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| **Procedure for creating Adlib Thesaurus subject authorities for geographic areas**  Approved by Collection Management Procedures Committee XXXXXXX |  |

## Purpose

This procedure instructs Library and Information Services cataloguers working in Adlib on how to enter correctly constructed Library of Congress Subject Heading (LCSH) authorities to represent geographic areas, within Adlib; this may include headings for towns, suburbs, geographic features, addresses and buildings. This procedure assumes that cataloguers can create and update records in Adlib.

## Related documents

Cataloguers should refer to the following related standards and guidelines to ensure all headings are correctly constructed prior to entry into the Adlib Thesaurus:

* Library of Congress, Subject Headings Manual (SHM)
* National Library of Australia, Australian extension to LCSH
* SLNSW, Guidelines for constructing Library of Congress Subject Headings (LCSH) authorities to represent geographic areas.

## LSCH headings for geographic areas in Adlib thesaurus

LCSH headings are created in the ***Adlib database***:***Thesaurus***, using the tab ***‘Thesaurus Term’***.

Cataloguers should create or update a subject heading for a geographic area in the Adlib Thesaurus Term tab according to the requirements and instructions listed in the following tables for each area within the tab.

***Term area***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Label | Field name | Type | Instruction | Requirement |
| Term | term | Single, free text | Enter correctly constructed LSCH subject heading | Mandatory |
| Term Type | term.type | Single, Controlled text, Indexed | Populate from dropdown menu ***only one term*;** chooseeither: *‘****geographical keyword****’* or ‘***subject***’ | Mandatory |
| Term code | term.code | Repeatable, free text | Do not populate | Do not populate |
| Status | Term.status | Single, Controlled text, Indexed | Enter either: *‘****Approved preferred term****’* OR ***‘Approved non preferred term’*** | Mandatory. |

***Relations area***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Label | Field name | Type | Instruction | Requirement |
| Use | use | Repeatable, Indexed | For use in non-preferred terms: Link to an existing preferred authority term | As required |
| Use for | used\_for | Repeatable, Indexed | For use in preferred terms: Link to an existing non-preferred authority term | As required |
| *Broader term* | broader\_term | Repeatable, Indexed | ***Do not use ‘geographical keyword’ type authorities as broader terms*** – for exceptions see SHM H 1334  Apply broad topical terms sparingly – refer to DQSS staff. | Apply sparingly, as required |

***Relations area, continued***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Label | Field name | Type | Instruction | Requirement |
| Narrower term | narrower\_term | Repeatable, Indexed | See Broader Term - Do not manually populate | See Broader Term |
| Related term | Related\_term | Repeatable, Indexed | Apply only where there is a is an established authority for later or earlier names of a building etc.; ***Never apply to a ‘geographical keyword’ type authority.*** | As required |
| *Equivalent term (Field)* | equivalent\_term | Repeatable, Indexed | Do not use for LCSH headings | Do not populate |

***Source and definition area***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Label | Field name | Type | Instruction | Requirement |
| Source | source | Single, free text | Apply initials of preferred source or otherwise provide a bibliographic citation. | Mandatory |
| Source number | term.number | Single, free text | Do not populate. Use scope note instead. Field reserved for DQSS use. | Do not populate |
| Scope note | scope\_note | Single, free text | Complete according to the complexity of the heading. | Complete as required. |
| Content date | content.date | Single, free text | Do not populate | Do not populate |
| Geographic code | geocode | Single, Controlled, indexed | Do not populate | Do not populate |
| History note | history\_note | Single, free text | Do not populate | Do not populate |
| Notes | notes | Single, free text | Prefer scope note. Use sparingly | Use sparingly |

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**Document history and version control**

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| --- | --- | --- | --- |
| **Version** | **Date approved** | **Approved by** | **Brief description** |
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