PRO-CITE® IN THE NATIONAL PARK SERVICE

Department of the Interior
National Park Service
Library Advisory Committee

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Pro-Cite in the National Park Service

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Introduction

Scope and audience

This manual is for use by National Park Service (NPS) personnel (including volunteers, cooperative education program students, and contractors) in tandem with the user aids produced by Personal Bibliographic Software, Inc. (PBS) and packaged with the Pro-Cite program. It provides additional data format conventions, cataloging guidelines, examples, and caveats for the use of Pro-Cite as a collection management and bibliography tool in NPS environments.

The anticipated user audience includes office automation clerks, records managers, interpreters, resource managers, historians, scientists, curators, museum aids, technicians, rangers, and library professionals. Organizational units where Pro-Cite might be installed include parks; field, regional office and central office divisions; and, regional office, central office and service center libraries.

Applications

This manual is generally directed at those individuals responsible for managing an NPS unit’s intellectual resources. These resources may include book collections, research files (unpublished studies, journal articles, theses, conference papers, etc.) and graphic materials such as slides, photos, maps, and plans. It is important to recognize, however, that there are well-defined servicewide program areas, with their own scopes, authorities, standards and procedures, which may be perceived to overlap the NPS Library Program function. These include:

- NPS Records Management program (i.e., "central files")
  Authority: NPS19
- Curatorial Services and Archives program (ANCS)
  Authority: NPS28, NPS museum handbook, revised
- Denver Service Center Technical Information Center program (TIC)
- Cultural Resources Management Bibliography (CRBIB) program
  Authority: NPS28, NPS29, NPS Natural resource publication management handbook (Jan. 1991)
- Inventory and Monitoring automated bibliographic database program
  Authority: NPS75, App.A

Some research materials may be interpreted as candidates for more than one program’s database and corresponding physical collections. To facilitate effective access on an individual item basis, it may be appropriate to provide duplicate citations across databases in some cases, and/or to reproduce physical materials (e.g., by storing original manuscript in museum storage and xerox copy in the research files).

Many of the program areas above have agreed to convert to Pro-Cite or are developing the capacity to export their records in a format that will be acceptable to Pro-Cite. This could significantly reduce data entry time and will also further NPS plans to create an integrated, centralized database accessible via the Internet.

Authorities

Special Directive 94-1 (02/04/94) re: NPS Library Program
NPS84 - Administrative guidelines for library management (pending)
Format and use

To ease alternating between manuals, each chapter in this manual is numbered and titled to correspond to the chapters in the current edition of the PBS Pro-Cite manual (for Pro-Cite version 2.0 and later). Subsection titles and pagination of chapters do not match, however. The page layout and typography of the PBS manual has also been replicated to some degree. Any correspondences between the appendices, glossary, and index in the NPS manual and those in the PBS manual are coincidental.

It is important that these manuals be used in strict concert, particularly with respect to creating database files, using authority lists, selecting workforms, and entering data. The PBS Basic Guide to Pro-Cite, the PBS Pro-Cite Reference Card, and the NPS Pro-Cite Quick Reference Sheet should be used for quick reference only after comprehensive review of the more detailed user manuals (both PBS and NPS) has been completed. It is fine for casual searchers to limit consultation to the quick reference guides.

Once the software is installed (see Chapters 1 and 2 of both manuals), it is strongly recommended that Pro-Cite database managers and data entry personnel complete the Guided Tour in Chapter 2 of the PBS manual. This provides a good introduction to Pro-Cite's formats and features. The following corresponding chapters in the NPS and PBS manuals are essential and should be read in the order indicated before any "real" data is entered; note that Chapter 6 should be read before Chapter 5:

- Chapter 3 (converting databases - only if applicable)
- Chapter 4 (creating databases)
- Chapter 6 (inserting records, selecting workforms, required fields)
- Chapter 19 (creating workforms)
- Chapter 26 (understanding Pro-Cite's workforms and fields)
- Chapter 5 (entering text and cataloging guidelines)
- Chapter 7 (creating authority lists and subject indexing)
- Chapter 8 (editing records; PBS manual only)
- Chapter 12 (record numbers; PBS manual only)
- Chapter 14 (deleting records; PBS manual only)

Whether reviewing for the first time or an as-needed reference basis, consult the NPS manual first, and then the corresponding PBS chapter.

Additional User Aids

A quick reference sheet has been included with this manual. In addition, an NPS-defined Pro-Cite authority list (NPSCODES.LST) and an NPS label program for use with Pro-Cite will be distributed on floppy disk or via cc:Mail by the NPS Library Program, Information and Telecommunications Division, Washington Office (WASO/ITD) to all recipients of this manual and the Pro-Cite software. NPSCODES.LST contains approved alpha site codes and full text names for parks and other NPS units. (Please see Chapters 7 and 22 of this manual).

The appendices to this manual contain additional user aids, including: excerpts of Anglo-American cataloguing rules, 2nd edition (AACR2); a subset of Library of Congress subject headings (LCSH); and, vendor and product information for ordering library supplies. You will also find a glossary and an index at the back of the manual.
Critical data entry issues

There are several data entry issues (listed below) that the data entry personnel and database manager must be familiar with in order to advance the NPS Library Program goal to establish a centralized, integrated, and widely accessible bibliographic database with standardized records and a controlled vocabulary of subject terms and names:

- avoidance of custom (i.e., user-defined) Pro-Cite workforms (Ch. 6)
- strict adherence to data entry standards for the Call field (Ch. 5)
- inclusion of subject term source notation in authority lists (Ch. 7)

The centralized database will contain citations and location information for all intellectual resources held in NPS units, as well as citations pertinent to NPS resources that may not be physically owned by the agency. Close attention to these several critical areas will enhance control and retrieval of research and reference materials; will facilitate interlibrary loan; and will enable the sharing of catalog records among NPS units, significantly reducing data input.

Updates

This manual will be revised on an irregular basis, as needed. Between editions, it will be updated by the distribution of additional and/or replacement pages. Please contact the NPS Chief Librarian for further updates if you did not receive this manual from an authorized source.

The latest edition of the PBS manual is applicable for Pro-Cite versions 2.0 and beyond, until a revised edition is published. Consequently, there may be illustrations in the current PBS manual that do not exactly correspond to the new versions of the software. The newest PC version of Pro-Cite (2.2.1) has an expanded menu and may be used on a network, although only one person may have access at a time; the current upgrade cost is $45.00.

Conversion programs

The NPS Library Advisory Committee, Conversion Programs Task Group, has developed a program to convert data stored in the NPS Library System, distributed by Harpers Ferry Center, to a format that will be accepted by Pro-Cite. See Chapter 3 of this manual for more information. If you have bibliographic data stored in other formats that you would like to import to Pro-Cite, please contact the appropriate individual(s) on the NPS Pro-Cite Support Team (page iv).

Getting help

The NPS Library Advisory Committee (LAC) includes NPS librarians, park personnel, servicewide program representatives, and other interested parties. The NPS Pro-Cite Support Team is composed of librarians and computer specialists on the LAC. Before implementing Pro-Cite custom features, please consult a team member to ensure that steps taken will be consistent with minimum standards required for NPS use. Contact information for both NPS and PBS support personnel has been provided on page iv.
General information, referrals, and comments on this manual

Diane Mallos Woods, NPS Chief Librarian, WASO/ITD (202) 343-4430
Amalin Ferguson, Regional Librarian, SWRO (505) 988-6840

Data conversion and compatibility issues

Angela Collins-Payne, Computer Specialist WASO/ITD (202) 343-4463
Richard Aroksaar, Automation Librarian, PNRO (206) 220-4114
David Nathanson, Chief, Branch of Library, Archives, and Graphics Research, HFC (304) 535-6262

Descriptive cataloging and name authorities

Amalin Ferguson, Regional Librarian, SWRO (505) 988-6840
Johanna Alexander, Librarian, Western Archaeological and Conservation Center (WACC) (602) 670-6501
Helen Brooks, Admin. Clerk/Librarian, White Sands NM (505) 479-6124
Nancy Hori, Regional Librarian, SWRO (206) 220-4114
Martha Shepard, Regional Librarian, AR (BLM/NPS) (907) 271-5025
Jannette Wesley, Denver Service Center Librarian (303) 969-2716

Label program

David Nathanson, Chief, Branch of Library, Archives, and Graphics Research, Harpers Ferry Center (304) 535-6262
Richard Aroksaar, Automation Librarian, PNRO (206) 220-4114

NPS alpha site code authority list (NPSCODES.LST)

Diane Mallos Woods, NPS Chief Librarian, WASO/ITD (202) 343-4430
Angela Collins-Payne, Computer Specialist, WASO/ITD (202) 343-4463

NPS Pro-Cite Bulletin Board (PUB)

Diane Mallos Woods, NPS Chief Librarian, WASO/ITD (202) 343-4430

Pro-Cite technical support and upgrades

Randy Wright, PBS Government Accounts Manager (for upgrades and questions about product lines) (313) 996-1580
PBS Product Support Department (for technical support) (313) 996-1580

Searching, subject indexing and thesaurus issues

Amalin Ferguson, Regional Librarian, SWRO (505) 988-6840
Johanna Alexander, Librarian, Western Archaeological and Conservation Center (WACC) (602) 670-6501
Helen Brooks, Admin. Clerk/Librarian, White Sands NM (505) 479-6124
Nancy Hori, Regional Librarian, PNRO (206) 220-4114
Martha Shepard, Regional Librarian, AR (BLM/NPS) (907) 271-5025
Jannette Wesley, Denver Service Center Librarian (303) 969-2716
NPS Pro-Cite Users' Bulletin Board (PUB)

Inquiries and responses, tips and techniques, creative applications, and more, will be posted on the forthcoming Pro-Cite Users' Bulletin Board (PUB), to be managed by the Information and Telecommunications Division (WASO/ITD) and accessible via cc:Mail. If you are currently using customized forms, please send copies of your workflow definitions and some sample records to the NPS Chief Librarian (WASO/ITD) so that the Library Advisory Committee may effectively plan for future record format compatibility.
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Quick Start-up for Experienced Computer Users

Introduction and purpose

At this time, we have minimal guidelines to supplement the corresponding chapter in the PBS manual. However, we disagree that you should skip chapter 2 and "jump right in," even if you are an experienced computer user. We strongly recommend that you take the time to scan Chapter 2 in the PBS manual, particularly the directory and file organization section (pages 2.16 - 2.18).

It is also important for all new users of Pro-Cite to do the tutorial, provided in the Guided Tour section of the PBS manual (pages 2.37 - 2.93). Depending on the user's familiarity with database management software, the tutorial may take between one to two hours. It is conveniently divided into three sections, so that it may be completed in one or several sessions. Please review Chapter 2 of this manual before proceeding to Chapter 2 of the PBS manual.
1.2 Quick Start-up for Experienced Computer Users
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chapter 2: Installing and Configuring Pro-Cite; Guided Tour

Introduction and purpose

This chapter provides some additional guidelines to supplement those found in the corresponding chapter of the PBS manual. It also reiterates some important instructions and points out a couple of minor discrepancies in the PBS manual.

It is important to send in your registration card. It entitles you to customer support, notification of updates and special update prices, and the quarterly newsletter, Format. It’s a good idea to copy the serial number from your original installation diskette to the front of your PBS manual, just in case your diskette is misplaced. You will need this information when communicating with the vendor.

Program requirements

See the PBS manual, page 2.3, for general program requirements. If you want to employ the NPS Label Program designed for use with Pro-Cite, you’ll need a tractor-feed printer; the program does not currently support laser printers. (See Chapter 22 or Appendix C for label ordering information.)

Pro-Cite versions

The introduction to Chapter 2 in the PBS manual indicates that the procedures described therein are for Pro-Cite Version 2.0, although later versions of the software are now available. The changes between versions have, so far, been minimal; an updated manual has not yet been produced by the vendor but a revision is currently in process.

The Pro-Cite software distributed to the areas and regional offices by the Division of Information and Telecommunications (Washington Office) are either Version 2.1 or 2.2. Use the particular installation and configuration instruction sheets bundled with the program diskette for versions later than 2.0. Follow the remaining applicable guidelines in Chapter 2 of the PBS manual, as long as they do not conflict with the independent instructions accompanying the diskette.

Newer versions are supposed to include a file called READ.ME which is loaded to your directory during the installation process. This file contains information on any last-minute changes and additions to the program or PBS manual. If the file is present, you can read it using the TYPE command in DOS. You may print READ.ME out to your printer, using either the DOS PRINT command or by depressing the PRINT SCREEN key from within the open file.

If you encounter any difficulties during the install and configuration process, please call the PBS technical staff at (313) 996-1580.
Reinstalling Pro-Cite

When reinstalling Pro-Cite (i.e., an updated version), it is very important that you temporarily relocate any predefined Pro-Cite files you have modified for your own purposes (e.g., AUTHORS.LST, DESCRIPT.LST) to another subdirectory before running the install process. Your modified files may then be copied back into the main Pro-Cite directory, overwriting files of the same name that have just been installed. An alternative is to use the install program interactively, i.e., whenever prompted to overwrite a file that you have modified, answer "NO" to keep the old file.

For instructions on reinstalling versions later than Pro-Cite 2.0, and converting data files built with earlier versions of Pro-Cite, please see the independent instruction sheets bundled with the program installation diskette. In case of damages to your database, it is always a good idea to make a backup of all databases and associated user files (including authority and punctuation files) before attempting to access previously built databases with a newly installed, updated version of the software.

Adding Pro-Cite to your system menu; providing public access

It may be convenient to add Pro-Cite to the menu that is automatically displayed when the computer is powered on; if you are not sure how to do this, talk to the computer person on your staff or call your regional office computer division. If the computer installed with Pro-Cite is accessible to people other than the database manager and/or data entry personnel, you will need to provide some basic training in searching Pro-Cite.

If you have a network version of Pro-Cite, it will be necessary to set a policy limiting public use to read-only functions (i.e, searching and browsing. Be sure to advise your network administrator so that the appropriate "permissions" may be given. Another alternative is to purchase the Pro-Cite read-only program. (See PBS manual, page 2.2).

Deleting unnecessary predefined authority files

The Pro-Cite installation includes many predefined authority list files (see table on pages 2.4 and 2.5 of the PBS manual). Many of these will not be required by the majority of NPS users. If not deleted, they will be displayed every time the pop-up window of available authority list files is consulted. You may choose to delete all but AUTHORS.LST, DESCRIPT.LST, and JOURNALS.LST. An efficient way to do this is to temporarily relocate the three aforementioned files to another directory (using DOS copy or move commands) and then delete all the authority lists at one time using the DOS delete command and asterisk (DEL *.LST). For additional guidance on this topic, see Chapter 7 of this manual.

2.2 Installing and Configuring Pro-Cite; Guided Tour
Pro-Cite tutorial (Guided Tour)

Pro-Cite comes with a SAMPLE database for use with the Guided Tour (PBS manual, pages 2.37-2.94). The tutorial may be completed in one or several sittings and requires a total of one to two hours, depending on the skills of the user. It is strongly recommended that all new Pro-Cite users take the time to do the Guided Tour, which provides a good introduction to many of the commonly used features in the program.

If you have deleted inappropriate or non-applicable terms provided by the vendor from the three quick-access predefined authority lists (AUTHORS.LST, DESCRIPT.LST, JOURNALS.LST) that come with Pro-Cite, author names and subject terms referenced in the Guided Tour may no longer be valid. (See Chapter 7 on authority lists in this manual.) There are two ways to compensate for this: either notify the person using the tutorial that they may pick any terms available in the current authority lists to complete the exercise; or, install Pro-Cite (from the original installation diskette) on another machine each time the tutorial is required. To avoid copyright violation, be sure to delete the files once the tutorial has been completed.

In the Guided Tour, there is a sample workform used called Patents (pages 2.53 and 2.54 of the PBS manual); if you browse the SAMPLE database, you will notice a workform called Translation Journals. These are not included in the twenty predefined workforms that currently come with the Pro-Cite program; they are examples of customized workforms (see Chapter 19 of this and the PBS manual).

[NOTE: On page 2.73 of the PBS manual, the instruction preceded by the number "2." should read, "With the first field AUTH selected, press ENTER," (not "e").]

According to the Guided Tour, regarding use of the PRINT BIBLIOGRAPHY utility (PBS manual, pages 2.88-2.90), a menu bar is displayed at the bottom of the screen after the OUTPUT:SCREEN PREVIEW option has been run. Note that there is no menu bar displayed for versions 2.1 and later; instead, there is a message indicating that F1 is the HELP key. When you depress F1, there is an erroneous message:

"All of your citations fit on a single page. You can immediately begin scrolling through the page using the arrow keys on the keyboard. No menu appears at the bottom of the screen as with a multiple page bibliography."

In fact, this message is displayed even when you have generated a multiple page bibliography. What's more, you may scroll through the pages using arrow or page-up and page-down keys no matter how many pages are in your bibliography. Finally, a menu bar is never displayed, even when producing a multiple page bibliography.

You will notice that all of the elements entered to the Title fields in the sample records are uppercased. This convention conflicts with NPS Library Program data entry standards (this manual, pages 5.2 and 5.18) and the PBS data entry standards for Title (PBS manual, page 5.35). Note, as well, that the illustration on page 5.35 of the PBS manual contradicts the instruction immediately preceding it: "Capitalize the first word of a title and all proper nouns." Please follow the guideline, not the example. For additional sample catalog records, please refer to pages 6.12-6.54 in this manual.
Ready to begin

As stated in the introduction, it will be most effective to review the following critical chapters, in the order indicated, **before creating databases and entering data.** Always read this manual first, and then the corresponding chapter in the PBS manual. Once thoroughly reviewed, both manuals may be used for occasional reference, as needed.

- Chapter 3 (converting databases - optional, as appropriate)
- Chapter 4 (creating databases)
- Chapter 6 (inserting records, selecting workforms, required fields)
- Chapter 19 (creating workforms)
- Chapter 26 (understanding Pro-Cite’s workforms and fields)
- Chapter 5 (entering text and cataloging guidelines)
- Chapter 7 (creating authority lists and subject indexing)
- Chapter 8 (editing records; PBS manual only)
- Chapter 12 (record numbers; PBS manual only)
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CHAPTER 3: CONVERTING DATABASES

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# Converting Databases

## Introduction and purpose

Chapter 3 of the PBS manual deals exclusively with converting databases created using earlier versions of Pro-Cite to formats compatible with new versions. Be sure to make two backups, e.g., one to another subdirectory of the hard disk and one to a tape or diskette, before converting data from an old version to a new version of Pro-Cite. This corresponding chapter is concerned only with conversions to Pro-Cite from other bibliographic databases in use in the National Park Service.

### Converting from the NPS Library System

Many parks in the system have been using a stand-alone DBASE program, distributed and supported by the Harpers Ferry Center Library, for cataloging their collections. An NPS Library Advisory Committee task group is currently developing a program to convert NPS Library System databases to Pro-Cite. Once the program is fully operational and ready for distribution, this section will be updated. In the meantime, inquiries may be directed to Angela Collins-Payne. (See the Getting help section in this manual's Introduction for contact information.)

### Converting from other DBASE databases

The NPS Library Advisory Committee's Conversion Programs Task Group will consider providing technical assistance on conversion to Pro-Cite from other software packages on a case-by-case basis (i.e., as resources permit). The technical support staff at PBS may also be able to provide limited assistance. (See the Getting help section in this manual's Introduction for contact information.)

### Converting from databases other than DBASE

The NPS Inventory and Monitoring program has selected Pro-Cite for its automated bibliographic database application. However, there are parks throughout the agency that had already begun collecting natural resource citations using other software; it is likely that many of these will write programs to convert their databases to Pro-Cite.

The upcoming Pro-Cite Users' Bulletin Board (PUB) will be a good place to make contact with those attempting to convert to Pro-Cite from other database management software programs (e.g., Paradox). PUB will be implemented and managed by the Information and Telecommunications Division, Washington Office. (See the Getting help section in this manual’s Introduction for contact information.)

### Pro-Cite and ALICAT (NPS Regional Library Program)

Where ALICAT (*Automated Library Catalog*) has been used to catalog park book collections, Pro-Cite will be used as an adjunct program, for cataloging of the library's nonbook materials. ALICAT records will not be converted to Pro-Cite. When the NPS Servicewide Library System is in place, both ALICAT and Pro-Cite records will be contributed to this centralized, aggregate database, which will be accessed via modem. (See further discussion on pages 22.3 - 22.7 of this manual.)

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Creating Databases and Maintaining Files

Introduction and Purpose

Chapter 4 of the PBS manual covers the technical aspects of Pro-Cite database file structures, creation and opening of new databases, and opening and converting of databases produced with earlier versions of Pro-Cite. This chapter provides some supplementary guidance on the organization of database files.

Scope

The suggestions and recommendations in this chapter pertain only to those collections managed as part of the park (or other NPS unit) library. The park library is not limited to one physical area or media format (e.g., the book collection typically managed by park interpreters). Rather, it refers to the whole array of research and reference collections (representing a wide variety of formats) maintained by the unit, the use of which furthers the NPS mission by supporting the functions of the park scientists, historians, interpreters, planners, curators, and resource managers.

As stated in other sections of this manual, these guidelines do not apply to archival materials, museum objects and related documentation, records held in central files, or materials specifically associated with and managed by other NPS program areas, unless explicit direction from these program areas indicates that these guidelines are to be used.

Media Formats in Park Library Collections

Materials typically encountered in park libraries include books, reports, journal articles, newsclickings, conference papers, manuscripts, photos, slides, negatives, maps, plans, manuscripts, posters, videos, films, audiotapes, and sound recordings. Generally, because of the disparate size and storage requirements of each of these formats, they are organized into separate physical collections.

In the past, when attempts were made to create some kind of automated cataloging and retrieval system for these collections, chances were that individual databases were constructed for each one, often using DBASE or some other database management software such as PARADOX. In some cases, a simple WordPerfect file was used. Park personnel were faced with having to learn format-dependent data structures, codes, and sometimes even different software for each format collected in the park. Moving to a new area meant learning a whole new set of programs.

Pro-Cite comes with 20 predefined workforms (data entry screens) accommodating a wide variety of formats. The workform type is a built-in, indexed field, meaning that you can search and sort on any workform type. The practical implication is that you may choose to combine all records for all formats in the park or division library into one large database file. The advantages and disadvantages of this approach, as well as alternative strategies, are discussed in the next section.
Options for organizing database files

There are basically two choices available when setting up Pro-Cite databases for the purpose of managing library collections: combine all records in one database; or, create a one-to-one correspondence between databases and the individual physical collections. In the Southwest Regional Office Library, the latter strategy has been employed. The library’s Pro-Cite databases currently include: NPSFILES (in-house park reports collection); PHOTOS; MAPS; LATFILES; and, VERTFILE.

LATFILES (lateral file collection) contains records for our sci-tech research collection, including: journal articles; excerpts from published reports, conference proceedings, and books; copies of whole manuscripts (draft and final); unpublished studies and reports; unpublished conference papers, etc.

VERTFILE contains one record for each subject folder in our vertical files collection. The vertical files contain non-scholarly materials of an ephemeral nature that are useful for quick reference, but do not generally warrant individual cataloging treatment. Sometimes, an item gains importance over time and is then transferred to the lateral files.

PHOTOS contains one record for each defined group of related photos.

Consider the following advantages and disadvantages to each approach before settling on a procedure for your situation; we do not recommend one over the other:

- With a single database, users will not have to get in and out of multiple files to access the entire library catalog.

- With a single database, a search scope may be defined to include all formats, one format, or several, depending on the need, and the search only has to be executed once; with many databases, the search query may be saved, but the user will have to open and close the multiple databases and execute the query within each one.

- With a single database, control is centralized; conversely, with multiple databases, control may be distributed among the various staffs responsible for the different collections.

- With a single database, the same predefined (and "quick-access") authority lists for journal titles (JOURNALS.LST), personal names (AUTHORS.LST), and subject terms (DESCRIPT.LST) must be used for all the collections. With multiple databases, these authority file names may be duplicated as long as they are stored in different subdirectories. (SEE Chapters 5 and 7 in this manual on name and subject authority lists).

- Depending on size, response time could be appreciably longer when searching a single database versus multiple databases.

- With multiple databases, use of the Pro-Cite record number as some sort of accession number (not required) would result in duplicate numbers. For example, an item in the lateral files might have the same Pro-Cite record number (PC#) as an item in the map files. Duplicate numbers may be rendered unique (on the physical item) by prefacing them with a collection code (e.g., "LP" for lateral files).
Backing up your databases

There are no guidelines in the PBS manual for backing up your Pro-Cite databases. We recommend backing up after every single transaction involving a modification (adding or deleting records, editing records, creating or modifying authority files, etc.) You do not need to backup the Pro-Cite program files, only those files that are created and/or modified by the user. Most backup programs may be designed so that only those files that have been modified since the last backup session will actually be backed up.

Every time you set up a new database, six files are created. All six files begin with the database name, and are followed by one of six file extensions: .DAT, .REC, .SRT, .PMT, .KEY, and .SET. Your backup routine should minimally include all these files, as well as all associated authority list (e.g., *.LST) files. (See Chapter 7 of this manual for more discussion on predefined and user-defined authority files.) The backup program at the Southwest Regional Library looks like this:

PATH: C:\PROCITE
BACKUP LATFILES.* NPSFILES.* MAPFILES.* VERTFILE.* PHOTO.* *.LST

[NOTE: the asterisk indicates a wildcard, e.g., LATFILES.DAT, LATFILES.REC, AUTHORS.LST, DESCRIPT.LST, etc. Note also that if you set up multiple databases, with corresponding sets of authority files located in separate subdirectories, you'll need to include all of them in your backup program (referencing their full path names).]

It is highly recommended that several alternate tapes (or disks) be used for backup. There's nothing more depressing than having your hard disk crash, or discovering that your database is corrupt, only to find that your backup is also a corrupted version of the database or the storage medium itself is faulty, rendering the backup version irretrievable! Label them 1, 2, and 3, or, if performing daily backups, label them with the days of the week. A monthly backup is also recommended. Attach a post-it to each tape or diskette, noting backup and restore dates, or keep a log.

If you do not have a tape drive and tape backup software, you may have to obtain them, especially if you have a large amount of material to catalog. In the meantime, you may simply use Pkzip (or some other file compression software) to zip up your user files (see above) and then copy the zipped version to a diskette. You may load these commands into a batch file (see your DOS manual). Just make sure that you give the file a .BAT file name extension and locate it in your Pro-Cite directory (you may also execute it from your Windows, network, or batch menu). Be sure that the Pkzip software is copied to your Pro-Cite directory or made generally accessible by including it in the PATH statement of your config.sys file.

