’*
* *If a river passes through three states, use a hyphen to separate*
* *The state that the river originates from is listed first*
* *The state with the mouth of the river is listed last*
* *Use the qualification of the river as the basis for the heading of the rivers’ watershed.*

For example:

* Murrumbidgee River (N.S.W. and A.C.T.)
* Murray River (N.S.W.-S.A.)
* Darling River (Qld. and N.S.W.)
* Darling River Watershed (Qld. and N.S.W.).

## Treatment of initial articles in LSCH geographic headings

*There are various policy conflicts:*

* *RDA guidelines are to omit or include and initial article per local policy, but not to invert*
* *Current NLA policy is to omit an initial article for new headings*
* *LCSH instruction for non-jurisdictional headings is to invert the initial article.*

In practice

* *If an authority is found with an inverted initial article in Libraries Australia, it can be used*
* *See DQSS before creating new headings.*

For example:

* *Spit, The (N.S.W.)*
* *Rocks, The (Sydney, N.S.W.)*

*These are existing Libraries Australia authorities which have inverted initial articles, and can be used*

**Corporate name subject headings for geographic areas**

In LCSH addresses and buildings are treated as ***corporate names subject headings***. Unlike geographic subject headings, corporate name headings representing geographical areas:

* Can be for historical entities
* Do not have to be listed in a gazetteer
* Can be vernacular names, after research is conducted.

In Adlib Thesaurus:

* Subject headings for buildings and addresses are established as *‘subjects’*

In Alma and other MARC 21 based systems:

* Subject headings for buildings and addresses are established as corporate names subject headings and are tagged with MARC 21 field 610.

**Finding a preferred name for a building or address**

*For heritage listed buildings*

* The website of the NSW Office of environment and Heritage

*For demolished buildings or redundant addresses*

* Dictionary of Sydney
* City of Sydney Archives
* NSW Lands Registry Services

**Construction of corporate name subject headings for geographic areas: Buildings and addresses**

For further clarification, refer to the Library of Congress Subject Heading Manual parts:***H 405 Establishing certain entities in the name of subject authority file***and***H 1334 Buildings and other structures.***

**Basic structure for a heading for a building or address**

* *[Name of structure] [Generic term] ([City, etc., State] : [Disambiguation])*

For example:

* *North Melbourne Town Hall (Melbourne, Vic.)*
* *Rose Seidler House (Wahroonga, N.S.W.)*

*The vernacular name for the building is used, qualified by jurisdiction.*

***Only apply necessary geographic qualification to disambiguate headings***

For example:

* *Sydney Town Hall (Sydney, N.S.W.)*

***NOT****Sydney Town Hall (483 George St, Sydney, N.S.W.)*

*Address details are superfluous where there is no geographic conflict. Address details can be added as non-preferred terms, or in scope notes in an authority record.*

***Use the name of a suburb/town to disambiguate buildings with the same name***

For example:

* *Royal Hotel (Paddington, N.S.W.)*
* *Royal Hotel (Randwick, N.S.W.)*

***Use the name of a street to disambiguate buildings with the same name within the same jurisdiction***

* *Apollo Theater (New York, N.Y. : 125th Street)*
* *Apollo Theater (New York, N.Y. : 42nd Street)*

*The street name, not the entire address, is used to disambiguate the heading, after the colon.*

***Use chronological disambiguation for buildings of the same name, on the same site, yet at different times.***For example:

* *Royal Hotel (Sydney, N.S.W : -1840)*
* *Royal Hotel (Sydney, N.S.W : 1840-1932)*

*The Royal Hotel in George Street, Sydney was demolished and rebuilt in 1840. A chronological disambiguation is used and is added after the colon.*

***Use the business name as a heading for buildings known by the name of the occupying business***For example:

* *Mitchell Library (N.S.W.)*

***Use a street address, with Arabic numerals and qualify by jurisdiction, for buildings known by street address***

For example:

* Number 10 Downing Street (London, England)
* 5 Redan Street (Mosman, N.S.W.)

***NOT***

* Number Ten Downing Street (London, England)
* Five Redan Street, Mosman, (N.S.W.)

## Geographic qualification of New South Wales place names, buildings or addresses

In general, New South Wales headings should be geographically qualified by state (if there is no need for further disambiguation) whenever the place name is given one of the following GNB designations:

* Suburb
* Locality
* City
* Town

New South Wales headings are to be qualified, *whenever practical* by the larger city, town, suburb or locality whenever the place name is given one of the following GNB designations:

* Rural place
* Urban place
* Urban village
* Village

For example, the heading for Haymarket, which has the GNB designation of ‘Suburb’, is:

* Haymarket (N.S.W.)

***NOT***

* Haymarket (Sydney, N.S.W.)

Whereas the heading for Circular Quay, which has the GNB designation of ‘Urban Place’, is:

* Circular Quay (Sydney, N.S.W.)

***NOT***

* Circular Quay (N.S.W.)

*When a larger area or region cannot be found for a remote rural place or village, then qualify by only state (if there is no requirement to disambiguate).*

Glenn Wells  
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**Document history and version control**

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