Consult with your local computer expert when setting up your backup routine.
4.4 Creating Databases and Maintaining Files
CHAPTER 5: ENTERING TEXT AND CATALOGING GUIDELINES

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Introduction and purpose

Chapter 5 of the PBS manual explains the kinds of information that should be entered to each field and in what format. Except in the case of overriding instructions provided in this supplementary chapter, the PBS data entry standards should be followed closely. The degree to which you adhere to the guidelines presented in this and the PBS manual will determine how successfully you are able to sort, retrieve, and print out your data. This chapter supplements PBS Chapter 5 in several important ways:

- it points out some errors and discrepancies;
- it reinforces certain critical points;
- it modifies a few of their instructions so as to better accommodate NPS needs and conform to standard library practice;
- it provides principles and illustrations relating to cataloging issues not treated in the PBS manual.

Before proceeding with this chapter, please read Chapter 6 of this and the PBS manual. Refer particularly to the Workform Selection Table and the Table of Required Fields in Chapter 6 of this manual before beginning to enter data.

Scope

This chapter deals exclusively with what librarians call descriptive cataloging, which may include any and all of the fields you encounter in a Pro-Cite workform, with the exception of the Descriptor field, which PBS has defined to capture subject terms. Librarians refer to the process of entering data to this type of field as subject cataloging (or subject indexing), which will be discussed in Chapter 7 of this manual.

This chapter does not address every field type used in the Pro-Cite predefined workforms, only those that are common to most of the workforms and are deemed essential for accurately verifying holdings, ensuring accountability, and facilitating effective retrieval.

Authorities and additional references

The following books may be consulted for additional assistance. However, these sources were written for trained librarians who are expected to produce cataloging that meets high professional standards. Laypersons in the field are not expected to perform at this level, nor do the Pro-Cite workforms and procedures completely dovetail with all the fields and formats used by librarians.

Be warned that some of the directions provided in the PBS and NPS Pro-Cite manuals may actually conflict with those found in the titles recommended below. When variant instructions are encountered, your first authority should be this manual, followed by the PBS manual.


**Formatting**

How you enter information to the record is the key to printing out correctly formatted bibliographies, catalogs, and labels. So, please pay close attention to use of Pro-Cite’s *special characters* (e.g., /, //, ///, =, (,), etc.). In addition, we endorse Pro-Cite’s recommendation that you enter no punctuation at the end of fields in the records as it will be supplied by the citation format (i.e., punctuation file) selected.

In general, we discourage the use of *style characters* (PBS manual, page 5.36). Embedding such characters in your record limits your ability to produce hardcopy in a variety of citation formats. Furthermore, it may create problems when using the label program developed by the National Park Service for use with Pro-Cite. This is not, however, an issue with respect to the *Connective Phrase, Note* and *Abstract* fields.

There is an *error* in the PBS manual’s illustration of data entry format for the *Title* fields (page 5.35). PBS instructs that *only the first word and proper nouns in a title be capitalized*. Yet, in their example, they capitalize all nouns. The same is true of the sample records in the *Guided Tour* (PBS manual, pages 2.37-2.94). Please follow their instruction, not their examples.
Levels of bibliographic information

Individual items in research collections often represent a part of a larger whole. Librarians refer to these parts as analytics, and the larger whole as either a monograph (in the case of nonserial publications) or a serial (in the case of periodicals). Monographs, in turn, may be issued as part of a monographic series. We will refer collectively to these terms as bibliographic levels.

For reasons of access and accountability, it is important to include data for as many bibliographic levels in your catalog record as possible (see examples, below). The degree to which you can do this will be determined by two factors: the amount of information available on the item being cataloged; and, the fields provided in the selected Pro-Cite workform. For further discussion on this topic, please see the section called Pro-Cite field types for author and title, page 5.4 of this manual.

**Example:** journal article (analytic)
**Example:** journal issue (serial, not a monograph, since there are many issues bearing the same title)
**Example:** individual paper in published proceedings (analytic)
**Example:** the whole volume of proceedings (monograph)
**Example:** a collection of an association's annual proceedings (series)
**Example:** a chapter in a book (analytic)
**Example:** a book or report or any other single, whole work (monograph)
**Example:** multiple, related volumes of a work, usually published simultaneously (monograph)
**Example:** multiple parts of a whole, each bearing a unique author and title, as well as a series title (monographic series)

Note that individual volumes of a multi-volume set may bear volume titles, as well as the title for the entire work. The title for the set would be the monographic title. The volume titles, if cataloged individually, would be treated as subtitles to the set's title. However, it is appropriate and customary to make just one catalog record for a multi-volume set. The individual volume titles could then be input to the Note field. (See sections in this manual concerning titles and notes on pages 5.18-5.19, and page 5.22, respectively.)

In some instances, a single published paper (monograph) may be issued as part of a monographic series and, simultaneously, as part of a serial publication (i.e., periodical). An example is the Memoirs of the American Anthropological Association. This is a numbered, monographic series, each publication bearing a unique monographic author and title, yet sharing the common title of the series. Each publication of this series also bears a separate volume and issue number for the association's journal, American Anthropologist.

To capture all three levels of bibliographic information represented in the example in the paragraph above (i.e., monograph author/title, journal title/number, monographic series title/number), it would be necessary to select the Book-Long workform. For an illustration of this situation, please see the sample catalog record on page 6.18 of this manual.
Finally, you will find that some monographic series publications also bear the title and numbering for a subseries. An example is the Bulletin of the University of New Mexico. These issues bear what is often called a "whole number" (corresponding to the broader series), and another volume and issue number corresponding to the subseries (e.g., the Anthropology series, or the Geology series). Enter the title, volume, and issue for the subseries when the workform does not accommodate data for both series and subseries levels.

**Pro-Cite field types for author and title**

You may notice that Pro-Cite field types and their corresponding field numbers are associated with variant field abbreviations, depending on the workform in use, e.g., the field type called **Author(Analytic)** (field #1) bears the abbreviation **Comp** in the **Sound Recording** workform. When the cursor is located on the **Comp** field, the full name for the field (Composer), as well as the field number for the field type, is displayed at the bottom of the screen.

PBS uses field types for the bibliographic levels introduced on the previous page in a slightly idiosyncratic fashion. For example, in the **Dissertation** workform, Author(Analytic) and Title(Analytic) are used, even though a dissertation is a monograph (e.g., whole in itself), not a piece of a larger whole. In addition, the definition and examples for Author(Monographic), provided on page 5.13 of the PBS manual, may be a little confusing or misleading. Please amend as follows:

**Monographic Author (#7):** the party responsible for the creation or artistic content of a whole piece of work; examples are the author of a book or, in the case of a collective work, an editor or compiler.

The few deviations that exist may seem a little illogical, but likely are required by the internal needs of the Pro-Cite program. In any case, they are not in the least problematic with respect to producing a standardized bibliographic record. Simply proceed from narrow to broad bibliographic level as you progress through each workform, using whichever Author and Title fields seem appropriate for the information you are capturing. Please see the sample catalog records in Chapter 6 of this manual for additional guidance.

Please note and correct the following errors in the PBS manual:

- Chapter 5, page 12: the field name for Series Editor (SrEd) is incorrectly cited as Series Author; page 12 and 13: the field numbers for Series Editor and Subsidiary Author are mismatched - Series Editor is actually field #30 and Subsidiary Author is actually field #16.
- Appendix C, page 3: under the abbreviation Auth, the field number for Subsidiary Author should be #16, not #8 (which is Monographic Author Role).
- Appendix D, page 3: under field #16, delete Role from the field name; page 4: under field #17, change the field abbreviation from Auth to AuRo (to match the field name of Subsidiary Author Role).

---

**5.4 Entering Text and Cataloging Guidelines**
The remainder of this chapter deals with the kinds of cataloging data that you'll need to look for on the physical item being cataloged and where on that item you'll find the data (Prescribed sources of cataloging information section, pages 5.6-5.12). It also gives direction on choosing between similar types of data, and provides guidelines for formatting the data to be entered to the Pro-Cite workform (pages 5.13-5.29).

Sources of cataloging data

For a particular item being cataloged, how do you know where to find the information that is to be input to the workform? For a book, do you copy information from the cover or from the title page? (The title page is at the front of the book and generally lists the title, author, publisher, and date of publication.) If you are cataloging a videotape, do you copy information from the cassette label, from the box, or from information that is displayed when the tape is viewed?

The Anglo-American cataloguing rules, 2nd edition (AACR2) specify the prescribed sources of cataloging information for all types of library material; these are summarized in the following pages, according to Pro-Cite predefined workform name and code. When you are unsure which workform corresponds to the material you are cataloging, consult the Workform Selection Table in Chapter 6 of this manual.

If you are cataloging a chapter of a book, the source of cataloging information for that chapter would be the book’s table of contents and/or the chapter heading. Prescribed sources of information have not been provided for such analytics (as librarians use the term) since these are generally straightforward and obvious.

Prescribed sources of cataloging information are listed in priority order; use the first named source and proceed to sequential sources only when the information is not available in the first. Definitions for some of the bibliographic terms (e.g., verso) are given the first time they are used in the table. A glossary has been provided at the end of this manual for your convenience.

If you cannot find the information you need in any of the sources prescribed, you may select cataloging data from any other part of the item being cataloged. Although AACR2 requires that such information be enclosed in square brackets, this would affect the Pro-Cite sorting function, so we are recommending you follow such data with a space, and then a parenthetical question mark e.g., (?). You will find that there are some Pro-Cite fields, e.g., Affl (Affiliation), for which no prescribed source exists. In these cases, any source will do.

See Chapter 6 of this manual for a discussion of required and special Pro-Cite fields. Chapter 6 also provides guidance for selecting Pro-Cite predefined workforms appropriate to the material being cataloged, along with sample catalog records for each Pro-Cite workform.
### Prescribed sources of cataloging information, by workform

(A:) Book-Long, (B:) Book-Short  
(H:) Report  
(T:) Trade Catalog  
(K:) Conference Proceeding  
(AACR2, pp. 62-63)

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title, Author</td>
<td>1. Title page (see definition on preceding page)</td>
</tr>
<tr>
<td></td>
<td>2. If there is no title page, use whichever of the following substitutes supplies the most complete information:</td>
</tr>
<tr>
<td></td>
<td>- cover (but not a book jacket)</td>
</tr>
<tr>
<td></td>
<td>- half title page (a page preceding the title page)</td>
</tr>
<tr>
<td></td>
<td>- running title (a title repeated at the top or bottom of each page)</td>
</tr>
<tr>
<td></td>
<td>- colophon (an inscription at the end of the item)</td>
</tr>
<tr>
<td>Edition, Place of Publication, Publisher, Dates</td>
<td>1. Title page</td>
</tr>
<tr>
<td></td>
<td>2. Substitute title page (see #2, above)</td>
</tr>
<tr>
<td></td>
<td>3. Verso (i.e., &quot;reverse&quot;) of title page</td>
</tr>
<tr>
<td></td>
<td>4. Any page(s) preceding title page, cover, or colophon</td>
</tr>
<tr>
<td>Series Title, Series Editor, Vol. number, Issue number, etc.</td>
<td>1. Series title page (an added title page containing the series title and often other series information)</td>
</tr>
<tr>
<td></td>
<td>2. Monograph title page</td>
</tr>
<tr>
<td></td>
<td>3. Cover</td>
</tr>
<tr>
<td></td>
<td>4. Any other part of the publication</td>
</tr>
</tbody>
</table>

**ISBN**  
(International Standard Book Number)  

This is usually, but not always, found on the verso of the title page, but it may be found anywhere (e.g., spine, back cover, colophon)  

Note that only published materials (and not all of these) have an ISBN number. This number is easily recognized as it is often preceded by the *ISBN* prefix and is always composed of 9 numbers, with or without dashes.
Prescribed sources of information, continued

Continuation of...

(A:) Book-Long, (B:) Book-Short
(E:) Report
(H:) Trade Catalog
(K:) Conference Proceeding

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>These are generally found in the front matter of the item, if they are provided at all. You may choose to write your own abstract.</td>
</tr>
<tr>
<td>Notes</td>
<td>There are no prescribed sources of information for the Note field. However, when a workform does not provide any explicit field(s) for certain categories of format description, (e.g., &quot;includes bibliography, illustrations, maps, tables, etc.&quot;), it is recommended that such data be entered here. (For further guidance, see page 5.22 on the Note field; see also the sample catalog records at the end of Chapter 6 in this manual.) You may also make note of any other pertinent pieces of information that are not accommodated by other fields in the workform. Distinct pieces of data entered in the Note field should be separated by space, semicolon, space (e.g., &quot;bibliography, page 79; maps, charts, tables; sent out for microfilming on 10/05/93&quot;) For example, many books include a Library of Congress Catalog Number; this is not to be confused with the Library of Congress Classification Number (a composite of letters and numbers) which is often imprinted on the verso of the title page (more on the call number on pages 5.24 - 5.29 of this manual). The Library of Congress Catalog Number, if it exists, is often found on the verso of the title page. Generally, but not always, the number is preceded by &quot;LC&quot; or &quot;LCCN&quot; and the number itself is usually in the format: 62-09487. Unless there is an otherwise unused RpID (Report Identification) number in the workform in use, we recommend that you include the LCCN, when available, in the Note field. It should always be entered in the format: LCCN:62-09487, no matter which field is used.</td>
</tr>
</tbody>
</table>
Prescribed sources of information, continued

(C:) Journal-Long, (D:) Journal-Short
(F:) Newspaper
(AACR2, Serials, p. 276)

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author &amp; Title</td>
<td>1. Title page</td>
</tr>
<tr>
<td></td>
<td>2. If there is no title page, use the following substitutes, in this order of preference:</td>
</tr>
<tr>
<td></td>
<td>- cover</td>
</tr>
<tr>
<td></td>
<td>- caption (the title and other information that appears at the head of the first page of text)</td>
</tr>
<tr>
<td></td>
<td>- masthead (the section, near the front, that usually gives details of ownership, advertising, subscription rates, etc.)</td>
</tr>
<tr>
<td></td>
<td>- editorial pages</td>
</tr>
<tr>
<td></td>
<td>- colophon</td>
</tr>
<tr>
<td>Volume &amp; Issue ID, Place of Publication, Publisher, Dates</td>
<td>1. Title page</td>
</tr>
<tr>
<td></td>
<td>2. Substitute if there is no title page (see #2, above)</td>
</tr>
<tr>
<td></td>
<td>3. Verso of title page</td>
</tr>
<tr>
<td></td>
<td>4. Any page(s) preceding the title page, cover, or colophon</td>
</tr>
<tr>
<td>Series</td>
<td>This information may be found anywhere on the publication, but does not generally apply to journals. However, sometimes an academic institution will integrate a published monograph series with their journal, such that there will be a journal title, volume, and number, and a monograph title, monograph series title, and monograph series volume and number. An example is the journal called American Anthropologist; some of the issues also bear the title, Memoirs of the American Anthropological Association (see page 6.18 of this manual for sample catalog record).</td>
</tr>
<tr>
<td>ISSN (International Standard Serial Number)</td>
<td>This information may be found anywhere on the publication, and is usually preceded with &quot;ISSN.&quot; The number always takes the format 1234-5678.</td>
</tr>
<tr>
<td>Notes, Abstract</td>
<td>Any source; see these fields under Book, et al.</td>
</tr>
</tbody>
</table>
Prescribed sources of information, continued

(G): Dissertation
(I): Letter
(J): Manuscript
(AACR2, pp. 123-124)

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
</table>
| Title, Author, Edition, Place of "Publication", (e.g., University), Dates | 1. Title page
| | 2. Colophon
| | 3. Caption, heading, etc.
| | 4. Content of the manuscript
| | 5. Another manuscript copy of the item
| | 6. A published edition of the item
| | 7. Reference sources
| Note, Abstract | Any source; see these fields under Book, et al.

(L): Map
(AACR2, Cartographic materials, pp. 94-95)

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
</table>
| Title and Cartographer | 1. The map itself
| | 2. Container or case
| Edition, Place of Publication, Publisher, Dates, Series | 1. The map itself
| | 2. Container or case
| | 3. Accompanying printed material
| Note, Abstract | Any source; see these fields under Book, et al.
Prescribed sources of information, continued

(M:) Music score
(AACR2, pp. 140-141)

Field                                      Prescribed Source
Title, Author                             1. Title page, cover, or caption (whichever
                                            provides the fullest information)
Edition, Place of                         1. Title page, cover, or caption (whichever
Publication, Publisher                    provides the fullest information)
                                            2. Verso of title page or any page(s) preceding
                                            title page
Note, Abstract                            Any source; see these fields under Book et al.

(N:) Sound recording (music)
(AACR2, pp. 162-163)

Field                                      Prescribed Source
Title, Composer, Performer, Edition,       1. The item and any label on a disc, tape
Place of Publication, Publisher, Series    (open reel to reel), tape cassette, or
tap cartridge; the label on a roll
                                            2. Accompanying textual material
                                            3. Container
Note, ISBN                                Any source; see these fields under Book, et al.

(O:) Motion picture
(Q:) Video Recording
(AACR2, p. 183)

Field                                      Prescribed Source
Title, Director,                          1. The item itself (e.g., the title frames)
Producer, Edition,                        (2., below, is okay as preferred source)
Place of Publication, Distributor, Date,  2. Its container (and container label) if the
Series                                    container is an integral part of the piece
                                            (e.g., a cassette)
                                            3. Accompanying textual material
                                            4. Container that is not an integral part of the
                                               piece
Note, Abstract, ISBN                      Any source; see these fields under Book, et al.

5.10 Entering Text and Cataloging Guidelines
Prescribed sources of information, continued

(P:) Audiovisual material (slides, photos, filmstrips, non-music sound recordings)
(R:) Art work
(AACR2, Graphic Material, pp. 202):

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title, Author, Edition, Place of Publication, Publisher, Series</td>
<td>1. The item itself, including any labels permanently affixed, or a container, if it is an integral part of the item.</td>
</tr>
<tr>
<td></td>
<td>2. Container (e.g., box, frame)</td>
</tr>
<tr>
<td></td>
<td>3. Accompanying textual material (e.g., manuals, leaflets)</td>
</tr>
<tr>
<td>Note, Abstract, ISBN</td>
<td>Any source; see these fields under Book, et al.</td>
</tr>
</tbody>
</table>

(S:) Computer program
(T:) Data file
(AACR2, pp. 222-223)

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title, Author, Edition, Place of Publication, Publisher, Series</td>
<td>1. Title screen(s)</td>
</tr>
<tr>
<td></td>
<td>2. Main menus, program statements, etc.</td>
</tr>
<tr>
<td></td>
<td>3. Physical carrier or its labels</td>
</tr>
<tr>
<td></td>
<td>4. Printed documentation</td>
</tr>
<tr>
<td></td>
<td>5. Information printed on the container by the publisher or distributor</td>
</tr>
<tr>
<td></td>
<td>6. Other published descriptions of the file</td>
</tr>
<tr>
<td>Note, Abstract, ISBN</td>
<td>Any source; see these fields under Book, et al.</td>
</tr>
</tbody>
</table>

Microforms (not a Pro-Cite workform)
(AACR2, pp. 259):

Scope Note: In general, you should refer to the original format of the microfilmed material (e.g., dissertation) for prescribed source of cataloging information. If the microfiche set or reel represents a variety of original formats, you may choose to create catalog records for each item in the microfilm set (using the appropriate Pro-Cite workform and indicating "microfiche" or "microfilm" in the Medm field). The call number for each record would indicate sheet/frame (fiche) or frame range (reel) location for the cited item. (See continuation, next page.)
Prescribed sources of information, continued

Microforms, continued

Instead of, or in addition to, the cataloging strategy described above, one may choose to create a catalog record representing the entire microfilm set (using Pro-Cite's Audiovisual Material workform). In this case, you would use the prescribed sources indicated below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Prescribed Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields (except Abstract and Notes)</td>
<td>1. Title frame</td>
</tr>
<tr>
<td></td>
<td>2. Title card for aperture cards</td>
</tr>
<tr>
<td></td>
<td>3. Eye-readable data printed at the top of the fiche (header) even if it is a shortened form of the title. [Enter title proper (and where found) in the Note field.]</td>
</tr>
<tr>
<td></td>
<td>4. The rest of the item or its container if it is an integral part of the item.</td>
</tr>
<tr>
<td></td>
<td>5. The container</td>
</tr>
<tr>
<td></td>
<td>6. Accompanying eye-readable material</td>
</tr>
<tr>
<td></td>
<td>7. Any other source</td>
</tr>
<tr>
<td>Note, Abstract</td>
<td>Any source; see these fields under Book, et al.</td>
</tr>
</tbody>
</table>
Creating catalog records

The particular Pro-Cite fields you encounter when cataloging are determined by the workform you choose for each item. For example, the Book-Short workform includes fields for neither analytic nor series Author/Title fields. Therefore, it is necessary to use the Book-Long workform when the book being cataloged is part of a series or when cataloging an analytic part of a book (e.g., a chapter).

WE STRONGLY RECOMMEND THAT YOU DO NOT USE PRO-CITE’S CUSTOM FORM OPTION as the format of your hardcopy output (labels, catalogs, bibliographies) may be unpredictable. In addition, use of custom forms may hinder your ability to easily exchange catalog records with other NPS units, without significant editing being required. (Refer to Chapter 19 of this manual for further discussion.) See the Workform Selection Table in Chapter 6 of this manual for additional guidance in selecting Pro-Cite’s predefined workforms.

Once you have chosen the appropriate workform, identified the prescribed source(s) of cataloging information on the item to be cataloged, and consulted the Required Fields Table (this manual, Chapter 6), you are ready to begin creating your catalog record. The remaining sections in this chapter guide you in the process of selecting cataloging information, formatting it, and entering it to the Pro-Cite workform.

As you review each area of bibliographic data below (e.g., author, title, date, etc.), it will be necessary for you to check the corresponding sections in the PBS manual (Chapter 5), for Pro-Cite format requirements. See also the sample catalog records provided at the end of Chapter 6 in this manual.

Bear in mind that the Pro-Cite program supports variable field length; that is, you are not restricted in the amount of data you may store in a field. The only exceptions are the Author fields, which are limited to 255 characters.

As stated in the Introduction, this chapter deals almost exclusively with what librarians call descriptive cataloging (e.g., author, title, publisher, date, physical description, etc.). Although the Abstract field really deals with subject access, its treatment is included in this section as well. For additional guidance on the topics treated below, please see the AACR2 excerpts provided in Appendix A of this manual. For guidelines on selecting and formatting subject terms to be input to the Descriptor field of the Pro-cite workforms, please see Chapter 7 and Appendix B of this manual.
Determining authorship

Chapter 5 of the PBS manual should be closely consulted for Author field data entry procedures (e.g., use of "/" to separate names of individual authors listed in the same field; use of "=" to precede corporate author names, etc.) The section in AACR2 dealing with "Statement of Responsibility" may be helpful in determining primary authorship, i.e., the individual or corporate body primarily responsible for the intellectual content of the work.

AACR2 can also help you match authors with the various Author fields Pro-Cite provides (e.g., Analytic, Monographic, Subsidiary, etc.), depending on their roles and degree of contribution. Finally, AACR2 can help you deal with abbreviations, non-English names, hyphenated names, elements in corporate names (including government agencies), and more.

We have provided some general guidelines for determining authorship below. They are a combination of AACR2 rules and procedures we have developed to accommodate Pro-Cite's modified catalog record format. The following rules should be applied separately for each bibliographic level to which you are providing access in your catalog record (see page 5.3 of this manual).

For example, if you are cataloging an excerpt (e.g., a chapter) from a book that is part of a series, you would independently, and in turn, apply the rules for determining authorship to: the chapter (Analytic Author field); the book (Monograph Author field); and the series (Series Editor field). Many of the workforms accommodate two levels, but only the Book-Long and Audiovisual Material workforms provide Author and Title fields for all three levels.

Personal vs. corporate author

If at least one individual's name is present on the prescribed source of cataloging information (see table, pages 5.6-5.12 in this manual), the primary authorship is considered to be personal rather than corporate, unless the item is an official policy document of the agency.

Example: Statement of management, Big Bend National Park.

If the primary authorship is determined to be personal, and you are not able to determine if a corporate body is actually a Subsidiary Author (Pro-Cite field #16), you may include important corporate names in the Note field of your workform. (Corporate bodies that are treated as subjects should be input to the Descriptor field; see Chapter 7 of this manual on subject indexing). You would then be able to retrieve the record by searching on the corporate name using Pro-Cite's full text search option. If the corporate body is the publisher, there is no need to use this strategy; the information will have already been entered to the Publisher field.

Conversely, when primary authorship is determined to be corporate, it may be appropriate and useful to enter personal names that appear on the item in the Subsidiary Author field, depending on each individual's role and perceived level of significance. Note that the Subsidiary Author field (sometimes appearing under different abbreviations, e.g., Dctr, for Director) does not appear in all of the Pro-Cite predefined workforms.
Personal authors

Always input the form of personal name exactly as it appears on the item's prescribed source of information. See Chapter 7 of this manual on the use of authority files (i.e., AUTHORS.LST) to document variant forms of names.

If there are several personal names, and they appear to be of equal significance (i.e., their names appear together and in the same size type, and their roles are not explicitly distinguished from one another), enter them all in the same Author field in the order that they appear on the prescribed source of cataloging information (see table, pages 5.6-5.12 in this manual).

[NOTE: For those of you who may consult AACR2, note that the instruction above departs from library cataloging practice, which enters only the first name listed in the primary Author field.]

Many standard bibliographic citation formats for journal articles, conference papers, and technical reports list the names of all the individuals sharing authorship. However, in the case of multiple authors, you may choose to limit your data entry to three names, followed by the Pro-Cite special character consisting of four forward slashes (////). This character is converted by Pro-Cite's predefined punctuation files to "et al." ("and others") when printouts of citations are produced.

Example: Aveni, Anthony//Monroe, Jean G.//Williamson, Ray////

The Author field to which this data is input will be determined by the bibliographic level (e.g., analytic, monographic) you are cataloging at the time and the workform in use. When applicable, remember to use the Subsidiary Author field available in some of the Pro-Cite predefined workforms; this field is intended to accommodate translators, illustrators, etc.

The field called Ltto (Letter to) is intended to capture the name of the person addressed. The PBS manual (page 5.28) instructs the user to enter the name in direct order (e.g. Jay Adams), indicating that the punctuation file will add "Letter to" before the name. To enhance retrieval, it would be a good idea to add any names entered to the Ltto field to AUTHORS.LST (in inverted order, of course). Then copy the name(s) from the authority list into the Desc (Descriptor) field (i.e., person as subject). (See Chapter 7 in this and the PBS manual for further discussion of authority lists.)

Corporate authors

Again, use the item's prescribed source of information as your basic authority for the corporate name. However, unlike our direction to use the exact form of a personal name, the rule here is to keep it simple: it is not necessary to include all the elements of a hierarchical organization. For instance, the NPS should be entered in the following format (i.e., disregard "Department of the Interior").

Example: United States. National Park Service
Corporate authors, continued

A good principle to follow is to include only those elements that would serve to distinguish the corporate name from a similarly named organization. We include "United States" when we reference the National Park Service because other countries may have government agencies of the same name. However, "Department of Interior" would be extraneous in this case.

Likewise, the name "Southwest Cultural Resources Center" should be prefaced by the institution or agency name to differentiate it from other centers of the same name. Note that inclusion of "Southwest Regional Office" would be unnecessary.

Example: United States. National Park Service. Southwest Cultural Resources Center

Park names should be entered directly, as follows.

Example: Yosemite National Park.

When the work is produced by the lowest element of a hierarchical organization and that unit has a very unique and descriptive name, it may not be necessary to include higher level elements. In the illustration below, the inclusion of "New Mexico. Department of Planning" would be redundant.

Example: New Mexico State Comprehensive Outdoor Recreation Plan Commission

The exception to the guideline immediately above relates to NPS park subunits. Even though the Barataria Unit and Preserve of Jean Lafitte National Historical Park has a unique name, we require that the name of the park preface it, as in the following illustration.

Example: Jean Lafitte National Historical Park. Barataria Unit and Preserve

Use the authorized full text name for NPS units provided in the NPSCODES.LST authority file. Because this text is secondary text (enclosed in curly brackets), you'll need to depress Control/Enter to retrieve the phrase into your record or search expression. (See Chapter 7 of this manual for more information on NPSCODES.LST.) If the NPS unit you are entering to the Author field is not a park, you may have to add "United States. National Park Service." in front of it, as illustrated in the first example on this page.

See Appendix A of this manual (pages A.13-A.20) for excerpts of AACR2 rules regarding headings for corporate bodies. Remember to precede a corporate author with the equal sign (=), as the PBS manual instructs.

Unknown or diffuse authorship

When authorship is unknown (no one is listed) or diffuse (so many contributors, both personal and corporate, that you can't even hazard a best guess), simply leave the Author field blank.

5.16 Entering Text and Cataloging Guidelines
Uniform names and Pro-Cite’s name authority lists

Standard library cataloging practice distinguishes between a name (whether corporate or personal) as it appears on an item’s prescribed source of information and the uniform, or authorized form, of the name as it is determined by the Library of Congress (LC) or other professional bodies. To ensure effective retrieval, the standard library catalog record format provides fields for both versions.

However, park personnel have neither the training, the time, nor the resources to enable adherence to the LC name authority list. Nor does the Pro-Cite program provide separate fields for both the authorized form of a name and the form as it appears on the item being cataloged. But Pro-Cite does provide an authority list feature (e.g., AUTHORS.LST) which can be used to store all the versions of a personal name that are in use in your database. This can be useful for two reasons:

- each version of the name in use is entered only once (to the authority list) and is then retrieved via a pop-up window and copied to the Pro-Cite workform, as needed, eliminating extra keystrokes and reducing the potential for typographical errors;

- using Pro-Cite special characters ({} ) to indicate "personal notes" (i.e., text to the right of the curly bracket set cannot be retrieved and copied to a Pro-Cite workform or search expression), you can build cross-references into your authority list between variant forms of a personal name, thus maximizing your retrieval capability.

Example: Ellis, Florence Hawley{} SEE ALSO: Hawley, Florence Hawley{} SEE ALSO: Ellis, Florence Hawley

The same procedure may be used for corporate names. However, we would expect that you would not have to deal with variant forms for most of them, since, by following our simplification rule (preceding page), you are, in effect, creating a uniform name. Be sure and put whatever form of the corporate name you use (even if it’s just one) in a Pro-Cite authority list.

You may choose to include non-NPS corporate names in the predefined Pro-Cite AUTHORS.LST, but we recommend that you create a new authority file called CORPNAME.LST for that purpose (for NPS units, see below). These may be retrieved and copied into the Publisher, Author, or Descriptor fields of your workform, depending on the need.

For NPS units, use the authorized full text name provided in the authority file NPSCODES.LST. Because this text is secondary text (enclosed in curly brackets), you’ll need to depress Control/Enter to retrieve the phrase into your record or search expression.

If the NPS unit you are entering to the Author field (or the Descriptor field) is not a park, you may have to add "United States. National Park Service." in front of it, as illustrated on the top of page 5.16). (See also Appendix B of this manual for formats used in Library of Congress subject headings for names of NPS units.)

See Chapter 7 in both this manual and the PBS manual for additional instructions on the use of predefined and custom authority lists; see Chapter 9 of both manuals for more information on searching.
Titles

Once you have located the prescribed source of information for title on the item being cataloged (see previous table, pages 5.6 - 5.12), there are some additional decisions the cataloger must make. It may be necessary to distinguish between an analytic title (journal article, chapter of a book, paper in a monograph, section of a report) and monographic title (journal, book, conference proceedings, report). One may even be faced with series and subseries titles.

Insofar as possible, one should capture all such title information in the catalog record. Their full and accurate inclusion could facilitate accountability and effective retrieval to a significant degree. For additional guidance in differentiating between types of titles, please see sample catalog records in Chapter 6 of this manual.

As in the case of determining authorship, when you are cataloging a piece (e.g., a chapter) from a larger whole (e.g., a book), which is, itself, part of a larger collection (e.g., a series), you would independently, and in turn, apply the guidelines for determining the title for each bibliographic level: the chapter (Analytic Title field); the book (Monographic Title field); and the series (Series Title field). Many of Pro-Cite's predefined workforms accommodate two levels, but only the Book-Long workform and the Audiovisual Material workform provide Author and Title fields for all three levels.

Main title vs. subtitle

It is generally true that for any bibliographic level, the first title phrase encountered on the prescribed source of information (i.e., highest on the page) is considered to be the title proper, or main title. Subsequent title information would then be treated as the subtitle. But in many instances, particularly in the case of government or technical documents, what is treated as a subtitle by professional librarians appears above the title proper. If this title element is typographically downplayed (e.g., smaller, different, and/or lighter typeface) and is obviously set apart from what is presumably the main title (by virtue of its relative position and size), it is customary to treat it as a subtitle.

Entering title information to the catalog record

When entering title information to your record, the basic rule is that you enter it exactly as it appears on the prescribed source of information, including punctuation. There are naturally several exceptions to this proviso. These relate to capitalization, punctuation, format elements, misspellings, and other versions.

Capitalization of title elements

As stipulated by the PBS manual and reiterated in this chapter's introduction, only the first word of a title and proper nouns are to be capitalized. The first word of a subtitle should not be capitalized, even if it appears that way on the prescribed source of information. (AACR2 exceptions to this rule are provided in Appendix A of this manual, page A.22, rule A.4.D.)

5.18 Entering Text and Cataloging Guidelines
Punctuation in titles

In order to provide some degree of predictability, thereby enhancing retrieval, we ask that a single space be inserted before and after any colons that appear in the title, assuming that the function of the colon is to separate title phrases (as opposed to prefacing a number, e.g., a site number such as LA:2345). Semicolons, on the other hand, should be entered immediately after the preceding text, with no intervening space, and a single space following it. This is standard practice among providers of online bibliographic and catalog search services.

If there are several elements to the title, and no punctuation is provided on the prescribed source of information, it is appropriate and customary to provide it in your catalog record. Use either a colon or semicolon, according to your judgment, and in keeping with the data entry standards outlined above. If there is more than one subtitle, it is fine to use a colon and a semicolon, or two semicolons. Do not introduce dashes, hyphens, or periods in your title data unless they are included in the title information on your prescribed source of information. Do not use a period at the end of the data entered to Title fields; the Pro-Cite punctuation files provide punctuation appropriate to the citation format selected when printing hardcopy.

Format elements of a title

If a volume or part number, or "Draft" or "Revised", is an element of the title, enter it in the position that it appears on your prescribed source of information (e.g., "Draft report on the monitoring of..."). If, however, this format element is separated from the title phrase on your physical item, input it at the end of your title and enclose in parentheses (e.g., "Report on the monitoring of... (Draft)").

Misspelled titles and other versions of the title

Professional library catalog record formats provide separate fields for the title as it appears on the item and the title as it is most likely to be searched (i.e., either a uniform title, or with spelling errors corrected). Since Pro-Cite does not explicitly accommodate this eventuality, we recommend that you depart from the general guideline of transcribing the title exactly as it appears on the item by correcting any obvious misspellings. We feel that this approach will be most effective for retrieval. In your Note field, however, you should indicate the actual title. Do not insert "(sic)" after the misspelled word as the inclusion of this term may impede retrieval. Instead, preface the actual title with "Actual title (misspelled):".

This procedure serves two purposes. Using Pro-Cite's full text search capability, one could search the Note field for the actual misspelled (and, presumably unique) element of the title (if known) and retrieve the record. Secondly, the inclusion of the actual form of the title somewhere in the workform renders the catalog record an exact match for the corresponding physical item, which is required to verify holdings and ensure accountability. It may be useful to input other versions of the title in the Note field, as well. Examples are cover title and spine title, which should be preceded by "Cover title:" or "Spine title:". See page 5.22 of this manual for further guidelines on using the Note field.
Publishers

Very often when dealing with technical materials, one is confronted with multiple corporate bodies appearing on the prescribed source of information. Sometimes it is difficult to determine which is the corporate author (either primary or subsidiary), which is the publisher, which is the distributor, and which plays some other contributing role. Sometimes the publisher is also the corporate author, especially in the case of government documents. There is no easy way around this dilemma. Use your common sense and look for functional words (e.g., "distributed by" or "Distr.", "Publ. Co.", etc.) to help you differentiate.

If there is both a distributor and a publisher, disregard the distributor. Note that GPO (Government Publishing Office) generally is not chosen as the publisher; the issuing government body is selected instead. But it may be useful to include the GPO stock number in the Report Identification field or the Availability field (depending on the workform). If there is no publisher apparent, it is appropriate to input the distributor information to the Publisher field.

You may want to include publisher names in your corporate name authority list. If the publisher is an NPS unit, use the name provided in NPSCODES.LST. (See discussion of uniform names and Pro-Cite authority lists on page 5.17 of this manual.)
Dates

Even if you restrict yourself to the prescribed source of information for your publication information, it is not always clear which date is the correct date to input to your workform. There is often a copyright date, a publication or edition date, and a printing date; sometimes there are multiples of each. And sometimes, there is no date to be found anywhere on the item! This is particularly true of in-house reports and unpublished studies.

We are often confronted with having to distinguish between different editions or different versions (draft, second draft, final, etc.) of an item. Recording the appropriate date has important implications for both retrieval and accountability. You may find AACR2 very useful in thorny cases. Unlike the standard library catalog record, not every Pro-Cite workform provides fields for both publication (or edition) date and copyright date. Some general guidelines are provided below.

- Enter the latest edition date available to the Publication Date field; for treatment of the Edition field (e.g., "revised"), see Edition section on the following page.

- If there is no edition date on the item being cataloged and the workform has no Copyright Date field, enter the latest copyright date to the Publication Date field; if there is a Copyright Date field in the workform, enter the latest copyright date to this field only.

- In most cases, the printing date is insignificant, as it simply indicates a rerun of the plates (i.e. no changes have been made to the work). In the absence of any other date, enter the earliest printing date listed to the Publication Date field. Sometimes government documents will include an edition statement (e.g., "revised edition" or "4th edition") but no edition date. When there is an edition statement, use the last printing date on the item as the Publication Date.

- Only clearly indicated copyright dates should be entered in the Copyright Date field; when there are multiple copyright dates, use the latest one.

- When date information for any of the date fields is taken from an area of the work that is not included on the table of prescribed sources of information (pages 5.6 - 5.12, this manual), it may be input to a date field but should be followed by a question mark to signify departure from the prescribed source. If you are guessing the date, based on personal knowledge or other documentation, follow the same procedure, (e.g., 1989? or 198?).

- To ensure predictable sorting and hardcopy output format, we recommend following the PBS manual's direction to use a question mark when the date is unknown, rather than the standard library cataloging convention of "n.d." (for "no date") or "s.d." (for "sin datum").
Edition

The Pro-Cite Edition field is not always applicable; look for edition statements similar to the phrases indicated below. Use arabic numerals and include phrases as they appear on the work. Enter this data to the Edit (Edition) or Vers (Version) field, according to the Pro-Cite predefined workform in use.

- Second edition, revised
- Limited edition
- Revised edition
- Third edition
- First Bantam paperback edition

Notes and physical description

The professional library catalog record provides an explicit field for physical description of the cataloged item. The Pro-Cite fields relating to physical description include: Medm (Medium Designator); Extn (Extent); Pame (Packaging Method); Dcty (Document Type); Loc (Location in Work); RpRt (Reproduction Ratio); Scal (Scale); Size (Size); Time (Timing); and, Type (Map Type).

If the Pro-Cite fields accommodating physical description or format in the workform in use are inadequate for your purposes, we recommend entering such information to the Note field. Such physical description data should precede any additional information input to the Note field.

In addition to physical description, one may also include in the Note field any and all of the categories of information listed below, provided that explicit fields for such information are not available in the workform in use (see Chapter 5 of this and the PBS manual and Chapter 6 of this manual for examples of the type of information to be entered to each Pro-Cite field).

- existence of a bibliography, maps, charts, illustrations, etc.
- actual title, if misspelled (see page 5.19, this manual)
- spine and/or cover title (see page 5.19, this manual)
- reference to a related document (e.g., draft or published version); CoPh (Connective Phrase) field is also an option for this purpose (see page 6.8, this manual)
- reference to marginalia (e.g., handwriting in the margin of the item)
- status of condition (e.g., missing pages, illegible, etc.)
- sensitivity (e.g., includes site information, restricted access)
- original (i.e., not a reproduction, only known extant copy); use if Medm field is not available in the workform (see page 6.9, this manual)
- source information (e.g., purchasing division; donor name, etc.)
- binding information (e.g., sent to bindery on a specified date, etc.)
- inventory information (e.g., on shelf or missing as of a specified date)
- retention and disposition information, according to guidelines in forthcoming NPS-84 (e.g., keep three years and then discard)

Information that may be included in the Note field is not limited to the list above. See also the sample catalog records provided in Chapter 6 of this manual. The Note field is not a required field.
Abstract

If an abstract is provided, you may transcribe all or part(s) of it to the Abstract field. If no abstract is provided on the physical item, you may choose to write your own summary. Either way, the Abstract is one of the fields treated in this chapter (in addition to Note) that we don’t require you to complete. On the other hand, if you have the time, it is a good idea to enter at least a few lines that include some very descriptive terms. It may assist a researcher in narrowing down the number of actual physical items that need to be retrieved and consulted and could also provide additional subject access through Pro-Cite’s full text search capability.

Sometimes an abstract printed on the physical item is accompanied by keywords. Keywords are taken from the document rather than from a controlled vocabulary list or thesaurus (see Chapter 7, this manual). These terms may be included in your record at the end of the Abstract field. Put them on a separate line and precede them with the label KEYWORDS: (see sample catalog record illustrating this situation on page 6.27, this manual).

The cataloging entity or program area for which you are creating records may choose to have keywords pulled from a document and entered to the Abstract field even when none are printed on the document. The intent would be to augment the subject retrieval provided through the assignment of controlled terms taken from an authority list and entered to the Desc (Descriptor) field. Records may then be retrieved by searching on a controlled term that may have been entered to the Desc field and/or an uncontrolled term (i.e., keyword) that may have been entered to the Abstract field. (See Chapter 9 in this and the PBS manual for detailed instructions on searching.)

For the same reason, it may also be useful to include a table of contents in the Abstract field (see sample catalog records illustrating this on pages 6.17, 6.23, and 6.43 of this manual.) Flag this data with an informative phrase (e.g., "Contents include:"") and use a consistent format.

[NOTE: when you change workforms, the reformatting process often results in some "stranded" data being dumped to the Abstract field. Some "cut and paste" editing may be required to correct the record. (See page 8.10 and pages 8.27-8.30 of the PBS manual.)]
Call field

Adhering to the data entry standards we have set out for the Call field is critical for the successful identification of intellectual resources in the parks (and other NPS units), retrieval, and accountability. In addition, certain format conventions for this field are dictated by the constraints of the NPS Label Program for use with Pro-Cite. If the item is owned by the cataloging entity, the Call field is required and must include an NPS alpha site designation (see below) and some sort of call number or other physical location notation (see following sections). Taken together, this information is called the "holding statement" by library professionals.

NPS alpha site codes

The call number itself must be prefaced by an NPS alpha site designation (e.g., SWR-BIBE-INT). An NPS predefined Pro-Cite authority list containing NPS alpha site codes (NPSCODES.LST) will be distributed to all units receiving copies of the Pro-Cite program and this manual from WASO/ITD. (See Chapter 7 in this manual for information on installing and using this authority file).

Except in rare instances, you will find individual alpha codes to represent only the first two levels of your site designation (e.g., SWR and BIBE) and, generally, these elements will not be found in compound form. It is up to the data entry person to link them in the Call field. Please notify the NPS Chief Librarian (WASO/ITD) if you are in disagreement with the codes selected to represent your area(s).

The alpha site code may consist of no more than four elements with each element comprised of no more than four characters. The elements are to represent region, area, subunit (if any), and division, in that order. Non-park NPS units using Pro-Cite for collections management and/or bibliography projects should use an analogous format (see examples, below). Each element is to be separated by a hyphen (no spaces) and the entire string followed by space, forward slash (/), space.

Alpha codes for subunits and divisions should reflect what is generally in use in the area. Do not add these codes to NPSCODES.LST as they will be overwritten each time you install an update distributed by WASO/ITD. Instead, create your own authority file of subunit and division codes (e.g., LOCCODES.LST, for "local codes list") and maintain them there.

Example: SWR-JELA-CHAL-INT /  
          [Southwest Region, Jean Lafitte National Historical Park,  
           Chalmette Unit, Division of Interpretation]

Example: RMR-ROMO-RM /  
          [Rocky Mountain Region, Rocky Mountain National Park,  
           Division of Resource Management]

Example: SWRO-RCU-LIBR /  
          [Southwest Regional Office, Resources/Division of Curation,  
           Library]

Example: DSC-LIBR /  
          [Denver Service Center, Library]
Call number format

The call number itself follows the alpha site code, and is separated from it by space, slash, space ("/ "). It may be comprised of up to six distinct elements, each one being no more than eight alpha-numeric characters. The elements are separated by a single space. The space between each element will instruct the label program to send a new-line character to the printer for the vertical format label that is included on the standard (OCLC) label sets. (See Chapter 22 in this manual for more information on the label program.)

Call number composition

The composition of a call number should reflect the actual physical location of the referenced item. There are no standards for what a call number should look like; it depends on the collection being cataloged. If you are cataloging books, it may be a Library of Congress (LC) or a modified Dewey Decimal (DD) number. These two formats are pretty recognizable to people familiar with public and university libraries.

If you are cataloging research files (consisting of scholarly and/or technical works), your "call number" may consist of the last name of the author, the first term in the title (disregarding leading articles), and the date of the item.

If users prefer to browse the physical collection by subject, the call number may consist only of a subject term and a unique accession number. A hybrid approach would be to construct a call number consisting of subject term, author name, first word of title, and date.

In some cases, a simple numbering system may suffice, given that the material may be retrieved along a range of other access points (author, title, subject, etc.) via Pro-Cite’s search capabilities.

Remember that the call number must be compatible with the label program (only if you want to produce labels, of course). If one of your elements is a multi-termed subject heading (e.g., Acid Rain), you may want to close up the space between them or link the terms with an underscore (e.g., Acid_Rain or Acid_Rain) so that the label program will not insert a new-line character between them. You must truncate terms to eight characters or they will run off the edge of the label.

Call number uniqueness

If you have multiple copies of an item, several editions of a title, individual volumes of a multi-volume set, or numbers of a series, the call number associated with each individual item should be identical except for the last element, which renders each one unique. The following call number examples use the Library of Congress classification system.

Example: E 202.5 .D38 c.1
Example: E 202.5 .D38 c.2 (xerox)
Example: E 202.5 .D38 1954
Example: E 202.5 .D38 1900

Example: E 202.5 .D38 1:1
Example: E 202.5 .D38 1:2
Example: E 202.5 .D38 1990 pt.1
Example: E 202.5 .D38 1990 pt.2

Entering Text and Cataloging Guidelines 5.25
Because not every predefined Pro-Cite workform includes the fields for \textit{StLc} (Storage Location) or \textit{Aval} (Availability), you may want to include a collection designation as the first element of your call number. Two other good reasons for doing this are as follows:

- You may choose to combine records for all your collections (books, maps, photos, vertical files, etc.) in one database file, although this is not generally recommended (see Chapter 4 of this manual). You could then select out and sort only those records associated with a particular collection.

- Even if you do set up separate database files for different collections, we hope that your records will one day be combined in a systemwide, centralized database accessible to all by modem. In this case, your local database file name (indicating collection location) will be lost and you may have trouble retrieving the item for an outside requester (unless the format of the call number is very distinctive and familiar to all the staff).

If you do decide to include a collection designation at the beginning of your call number, realize that you may have to merge other elements of your call number together (i.e., eliminate the space between them) so as to fit all elements within the six element limit required by the label program (e.g., enter "v.2 c.2" as "v.2.c.2" or "v2.c2"). Here are some suggestions for collection designations (most of them obvious):

- FILMS
- GRAPHICS (for prints, drawings, etc.)
- MAPS
- MOVIES (for combined video/film collection)
- PHOTOS
- PLANS (for plans, blueprints, etc.)
- SLIDES
- SUBJECTS (for vertical files collection, or use VF)
- VIDEOS
- LF (for lateral files, or use RF)
- MF (for microfiche and/or microfilm collection)
- RF (for research files)
- VF (for vertical files collection)

It isn't necessary to use a collection designation for book collections with \textit{Library of Congress} or \textit{Dewey Decimal} call numbers, since these formats are pretty universally recognized. However, you would want to include a collection code for each specialized section of your book collection that is maintained as a physically distinct and separate unit (see examples below). The tradeoff is that it consumes one of the six elements you are limited to by the label program.

- JUV (for a juvenile collection)
- RARE (for a rare books collection)
- REF (for general reference collection, e.g., dictionaries, thesauri, almanacs, encyclopedias, etc.)
- SPAN (for a spanish language collection)
Call number examples

Here are some examples of call numbers for a variety of collections. They are prefaced by space, slash, space (the NPS-defined convention for separating alpha site code and call number). Notice that no call number exceeds six elements (unless elements are compounded, i.e., the space is closed between them or they are connected by a punctuation mark), and that no element exceeds eight characters. (Refer also to the sample catalog records provided at the end of Chapter 6 in this manual.)

Example: / REF E 160 .M26 1990 c.2
[Reference, books collection, Library of Congress call number]

Example: / JUV 306.08 Hop 1983 pt.1
[Juvenile, books collection, Dewey Decimal call number]

Example: / VF AcidRain #5643
[Vertical Files, subject section, document number]

Example: / LF Cameron Chipped 1993 (draft)
[Lateral Files, author name, first word of title, date, version]

Example: / Negs 234SJ895 940102 #45
[Negative Files, New Mexico Laboratory of Anthropology site number, photo roll date, image number]

Example: / Maps Arizona 1993 no.4
[Map Files, state name, date of map, assigned number]

Call numbers and the NPS label programs for use with Pro-Cite

Since Pro-Cite does not come with a label program, a task group of the NPS Library Advisory Committee has developed two label production programs: one for a single-label set and one for batch-label sets. Both programs involve exporting of data from the record(s) to a text file, where editing may be performed (single-label version only) before printing. Currently, laser printers are not supported, primarily because the standard label sets required are not available in laser printer format. The configuration of the required formfeed label stock accommodates all types of library materials. Each label set includes:

- a horizontal format label for the circulation card, bearing call number, author, and title (may be truncated);
- a second horizontal format label, identical to the first, for use on the card pocket or some other location on the item (e.g., file folder tab);
- a vertical format (six line) label bearing the call number only, for use on the outside of the physical item (e.g., spine, videocassette container, etc.);
- a second vertical format (six line) label bearing the NPS alpha site code input to the beginning of the Call field, for use anywhere on the item (but make it a prominent location and be consistent).

(See Chapter 22 of this manual for more detailed information on the label programs, including operating instructions.)
Printing labels for multiple copies and individual pieces of a collective work

Within the same collection, when there are multiple copies of an item, or multiple parts of a series or multi-volume set are owned, an "aggregate" call number may be input to the Call field to indicate holdings.

**Example:** SWR-RCU-LIBR / E 202.5 .D38 v.1-4

The label printing program cannot translate an aggregate holdings statement into individual call numbers for the purpose of producing label sets. Therefore, the record will have to be exported to the single-label program as many times as there are parts (e.g., volumes, copies) needing label sets. The single-label program provides the option of editing the label text (i.e., you may change "v.1-4" to "v.4") before the label set is actually printed.

Multiple call numbers in the Call field

The label programs will not recognize multiple call numbers entered to the Call field, even if they are separated by some form of punctuation. However, you may edit out the extraneous data from within the single-label program before printing the labels. So, it is fine to include several call numbers in the Call field. This may be especially useful if an item is duplicated across a couple of collections in the unit.

**Example:** SWRO-RCU-LIBR / E 51 .S68 P7 no.42 ; NPS FOUN H15 1992

In the illustration above, both collections are managed by the Southwest Regional Library, so only one NPS alpha site code is required. The first copy is shelved with the series (Southwest Cultural Resources Center Professional Papers) in the Library of Congress collection (books). The second copy is shelved in the park reports collection, under Fort Union. Notice that "copy 2" is not part of the second call number, since within each collection, there is only one copy.

**[NOTE:** Please use space, semicolon, space to separate multiple call numbers in the Call field.]

It may be that another division in your area has a copy of an item that is also in the collection you are cataloging. It is optional to include the NPS alpha site code and call number (or physical location notation) for the other entity (following yours). When doing so, separate the entire string from the first set of information with a space, semicolon, space, as indicated in the example below.

**Example:** SWRO-RCU-LIBR / E 51 .S68 no.42 ; SWRO-RCH / FOUN Zhu 1992

In the illustration above, a duplicate copy is filed in the History Division under the park acronym, and subsorted by author, then date. Note that this additional information may slightly compromise the sorting order when you print out an index by call number. An index by call number is called a shelf list and may be used to perform an inventory.
Converting from an NPS Library System database

The call numbers transferred from an NPS Library System database to Pro-Cite will not be automatically reformatted to conform to the data entry guidelines provided in this manual. It may be necessary to edit them so that there are no more than six elements, (separated by single spaces), with each element limited to eight characters. The same is true of the NPS alpha site code. Please refer to the instructions for this code on pages 5.24 and 7.5 of this manual. (See Chapter 3 of this manual for more information on converting from the NPS Library System to Pro-Cite.)

Using the Call field for referenced items not owned

There are two situations in which the Call field would not include a call number. These are:

- When a relevant citation is included in the database, but the cataloging entity (e.g., park or other NPS unit) does not own the item. In this case, include the alpha site code for your area, but input "CITATION ONLY; NOT OWNED" after the forward slash separator.

  Example: SWRO-RCU-LIBR / CITATION ONLY; NOT OWNED

  If the citation is to a non-NPS item that is unpublished or otherwise unique (i.e., not readily available through your local library’s Interlibrary Loan service), you may store this repository information (when known) in the Aval (Availability) field (if included in the workform chosen).

- When an item was once owned but has been withdrawn from the collection and disposed of accordingly, you may choose to keep a record of it in case accountability for the property becomes an issue in the future. Overwrite the call number with "WITHDRAWN."

  Example: SWRO-RCU-LIBR / WITHDRAWN

  The details (e.g., date, method of disposition) may be added to the end of the Note field (see page 5.22 in this manual).

Periodically, it would be a good idea to copy out to a separate database called CULLED (or something to that effect) all records containing the value "WITHDRAWN." Once that is done, the records in your original database file may be deleted. (See Chapter 14 in this and the PBS manual on deleting records.)

If you copy records for withdrawn items from multiple database files into CULLED, the result may be duplicate record numbers in the CULLED database. This won’t be a problem unless you’ve adopted the Pro-Cite record number (assigned automatically when a blank workform is selected) as an accession number, or made it meaningful in some other way. See the chapters on record numbers (Chapter 12), deleting record numbers (Chapter 14), and copying Pro-Cite records (Chapter 21) in both this and the PBS manual for further guidance.
5.30 Entering Text and Cataloging Guidelines
CHAPTER 6: INSERTING RECORDS, CHOOSING WORKFORMS, SPECIAL & REQUIRED FIELDS

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A: Book-Long (Monographic; multi-volume set - 1 record) .... 6.14
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A: Book-Long (Monographic; journal issue, publ. reprint) .... 6.16
A: Book-Long (Analytic; journal issue/monograph. series) ... 6.18
A: Book-Long (Monographic; guidebook, part of a series) ... 6.19
B: Book-Short (Monographic; book) ................................ 6.20
B: Book-Short (Monographic; guideline) .......................... 6.21
C: Journal-Long (Analytic; journal article within issue) ...... 6.22
C: Journal-Long (Monographic; single thematic issue) ......... 6.23
C: Journal-Long (Group record; periodical set) ................. 6.24
D: Journal-Short (Analytic; journal article, offprint) .......... 6.25
E: Report (Monographic; not part of a series) ................... 6.26
E: Report (Monographic; part of a series) ....................... 6.27
E: Report (Analytic; paper/report/subseries/series) ............ 6.28
E: Report (Monographic; report/subseries/series) .............. 6.29
E: Report (Group record; entire series) .......................... 6.30
<table>
<thead>
<tr>
<th>Sample catalog records, continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>F: Newspaper (Analytic; article)</td>
</tr>
<tr>
<td>F: Newspaper (Group record; entire set of issues)</td>
</tr>
<tr>
<td>G: Dissertation (Monographic)</td>
</tr>
<tr>
<td>H: Trade Catalog (Monographic)</td>
</tr>
<tr>
<td>I: Letter</td>
</tr>
<tr>
<td>J: Manuscript (Monographic; unpublished conference paper)</td>
</tr>
<tr>
<td>K: Conference Proceedings (Analytic; published paper)</td>
</tr>
<tr>
<td>K: Conference Proceedings (Monographic; multi-vol./series)</td>
</tr>
<tr>
<td>L: Map (Monographic; journal pullout)</td>
</tr>
<tr>
<td>L: Map (Monographic; part of a series)</td>
</tr>
<tr>
<td>M: Music Score</td>
</tr>
<tr>
<td>N: Sound Recording (Analytic; bands of an LP)</td>
</tr>
<tr>
<td>N: Sound Recording (Monographic; music, entire LP)</td>
</tr>
<tr>
<td>O: Motion Picture (Monographic; 16mm film)</td>
</tr>
<tr>
<td>P: Audiovisual Material (Slide set; group record)</td>
</tr>
<tr>
<td>P: Audiovisual Material (Monographic; non-music cassette)</td>
</tr>
<tr>
<td>P: Audiovisual Material (Photos; group record)</td>
</tr>
<tr>
<td>P: Audiovisual Material (Photos; unit record)</td>
</tr>
<tr>
<td>Q: Video Recording (Monographic; commercial piece)</td>
</tr>
<tr>
<td>Q: Video Recording (Monographic; TV station feed)</td>
</tr>
<tr>
<td>R: Art Work (Monographic; poster)</td>
</tr>
<tr>
<td>S: Computer Program (Monographic)</td>
</tr>
<tr>
<td>T: Data File (Monographic)</td>
</tr>
</tbody>
</table>

6.11 Table of Contents
Introduction and purpose

Since a workform must be selected before text can be entered, it would seem more logical to precede Chapter 5 (Entering Text and Cataloging Guidelines) with the material presented in this chapter. However, our fundamental design principle in developing this manual was to create a one-to-one correspondence between chapters in the PBS manual and this one. We feel strongly that this format will significantly aid in alternating between the two sets of guidelines, and that this overrides the detraction of some instances of illogical order.

Pro-Cite comes with twenty predefined workforms to accommodate a wide variety of material formats. One purpose of this chapter is to provide guidelines for choosing predefined workforms when there is not an obvious match for a particular type of material being cataloged. In addition, we have included a table of Pro-Cite fields required by the NPS Library Program for minimal conformance to the professional standard, the MARC record format. MARC stands for "machine readable catalog." Finally, we have provided at least one sample catalog record for each predefined workform.

Scope

Some of the materials included in the table below, such as drawings, photos, personal papers, manuscripts, etc., may be candidates for the NPS unit’s museum collection. (See Appendix D of the NPS museum handbook, revised.) When in doubt, it’s a good idea to make a reproduction for the library collection or research files and forward the original to your museum curator. If reproduction is not possible or space is limited, it is always acceptable, and often advisable, to catalog and physically process material into one system, but provide additional access through another program by performing duplicate cataloging. In such cases, the second record would simply refer to the item’s physical location in the other program’s collection via the Call field. (See Call number section in Chapter 5 of this manual.)

Other Pro-Cite applications in the National Park Service

Other NPS Pro-Cite applications are the Cultural Resources Management Bibliography (CRBIB) and the Inventory and Monitoring program’s automated bibliographic database project (informally referred to as NRBIB). The CRBIB data has been converted to Pro-Cite; however, certain program requirements necessitated that a customized (user-defined) workform be adopted.

At this writing, Inventory and Monitoring program coordinators from the Southwest Region, the Rocky Mountain Region, and the Alaska Region have jointly decided to use the Pro-Cite predefined workforms (rather than creating custom forms) so as to be in conformance with professional standards and to facilitate sharing of records. Representatives from the remaining regions will be meeting this summer; it is expected that they, too, will agree to use the predefined forms.
Other Pro-Cite applications in the National Park Service, continued

The Cultural Landscape Inventory (CLI) program’s data collection efforts include a bibliographic component. Program participants agencywide have expressed an interest in Pro-Cite and the Southwest Region CLI coordinator has decided to go along with the recommendation of the NPS Library Program and use the Pro-Cite predefined workforms.

The Denver Service Center Technical Information Center (TIC) is developing a program to convert exported records from the TIC (Informix) database to a format that can be imported to Pro-Cite. Parks using predefined workforms will be able to take advantage of TIC’s cataloging (reducing the burden of park data entry for titles held in common), although some editing of the imported records may be required. Note that the TIC Informix database will soon be accessible to parks via modem, allowing park staff to retrieve and convert records themselves.

Sharing cataloging records via an NPS union catalog

Eventually, we will have a centralized, dial-access database containing copies of all Pro-Cite records created by the NPS. In the future, this database would be consulted for a match before a new record was created locally. The larger this NPS union catalog becomes, the less data entry will be required to add new holdings. As soon as one NPS unit owns and catalogs the item, everyone else who subsequently obtains that item will be able to copy the catalog record into their local database file. Please consult Chapter 22 (Importing and Exporting Records) of both this and the PBS manual for further discussion.

Changing workforms

It may happen that the workform used for an imported record is not consistent with your practice. In that case, you may use Pro-Cite’s change workform feature to transfer the data to a workform of your choice. Data for which there are no matching fields in the new workform is placed in the Abstract field. This data may then be relocated to more appropriate fields using Pro-Cite’s editing routines for marking and moving text. Refer to Chapter 8 of both manuals for further discussion on the change workform command and other editing functions.

Chapters to review before entering text

Before performing descriptive cataloging, the following chapters should be reviewed in the order indicated. When you are ready to do the subject cataloging, refer to Chapter 7 of both this and the PBS manual. Always consult this manual first, then the corresponding chapter in the PBS manual:

- Chapter 4 (creating databases)
- Chapter 6 (inserting records, selecting workforms, required fields)
- Chapter 19 (creating workforms)
- Chapter 26 (understanding Pro-Cite’s workforms and fields)
- Chapter 5 (entering text and cataloging guidelines)
- Chapter 8 (editing records; PBS manual only)
- Chapter 12 (record numbers; PBS manual only)
- Chapter 14 (deleting records; PBS manual only)

6.2 Inserting Records, Choosing Workforms, Special & Required Fields
Pro-Cite predefined vs. custom workforms

Except when operating under guidelines established by other program areas (see previous pages, 6.1 and 6.2), we strongly discourage the use of Pro-Cite’s custom (user-defined) workform feature. While this utility may have some attractive advantages from a local and short-term perspective, there are several compelling reasons for avoiding it:

- potential divergence from a minimally standardized catalog record;
- technical support necessarily compromised;
- hindered capacity to share “cataloging copy” (i.e., imported and exported records) with other NPS units using Pro-Cite’s predefined workforms;
- inability to use Pro-Cite’s predefined punctuation files;
- inability to use the label program written by a task group of the NPS Library Advisory Committee for use with Pro-Cite predefined workforms.

Selecting the appropriate predefined workform

The PBS manual (Chapter 6) furnishes technical instruction for selecting workforms. The following table lists most of the items that an NPS unit is likely to encounter in cataloging library collections or research files and recommends predefined workforms for each case. **Adherence to the table is not required;** its inclusion here is simply to reduce the number of independent decisions data entry personnel may have to make and, at the same time, build some consistency in NPS databases.

In some cases, two or more options may be recommended; the choice is at the discretion of the collection/database manager or data entry person and will depend on the fields available in each option. Choices should be consistently applied. For materials not covered in the table, use your own judgment or request assistance from the appropriate person listed in the **Getting help** section of this manual’s **Introduction** (pages iii. and iv.).

Note that some workform designations in the **Workform Selection Table** (next two pages) include an annotation indicating either **analytic entry** or **monographic entry.** (See Chapter 5 of this manual for discussion of bibliographic levels.)

The annotation “group record opt.” in the **Workform Selection Table** indicates that one may optionally create one catalog record for a set of related images, maps, papers, newscips, microforms, logs, etc. This is an advantage when you have limited data entry time and a voluminous collection, but it does compromise your retrieval ability. A good way to compensate for loss of the access points you would get if cataloging each item individually is to include plenty of subject terms in the **Descriptor** field of your group catalog record (e.g., personal names, geographic areas, topical subject headings, site numbers, etc.)

Discussion of some special fields (CoPh, DcTy, Medm) involving physical description and cross-referencing has been included in this chapter, rather than in Chapter 5 (**Entering Text and Cataloging Guidelines**), because their proposed use may influence the selection of workforms. (See pages 6.8-6.9 of this manual.)
<table>
<thead>
<tr>
<th>Item to be Cataloged</th>
<th>Pro-Cite Predefined Workform</th>
</tr>
</thead>
<tbody>
<tr>
<td>admin. guidelines (NPS)</td>
<td>Book-Long</td>
</tr>
<tr>
<td>annual report</td>
<td>Report</td>
</tr>
<tr>
<td>article, unpublished</td>
<td>Manuscript</td>
</tr>
<tr>
<td>artwork</td>
<td>Art Work (group record opt.)</td>
</tr>
<tr>
<td>atlas</td>
<td>Book-Short, Book-Long</td>
</tr>
<tr>
<td>audiotape</td>
<td>Audiovisual Material (grp. rec. opt.)</td>
</tr>
<tr>
<td>audiovisual material</td>
<td>Audiovisual Material</td>
</tr>
<tr>
<td>bibliography, excerpted from monograph</td>
<td>Book-Long (analytic entry)</td>
</tr>
<tr>
<td>bibliography, unpublished</td>
<td>Manuscript</td>
</tr>
<tr>
<td>bibliography, publ. monograph</td>
<td>Book-Short, Book-Long (part of a series)</td>
</tr>
<tr>
<td>blueprint/blueline</td>
<td>Art Work, Map (group record opt.)</td>
</tr>
<tr>
<td>book (monograph)</td>
<td>Book-Short</td>
</tr>
<tr>
<td>book excerpt</td>
<td>Book-Long (analytic entry)</td>
</tr>
<tr>
<td>book (in a series)</td>
<td>Book-Long</td>
</tr>
<tr>
<td>book review, in journal</td>
<td>Journal-Short</td>
</tr>
<tr>
<td>brochure/booklet/pamphlet</td>
<td>Book-Short (group record opt.)</td>
</tr>
<tr>
<td>chapter</td>
<td>Book-Short (analytic entry)</td>
</tr>
<tr>
<td>checklist</td>
<td>Manuscript, Report, Book-Short</td>
</tr>
<tr>
<td>compact disc (audio)</td>
<td>Sound Recording</td>
</tr>
<tr>
<td>compact disc (data)</td>
<td>Data File (group record opt.)</td>
</tr>
<tr>
<td>compact disc (software)</td>
<td>Computer Program</td>
</tr>
<tr>
<td>compact disc (images or multi-media)</td>
<td>Audiovisual Material (group record opt.)</td>
</tr>
<tr>
<td>conference proceedings</td>
<td>Conference Proceedings</td>
</tr>
<tr>
<td>correspondence</td>
<td>Letter (group record opt.)</td>
</tr>
<tr>
<td>CPSU report</td>
<td>Report</td>
</tr>
<tr>
<td>dictionary</td>
<td>Book-Short</td>
</tr>
<tr>
<td>directory</td>
<td>Book-Short, Book-Long</td>
</tr>
<tr>
<td>draft report, unpublished</td>
<td>Manuscript, Report</td>
</tr>
<tr>
<td>drawing</td>
<td>Art Work (group record opt.)</td>
</tr>
<tr>
<td>diary, journal, log</td>
<td>Manuscript (group record opt.)</td>
</tr>
<tr>
<td>dissertation</td>
<td>Dissertation</td>
</tr>
<tr>
<td>encyclopedia</td>
<td>Book-Long (make group record for set)</td>
</tr>
<tr>
<td>essay, unpublished</td>
<td>Manuscript</td>
</tr>
<tr>
<td>exhibit plan</td>
<td>Report</td>
</tr>
<tr>
<td>field notes</td>
<td>Manuscript (group record opt.)</td>
</tr>
<tr>
<td>film</td>
<td>Motion Picture</td>
</tr>
<tr>
<td>floppy disk (data)</td>
<td>Data File (group record opt.)</td>
</tr>
<tr>
<td>floppy disk (software)</td>
<td>Computer Program (group record opt.)</td>
</tr>
<tr>
<td>floppy disk (WP document)</td>
<td>use appropriate form (e.g., letter)</td>
</tr>
<tr>
<td>flyer</td>
<td>or Data File (group record opt.)</td>
</tr>
<tr>
<td>guidelines (technical)</td>
<td>Book-Short, Book-Long</td>
</tr>
<tr>
<td>letter</td>
<td>Book-Short, Book-Long</td>
</tr>
<tr>
<td>journal article</td>
<td>Journal-Short, Journal-Long</td>
</tr>
<tr>
<td>journal, entire issue</td>
<td>Journal-Long (group record opt.)</td>
</tr>
<tr>
<td>manuscript</td>
<td>Manuscript</td>
</tr>
<tr>
<td>map</td>
<td>Map (group record opt.)</td>
</tr>
<tr>
<td>memo to the file</td>
<td>Letter (group record opt.)</td>
</tr>
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<td>meeting minutes, published</td>
<td>Conference Proceedings</td>
</tr>
<tr>
<td>meeting minutes, unpublished</td>
<td>Manuscript, Conference Proceedings</td>
</tr>
<tr>
<td>meeting paper, published</td>
<td>Conference Proceedings (analytic entry)</td>
</tr>
<tr>
<td>meeting papers, publ. set</td>
<td>Conference Proceedings (monogr. entry)</td>
</tr>
<tr>
<td>meeting paper, unpublished</td>
<td>Manuscript</td>
</tr>
</tbody>
</table>

6.4 Inserting Records, Choosing Workforms, Special & Required Fields
<table>
<thead>
<tr>
<th>Item to be Cataloged</th>
<th>Pro-Cite Predefined Workform</th>
</tr>
</thead>
<tbody>
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<td>microfilm</td>
<td>Audiovisual Material (group record opt.)</td>
</tr>
<tr>
<td></td>
<td>or use workform matching format of filmed material (see page 5.11)</td>
</tr>
<tr>
<td>music score</td>
<td>Music Score</td>
</tr>
<tr>
<td>negatives</td>
<td>Audiovisual Material (group record opt.)</td>
</tr>
<tr>
<td>newsletter</td>
<td>Journal-Long, Newspaper (grp. record opt.)</td>
</tr>
<tr>
<td>newspaper article</td>
<td>Newspaper (analytic) (group record opt.)</td>
</tr>
<tr>
<td>newspaper, entire issue</td>
<td>Newspaper (monographic)(group record opt.)</td>
</tr>
<tr>
<td>NPS in-house reports (e.g., HSR, RMP, DCP, IP, etc.)</td>
<td>Report</td>
</tr>
<tr>
<td>oral history (audiotape)</td>
<td>Audiovisual Material (group record opt.)</td>
</tr>
<tr>
<td>oral history (film)</td>
<td>Motion Picture (group record opt.)</td>
</tr>
<tr>
<td>oral history (videotape)</td>
<td>Video Recording (group record opt.)</td>
</tr>
<tr>
<td>personal papers/notes</td>
<td>use appropriate individual forms and link via Call field or use Manuscript (group record opt.)</td>
</tr>
<tr>
<td>photo</td>
<td>Audiovisual Material, Art Works (group record opt.)</td>
</tr>
<tr>
<td>plan</td>
<td>Map, Art Work (group record opt.)</td>
</tr>
<tr>
<td>play</td>
<td>Book-Short, Book-Long</td>
</tr>
<tr>
<td>press release</td>
<td>Book-Short, Book-Long, Newspaper</td>
</tr>
<tr>
<td>recording, music (any format)</td>
<td>Sound Recording (group record opt.)</td>
</tr>
<tr>
<td>report (section)</td>
<td>Report (analytic entry)</td>
</tr>
<tr>
<td>report (whole)</td>
<td>Report (monographic entry)</td>
</tr>
<tr>
<td>script</td>
<td>Manuscript (unpubl.), Book-Short (publ.)</td>
</tr>
<tr>
<td>site bulletin</td>
<td>Book-Short, Book-Long, Journal-Long</td>
</tr>
<tr>
<td>slide</td>
<td>Audiovisual Material, Art Works (group record opt.)</td>
</tr>
<tr>
<td>sound recording</td>
<td>Sound Recording (group record opt.)</td>
</tr>
<tr>
<td>technical illustration</td>
<td>Art Work (group record opt.)</td>
</tr>
<tr>
<td>trade catalog</td>
<td>Trade Catalog (group record opt.)</td>
</tr>
<tr>
<td>transcript</td>
<td>Manuscript (group record opt.)</td>
</tr>
<tr>
<td>transparencies (for overhead)</td>
<td>Audiovisual Material (group record opt.)</td>
</tr>
<tr>
<td>study, unpublished</td>
<td>Manuscript</td>
</tr>
<tr>
<td>thesis</td>
<td>Dissertation</td>
</tr>
<tr>
<td>vendor catalog</td>
<td>Trade Catalog (group record opt.)</td>
</tr>
<tr>
<td>videodisc</td>
<td>Video Recording (group record opt.)</td>
</tr>
<tr>
<td>videotape</td>
<td>Video Recording (group record opt.)</td>
</tr>
<tr>
<td>wayside plan</td>
<td>Report, Book-Long, Book-Short</td>
</tr>
</tbody>
</table>
Descriptor field

Subject cataloging and the concept of controlled vocabulary is discussed at length in Chapter 7 of this manual. The purpose of this section is to introduce the idea of using the Descriptor field for special categories of information that are not explicitly accommodated by other fields in the Pro-Cite predefined workforms. Good examples are: site number and UTM or LAT/LONG coordinates. To render this information meaningful to the browser, and for more effective retrieval, it is a good idea to preface it with some sort of label that describes the category of information captured (e.g. "Site Number:" or "UTM:").

The Pro-Cite program will treat such flagged categories of information just like any other value stored in the Descriptor field. Although the flagged (or "labeled") data stored on its own line of the Descriptor field may look just like an explicitly defined field (see sample catalog record on page 6.49 of this manual), the flag itself is treated simply as part of the entire data value in your search expression, e.g.,

```
DESC="UTM: Zone 13, 3960250 N, 384970 E" not UTM="Zone 13..." (etc.)
```

An alternative search expression (see below) uses the logical operator "and" to do a "boolean" search, achieving the same result as the expression above. (See Chapter 9 on searching, both manuals.)

```
DESC="Zone 13" and DESC="3960250 N" and DESC="384970 E"
```

Terms stored in the Descriptor field are defined as character values, i.e., they cannot be arithmetically processed. There are, however, a couple of distinct advantages to storing this type of data in the Descriptor field (as opposed to the Note or Abstract field), simply because it is an indexed field which supports multiple, individually indexed terms (just like the Author fields). First, retrieval time when searching on indexed fields is much faster than when performing full text searching (e.g, on Note or Abstract). Secondly, were you to print out a subject catalog, all of the records assigned the identical site number (e.g., LA82), UTM, or LAT/LONG would fall under that value, which would be treated as a subject heading.

If this method is locally adopted, it is critical that user-defined conventions be documented, communicated, and consistently used! See the sample catalog record on page 6.49 of this manual showing recommended formats for flagged information entered to the Descriptor field.

Do not load down the Descriptor field with too many special categories of flagged information. These may be cryptic to people outside your immediate environment who eventually have access to copies of your records. Besides, most standard subject thesauri, such as the Library of Congress subject headings (see examples below), are comprised of terms that include proper names (people, corporate bodies, species, geographic areas, historical periods, wars, etc.), topical terms, and format designations, as well as other types of subject headings:

Example: John Muir--Biography
Example: Bandelier National Monument (N.M.)--Maps, Topographic
Example: Tyuonyi Ruin (N.M.)--Pictorial works
Example: Natural resources--Juvenile films
Example: National Register of Historic Places

6.6 Inserting Records, Choosing Workforms, Special & Required Fields
Customizing fields in Pro-Cite predefined workforms

An alternative to using the Descriptor field (see previous page) to capture special categories of information not explicitly accommodated by the existing fields in Pro-Cite's predefined workforms, is to locally define a non-required and seldom used (or inessential) field for custom use. The downside of this approach is that the more one deviates from the predefined use of fields, the more editing we may need to do when sharing records between NPS databases and the more inconsistencies we will have to face when searching the future NPS union catalog.

When working with predefined workforms, the selection of an unused field is limited to the fields that occur in these twenty workforms. In addition, with predefined workforms, the default field name and field abbreviation must be retained, even though it may not adequately or accurately reflect the type of data that you have decided to store there. If this strategy is adopted, it's very important to consider the format of the underlying field type (e.g., character, date).

The CoPh (Connective Phrase) field is intended to hold phrases which link the values in two fields of the same record (e.g., an article within a journal issue). The Southwest Regional Office (SWRO) Library has stretched the application of this otherwise seldom used field to link two related records or citations (e.g., drafts and final, oral history tape and hard copy transcript, etc.). The SWRO Library uses this field with an appropriate degree of flexibility; if a phrase is needed to link two fields, CoPh is employed for that purpose; if there is a related record, the CoPh is used to store the cross-reference.

The CoPh is an excellent choice if you are in need of a user-defined field. This field does not occur in Book-Short or Journal-Short, but these workforms may be bypassed in favor of Book-Long and Journal-Long, respectively. The CoPh occurs twice in seven workforms, so it would be necessary to designate only the first occurrence in the workform as the customized field. See page 6.8 of this manual for more on the CoPh field. See Chapter 26 of this and the PBS manual for more discussion on user-defined fields.

Using the Note field to indicate classified, restricted or sensitive material

Be advised that all NPS Pro-Cite records may one day be aggregated in a central, public access database. Therefore, location information for sensitive sites (e.g., archaeological, endangered species, etc.) should be entered to the record only when clear guidance has been provided by the specific program area associated with the materials being cataloged. It is possible to enter this data for local resource management purposes and, at the same time, screen for such data before copies of the database (or single records) are distributed. We recommend entering to the Note field a phrase such as "CLASSIFIED INFORMATION" (if it is) or "SENSITIVE SITE." Whatever the terminology decided upon, it should be used consistently.

Along the same lines, unpublished papers often include a request by the author that the material not be quoted or cited. These requests should be respected and an appropriate phrase entered to the Note field; uppercase the entire phrase to capture the attention of the browser. Again, it is important that data entry personnel be instructed on the established format and that consistency be emphasized.

Inserting Records, Choosing Workforms, Special & Required Fields 6.7
Connective Phrase (CoPh)

The PBS manual (page 5.19) defines the CoPh (Connective Phrase) as "a phrase or word that clarifies the relationship between two types of work." A list of three examples ("Accompanying, Within, Available from") follows this definition, but there are no sample catalog records in the manual to illustrate context. Refer to the database called SAMPLE, which comes with the Pro-Cite software and is used during the Guided Tour (pages 2.37-2.93 of the PBS manual).

The "Available from" example is somewhat confusing in light of the definition ("relationship between two types of work"). A record in the SAMPLE database uses this phrase in a second CoPh field placed just above the Aval (Availability) field, which refers to the source for getting a copy of the work. Inferring from PBS examples, we can redefine CoPh as "a phrase or word that clarifies the relationship between values entered to two fields in a record."

Example: CoPh: Within
Jrn1: National Geographic
CoPh: Available from
Aval: National Geographic Society

In the Southwest Regional Library, the CoPh (Connective Phrase) has also been used to link related records or citations, e.g.:

- the unpublished and published versions of an article, paper, or book;
- the draft and final versions of either a published or unpublished government report;
- an oral history tape and the hardcopy transcript;
- a finding aid regarding a collection of microfilmed materials;
- etc.

A standard cross-reference phrase (e.g., "See also published version:") is entered first to the field, followed by the related citation.

The CoPh field occurs in all but two workforms: Book-Short and Journal-Short. The following workforms have two occurrences of the CoPh field (fields #6 and #36):

- E: Report
- J: Manuscript
- M: Music Score
- P: Audiovisual Material
- R: Art Work
- S: Computer Program
- T: Data File

Since the CoPh field is not a required data field (see table below), we encourage you to use it in whatever way makes sense and is useful to the local users. Multiple applications are fine, but it is important to document how the field is to be used and to be consistent in how the data is entered (see page 9.6 and Chapter 26 of this manual).

Depending on how you decide to use it, you may want to suppress printing of the values in the CoPh fields when producing hardcopy bibliographies or catalogs. The Pro-Cite predefined punctuation files may insert data from this field in an inappropriate place in the citation. (See Chapters 15-17, and 20 in this and the PBS manual for further instruction in setting up print profiles and using punctuation files).
Document Type (DcTy)

The DcTy (Document Type) field may be used to further describe different types of materials when using the somewhat generic Manuscript workform for each of them, e.g., diary, draft report, essay, script, unpublished study or paper, transcript, etc. It's fine to leave this field blank when the description would be simply "manuscript." The Manuscript workform is the only Pro-Cite predefined workform that offers the DcTy field. This is not a required field. Do not confuse this field with the Medm (Medium Designator) field (see next section).

Medium Designator (Medm)

The Medm (Medium Designator) field is used to specify the physical type or format (e.g., paperback) of the referenced item. This field type (fields #5 and #14) occurs in every workform except Book-Short and Journal-Short. Note that there is an error in the Fields by Field Number Table on page D.3 of the PBS manual. The section dealing with field #5 omits workforms H-K and M-Q, all of which include field #5.

In some cases, both Medm fields (#5 and #14) occur in one workform (Map and Music Score). In several workforms (Map, Computer Program, Data Files), these fields occur with variant field abbreviations and/or full names. You will not find field definitions or examples in Chapter 5 of the PBS manual for these variant names. For our purposes, Medm is a recommended, but not required, data field.

The Medm field type is useful for narrowing the physical description of an item (e.g., audio recording, image, multimedia) when using the same generic workform (e.g., Audiovisual Material) to catalog various types of material. Do not confuse this field with PaMe (Packaging Method) (see PBS manual, page 5.30), which should contain information corresponding to, but not duplicating, the Medm field (e.g., cassette, slide, compact disc).

Data stored in the Medm field may also help to accurately identify an item when performing inventory (e.g., whole journal issue vs. teatsheet, offprint, or xeroxed article) or when circulation accountability needs to be confirmed (e.g., original vs. xeroxed reproduction of a manuscript).

If you have different physical formats of an item that are exact in content, you may choose to catalog them separately, or on the same record. In the latter case, you would need to indicate the copy numbers and corresponding formats in the Call Field (e.g., "c.1(orig)"; "c.2(xerox)"). See page 5.28 in this manual.
Required data fields

While it is recommended that all fields be completed for which there is information available, the following fields (coded by workform in which they occur) are required to achieve a minimally standardized catalog record. For some workforms, the required fields may vary depending on the bibliographic level of your cataloging, e.g., if you are cataloging published conference proceedings, as opposed to a paper from the proceedings, the Analytic Author and Paper/Section Title fields would not apply. (See Chapter 5 of this manual for further discussion of bibliographic levels, cataloging guidelines and data entry standards.)

In general, the following underlying Pro-Cite fields are required (when information is available); see Required Fields Table (next page) for variant names and abbreviations of underlying fields.

- **Author**
- **Title**
- **Date**
- **Publisher and Place of Publication**
- **Location in Work**, where applicable (e.g., chapter of a book, paper from proceedings, section of a report, article from a journal)
- **Report Identification** (i.e., number)
- **Volume Identification** (i.e., number)
- **Issue Identification** (i.e., number)
- **ISBN**
- **Call Number** (including NPS alpha site code).

The **Call** field is required if the item is held by the unit creating the record; however, it is fine to include references in your database for materials not owned or on order. In such cases, the phrases "CITATION ONLY: NOT OWNED" or "ON ORDER" should be used (and used consistently) in place of the call number. You should also enter your alpha site code; then you may choose to input the NPS alpha site code and call number of another NPS repository, if known. (See Call Number section in Chapter 5 of this manual for formatting guidelines.)

If it is not owned, but it is known that a non-NPS repository owns it, it is preferable to use the **Aval** (**Availability**) field rather than the **Call** field. Include the full name of the repository and geographic location. Note that the **Aval** field does not occur in all predefined workforms and that it is not a required field.

It is not necessary to enter repository information (whether in Call or Aval field) for references to published items or journal articles not owned. These sorts of materials may be obtained by any individual through his or her local library's interlibrary loan service.

The information included in the table on the next page was abstracted and compounded from the following tables in the PBS manual: **Field Table** (pages 5.9-5.11); and, **Fields by Field Number Table** (pages D.3-D.4). Note that "Section Heading" in the PBS Field Table and the NPS Required Fields Table (this chapter) indicates what sections to look under in Chapter 5 of both manuals for data entry and cataloging instructions. For translation of workform code (A, B, etc.) to workform name (Book-Long, Book-Short, etc.), please see page D.2 of the PBS manual. A **Fields by Workform Table** may be found in Appendix B of the PBS manual.
Table of Required Fields

<table>
<thead>
<tr>
<th>Field#</th>
<th>Abbrev./Field Name</th>
<th>Section Heading</th>
<th>Workform Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arts (Artist)</td>
<td>Author</td>
<td>R</td>
</tr>
<tr>
<td>1</td>
<td>Auth (Analytic)</td>
<td>Author</td>
<td>ACDEFGIJKP</td>
</tr>
<tr>
<td>1</td>
<td>Auth (Catalog Author)</td>
<td>Author</td>
<td>H</td>
</tr>
<tr>
<td>1</td>
<td>Comp (Composer)</td>
<td>Author</td>
<td>MN</td>
</tr>
<tr>
<td>4</td>
<td>Papr (Paper/Section Title)</td>
<td>Title</td>
<td>K</td>
</tr>
<tr>
<td>4</td>
<td>Sect (Section Title)</td>
<td>Title</td>
<td>E</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Analytic Title)</td>
<td>Title</td>
<td>AGJMNOPQT</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Article Title)</td>
<td>Title</td>
<td>CDF</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Catalog Title)</td>
<td>Title</td>
<td>H</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Map Title)</td>
<td>Title</td>
<td>L</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Program Title)</td>
<td>Title</td>
<td>S</td>
</tr>
<tr>
<td>4</td>
<td>Titl (Title/Subject)</td>
<td>Title</td>
<td>R</td>
</tr>
<tr>
<td>7</td>
<td>Auth (Author/Programmer)</td>
<td>Author</td>
<td>S</td>
</tr>
<tr>
<td>7</td>
<td>Auth (Monographic)</td>
<td>Author</td>
<td>ABCEPR</td>
</tr>
<tr>
<td>7</td>
<td>Cart (Cartographer)</td>
<td>Author</td>
<td>L</td>
</tr>
<tr>
<td>7</td>
<td>Edtr (Editor/Compiler)</td>
<td>Author</td>
<td>KMNT</td>
</tr>
<tr>
<td>7</td>
<td>Prod (Producer)</td>
<td>Producer</td>
<td>OQ</td>
</tr>
<tr>
<td>9</td>
<td>Jnrl (Journal Title)</td>
<td>Title</td>
<td>CD</td>
</tr>
<tr>
<td>9</td>
<td>Titl (Collection Title)</td>
<td>Title</td>
<td>J</td>
</tr>
<tr>
<td>9</td>
<td>Titl (Monographic Title)</td>
<td>Title</td>
<td>ABMPRT</td>
</tr>
<tr>
<td>9</td>
<td>Titl (Proceedings Title)</td>
<td>Title</td>
<td>K</td>
</tr>
<tr>
<td>9</td>
<td>Titl (Recording Title)</td>
<td>Title</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>Titl (Report Title)</td>
<td>Title</td>
<td>E</td>
</tr>
<tr>
<td>10</td>
<td>Lett (Letter to)</td>
<td>Letter to</td>
<td>I</td>
</tr>
<tr>
<td>11</td>
<td>News (Newspaper Name)</td>
<td>Title</td>
<td>F</td>
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<tr>
<td>11</td>
<td>Titl (Title)</td>
<td>Title</td>
<td>S</td>
</tr>
<tr>
<td>12</td>
<td>DtMt (Date of Meeting)</td>
<td>Date of Meeting</td>
<td>K</td>
</tr>
<tr>
<td>13</td>
<td>PlMt (Place of Meeting)</td>
<td>Place of Meeting</td>
<td>K</td>
</tr>
<tr>
<td>15</td>
<td>Edit (Edition)</td>
<td>Edition</td>
<td>AEHLMNPR</td>
</tr>
<tr>
<td>15</td>
<td>Vers (Version)</td>
<td>Version</td>
<td>ST</td>
</tr>
<tr>
<td>16</td>
<td>Auth (Subsidiary Author)</td>
<td>Author</td>
<td>AEMP</td>
</tr>
<tr>
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<td>Dctr (Director)</td>
<td>Author</td>
<td>OQ</td>
</tr>
<tr>
<td>16</td>
<td>Perf (Performer)</td>
<td>Author</td>
<td>N</td>
</tr>
<tr>
<td>18</td>
<td>PlPu (Place of Publication)</td>
<td>Place of Publ</td>
<td>ABEFG</td>
</tr>
<tr>
<td>19</td>
<td>Dist (Distributor Name)</td>
<td>Publisher Name</td>
<td>OQ</td>
</tr>
<tr>
<td>19</td>
<td>Publ (Publisher Name)</td>
<td>Publisher Name</td>
<td>ABEHKLMPRST</td>
</tr>
<tr>
<td>19</td>
<td>Univ (University Name)</td>
<td>Publisher Name</td>
<td>G</td>
</tr>
<tr>
<td>20</td>
<td>Date (Date of Letter)</td>
<td>Date</td>
<td>I</td>
</tr>
<tr>
<td>20</td>
<td>Date (Date of Publication)</td>
<td>Date</td>
<td>All but &quot;I&quot;</td>
</tr>
<tr>
<td>21</td>
<td>Copy (Copyright Date)</td>
<td>Date</td>
<td>AGKLMNS</td>
</tr>
<tr>
<td>22</td>
<td>AcNo (Acquisition Number)</td>
<td>Volume Identif</td>
<td>NKP</td>
</tr>
<tr>
<td>22</td>
<td>CtNo (Catalog Number)</td>
<td>Volume Identif</td>
<td>H</td>
</tr>
<tr>
<td>22</td>
<td>Sect (Section)</td>
<td>Volume Identif</td>
<td>F</td>
</tr>
<tr>
<td>22</td>
<td>VoID (Volume Identification)</td>
<td>Volume Identif</td>
<td>ACDKMP</td>
</tr>
<tr>
<td>23</td>
<td>MnNo (Matrix Number)</td>
<td>Report Identif</td>
<td>N</td>
</tr>
<tr>
<td>23</td>
<td>RpID (Report I.D.)</td>
<td>Report Identif</td>
<td>EMS</td>
</tr>
<tr>
<td>24</td>
<td>IsID (Issue Number)</td>
<td>Issue Identif</td>
<td>ACDFH</td>
</tr>
<tr>
<td>24</td>
<td>PtNo (Plate Number)</td>
<td>Issue Identif</td>
<td>M</td>
</tr>
<tr>
<td>25</td>
<td>Loc (Location in Work)</td>
<td>Location in Work</td>
<td>ACDFHIJKMOPQRT</td>
</tr>
<tr>
<td>30</td>
<td>SrEd (Series Editor)</td>
<td>Author</td>
<td>AKMP</td>
</tr>
<tr>
<td>32</td>
<td>SrTi (Series Title)</td>
<td>Title</td>
<td>AEKLMPQRT</td>
</tr>
<tr>
<td>33</td>
<td>SrVo (Series Volume I.D.)</td>
<td>Volume Identif</td>
<td>AEKLMP</td>
</tr>
<tr>
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<td>SrIs (Series Issue I.D.)</td>
<td>Issue Identif</td>
<td>ELMP</td>
</tr>
<tr>
<td>44</td>
<td>Call (Call Numbers and NPS)</td>
<td>Call Numbers</td>
<td>All workforms</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alpha Site Codes</td>
</tr>
</tbody>
</table>

Inserting Records, Choosing Workforms, Special & Required Fields 6.11
Sample catalog records

The remainder of this chapter consists of sample catalog records, including at least one for every Pro-Cite predefined workform (A through T). It is strongly recommended that these be closely reviewed before beginning to enter data. Field numbers are provided for your convenience. (In actuality, the field number and full name are displayed at the lefthand bottom of the data entry screen as you toggle through each field in the record.) Please see Appendix B of the PBS manual for full text of the field abbreviations used in the sample records.

As a rule, less straightforward works were selected as illustrations, under the assumption that more guidance would be needed for such materials. The sample records are printed in bold to set them off from the bracketed annotations appearing to the right of the records. These notes are included to explain terminology, data entry format, and choice of information entered (see table of Prescribed Sources of Cataloging Information on pages 5.6-5.12 of this manual).

Only the fields that apply to the piece being cataloged have been completed, so in some cases there are many blank fields. All blank fields are eliminated when viewing records using Pro-Cite's Browse mode. Not all of the fields completed in the sample records are required (refer to the Table of Required Fields on page 6.9 of this manual). However, it is strongly recommended that data be input to all fields for which information is available. (See Chapter 5 of this and the PBS manual for detailed cataloging guidelines and data entry formats.)

In many of the predefined workforms (especially for non-print materials), it is not always obvious what a particular field is meant to contain (e.g., "AqNo" in the Sound Recording workform). And the PBS manual does not always give adequate explanation or examples. Fortunately, the fields in question do not include any of those that we have designated as "required" (see table on the preceding page). When in doubt, follow pertinent examples in the sample records and, otherwise, let the users' needs and your common sense dictate how you use these fields. But do try to use them in a consistent fashion.

The "holdings statements" (comprised of NPS alpha site code and call number) appearing in the Call fields of the sample records do not necessarily reflect actual holdings for the sites indicated. Fictitious, but appropriate, call numbers were used to illustrate the various ways that the physical items may be organized and uniquely identified. (For a full discussion of NPS alpha site codes and call numbers, please see Chapters 5 and 7 of this manual.)

The subject headings used in the sample catalog records are taken from Library of Congress subject headings (LCSH). LCSH is the NPS Library Program recommended thesaurus for now, although we realize that many park staffs will not have access to these subject headings, nor the training to construct and/or apply them. The NPS Library Program is considering the possibility of developing an NPS thesaurus for use with NPS bibliographic databases, with LC subject headings as its core. (Please see Chapter 7 of this manual, Authority Lists and Subject Indexing, for full discussion of this very important topic.) Meanwhile, Appendix B of this manual includes a small subset of terms from the LCSH that apply to the NPS.

6.12 Inserting Records, Choosing Workforms, Special & Required Fields
(A:) Book-Long

[Analytic record; chapter.]

01 Auth Schiffer, Michael B.
02 AuRo Author, Chapter 2
04 Titl Toward a unified science of the cultural past
05 Medm xerox reproduction
06 CoPh
07 Auth South, Stanley
08 AuRo Editor
09 Titl Research strategies in historical archeology
15 Edit
16 Auth
17 AuRo
18 PlPu New York
19 Publ Academic Press
20 Date 1977
21 Copy
22 VoID
24 IsID
25 Loc 13-40
26 Extn 27
27 PaMe pages
30 SrEd
31 SrRo
32 SrTi
33 SrVo
41 ISBN 0-12-655-760-8
42 Note Includes bibliography
43 Abst
44 Call SWR-PECO-RM / RF Schiffer Toward 1977
45 Desc Archaeology--Methodology/Archaeology and history

Inserting Records, Choosing Workforms, Special & Required Fields 6.13
(A:) Book-Long [Monographic; multi-volume set.]

01 Auth Adams, James Truslow
02 AuRo Editor in Chief
04 Titl Dictionary of American history
15 Edit 2nd edition, revised
17 AuRo Managing editor
18 PlPu New York
19 Publ Charles Scribner's Sons
20 Date 1940
21 Copy
24 IsID
25 Loc
26 Extn 7
27 PaMe volumes
30 SrEd
31 SrRo
32 SrTi
33 SrVo
41 ISBN
42 Note Volume VI was published in 1961 and has an alternate subtitle: Supplement one; the index volume title page reads "Revised 1963, to include Supplement One"
43 Abst
44 Call SWRO-LIBR / REF E 174 .A43 v.1-6, index
45 Desc United States--History--Dictionary/

6.14 Inserting Records, Choosing Workforms, Special & Required Fields
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth</td>
<td>Washburn, Wilcomb E.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Volume editor</td>
</tr>
<tr>
<td>Titl</td>
<td>Handbook of North American Indians, volume 4: history of Indian-White relations</td>
</tr>
<tr>
<td>Edi</td>
<td></td>
</tr>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>PIPu</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Publ</td>
<td>Smithsonian Institution</td>
</tr>
<tr>
<td>Date</td>
<td>1988</td>
</tr>
<tr>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>VoID</td>
<td></td>
</tr>
<tr>
<td>IsID</td>
<td></td>
</tr>
<tr>
<td>Loc</td>
<td></td>
</tr>
<tr>
<td>Extn</td>
<td>838</td>
</tr>
<tr>
<td>PaMe</td>
<td>pages</td>
</tr>
<tr>
<td>SrEd</td>
<td></td>
</tr>
<tr>
<td>SrRo</td>
<td></td>
</tr>
<tr>
<td>SrTi</td>
<td></td>
</tr>
<tr>
<td>SrVo</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>Includes bibliography; sections include: National policies, Military situation, Political relations, Economic relations, Religious relations, Conceptual relations</td>
</tr>
<tr>
<td>Abst</td>
<td></td>
</tr>
<tr>
<td>Call</td>
<td>SWRO-LIBR / E 77 .H25 v.4</td>
</tr>
<tr>
<td>Desc</td>
<td>Indians of North America--History/Indians of North America--Laws and legislation, etc./Indians of North America--Government relations Indians of North America--Rites and ceremonies--History/Indians of North America--Social conditions--History</td>
</tr>
</tbody>
</table>
Book-Long

[Monographic record for a published reprint of a whole journal issue; note that Journal-Long could have been chosen instead. This one was used to differentiate the reprint from the original periodical issue.]

01 Auth
02 AuRo
04 Titl
05 Medm Original
06 CoPh Publisher's reprint of v.156, no.1
07 Auth National Geographic Society
08 AuRo
09 Titl National Geographic: our national parks, the best of our land

[Taken from the title page; punctuation has been added to separate distinct elements of the title. Note that the cover deletes "our" from the subtitle (see Note field).]

15 Edit Reprint for the National Park Service
16 Auth
17 AuRo
18 PlPu Washington, D.C.
19 Publ National Geographic Society
20 Date July 1979
21 Copy c1979

[Although the PBS manual directs the user not to enter the copyright date if it is the same as the publication date, it is entered here for two reasons: it does not match the publication date exactly; and, one may infer that the publication date refers to the original issue and the copyright date to the published reprint.]

22 VoID 156
24 IsID 1

[Even though the volume and issue numbers refer to the original periodical issue, they are included here because they also appear on the title page of the reprint; apparently, only the cover and spine differ from the original version.]

25 Loc
26 Extn 152
27 PaMe pages
30 SrEd
31 SrRo
32 SrTi National Geographic
33 SrVo

[It would seem that the volume ID should go here, but VoID and IsID (above) are used instead, since this item is an odd piece.]

41 ISBN
42 Note Cover bears reprint statement, "Reprinted for the National Park Service from an issue of the magazine devoted to...." which leads into the cover’s subtitle, "National parks, the best of our land." Spine bears title, "National parks of the United States, concise guide to parklands: a National Geographic reprint."

continued, next page

6.16 Inserting Records, Choosing Workforms, Special & Required Fields
Contents include: A long history of new beginnings; Will success spoil our national parks?; Sharing Alaska—how much for parks?; A trek around Mount McKinley; A Navajo views his people and past; Gateway—elbowroom for millions; Golden Gate weds city to surf; Echoes of Shiloh; A guide to parklands; Spring comes late to Glacier; Guadalupe’s trails in summer; Autumn—season of the Smokies; Grand Teton—a winter’s tale

[Although strict library cataloging uses the Note field for contents, it’s fine to use the Abstract field when there is no abstract provided and you do not want to write a summary; including the contents is a good way to enhance retrieval (using Pro-Cite’s full text searching capability).]
NOTE: this workform was deemed the best possible choice for this type of situation because it accommodates three levels of bibliographic information: the title of the monograph (entered in the Analytic Title field); the journal title (entered in the Monographic Title field); and the monographic series title (entered in the Series Title field).

01 Auth Shepardson, Mary
02 AuRo
04 Titl Navajo ways in government: a study in political process
05 Medm
06 CoPh
07 Auth
08 AuRo
09 Titl American Anthropologist
15 Edit
16 Auth
17 AuRo
18 PLPu Washington, D.C.
19 Publ American Anthropological Association
20 Date June 1963
21 Copy [No copyright date appears on the item.]
22 VoID 65
24 IsID 3, part 2
25 Loc
26 Extn 132
27 PaMe pages
30 SrEd
31 SrRo
33 SrVo 96
41 ISBN
42 Note
43 Abst
44 Call SWRO-RCU-LIBR / ON 2 .A22 no.96
45 Desc Navajo Indians--Politics and government/Navajo Indians--Social life and customs/Navajo Indians--Government relations/Navajo Indians--Legal status, laws, etc.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Auth</td>
</tr>
<tr>
<td>02</td>
<td>AuRo</td>
</tr>
<tr>
<td>04</td>
<td>Medm</td>
</tr>
<tr>
<td>06</td>
<td>CoPh</td>
</tr>
<tr>
<td>07</td>
<td>Auth</td>
</tr>
<tr>
<td>08</td>
<td>AuRo</td>
</tr>
<tr>
<td>09</td>
<td>Tltl</td>
</tr>
<tr>
<td>15</td>
<td>Edit</td>
</tr>
<tr>
<td>16</td>
<td>Auth</td>
</tr>
<tr>
<td>17</td>
<td>AuRo</td>
</tr>
<tr>
<td>18</td>
<td>PlPu</td>
</tr>
<tr>
<td>19</td>
<td>Publ</td>
</tr>
<tr>
<td>20</td>
<td>Date</td>
</tr>
<tr>
<td>21</td>
<td>Copy</td>
</tr>
<tr>
<td>22</td>
<td>VoID</td>
</tr>
<tr>
<td>24</td>
<td>IsID</td>
</tr>
<tr>
<td>25</td>
<td>Loc</td>
</tr>
<tr>
<td>26</td>
<td>Extn</td>
</tr>
<tr>
<td>27</td>
<td>PnMe</td>
</tr>
<tr>
<td>30</td>
<td>SrEd</td>
</tr>
<tr>
<td>31</td>
<td>SrRo</td>
</tr>
<tr>
<td>32</td>
<td>SrTi</td>
</tr>
<tr>
<td>33</td>
<td>SrVo</td>
</tr>
<tr>
<td>41</td>
<td>ISBN</td>
</tr>
<tr>
<td>42</td>
<td>Note</td>
</tr>
<tr>
<td>43</td>
<td>Abst</td>
</tr>
<tr>
<td>44</td>
<td>Call</td>
</tr>
<tr>
<td>45</td>
<td>Desc</td>
</tr>
</tbody>
</table>

**Book-Long**

[Monographic; part of a series.]

**Inserting Records, Choosing Workforms, Special & Required Fields 6.19**
**Book-Short**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auth</strong></td>
<td>Rhodes, Richard</td>
</tr>
<tr>
<td><strong>Titl</strong></td>
<td>The making of the atomic bomb</td>
</tr>
<tr>
<td><strong>PlPu</strong></td>
<td>New York</td>
</tr>
<tr>
<td><strong>Publ</strong></td>
<td>Simon &amp; Schuster</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>1988</td>
</tr>
<tr>
<td><strong>ISBN</strong></td>
<td>0-671-65719-4</td>
</tr>
</tbody>
</table>

**Note**

[You may choose to include physical description information here, since there are no other fields in this workform for that purpose, e.g., paperback, number of pages, whether there are charts, plates, bibliography, etc. But this is not required.]

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call</strong></td>
<td>SWR-WHSA-INT / QC 773 .R46 1988</td>
</tr>
<tr>
<td><strong>Desc</strong></td>
<td>Atomic Bomb--New Mexico--Los Alamos--History/Manhattan Project (U.S.)--History/Los Alamos National Laboratory--History</td>
</tr>
</tbody>
</table>
Inserting Records, Choosing Workforms, Special & Required Fields 6.21
(C:) Journal-Long

[Analytic record; journal article. This workform was selected because it includes the CoPh (Connective Phrase) field, which may be used to indicate that the item cataloged is to be found "within" the whole issue. Were the format a tearsheet, offprint, reprint, or xerox copy of the article, Journal-Short would be used.]

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Auth</td>
<td>Boyer, David S.</td>
</tr>
<tr>
<td>02 AuRo</td>
<td></td>
</tr>
<tr>
<td>03 Affl</td>
<td></td>
</tr>
<tr>
<td>04 Titl</td>
<td>Yosemite--forever?</td>
</tr>
<tr>
<td>05 Medm</td>
<td>original; entire issue</td>
</tr>
<tr>
<td>06 CoPh</td>
<td>Within</td>
</tr>
<tr>
<td>07 Auth</td>
<td></td>
</tr>
<tr>
<td>08 AuRo</td>
<td></td>
</tr>
<tr>
<td>09 Jrn1</td>
<td>National Geographic</td>
</tr>
<tr>
<td>20 Date</td>
<td>January 1985</td>
</tr>
<tr>
<td>22 VoID</td>
<td>167</td>
</tr>
<tr>
<td>24 IsID</td>
<td>1</td>
</tr>
<tr>
<td>25 Loc</td>
<td>52-79</td>
</tr>
<tr>
<td>39 CODN</td>
<td></td>
</tr>
<tr>
<td>40 ISSN</td>
<td></td>
</tr>
<tr>
<td>42 Note</td>
<td></td>
</tr>
<tr>
<td>43 Abat</td>
<td></td>
</tr>
<tr>
<td>44 Call</td>
<td>SWR-WHSA-INT / Journals National Geograph 167:1</td>
</tr>
</tbody>
</table>

[Note that since the library has a whole run of this title, the call number represents the location of the issue in the journals collection, rather than directing the user to a document in a subject vertical file, as might be the case if it were a tearsheet or xeroxed article.]

45 Desc Yosemite National Park (Calif.)/National parks and reserves--California--Management/Conservation of natural resources--United States--Case studies/Public lands--California--Recreational use/United States. National Park Service
01 Auth
02 AuRo
03 Affl
04 Titl
05 Medm Original; entire issue
06 CoPh
07 Auth Wilderness Society
08 AuRo
09 Jrnl Wilderness
20 Date Summer 1989
22 VoID 52
24 IsID 185
25 Loc
39 CODN
40 ISSN
42 Note Cover subtitle: Parks under pressure: three aspects of the problem
43 Abst Contents include: Careless love, by Richard Reinhardt re visitor impact on Yosemite; Science or Scenery, by Richard West Sellers re the raison d'être of the NPS; The flames of '88 re the ecology of wildfires in Yellowstone.
44 Call SWRO-RCU-LIBR / VF NPS Natural Resource Doc#12

[It is not necessary to use this many subject headings; they are included here simply to illustrate the various ways in which Library of Congress expresses natural resource management.]
01 Auth
02 AuRo
03 Affl
04 Titl
05 Medm Quarterly
06 CoPh
07 Auth U.S. Department of the Interior. National Park Service
08 AuRo Jrnl
09 Jnl Park Science: a resource management bulletin
20 Date
22 VOID
24 IsID
25 Loc
39 CODN
40 ISSN
42 Note Free subscription; route to all divisions. Missing 11:3 and
12:4. Retention schedule is three years. PNRO produces index
on floppy disk.
43 Abst
44 Call SWR-BIBE-INT / Journals ParkSci 1991-
[Note that the call number here is
unique only in relation to the
whole periodical set; most
libraries do not process their
journal issues with circulation
cards, pockets, spine labels, etc.
This is primarily because they are
not retained long enough to warrant
the effort. If you want to process
each one, you may still get by with
creating only one record; when
running the label program, simply
edit the label text in the exported
file to reflect the last issue
received (see Chapters 5 and 22,
this manual).]
45 Desc National parks and reserves—United States—Management—
Periodicals/National parks and reserves—United States—Research—
Periodicals/Conservation of natural resources—United States—
Periodicals/Public lands—United States—Periodicals/United
States. National Park Service.
<p>| 01 | Auth | McKee, Edwin D./Moiola, Richard J. |
| 04 | Titl | Geometry and growth of the White Sands Dune Field, New Mexico |
| 09 | Jrnl | Journal of Research of the U.S. Geological Survey |
| 20 | Date | January-February 1975 |
| 22 | VoID | 3 |
| 24 | IsID | 1 |
| 25 | Loc | 59-66 |
| 40 | ISSN |  |
| 42 | Note | Offprint [This note lets the user know that the item is a reproduction of a journal article, not the entire issue; note that if Journal-Long had been selected instead of Journal-Short, this data would have been input to the Medm field] |
| 43 | Abst |  |
| 44 | Call | SWR-WHSA-INT / VF 218 |
| 45 | Desc | Sand dunes--New Mexico/White Sands National Monument (N.M.) |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth</td>
<td>Strauch, J.G.-Jr.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>Titl</td>
<td>An investigation of vegetation and wildlife of the San Juan River, New Mexico, Colorado and Utah</td>
</tr>
<tr>
<td>PlFu</td>
<td>Boulder, CO</td>
</tr>
<tr>
<td>Publ</td>
<td>Science Applications, Inc.</td>
</tr>
<tr>
<td>Date</td>
<td>1980</td>
</tr>
<tr>
<td>RpID</td>
<td>v, (380)</td>
</tr>
<tr>
<td>PaMe</td>
<td>pages</td>
</tr>
<tr>
<td>Note</td>
<td>Includes bibliography, maps, graphs, tables. Prepared for Water and Power Resource Service, Southwest Region, Amarillo, TX</td>
</tr>
<tr>
<td>Abst</td>
<td>SWRO-RCU-LIBR / LF Strauch Investig 1980</td>
</tr>
<tr>
<td>Desc</td>
<td>San Juan River (Colo.–Utah)/Wildlife–New Mexico/Vegetation and climate–New Mexico/Wildlife–Colorado/Vegetation and climate–Colorado/Wildlife–Utah/Vegetation and climate–Utah</td>
</tr>
</tbody>
</table>

6.26 Inserting Records, Choosing Workforms, Special & Required Fields
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth</td>
<td>Martin, S. Clark/Cable, Dwight R.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Co-authors</td>
</tr>
<tr>
<td>Ttl</td>
<td>Managing semidesert grass-shrub ranges: vegetation responses to precipitation, grazing, soil texture, and mesquite control</td>
</tr>
<tr>
<td>PuPu</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Publ</td>
<td>U.S. Forest Service</td>
</tr>
<tr>
<td>Date</td>
<td>April 1974</td>
</tr>
<tr>
<td>RpID</td>
<td>GPO Bookstore Stock Number: 0100-02918</td>
</tr>
<tr>
<td>Extn</td>
<td>vi, 45</td>
</tr>
<tr>
<td>PaMe</td>
<td>pages</td>
</tr>
<tr>
<td>SrTi</td>
<td>Technical Bulletin (U.S. Dept. of Agriculture, Forest Service)</td>
</tr>
<tr>
<td>SrVo</td>
<td>1480</td>
</tr>
<tr>
<td>SrTs</td>
<td></td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>CODN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>Includes plates, graphs, tables, bibliography.</td>
</tr>
<tr>
<td>Abst</td>
<td>In a 10-year study near Tucson, Ariz., perennial grassed increased in response to favorable rainfall and mesquite control, and did better on fine- than on coarse-textured soils. Because of heavy spring use, grazing November-April was less favorable for perennial grasses than May-October or yearlong grazing. KEYWORDS: range management, grazing systems, mesquite control, precipitation variation, soil texture</td>
</tr>
<tr>
<td>Call</td>
<td>SWR-WHSA-RM / 574.5265 Mar 1974</td>
</tr>
<tr>
<td>Desc</td>
<td>Range management--Environmental aspects--Arizona/Brush--Control--Arizona/Arid regions ecology--Management--Southwestern States</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Auth</td>
<td>Gunnerson, James H.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Author</td>
</tr>
<tr>
<td>Affl</td>
<td>University of Nebraska, Laboratory of Anthropology</td>
</tr>
<tr>
<td>Sect</td>
<td>An introduction to Plains Apache archeology - the Dismal River aspect</td>
</tr>
<tr>
<td>Medm</td>
<td>In</td>
</tr>
<tr>
<td>CoPh</td>
<td>[Indicates that the item being cataloged is not a reprint, tearsheet, etc.]</td>
</tr>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>Titl</td>
<td>Anthropological Papers, Numbers 57-62 [This is the title on the title page of BAE Bulletin 173.]</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>PIPu</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Publ</td>
<td>Smithsonian Institution. Bureau of American Ethnology</td>
</tr>
<tr>
<td>Date</td>
<td>1960</td>
</tr>
<tr>
<td>RpID</td>
<td>Anthropological Papers, No. 58 [Included here is the subseries name and subseries number for the particular paper being cataloged since there is no explicit field for subseries issue.]</td>
</tr>
<tr>
<td>Extn</td>
<td>129</td>
</tr>
<tr>
<td>PaMe</td>
<td>pages [This refers to the number of pages in the paper being cataloged, rather than in the whole report.]</td>
</tr>
<tr>
<td>SrTi</td>
<td>Bureau of American Ethnology Bulletin</td>
</tr>
<tr>
<td>SrVo</td>
<td>173</td>
</tr>
<tr>
<td>Abat</td>
<td></td>
</tr>
<tr>
<td>Call</td>
<td>SWR-PICO-INT / E 51 .U6 no.173 c.1-2 [Note that the copy number at the end of the call number indicates that 2 copies are held. When making labels, the label program will provide you with an edit screen before printing; change the holdings statement from &quot;c.1-2&quot; to &quot;c.2&quot; at that time, so that the labels will bear only the copy number for the copy being processed (treat processing of multiple volumes, issues, etc., in the same manner). See Ch.5 and Ch.22 of this manual for discussion of call number formats required by the label program and routines for producing labels.]</td>
</tr>
<tr>
<td>Desc</td>
<td>Apache Indians--Antiquities/Plains Indians--Antiquities/Archaeology--Nebraska--Case studies</td>
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(E:) Report

[Monographic record for a report from a subseries; the subseries is part of a larger series. In contrast to the example on the preceding page, in this record the subseries has been emphasized, since this is how the report is generally cited. The larger series information is captured in the RpID field and the subseries data is stored in the Series fields.]

<table>
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<td>Hawley, Florence M.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Author</td>
</tr>
<tr>
<td>Titl</td>
<td>The significance of the dated prehistory of Chetro Ketl</td>
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<tr>
<td>Publ</td>
<td>University of New Mexico Press</td>
</tr>
<tr>
<td>Date</td>
<td>1934</td>
</tr>
<tr>
<td>RpID</td>
<td>University of New Mexico Bulletin, Whole Number 246</td>
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[There being no other unique numbers associated with this report, and no other fields to capture information on the larger series, this field was chosen for the series data.]

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<td>CoPh</td>
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</table>

[Notice how many different ways the Chaco area is expressed in these Library of Congress subject headings.]
[Series publication (annual); group record.]

01 Auth
02 AuRo
03 Affl
04 Sect
05 Medm
06 CoPh
07 Auth
08 AuRo
09 Titl

[The monograph title does not apply, as the record stands for the entire series; if each annual issue were being cataloged separately, the monographic title would go here, e.g., Annual Report of the... FY 1986. But it's overkill to do separate records for each issue of a series when the title remains the same - conversely, it is worthwhile to do so for parts of a monographic series (see sample record, preceding page).]

15 Edit
16 Auth
[Subsidiary author does not apply here.]
17 AuRo
18 PlPu Santa Fe, NM
19 Publ National Park Service. Southwest Cultural Resources Center
[Note the element "Southwest Region" has been left out, although it does appear on the title page. According to our data entry standards (Chapter 5 of this manual), elements that are redundant or otherwise unnecessary need not be included in the corporate name.]

20 Date
23 RpID
26 Extn
27 PaMe
32 SrTl Annual Report of the Southwest Cultural Resources Center
33 SrVo
34 SrIs
36 CoPh
37 Aval Copies available from the Center, Southwest Regional Office, National Park Service, 1220 S. St. Francis Drive, Santa Fe, NM
39 CODN
42 Note Bibliography ; cover subtitle: Anthropology, Conservation, History, Submerged Cultural Resources ; "Submitted by Dr. Richard Selliars"
43 Abst
44 Call SWRO-RCU-LIBR / NPS SOCU Annual 1994
[NPS stands for the SWRO Library's NPS reports collection. SOCU is the 4 character NPS alpha site code for the Center; the official NPS alpha site codes are only required to express the site location information preceding the call number proper, but the SWRO Library has adopted this format for their park file call numbers because they are so familiar to their users. See sections on NPSCODES.LST in Chapters 5 and 7 of this manual.]

45 Desc United States. National Park Service/National parks and reserves--Southwest, New--Research/National parks and reserves--Southwest, New--Management

6.30 Inserting Records, Choosing Workforms, Special & Required Fields
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(F:) Newspaper

01 Auth
02 AuRo
04 Tltl
05 Medm original
06 CoPh Succeeds ZPG reporter
11 News Zero population growth national reporter
18 PlPu Washington, D.C.
20 Date
22 Sect
24 IsID
25 Loc
42 Note Monthly (except bimonthly in Jan-Feb and July-Aug); annual subscription, OIV account; route to OIV, R; retain 3 years
43 Abst Indexed and abstracted by Energy Information Abstracts and Environment Abstracts
44 Call SWRO-RCU-LIBR / Journals ZPG 1991-
45 Desc Zero Population Growth, Inc./Birth control--Periodicals/Social problems--Periodicals/Population--Periodicals

6.32 Inserting Records, Choosing Workforms, Special & Required Fields
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<tr>
<td>Univ</td>
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<tr>
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<td>Call</td>
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<td>Light Impressions archival supplies</td>
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<td>Fall 1989</td>
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<td>Rochester, New York 14607-3717</td>
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[RF stands for "Resource Files" in the SWRO Library. Note that the "call number" is not unique in this case; this is because items in this collection are not processed at the individual level. But a Pro-Cite record is added to the database file to aid in retrieval and filing. The date is simply changed when an update comes in. Since labels are not produced for this collection (the items are neither accessioned nor cataloged), the call number is not actually limited to 6 elements of no more than 8 characters each.]

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6.34 Inserting Records, Choosing Workforms, Special & Required Fields
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<td>[Notice the use of four slashes to signify &quot;et al.&quot; ]</td>
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<td>Note</td>
<td>Attachments: copy of Resolution M70-78-1020; statement by religious leaders of the Pueblo of Zuni</td>
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<td>Abst</td>
<td>Requests return of stolen War God, Ahayu:da, a religious item sacred to the Zuni people.</td>
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<td>SWRO-RCU-LIBR / LF Kallestewa Board 1978</td>
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<td>Desc</td>
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Chaco is a paradox: a complex agricultural society in a marginal environment. For years, proponents of the fundamentalist “ruling” model argued that Chaco emerged to provide a buffering mechanism in the face of agricultural uncertainty. This model is now being challenged, but no new model had become predominant. The most promising alternatives reject functionalist thinking in favor of a historical approach focusing on the dynamic relationships between groups within a society. These approaches, though focused on Chaco data, have implications for North American archaeology as a whole.
### Conference Proceedings

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<td>School of Renewable Natural Resources, College of Agriculture, University of Arizona, Tucson, Arizona</td>
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<td>University of Arizona and McIntire-Stennis Forestry Program</td>
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<td>Loc</td>
<td></td>
</tr>
<tr>
<td>Extn</td>
<td>102</td>
</tr>
<tr>
<td>PaMe</td>
<td>pages</td>
</tr>
<tr>
<td>SrEd</td>
<td></td>
</tr>
<tr>
<td>SrRo</td>
<td></td>
</tr>
<tr>
<td>SrTi</td>
<td></td>
</tr>
<tr>
<td>SrVo</td>
<td></td>
</tr>
<tr>
<td>SrIs</td>
<td></td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>Aval</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>31 cm.; cover title: The new book of golden Latin songs</td>
</tr>
<tr>
<td>Abst</td>
<td>For voice and piano, with added chord symbols; in part with interliner words (English and Spanish)</td>
</tr>
<tr>
<td>Call</td>
<td>SWR-CHAM-INT / Scores #12</td>
</tr>
<tr>
<td>Desc</td>
<td>Popular music--United States/Popular music--Latin America/Latin Americans--Music/Spanish Americans--Music</td>
</tr>
</tbody>
</table>
(N:) Sound Recording  

[Analytic record; bands of an LP.]

01 Comp Ward, William V./Ward, Jean
02 CoRo Recorders
04 Titl Birds of the Hawaiian Islands
05 Medm LP
06 CoPh Supplements Peterson’s A field guide to western birds, second edition
07 Edtr Gunn, William W.H./Peterson, Roger Tory
08 EdRo Editors
09 Titl A field guide to western bird songs, arranged to accompany, page by page, Roger Tory Peterson’s A field guide to western birds, 2nd ed.
15 Edit
16 Perf
17 PeRo
18 PlPu Boston
19 Publ Houghton-Mifflin Co.
20 Date
21 Copy 1962
22 AqNo disc 3, side 6, bands 2-4  

[AqNo stands for Acquisition Number, but it’s not clear from the PBS manual just what this term signifies. The PBS manual’s field table (p.5.10) refers to the “Volume Identification” section of their data entry standards (p.5.37), and these examples were followed in entering information to this field. In effect, this field is being used like the Loc field (Location in Work) that appears in some of the other workforms.]

23 MxNo HM 5 PT-6  

[This field abbreviation, standing for Matrix Number, is associated with "Record Identification" in the PBS manual’s field table (p.5.10). This number was the only unique number found on the item cataloged, so it was entered here. Presumably, "HM" refers to Houghton-Mifflin, "5" is some sort of catalog number for the whole record set, and "PT-6" is for side 6.]

26 Extn 3  

[In the Extn and PaMe fields, data has been entered for the analytic piece cataloged, rather than for the whole from which it comes.]

27 PaMe bands
28 Size  

[Here one would normally enter the minutes for each band cataloged, but it’s not available on the record, so it’s left blank.]

continued, next page

6.42 Inserting Records, Choosing Workforms, Special & Required Fields
(N:) Sound Recording, continued  [Analytic record.]

| 29 | RpRt | [Reproduction ratio does not apply.] |
| 32 | SrTi | The Peterson field guide series |
| 41 | ISBN | |
| 42 | Note | Recorded in the field by the Laboratory of Ornithology, Cornell University, Ithaca, New York. Matching kodachrome slides for most of the species recorded here are available from the Laboratory Index to recorded songs by species name is printed on the back of the record jacket. |
| 43 | Abst | Band 2: Black-footed Albatross to White Tern; Band 3: Short-eared Owl to Palila; Band 4: California Quail to Canary |
| 44 | Call | WR-HAVO-INT / Records Birds Hawaiian #4 |
| 45 | Desc | Birds--Hawaii--Indentification/Birdsongs--Hawaii/Ornithology--Hawaii |

Inserting Records, Choosing Workforms, Special & Required Fields 6.43
(N:) Sound Recording

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Comp</td>
</tr>
<tr>
<td>02</td>
<td>CoRo</td>
</tr>
<tr>
<td>04</td>
<td>Titl</td>
</tr>
<tr>
<td>05</td>
<td>Medm</td>
</tr>
<tr>
<td>06</td>
<td>CoPh</td>
</tr>
<tr>
<td>07</td>
<td>Edtr</td>
</tr>
<tr>
<td>08</td>
<td>EdRo</td>
</tr>
<tr>
<td>09</td>
<td>Titl</td>
</tr>
</tbody>
</table>

American Indian music of the southwest

[Note that "Indian" is capitalized here; according to Pro-Cite NPS data entry standards for titles (Ch. 5 of both manuals), the rule is that only the first word and all proper nouns are capitalized. But in this case, the entire phrase, "American Indians," has been treated as a proper noun. This form of the title was taken from the disc itself, the prescribed source of cataloging information (Ch. 5, this manual). See the Note field, below, for variant form of the title as it appears on the record jacket.]

15 Edit
16 Perf Indian communities of the Southwest
17 PeRo Instruments and vocals
18 PlPu New York, NY
19 Publ Folkways Records & Service Corp.
20 Date
21 Copy 1951

23 MxNo LCCN: R 58-605

[Matrix Number is equated with Report Identification (a unique alphanumeric designator); since the Library of Congress Catalog Number (LCCN) fits that definition, and as there is no explicit field for LCCN in any of the Pro-Cite predefined workforms, use of this field is appropriate. When no other field is available for this purpose, the LCCN may be entered to the Note field; always precede it by the abbreviation LCCN:, as illustrated here.]

26 Extn 1
27 PaMe LP
28 Size Long Playing 33 1/3 RPM
29 RpRt
32 SrTi Ethnic Folkways Library FE 4420
41 ISBN
42 Note Title on record jacket reads, "Music of the American Indians of the southwest. Descriptive notes are inside pocket

43 Abst Side I: Taos-Moonlight song; Taos-Gambling song; San Ildefonso-Eagle dance; Zuni-Rain dance; Hopi-Butterfly dance. Side II: Navajo-Night chant; Navajo-Enemy Way song; Western Apache-Devil dance; Western Apache-Sunrise song; Yuma-Birds song cycle; Papago-Saguaro song; Walapai-Funeral song; Havasupai-Stick game song.

44 Call SWRO-AZRU-INT / Records Indians Southwest #9

6.44 Inserting Records, Choosing Workforms, Special & Required Fields
Trail and error

Motion Picture

Title: "A Bicentennial Project of the Pacific Northwest Regional Office, National Park Service, United States Department of the Interior"; performers include: Irv Zimms, Matthew Talley, Denise Carter, Ann Leonard, Jose Montano, John Joachimes Puppets.

Attempts to teach conservation and proper approaches to life in the wilderness by humourous use of an adult leader instructing four youngsters in the right and wrong ways to enjoy national park areas. Filmed on location in Mt. Ranier National Park. For general audiences.

United States. National Park Service/National parks and reserves--Washington (State)--Interpretive programs/Mount Ranier National Park (Wash.)/Outdoor recreation--Safety measures/Conservation of natural resources--Visitors/Natural resources--Juvenile films/Natural resources--Study and teaching

[Note that when the subject is a corporate name, the hierarchical elements are separated by period, space, not a double dash. This is a Library of Congress convention.]
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth</td>
<td>Spieghel, Morris H.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Huntington Beach, California</td>
</tr>
<tr>
<td>Titl</td>
<td>Anasazi pueblo and cliff dwellers</td>
</tr>
<tr>
<td>Publ</td>
<td>Logos Signum Publ.</td>
</tr>
<tr>
<td>Date</td>
<td>1977</td>
</tr>
<tr>
<td>Loc</td>
<td>140</td>
</tr>
<tr>
<td>PaMe</td>
<td>color slides</td>
</tr>
<tr>
<td>Size</td>
<td>2x2</td>
</tr>
<tr>
<td>CoPh</td>
<td>Includes booklet</td>
</tr>
<tr>
<td>Aval</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Abst</td>
<td>Outlines the development of the Anasazi; their division into the Mesa Verde, Kayenta and Chaco groups, and Salso Increment; their influence on Sinagua, Hohokam, and Mogollon architecture; and their current reservation status. Shows 80 dwelling sites divided into six sequences.</td>
</tr>
<tr>
<td>Call</td>
<td>SWR-AZRU-INT / Slideset #23</td>
</tr>
<tr>
<td>Desc</td>
<td>Pueblo Indians--History/Pueblo Indians--Material culture/Cliff-dwellers/Hohokam culture/Sinagua culture/Mogollon culture</td>
</tr>
</tbody>
</table>
Audiovisual Material

01 Auth

[Monographic; non-music audio cassette.]

02 AuRo
04 Titl
05 Medm
06 CoPh
07 Auth Abbey, Edward

[Analytic Author; this and the Analytic Title field would be used only when cataloging one piece of a collection of readings recorded on one tape.]

08 AuRo Author
09 Titl Freedom and Wilderness

[The works read are by Edward Abbey, so he is considered the primary author.]

15 Edit
16 Auth Abbey, Edward

[The works read are by Edward Abbey, so he is considered the primary author.]

17 AuRo Narrator
18 PI Pu Louisville, Colorado
19 Publ Audio Press
20 Date c1987

[Title from cassette label, the prescribed source of cataloging information; see Chapter 5, this manual.]

22 VoID
25 Loc
26 Extn 2
27 PaMe cassettes
28 Size 3 hours
30 SrEd
31 SrRo
32 SrTi
33 SrVo
34 SrIs
36 CoPh
37 Aval
41 ISBN 0-939643-12-X
42 Note Subtitle on container: Edward Abbey reads from his work
43 Abst Environmentalist-writer Edward Abbey reads selections from: The journey home; Abbey's road; Desert solitaire; and, Down the river
44 Call WR-GFCA-INT / Cassette 156
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>Titl</td>
<td>Photos, b+w</td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>Auth</td>
<td>[Photographer(s) unknown.]</td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>Titl</td>
<td>Saguaro</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
</tr>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>PLPu</td>
<td></td>
</tr>
<tr>
<td>Publ</td>
<td>United States. National Park Service</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>VoID</td>
<td></td>
</tr>
<tr>
<td>Loc</td>
<td></td>
</tr>
<tr>
<td>Extn</td>
<td>15</td>
</tr>
<tr>
<td>PnMe</td>
<td>prints</td>
</tr>
<tr>
<td>Size</td>
<td>various, mostly 8x10</td>
</tr>
<tr>
<td>SrEd</td>
<td></td>
</tr>
<tr>
<td>SrRo</td>
<td></td>
</tr>
<tr>
<td>SrTi</td>
<td></td>
</tr>
<tr>
<td>SrVo</td>
<td></td>
</tr>
<tr>
<td>SrIs</td>
<td></td>
</tr>
<tr>
<td>Srls</td>
<td></td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>Aval</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Abst</td>
<td></td>
</tr>
<tr>
<td>Call</td>
<td>WR-SAGU-INT / Photos Saguaro #1-15</td>
</tr>
<tr>
<td>Desc</td>
<td>Saguaro--Arizona/Sonoran Desert--Pictorial works/Botany--Sonoran Desert/Saguaro National Monument (Ariz.)</td>
</tr>
</tbody>
</table>

6.48 Inserting Records, Choosing Workforms, Special & Required Fields
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Eininger, Susan F.</td>
</tr>
<tr>
<td>AuRo</td>
<td>Archaeologist, National Park Service. Southwest Regional Office.</td>
</tr>
<tr>
<td>Titl</td>
<td>Bandelier archaeology</td>
</tr>
<tr>
<td>CoPh</td>
<td>Neg.#: BAND-900123-R5F23</td>
</tr>
<tr>
<td>Auth</td>
<td></td>
</tr>
<tr>
<td>AuRo</td>
<td></td>
</tr>
<tr>
<td>Publ</td>
<td>United States. National Park Service</td>
</tr>
<tr>
<td>Date</td>
<td>23 August 1990</td>
</tr>
<tr>
<td>Time</td>
<td>19:00</td>
</tr>
<tr>
<td>Place</td>
<td>Santa Fe, New Mexico</td>
</tr>
<tr>
<td>Edtn</td>
<td>1</td>
</tr>
<tr>
<td>PmPu</td>
<td>Published in Bandelier survey report, 1990</td>
</tr>
<tr>
<td>Note</td>
<td>View direction=NE</td>
</tr>
<tr>
<td>Call</td>
<td>SWRO-RCA-BADM / SWRO Acc#111 GrpP0012 BAND</td>
</tr>
<tr>
<td>Desc</td>
<td>Bandelier National Monument (N.M.)/Pueblo Indians--New Mexico--Antiquities/Tyuonyi Ruins (N.M.)--Pictorial works/ Site Number: LA82/ LAT.LONG: 35d46'53.03&quot;, 106d16'21.84&quot; (NAD27)/ UTM: Zone 13, 3960250 N, 384970 E (NAD27)</td>
</tr>
</tbody>
</table>

"LA82" is the site number assigned by the Laboratory of Anthropology, Museum of New Mexico; the format used for all LA or other site numbers should be consistent (e.g., don't use "LA82" and then "LA:82"). Also be consistent about using the label "Site Number:" (followed by a single space).

LAT/LONG and UTM coordinates should be prefaced with LAT.LONG:, and UTM:, respectively. To ensure validity of these coordinates, the geodetic datum used should be included as well (if readily available). As illustrated above, enter the datum information after the UTM and/or LAT/LONG coordinates and enclose it in parentheses.

For the sake of readability, any special categories of information prefaced with some sort of label (e.g., UTM:) and entered to the Desc field should be entered at the end of the field, each on its own line. To ensure effective retrieval, it is imperative that the forward slash be inserted between each term (single or compound) entered to the Desc field. See pages 6.6-6.7 of this manual for further discussion on the customized use of Desc (and other fields) and the inclusion of sensitive site data in Pro-Cite records.
Video Recording

Title: The wolf: a howling in America's national parks

Medium: VHS

Publisher: Mintzmyer, Lorraine/Wiese, Larry

Executive producers: Bernal, Lynda

Writer/director: Wiese, Larry

Place: Springdale, Utah

Publisher: Zion Natural History Association

Date: c1989

Ext: 1

Format: Videocassette

Size: SrTi

CoPh: Aval

Note: Narrated by Robert Redford

Call Number: MWR-ISRO-INT / Video 38

Description: Wolves--North America--Habitat/Wolves--North America--Management
(Q:) Video Recording

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titl</td>
<td>An understated sacredness</td>
</tr>
<tr>
<td>Medm</td>
<td>VHS</td>
</tr>
<tr>
<td>Prod</td>
<td>Santa Clara Pueblo</td>
</tr>
<tr>
<td>PrRo</td>
<td></td>
</tr>
<tr>
<td>Dctr</td>
<td>Swentzell, Rita</td>
</tr>
<tr>
<td>DcRo</td>
<td>Narrator</td>
</tr>
<tr>
<td>PIPu</td>
<td>Santa Clara Pueblo, New Mexico</td>
</tr>
<tr>
<td>Dist</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>1989</td>
</tr>
<tr>
<td>Extn</td>
<td>1</td>
</tr>
<tr>
<td>PaMe</td>
<td>Videocassette</td>
</tr>
<tr>
<td>Size</td>
<td>1/2 inch</td>
</tr>
<tr>
<td>SrTi</td>
<td></td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>Aval</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>43 Abst Rina Swentzell discusses how Pueblo culture survived on the conviction that people are not separate from nature and natural order and that the earth is not an exploitable commodity, but a sacred place</td>
</tr>
<tr>
<td>Call</td>
<td>MWR-ISRO-INT / Video 38</td>
</tr>
<tr>
<td>Desc</td>
<td>Indians of North America--New Mexico--Social life and customs/ Pueblo Indians--Social life and customs/Tewa Indians--History/Tewa Indians--Legends/Santa Clara Pueblo (N.M.)</td>
</tr>
</tbody>
</table>

[Notice the use of AACR2 abbreviations for physical description, as well as the use of space, semicolon, space convention to separate elements in the Note field. This is recommended, but not required. See Appendix A.]

[These are Library of Congress subject headings; note the use of a double-hyphen to separate the hierarchical elements of a subject heading; note, also the attempt to include broad and narrow terms to accommodate varying search needs. Finally, note the Pro-Cite use of "/" (no spaces) to separate subject terms. See Chapter 7 of this manual for complete discussion.]
Art Work

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>02</td>
<td>ArRo</td>
</tr>
<tr>
<td>04</td>
<td>Titl</td>
</tr>
<tr>
<td>05</td>
<td>Medm</td>
</tr>
<tr>
<td>06</td>
<td>CoPh</td>
</tr>
<tr>
<td>07</td>
<td>Auth</td>
</tr>
<tr>
<td>08</td>
<td>AuRo</td>
</tr>
<tr>
<td>09</td>
<td>Titl</td>
</tr>
<tr>
<td>15</td>
<td>Edit</td>
</tr>
<tr>
<td>18</td>
<td>PlPu</td>
</tr>
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<td>Publ</td>
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<td>Date</td>
</tr>
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<td>25</td>
<td>Loc</td>
</tr>
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<td>28</td>
<td>Size</td>
</tr>
<tr>
<td>32</td>
<td>SrTi</td>
</tr>
<tr>
<td>36</td>
<td>CoPh</td>
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<td>Aval</td>
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<td>42</td>
<td>Note</td>
</tr>
<tr>
<td>43</td>
<td>Abst</td>
</tr>
<tr>
<td>44</td>
<td>Call</td>
</tr>
<tr>
<td>45</td>
<td>Desc</td>
</tr>
</tbody>
</table>

6.52 Inserting Records, Choosing Workforms, Special & Required Fields
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Titl</strong></td>
<td>Microsoft MS-DOS 6 Plus enhanced tools operating system</td>
</tr>
<tr>
<td><strong>Vers</strong></td>
<td>6.0</td>
</tr>
<tr>
<td><strong>PlFu</strong></td>
<td>Ann Arbor, MI</td>
</tr>
<tr>
<td><strong>Publ</strong></td>
<td>Microsoft Corporation</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>1993</td>
</tr>
<tr>
<td><strong>Copy</strong></td>
<td>©1981-1993</td>
</tr>
<tr>
<td><strong>Extn</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CoPh</strong></td>
<td>diskettes</td>
</tr>
<tr>
<td><strong>Call</strong></td>
<td>SWRO-RCU-LIBR / Software MSDOS Vers6</td>
</tr>
<tr>
<td><strong>Desc</strong></td>
<td>Operating system (Computers) -- Software</td>
</tr>
</tbody>
</table>

--

Inserting Records, Choosing Workforms, Special & Required Fields 6.53
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ttl</td>
<td>Southwest Regional Library annual borrower report</td>
</tr>
<tr>
<td>Medm</td>
<td>WordPerfect file on RCU shared area of regional office network</td>
</tr>
<tr>
<td>CoPh</td>
<td>Peg Johnson</td>
</tr>
<tr>
<td>EdRo</td>
<td>Compiler/Editor</td>
</tr>
<tr>
<td>Titl</td>
<td>S:\LIBRARY\BORROW.93</td>
</tr>
<tr>
<td>Vers</td>
<td>5.0</td>
</tr>
<tr>
<td>Publ</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>February 9, 1994</td>
</tr>
<tr>
<td>Loc</td>
<td></td>
</tr>
<tr>
<td>Extn</td>
<td>39</td>
</tr>
<tr>
<td>PaMe</td>
<td>WP document pages</td>
</tr>
<tr>
<td>SrTi</td>
<td></td>
</tr>
<tr>
<td>SrVo</td>
<td></td>
</tr>
<tr>
<td>CoPh</td>
<td></td>
</tr>
<tr>
<td>Aval</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Abst</td>
<td></td>
</tr>
<tr>
<td>Call</td>
<td>SWRO-RCU-LIBR / LAN S:\LIBRARY\BORROW.93</td>
</tr>
</tbody>
</table>

45 Desc Library administration

Note that because labels are not needed for this item, the call number format is not limited to six elements of no more than 8 characters, with single spaces separating each element.
CHAPTER 7: CREATING AUTHORITY LISTS AND SUBJECT INDEXING

Introduction and purpose ........................................ 7.1
Scope ........................................................................ 7.1
Authority list working definitions ............................... 7.1
Predefined and recommended user-defined authority files 7.2
Pro-Cite's quick-access authority file feature .............. 7.2
Creating Pro-Cite authority files ................................ 7.2
Modifying Pro-Cite authority files ............................... 7.2
Parameters of Pro-Cite authority files ......................... 7.3
Using primary, secondary, and alternate text .............. 7.3
Non-transferrable notes ............................................ 7.3
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Introduction and purpose

This chapter provides additional guidelines on the use of the Pro-Cite authority file feature to promote standardized subject terms and proper names. Principles of subject indexing and potential sources for standardized subject thesauri are included. Finally, several NPS-defined conventions for incorporation of cross-references, scope notes, and thesaurus source citations, are introduced and illustrated.

Scope

As noted in the introduction and several other chapters of this manual, guidelines and data entry formats presented herein pertain only to the cataloging of materials falling under the scope of the NPS Library Program. Realize that an NPS "library" is not necessarily limited to a book collection managed by park interpreters; other functional areas, both in park and non-park units, may collect, organize, and use resource, reference, or research materials (representing a variety of formats) in the course of fulfilling their missions. Potentially, all of these materials are candidates for Pro-Cite.

In addition to the NPS Library Program, there are several other NPS programs using Pro-Cite for bibliography projects. Some or all of this manual may be adopted for these applications. However, it is the responsibility of the particular collection manager to determine if other data entry guidelines are in place for treating the collection at hand, before implementing the directions provided here.

Authority list working definitions

An authority list is a list of terms entered and used in a controlled fashion and pertaining to particular types of cataloging information. Authority lists are designed to bring a measure of consistency and predictability to the information storage and retrieval process. Simply put, and in the most ideal sense, the goal of an authority list is to ensure that a single concept (or entity) is always represented by the same term, with respect to both cataloging and searching functions.

For NPS Library Program purposes, a Pro-Cite authority file containing proper names is called a name authority list, while one containing subject terms is referred to as a subject authority list. We will alternately use the terms thesaurus and subject heading list to refer to standard (i.e., published) subject thesauri from which terms are drawn to construct your Pro-Cite subject authority list.

Note that Pro-Cite's use of the term authority list is much more mechanical than ours. While their authority file feature is obviously intended to document terms used in the records, the primary emphasis is placed on reduction of data entry time and typographical errors (whether cataloging or searching). Issues relating to actual contents of subject and name authority lists are not addressed, nor should they be, in the PBS manual. These are the primary concerns of this chapter.
Predefined and recommended user-defined authority files

Pro-Cite comes with many predefined authority files, including DESCRIP.T.LST (subject terms), JOURNALS.LST (journal titles) and AUTHORS.LST (personal author names). You will probably want to delete the predefined authority files that are unlikely to be used. With respect to those named above, delete only the terms in each list that are not applicable and leave the “shell” (the actual file) in place. Then you may add terms to these files as the need arises.

Subsequent sections of this chapter provide NPS guidelines on content and format of data entered to the three Pro-Cite predefined authority files named above, an NPS predefined authority file called NPSCODES.LST, and recommended user-defined authority files referred to herein as LOCCODES.LST and CORPNAMES.LST.

Pro-Cite’s quick-access authority file feature

The Pro-Cite predefined authority files called AUTHORS.LST, JOURNALS.LST and DESCRIP.T.LST share a special quick-access feature. If these are renamed, they will no longer function as quick-access files. The PBS manual (p. 7.5) suggests that other data besides that reflected by the file name may be stored in one of these three files in order to take advantage of this special feature. For example, they suggest storing frequently used dates in the AUTHORS.LST authority file.

We do not recommend following this practice, as it does not support the casual searcher using authority lists to construct search expressions. Instead, we advise that this type of information be stored in a user-defined authority file. Only one additional keystroke is required to call up an authority file that is not designated as quick-access.

Creating Pro-Cite authority files

There are several ways to create and modify authority lists in Pro-Cite, including using a wordprocessing program, Pro-Cite’s Index function, or one of the options on the Pro-Cite Authority List Menu. In general, we discourage generating an authority list using the Index function; this feature produces an authority file consisting of data taken from the database records themselves, i.e., there is no control over terms entered to the list. (There is also a program bug which drops titles, e.g. -Dr., when list is constructed using Index.) The issue of controlled vocabulary is more fully discussed under the Subject authority list section of this chapter.

Modifying Pro-Cite authority files

For extensive data entry and/or global editing changes, or if some entries are longer than 200 characters, necessitating the use of carriage returns (and then you can’t use Pro-Cite’s authority list sort function without dislocating any text following a return), the wordprocessing approach is recommended. If there are no entries longer than 70 characters, modifying via the Authority List Menu option is recommended. Copying terms directly from an individual Pro-Cite record into an authority file is also possible, but we recommend this approach only if the vocabulary entered is from a controlled source.

7.2 Creating Authority Lists and Subject Indexing
Parameters of Pro-Cite authority files

Each line in a Pro-Cite authority file is limited to 70 or 200 characters, depending on the method used to create or edit the file. Either way, text should be allowed to wrap; do not input carriage returns (for the one exception, see previous section). These constraints should be considered before selecting an input method, especially when the entries in the list may include primary and secondary text and/or non-transferrable notes, e.g., thesaurus source citations, cross-references, and scope notes.

Each Pro-Cite authority file is limited to 8,000 lines. This restriction may require that large authority files be segmented into alphabetic sections, e.g., A-L and M-Z. For detailed instructions on the purely technical aspects of Pro-Cite authority files, please see Chapter 7 of the PBS manual.

Using primary, secondary, and alternate text

Pro-Cite authority files include a function called alternate text. This feature enables you to input one form of a name into a record (e.g., "NY"), while having the option to print it out in an alternate form (e.g., "New York"). It is designed to accommodate the different bibliographic format requirements of journal publications, and is geared towards the individual using Pro-Cite to generate automated bibliographies from associated documents in wordprocessing files.

We recommend that you not use the alternate text feature when setting up authority files to be used in cataloging collections. However, use of Pro-Cite's primary/secondary text feature is sometimes appropriate for NPS Library Program purposes; please see the related guidelines in the NSCSCodes.LST and AUTHOR.LST sections of this chapter.

Non-transferrable notes

Pro-Cite requires curly bracket sets ({ }) for enclosure of secondary and alternate text in authority files. Pro-Cite also allows for the inclusion of personal notes to the right of a curly bracket set; this text is non-transferrable (i.e., it may not be retrieved into a record or search expression). We have adopted this feature to accommodate the incorporation of thesaurus source citations, scope notes, and cross-references to our authority lists. Procedures for these applications are discussed in subsequent sections of this chapter.

Authorized vs. unauthorized terms

An authorized term is a name or term (in the case of subjects) entered to an authority list and authorized for use in the associated database records. Unauthorized terms may also be entered to an authority list, with the understanding that their sole function is to guide the user to authorized terms. They are accompanied by "USE: " cross-references, as illustrated below and on the next page.

Example: Conservation archaeology*{ } USE: Salvage archaeology
Salvage archaeology{ } (LCSH) USE FOR: Conservation archaeology

Creating Authority Lists and Subject Indexing 7.3
Authorized vs. unauthorized terms, continued

Example: Clemens, Samuel*{ } USE: Twain, Mark
Twain, Mark{ } USE FOR: Samuel Clemens

In addition to cross-referencing from an unauthorized term to an authorized term ("USE: "), it is sometimes helpful to reference the unauthorized term in the entry for an authorized term ("USE FOR: "). Be sure to preface the text of the actual cross-reference with the appropriate label indicating cross-reference category (USE or USE FOR), followed by a colon and a space.

In the USE examples above and on the previous page, there are unauthorized (but technically transferrable) terms to the left of the curly bracket set, and authorized (but technically non-transferrable) terms to the right! (See Non-transferrable notes section on the previous page.) Unfortunately, this was the only way we could build cross-reference structures into Pro-Cite authority files. Do not make the mistake of retrieving text that is followed by a USE cross-reference. Instead, relocate to the place in the list where the authorized term is formally entered and retrieve it from there (e.g., the T's for "Twain, Mark").

To minimize the potential for inadvertently transferring unauthorized terms from authority lists into the database records, we have established the convention of including an asterisk (*) as the last character of the unauthorized term when it appears as an initial entry (i.e., to the left of the curly bracket set). Use of this convention will enable a periodic sweep of the database for unauthorized terms.

Unauthorized terms in a subject authority list will be further distinguished from authorized terms in that the former will not be accompanied by a thesaurus source citation. See Name authority lists and Subject authority lists, below, for additional guidance.

Name authority lists

Pro-Cite comes with several predefined name authority lists, including AUTHORS.LST (personal names) and JOURNALS.LST (journal names). An NPS Library Advisory Committee task group has developed a name authority list called NPSCODES.LST (see below), which will be distributed on a diskette or via cc:Mail to all units receiving the Pro-Cite program and this manual from the Washington Office. Users may create as many additional name authority lists as they need.

When entering terms to name authority lists, be sure to input only one form of the name (uniform name) in CORPNAME.LST, LOCCODES.LST, and JOURNALS.LST. (NPSCODES.LST is modified by the Washington Office.) There is a different procedure for AUTHORS.LST, which accommodates multiple forms of a name. Data entry standards for each of these name authority lists are provided in the following sections.
National Park Service names (NPSCODES.LST and LOCCODES.LST)

In Chapters 5 and 6 of this manual, reference is made to an NPS-defined name authority list called NPSCODES.LST. This is a list of authorized NPS alpha site codes (primary text), accompanied by full text translations (secondary text). It was developed by an NPS Library Advisory Committee task group and will be distributed on a diskette or via cc:Mail to all units receiving the Pro-Cite program and this manual from the Washington Office. NPSCODES.LST will be maintained by the NPS Chief Librarian, Division of Information and Telecommunications (WASO).

To install, copy the NPSCODES.LST file from cc:Mail or the diskette (however you receive it) directly into the Pro-Cite subdirectory on your personal computer’s hard drive or the local area network’s file server. The full path name of the file would be something like "C:\PROCITE\NPSCODES.LST," depending on what drive Pro-Cite was installed.

From within the Pro-Cite program, select the CUSTOMIZE menu option; select AUTHORITY LIST; select OPEN AUTHORITY LIST. Then move with your your arrow key to NPSCODES.LST, highlight it and select it (ENTER). (See Chapter 7 of the PBS manual for further instructions on using authority files). Do not re-sort or modify this list.

As instructed in Chapter 5 of this manual, NPSCODES.LST list should be supplemented by an authority file created by the park (e.g., LOCCODES.LST) containing local codes and corresponding full text to represent organizational units below the park level (e.g., subunits, divisions, etc.).

Analogously, non-park units will need to create a local codes authority file listing authorized alpha codes and full text names to represent all units subordinate (e.g., subunits, divisions, etc.) to the central administrating office (e.g., regional office, service center, central office, etc.).

As instructed in Chapter 5 of this manual, individual codes from both NPSCODES.LST and the local codes list are to be strung together to form a hierarchical alpha site code. The elements may not be more than four characters each and must be separated by hyphens (no spaces); the site code is limited to four elements. For your convenience, a couple of the examples from Chapter 5 are repeated here:

Example: SWR-JELA-CHAL-INT / [Southwest Region, Jean Lafitte National Historical Park, Chalmette Unit, Division of Interpretation]

Example: SWRO-RCU-LIBR / [Southwest Regional Office, Resources/Div. of Curation, Library]

The terms in NPSCODES.LST may be retrieved and input to a variety of different fields. The alpha site codes are required for the Call field (see Chapter 5 of this manual); appropriate codes are retrieved by successively highlighting and hitting the ENTER key. You will have to manually enter both NPS-defined separators: "-" between hierarchical elements of the alpha site code; and, the succeeding space, forward slash (" / "), space before the call number proper (see Chapter 5, this manual).
National Park Service names (NPSCODES.LST and LOCCODES.LST), continued

The full text versions of NPS names may be used in the Auth, Publ, or Desc fields, according to need. Note that "United States. National Park Service" will generally have to be added to non-park units (see pages 5.15-5.16 and 7.14, this manual). Highlight the selected NPS unit and press CONTROL/ENTER to copy the full text version to your record. Alpha site codes and full text may also be copied to search expressions. (See Chapter 9 of this and the PBS manual for more on searching).

Corporate names (CORPNAME.LST)

In Chapter 5 of this manual, we recommended that a name authority file called CORPNAME.LST be created; this file should contain a single, uniform name for each corporate entity represented in the database. These names may be retrieved by the cataloger and entered to the Author, Publisher, or Descriptor (subject) fields, as needed. They may also be retrieved when performing searches, of course. (For additional guidance on constructing a uniform name for corporate entities, please see Chapter 5 of this manual.)

Example: IBM*{} USE: International Business Machines
           International Business Machines{} USE FOR: IBM

Example: National Park Service*{} USE: United States. National Park Service
           United States. National Park Service{} USE FOR: NPS or National Park Service

[NOTE: Text to the right of a curly bracket set is non-transferrable; an unauthorized term to the left of a curly bracket set is flagged by an asterisk (*).]
The Pro-Cite software comes with a predefined quick-access authority list called JOURNALS.LST. It has already been loaded with a small number of journal titles; you may delete those that are irrelevant to your scope of collections. You may also add series names (e.g., Annual report of the Southwest Cultural Resource Center, Bulletin of the Bureau of American Ethnography, etc.), as well as names of newsletters and newspapers. In short, this is the place to store the name of any serial publication encountered.

Enter only one form of the name and build in USE and USE FOR cross-references from other forms of the name, if necessary.

Example:  JAMA*{} USE: Journal of the American Medical Association
           Journal of the American Medical Association{} USE FOR: JAMA

Example: Zero population growth national reporter{} USE FOR: ZPG
           ZPG national reporter*{} USE: Zero population growth national reporter

[NOTE: See the sections on the preceding pages for additional discussion on the use of Pro-Cite's curly brackets to set off non-transferrable notes (e.g., cross-references) and the NPS convention of flagging unauthorized terms with asterisks (*)).

When names consist of generic terms, e.g., "Annual report" or "Bulletin," include the name of the issuing body in the title when it is clearly a part of it. If the issuing body is not incorporated into the title on the prescribed source of cataloging information (see Chapter 5 of this manual), make sure that the information is input to the Publisher and Place of Publication fields, when appropriate. Include a scope note after generic titles entered in JOURNALS.LST. Be sure to use the curly brackets to flag the non-transferrable text and the label "NOTE:" to indicate the category of non-transferrable text.

Example: Annual report{} NOTE: Indicate issuing body data in publisher field

Example: Annual report of the Office of Contract Archeology, University of Texas, Austin
Personal names (AUTHORS.LST)

Names are entered last name first and personal titles are prefaced by an equal sign (e.g., =Dr.). Please see Chapter 5 of this and the PBS manual for more detailed instructions on the formatting of personal names.

When there are only two forms of a personal name encountered in the materials to be cataloged, and the last name is the same, use Pro-Cite's **primary** and **secondary text** feature. To avoid having a blank space transferred along with your text when you retrieve the term to your record or search expression, **DO NOT** insert a space between the first form of the name and the left curly bracket. (Page 7.10 of the PBS manual indicates that you can; this is an error. There is also a typographical error on the same page; it should read "left" instead of "right" curly bracket, in the discussion on secondary text.)

**Example:** Yeats, William Butler{Yeats, W.B.}

Whether cataloging or searching, the first form of the name (**primary text**) may be retrieved by highlighting and selecting the entry, and hitting **ENTER**. The same procedure is followed to retrieve the second form of the name (**secondary text**), only the last step is changed to **CONTROL/ENTER**. Note that primary and secondary text must be entered during the same input session; if you find you have to add secondary text later, you'll need to delete the line entry, rekey in the primary text, and then input the secondary text.

When there are two forms of a person's name in use and the last name is different, link the variant forms by building in **SEE ALSO** cross-references, rather than using the primary/secondary text approach. This ensures alphabetic integrity in your list.

**Example:** Ellis, Florence Hawley{} **SEE ALSO:** Hawley, Florence Hawley, Florence {} **SEE ALSO:** Ellis, Florence Hawley

When performing a name search on the database, you'll need to retrieve each form separately from the authority file and link them with the "or" operator in the search menu data entry box. (See Chapter 9 of this and the PBS manual for detailed instructions on searching.)

If there are two forms of name, but you know one to be the author's preferred pen name, build in **USE** and **USE FOR** cross-references between the authorized and unauthorized forms of the name. Follow the unauthorized form of the name with an asterisk (*).

**Example:** Blair, Erik* {} **USE:** Orwell, George Orwell, George {} **USE FOR:** Blair, Eric

[**NOTE:** text to the right of the curly bracket sets is non-transferrable; see pages 7.2-7.3, this manual, on authorized and unauthorized terms.]

The field called **Ltto** (**Letter to**) is intended to capture the name of the person addressed. The PBS manual (page 5.28) instructs the user to enter the name in direct order (e.g., Jay Adams), indicating that the punctuation file will add "Letter to" before the name. To enhance retrieval, it would be a good idea to add any names entered to the **Ltto** field to **AUTHORS.LST** (in inverted order, of course). Then copy the name(s) from the authority list into the **Desc** (**Descriptor**) field (i.e., person as subject) to enhance retrieval.
Subject authority list (DESCRIPT.LST)

Subject terms should be maintained in the Pro-Cite predefined authority file called DESCRPT.LST. If separate thesauri are used for individual collections, you may maintain multiple files called DESCRPT.LST, as long as they are located in different subdirectories. (See Chapter 4 in this and the PBS manual on setting up database files; see also Chapter 7 in the PBS manual on authority files.)

A Pro-Cite authority file is limited to 8,000 lines. If the thesaurus starts to approach this length, it will be necessary to split it up into alphabetic partitions (e.g., A-L in DESCRIP1.LST, M-Z in DESCRIP2.LST). In such a situation, the quick-access feature would be sacrificed, although it requires only one additional keystroke to call up an authority file that is not quick-access. (See page 7.2 of this manual.)

There are basically two ways to approach language when constructing a thesaurus or subject authority list: standard or controlled vocabulary versus user-defined or natural language. There are advantages and disadvantages to each, as there are when using a combined approach.

Natural language indexing

Very often indexers will draw upon the language used in the document itself to create keywords for the subject field of the bibliographic record. Alternatively, or in addition to the above strategy, indexers will simply use whatever terms seem natural to them to capture the subject matter of the material. While the terms entered to the subject field of each record may be compiled and sorted into a keyword index, there are no scope notes (indicating how terms are to be applied), cross-reference links (between synonyms or broader/narrower terms), or any kind of quality control on the terms input to the records.

While this type of index may constitute an authority list according to the Pro-Cite definition, it is considered inadequate for the purposes of the NPS Library Program. However, if user-defined or natural language is used in conjunction with a controlled subject vocabulary, and if certain protocols are established for its use, the overall authority list may be improved greatly and retrieval significantly enhanced.
Controlled vocabulary index

Standard or controlled vocabulary lists are based on authorities like Library of Congress Subject Headings (LCSH) or a specialized subject thesaurus such as Commonwealth Agricultural Bureaux Thesaurus (CAB). They are often hierarchical in structure and include scope notes and cross-reference links. Inclusion of new terms is tightly controlled by an oversight panel of indexing and subject specialty experts. It is generally recognized that use of a controlled vocabulary often makes searching easier and retrieval more effective, but there are weaknesses:

- there is the possibility that incorrect terms may be applied by the indexer with inadequate subject expertise vis-a-vis the item being cataloged;
- the hierarchical structure is often cumbersome and may result in a lot of duplicative indexing elements being entered to the record in order to capture distinct facets of the subject matter (e.g., Indians of North America--Southwest, New--Legends; Indians of North America--Southwest, New--Rites and ceremonies);
- controlled vocabularies are, by nature, often limited in scope or depth and tend to be more static than language in prevalent use (e.g., LCSH uses "biological diversity" instead of "biodiversity").

The problems related to meaning may be alleviated somewhat by the use of historical and scope notes (see page 7.13, this manual). The problem of language limitation can be solved by constant consultation with the user community and incorporation of natural language terms into the subject authority list. (See sections below and on the next two pages for additional sources of published subject thesauri).

There are three basic arguments in favor of a standardized subject authority list (whether based strictly on a commercial source or one which has been augmented by user-defined terms):

- typographical errors are reduced, enhancing retrieval;
- accompanying scope notes and cross-reference links ensure more appropriate selection of terms for both the cataloger and the searcher;
- variant terms are avoided, resulting in indexing continuity and more effective retrieval.

NPS Library Program thesaurus

The NPS Library Program is considering the possibility of developing an NPS Library thesaurus, using relevant terms from the LCSH to constitute the core vocabulary. It would be augmented by discipline-specific terms taken from standard subject thesauri; where these sources are deficient, terms submitted by the field will be considered for inclusion. The NPS Library Thesaurus would be maintained by NPS Chief Librarian, in conjunction with the NPS Library Advisory Committee.

In the meantime, LCSH terms should be used whenever possible and appropriate. Suggested sources for LC subject headings, as well as supplementary discipline-specific terms, are provided below. Terms included in the DESCRIP.T.LST must be accompanied by thesaurus source citations. (See instructions on page 7.12, this manual).
Library of Congress Subject Headings (LCSH)

The Library of Congress subject headings list (LCSH) has been designated the recommended basic thesaurus for the subject indexing of NPS library collections. Studies have shown that the LCSH performs creditably, although the categories tend to be general and may not always be adequate for an extremely specialized and/or technical collection. The LCSH may be augmented by terms from discipline-specific standard thesauri, locally defined subject headings, and/or natural language. See the following sections for discussion of some of these options.

The advantages of employing LCSH as a baseline authority list probably overcome any disadvantages:
- it is widely used;
- it has the backing of a large government agency;
- it is regularly updated by subject specialists.

Sources of Library of Congress subject headings

The entire LCSH set is quite cumbersome, expensive, and not always easy for the layperson to use. We do not recommend purchasing it. For those Pacific Northwest and Southwest Region parks whose book libraries are being cataloged using the regional library program called ALICAT ("automated library catalog"), the subject index (which is comprised solely of LC subject headings) may be used as a basis for a Pro-Cite subject authority file. The same strategy applies for those non-ALICAT parks that have been purchasing catalog cards from Library of Congress or another vendor.

The LCSH may be accessible via Internet in the very near future. In the meantime, an LCSH subset of general terms and free-floating subdivisions applicable to the NPS has been provided in Appendix B of this manual.

Many published materials bear an imprint of a catalog record on the verso of the title page; this is called CIP data (for, "Cataloging in Publication"). CIP data is a particularly good source for LC subject headings, as they are assigned to the works by library professionals.

Bowker publishes a five volume Subject Guide to Books in Print, volume five of which includes a condensed and simplified version of the Library of Congress subject headings (LCSH). This would be a good source for LC subject headings. Unfortunately, the individual volumes may not be purchased separately and the set costs $299.00 (1993-94 edition).

Sears Subject Headings (SEARS)

The Sears subject headings (SEARS) list is not recommended as an authority list, although it was often used in times past in small libraries managed by laypersons (including parks). Commercial cataloging services and automated library networks have extended the availability of catalog records with Library of Congress subject headings. Consequently, SEARS is being rapidly superceded and phased out. If a park already heavily invested in SEARS does not have the resources to convert to LCSH immediately, it is preferable to continue using SEARS rather than to use no standard thesaurus whatsoever.
Thesaurus of Park, Recreation and Leisure Service Terms (NRPA)

The Thesaurus of park, recreation and leisure service terms, 1990 (NRPA) was produced by the National Park Service Mid-Atlantic Region in partnership with the National Recreation and Park Association’s Information System Division. For availability and price, contact NRPA Publications Center, 3101 Park Center Drive, Alexandria, VA 22302, (703) 820-4940. (A limited number is available from the NPS Chief Librarian.) This is a hierarchical thesaurus containing "a collection of park, recreation, leisure service and related terms for use in indexing and searching manual and automated systems."

Commonwealth Agricultural Bureaux Thesaurus (CAB)

The Commonwealth Agricultural Bureaux thesaurus (CAB), 1990 edition, is published by CAB International (Wallingford, Oxon, UK). This is a hierarchical subject thesaurus containing a broad collection of agriculture, horticulture, ethnobotany, botany and other related terms. It is used to index the Agricola database (available as part of the Dialog online search service) and is updated irregularly.

Standard thesaurus with natural language augmentation

Studies have indicated that augmenting any predefined thesaurus with selective natural language subject headings enhances retrieval. It is recommended that the cataloger browse through the book and selectively choose words from the table of contents and/or the index. Natural language enhancement may be warranted and useful when very new terminology is introduced, or when there are many local or unique terms, or proper names, used in the item to be cataloged. However, they should be entered to a Pro-Cite authority list.

Thesaurus source citations

Parenthetical thesaurus source citations should accompany all authorized terms in the subject authority list; an unauthorized term entry will not have a source citation but should include a cross-reference to the authorized term. The authorized term and the source citation are separated by a set of curly brackets (enclosing one space), and bounded on the right side only by a space. The source citation should precede any accompanying scope notes or cross-references.

Example: Pueblo Indians—History{ } (LCSH) SEE ALSO: other Indian tribes

Use the following standard abbreviations for thesaurus source citations. For published thesauri not addressed below, please request authorized abbreviations from the NPS Chief Librarian (contact information provided on page iv. of the Introduction to this manual).

- use (CAB) for CAB International Thesaurus
- use (LCSH) for Library of Congress terms (any source)
- use (LOC) for local terms (i.e., user-defined or natural language)
- use (NPS) for National Park Service Library Program Thesaurus
- use (NRPA) for the National Recreation and Park Association’s Thesaurus of Park, Recreation, and Leisure Service Terms
- use (SEARS) for Sears Subject Headings (not recommended)

7.12 Creating Authority Lists and Subject Indexing
Order and formatting of subject heading elements

The elements comprising subject headings will be ordered in a variety of ways, depending on the standard thesaurus (or thesauri) you use as a source (or sources) of terms for your subject authority list. Some thesauri use only one format, others use several formats.

Generally, subject headings use either direct or indirect (inverted) order:

Example: Pueblo Indians [direct order]
Example: Astronomy, Prehistoric [inverted order]

Subject headings may be specific and direct, or hierarchical.

Example: Southwestern Indian pottery [specific and direct]
Example: Indians of North America--Southwestern States--Pottery [hierarchical]

Sometimes subject headings that apply to several disciplines are refined by the addition of a parenthetical qualifier.

Example: Operating system (Computers)

Library of Congress uses a combination of all the above formats, according to the type of subject heading.

Example: Indians of North America--Southwestern States--Astronomy, Prehistoric

When adopting or constructing hierarchical subject headings, no matter the source, separate the elements with a double dash, as illustrated above. Only the first word of each element in the hierarchy should be capitalized, with the following exceptions:

- when using inverted order, the first term immediately following the comma should be capitalized;
- when using parenthetical qualifiers, the first term within the parentheses should be capitalized;
- all names and proper nouns, regardless of location in the subject heading, should be capitalized (note that LC considers "Southwestern States" to be composed of proper nouns; see the last example, above).

Scope notes and historical use notes

Historical use or scope notes may be included in the subject authority list to inform the cataloger or searcher about limitations of terms. Such notes should come after the thesaurus source citation and before any cross-references. As indicated below, precede the actual text of the note with a flag (i.e., "NOTE: ").

Example: African Americans{ } (LCSH) NOTE: term est. in 1990; USE FOR: Afro-Americans
Afro-Americans*{ } NOTE: this term was discontinued in 1990; USE: African Americans
Cross-references (USE, USE FOR, SEE ALSO)

The USE and USE FOR cross-references in subject authority lists link unauthorized terms to authorized terms, just as in the name authority lists (see pages 7.4 - 7.8, this manual). These links are not required, but they are helpful. Unauthorized terms (flagged by asterisks) should never be input to the thesaurus without a cross-reference to the authorized term. The SEE ALSO cross-references link related authorized terms. Be sure to precede the actual text with a flag indicating type of cross-reference (e.g., "USE: "), followed by colon and single space.

Example: Archeoastronomy*{ } (LCSH) USE: Astronomy, Prehistoric Astronomy, Prehistoric{ } (LCSH) USE FOR: Archeoastronomy

Example: Birds( ) (LSCH) SEE ALSO: Ornithology Ornithology{ } (LCSH) SEE ALSO: Birds

Proper names as subjects (personal, corporate, geographic)

When a person or corporate entity is treated as a subject, locate the authorized form in the appropriate name authority file and retrieve it into the Descriptor field of the record. If the name is not yet listed in the name authority file, enter it the first time it is encountered in an item to be cataloged. There is no need to make a duplicate entry in the subject authority file (DESCRIPT.LST).

The field called Ltto (Letter to) is intended to capture the name of the person addressed. The PBS manual (page 5.28) instructs the user to enter the name in direct order (e.g., Jay Adams), indicating that the punctuation file will add "Letter to" before the name. To enhance retrieval, it would be a good idea to add any names entered to the Ltto field to AUTHORS.LST (in inverted order, of course). Then copy the name(s) from the authority list into the Descriptor field (i.e., person as subject).

Geographic names (e.g., states, regions, etc.) are generally included as part of a hierarchical subject heading. However, if you would like to store geographic names as independent elements in an authority file, you may store them either in CORPNAME.LST or DESCRIPT.LST. You may also choose to create a new authority file called GEONAME.LST or something similar. The advantage to using DESCRIPT.LST is that this predefined Pro-Cite file is a quick-access authority list (see page 7.2, this manual).

Note that Library of Congress subject headings uses the following formats for the names of parks and other units of the National Park Service. (See Appendix B of this manual for additional LCSH examples applying to the NPS.)

Example: United States. National Park Service. Denver Service Center [Department of Interior is omitted; a period and one space separates hierarchical elements in the name]

Example: Yosemite National Park (Calif.) [Park name entered directly; state abbreviation is enclosed in parentheses; note that the format of state abbreviation is not consistent with the postal system's]
Sample subject authority list entries

Please employ the following subject heading format conventions:

- An unauthorized term entry should always end with an asterisk and refer to an authorized term via a "USE: " cross-reference;

- Every authorized term entry should include a standard source citation enclosed in parentheses (e.g., LCSH);

- All initial terms must be separated from additional text by a set of curly brackets (enclosing one space), bounded on the right side only by a space;

- Scope and historical use notes should precede cross-references and be separated from them by semicolon, space;

- All text following the thesaurus source citation should be prefaced by an appropriate flag (e.g., NOTES:, USE FOR:, SEE ALSO:)

Example: Antiquities{ } (LCSH) NOTES: may be used as a subdivision to state, region, or tribal name, e.g., Nebraska--Antiquities, Pueblo Indians--Antiquities; USE FOR: Archaeological specimens

[NOTE: In the example above, all text that is not part of the term proper is set off by an empty set of curly brackets; "Antiquities" is the only transferrable text in the whole entry.]

Antiquities--Analysis{ } (LCSH)
Antiquities--Classification{ } (LCSH)
Antiquities--Collection and preservation{ } (LCSH)
Antiquities--Conservation and restoration{ } (LCSH)
Antiquities--Exhibitions{ } (LCSH)

[NOTE: Use a double dash to separate subject headings and subdivisions; the thesaurus source citations indicate that these terms are all Library of Congress subject headings.]

Archaeological specimens*{ } USE: Antiquities

[NOTE: The above entry is an unauthorized term, so there is no thesaurus source citation; this term functions solely as a cross-reference to the authorized term.]

Example: Biodiversity*{ } USE: Biological diversity
Biological diversity{ } (LCSH) USE FOR: Biodiversity
Biological diversity conservation{ } (LCSH) SEE ALSO: Conservation of natural resources

[NOTE: LCSH doesn't yet include the widely used term, "biodiversity"; if included as an authorized term in your authority list, it would need the accompanying thesaurus source citation *(LOC)* for local term.]

An unauthorized term as an initial term requires an asterisk (*) as the last character (no intervening space). Unauthorized terms following a USE FOR cross-reference flag do not require an asterisk. The last example, above, illustrates an authorized term with a cross-reference to another (related) authorized term.

Creating Authority Lists and Subject Indexing 7.15
Sample subject authority list entries, continued

Example: Conservation archaeology*{ } USE: Salvage archaeology
Conservation of natural resources{ } (LCSH) NOTE: may sub-divide geographically
Conservation of natural resources--Alaska--Research{ } (LCSH)
Conservation of natural resources--Alaska--Yukon River Watershed{ } (LCSH)
Conservation of natural resources--Colorado--History{ } (LCSH)
Conservation of natural resources--Citizen participation{ } (LCSH)
Conservation of natural resources--Study and teaching (Primary){ } (LCSH)

Example: Dating in archaeology*{ } USE: Archaeological dating
Dating (Social customs){ } (LCSH)

[NOTE: LC often refines ambiguous subject headings by adding parenthetical qualifiers, as in the example immediately above.]

Example: Historic buildings--Access for the physically handicapped--Boston{ } (LCSH)
Historic buildings--Arkansas--Conservation and restoration{ } (LCSH)
Historic buildings--Law and legislation{ } (LCSH)

Example: Interpretation, Park*{ } USE: National parks and reserves--Interpretive programs
Interpretation (Philosophy){ } (LCSH)
Interpretation, Recreation areas*{ } USE: Recreation areas--Interpretive programs

Example: National parks and reserves--Alaska--Management{ } (LCSH)
National parks and reserves--Alaska--Transportation{ } (LCSH)
National parks and reserves--Arizona--Navajo Country--Maps, Topographic{ } (LCSH)
National parks and reserves--Arizona--Saguaro National Monument--Management{ } (LCSH)
National parks and reserves--Arkansas--Buffalo National River--Planning{ } (LCSH)
National parks and reserves--Arkansas--Visitors{ } (LCSH)
National parks and reserves--Planning{ } (LCSH)
National parks and reserves--Management{ } (LCSH)

Example: Resource management{ } (LCSH) NOTE: may be subdivided geogr.
Resource recovery*{ } USE: Recycling (Waste, etc.)
Resources, Aquatic*{ } USE: Aquatic resources
Resources, Natural*{ } USE: Natural resources
Resources, Marine*{ } USE: Marine resources

[NOTE: The last four examples, above, illustrate cross-referencing from an inverted format (unauthorized use) to a direct order format (authorized use).]

Appendix B of this manual contains a small subset of general subject headings and free-floating subdivisions from Library of Congress subject headings felt to have wide application to National Park Service research and reference materials. You may select whichever terms meet your needs and enter them to your Pro-Cite subject authority list (DESCRIPT.LST).
Printing authority lists

It is sometimes helpful to have a hardcopy printout of the authority lists in use. This is particularly true of the subject authority list, especially if it is lengthy and/or includes extensive cross-references. It is much easier to scan a hardcopy than an electronic file. Once the appropriate term is located on the former, the term can be quickly found in the latter by entering the first letter of the desired word within the authority list window. Scrolling to the appropriate alphabetic section of the list then occurs automatically.

Having a hardcopy also helps to evaluate the list for typographical errors, discrepancies, insufficient terms and/or cross-references, etc. Print the list as a DOS, ASCII or wordprocessing file. Use the latter method if additional formatting is desired. (See Chapter 7 of the PBS manual for further technical information.)

Performing subject indexing

In general, one should attempt to capture the primary topics of the material from several different perspectives. In addition, it’s good to include both broader and narrower terms, so that potential searchers at both ends of the spectrum may be accommodated. Professional catalogers try to order the subject headings they assign in descending emphasis in the subject field, to reflect the relative emphasis of topics treated in the item being cataloged.

Pro-Cite requires that subject headings input to the Desc (Descriptor) field be separated by a single forward slash (/). When terms are copied into the Descriptor field from an authority file, Pro-Cite automatically appends a slash. Sometimes an extra slash is entered inadvertently /**/) to the record; if you see an occurrence of this, delete one of them. Otherwise, when you produce a subject catalog or subject-sorted bibliography, you may encounter problems in the sort order. There should be no blank spaces between the subject terms and the slashes in the Desc field.

The sample catalog records at the end of Chapter 6 in this manual illustrate formatting requirements for the Descriptor field and demonstrate an appropriate level of subject indexing.
Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 8 of the PBS manual. This chapter will be updated as the need arises.
8.2 Editing Records
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and purpose</td>
<td>9.1</td>
</tr>
<tr>
<td>Scope</td>
<td>9.1</td>
</tr>
<tr>
<td>Components of a search expression</td>
<td>9.2</td>
</tr>
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<td>Search terms</td>
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<td>Field identifiers (numeric format)</td>
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<td>Special field identifiers</td>
<td>9.4</td>
</tr>
<tr>
<td>Field Identifier Selection Table</td>
<td>9.5</td>
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<td>Relational operators</td>
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<td>Special characters</td>
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<td>Selecting an appropriate search mode</td>
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<td>Using the Quick Search feature</td>
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<td>Performing a search</td>
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<td>Browse vs. Edit mode to view search results</td>
<td>9.10</td>
</tr>
<tr>
<td>Using a PC version of Pro-Cite on a local area network</td>
<td>9.10</td>
</tr>
</tbody>
</table>
Introduction and purpose

The purpose of this chapter is to further clarify and illustrate the material presented in the corresponding chapter of the PBS manual. Special emphasis will be given to the components of a search expression and types of searching. The PBS manual provides a sufficient number and variety of sample searches (see pages 9.26-9.32).

Except for several key reminders, the purely technical aspects of searching, such as which option to select or which key to depress (and in what sequence), are not repeated here. See Chapter 9 in the PBS manual, particularly pages 9.20-9.30, for detailed procedures.

Scope

While the search strategies provided here may be applied to those Pro-Cite databases employing customized workforms or user-defined fields, the illustrations are limited to Pro-Cite predefined workforms and fields. As indicated in the Introduction to this manual, as well as in Chapters 6, 19, and 26, the NPS Library Program generally discourages the use of customized workforms or fields for NPS bibliographic applications.
Components of a search expression

A **search expression** (or "search query") is a specially formulated line of text used to retrieve records from a database. The **components** of a search expression depend on the kind of search performed: full text; limited; limited combined with full text; quick. (See the section on search modes, page 9.9, this manual.) The three components of a typical search expression are:

- **search term**;
- **field identifier** (or **special field identifier**);
- **operator** (relational and/or logical).

A **compound search expression** is composed of multiple search expressions linked by logical operators. When performing a full text search, the search expression will consist only of a **search term** or, in many cases, multiple **search terms** linked by logical operators. (See pages 9.29-9.32 of the PBS manual: General rules about searching, and Examples of search expressions).

See the following sections in this chapter (pages 9.2-9.7) for fuller discussion of the individual components used to form a search expression.

Search terms

The PBS manual (page 9.4) defines **search term** as the character, word, or phrase that you want Pro-Cite to look for in your records (e.g., "lemons"). **Search terms** composed of multiple elements must be enclosed in double quotes (e.g., "citrus fruits"). A **search term** may be entered to the expression by typing it in from the keyboard or by copying it from an authority list file. (See Chapter 7 of this and the PBS manual for a full treatment of authority lists).

The **Other Field Identifiers** table on page 9.8 of the PBS manual uses "**search term**" as a column heading for what are obviously "special field identifiers" (see page 9.4 of this manual). In addition, the PBS instruction (page 9.29) regarding use of the logical operator "**not**" employs the phrase "**search term**" for what is actually a search expression. Both of these uses contradict the PBS definition of **search term** and probably represent an editorial oversight on their part.
Field identifiers (numeric format)

The PBS manual (page 9.4) defines the field identifier as a term that limits the search to a specific field or group of similar fields; it consists of a number sign (#) followed by the field number (e.g., #45). (See page 9.5 of the PBS manual for examples of search expressions using field identifiers.)

The corresponding field name and field abbreviation for a particular field number may vary from workform to workform. For example, field #7 appears as all of the following, depending on the workform in use; it is in this sense that a search expression with a numeric field identifier may limit the search to a "group of similar fields" (actually all representing the same field, Auth, in Pro-Cite's underlying structure).

<table>
<thead>
<tr>
<th>FIELD#</th>
<th>FIELD ABBREVIATION/FIELD NAME</th>
<th>ASSOCIATED WORKFORMS (BY CODE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Auth (Author, Monographic)</td>
<td>A,B,C,E,P,R</td>
</tr>
<tr>
<td>7</td>
<td>Auth (Author/Programmer)</td>
<td>S</td>
</tr>
<tr>
<td>7</td>
<td>Cart (Cartographer)</td>
<td>L</td>
</tr>
<tr>
<td>7</td>
<td>Edtr (Editor/Compiler)</td>
<td>K,M,N,T</td>
</tr>
<tr>
<td>7</td>
<td>Prod (Producer)</td>
<td>O,Q</td>
</tr>
</tbody>
</table>

You may enter a field identifier (i.e., field number) to your search expression by typing it in from the keyboard (be sure to remember to preface it with a number sign, #) or by copying it from the field list (pulled up by depressing F2 from the search screen). Note that the field abbreviations on the field list represent the underlying field associated with each field number, e.g., #7 appears as Auth on the field list (not Cart, Edtr, or Prod).

An alphabetical list of all field abbreviations used in Pro-Cite predefined workforms, along with corresponding field identifier (i.e., field number) and any associated special field identifier(s), is provided on page 9.5-9.6 of this manual.
Special field identifiers (alphabetic format)

The PBS manual (pages 9.5-9.9) identifies many special field identifiers that may be used to represent groups of fields (e.g., auth for searching all Author fields) or special fields (e.g., desc for searching the Descriptor field) when formulating your search expression. A special field identifier must be entered to the search expression by typing it in from the keyboard.

The Other Field Identifiers table on pages 9.8-9.9 of the PBS manual uses "search term" as a column heading for what are obviously special field identifiers. This use contradicts the PBS definition for search term on page 9.4 of their manual and probably represents an editorial oversight on their part.

Note, also, that there is an error and an omission in the Other Field Identifiers table: the special field identifier called publ, which corresponds to the underlying field Publ (Publisher), is associated with field #18 in the table; the correct field number is #19. The underlying field corresponding to field #18 is actually Plpu (Place of Publication); plpu also functions as a special field identifier. Please modify the table accordingly.

The special field identifiers listed on the Other Field Identifiers table generally correspond to Pro-Cite's four character field abbreviations. If you compare this table to the table of Special Field Identifiers on pages 9.6-9.7 of the PBS manual, you will note that there are three field designations that may be expressed as either of two special field identifiers:

- auth author
- titl title
- rec# recnum

It is important to be aware that there may not always be a special field identifier (i.e., alphabetic) for the field(s) you want to search. For example, to search on either Affl (Affiliation) or DcTy (Document Type), the field number must be used in the search expression, rather than the field abbreviation (e.g., use "#35=photo" not "dcty=photo"). Note that if you attempt to use a field abbreviation that is not a special field identifier, you will get a misleading error message: "Enter an AND or OR at or near =." (This has nothing to do with field identifiers, but at least you'll realize that something in your search expression is wrong!)

When both are available, you may use either the numeric form of the field identifier (i.e., field number) or the alphabetic form (i.e., special field identifier). However, it is more efficient to use the alphabetic form when it is associated with multiple field numbers representing the same function.

Example: use auth=tilden
do not use #1=tilden or #7=tilden or #16=tilden or #30=tilden

An alphabetically sorted list of all field abbreviations used in Pro-Cite predefined workforms, along with corresponding field identifier (i.e., field number) and any associated special field identifier(s), is provided on page 9.5-9.6 of this manual.

9.4 Searching a Database
The following table includes all of the field names encountered in Pro-Cite's predefined workforms; it is sorted by field abbreviation.

- The first column lists field abbreviation/field name.

- The second column lists the corresponding field number and underlying field abbreviation (as it appears on the field list brought up by depressing F2 from the search screen, and on the field menu used by the Print Bibliography utility, Format option).

- The third column, first subcolumn (generally empty), contains only those special field identifiers which limit the search to just one field.

- The third column, second subcolumn, contains all those special field identifiers associated with multiple field abbreviations and/or field names; these are best used when you want to extend your search to a group of similar fields.

<table>
<thead>
<tr>
<th>Field Abbreviation/Field Name</th>
<th>Field#/Field</th>
<th>Special Field Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abst (Abstract)</td>
<td>#43 (Abst)</td>
<td>abst</td>
</tr>
<tr>
<td>Affl (Analytic Author Affiliation)</td>
<td>#3 (Affl)</td>
<td>void/ctno</td>
</tr>
<tr>
<td>Aqno (Acquisition Number)</td>
<td>#22 (VoID)</td>
<td></td>
</tr>
<tr>
<td>ArRo (Artist Role)</td>
<td>#2 (Auth)</td>
<td></td>
</tr>
<tr>
<td>Arts (Artist)</td>
<td>#1 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>AuRo (Analytic Author Role)</td>
<td>#2 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>AuRo (Monographic Author Role)</td>
<td>#8 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>AuRo (Subsidiary Author Role)</td>
<td>#17 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>Auth (Analytic Author)</td>
<td>#1 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>Auth (Monographic Author)</td>
<td>#7 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>Auth (Subsidiary Author)</td>
<td>#16 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>Aval (Availability)</td>
<td>#37 (Aval)</td>
<td></td>
</tr>
<tr>
<td>Call (Call Numbers)</td>
<td>#44 (Call)</td>
<td>call</td>
</tr>
<tr>
<td>CaRo (Cartographer Role)</td>
<td>#8 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>Cart (Cartographer)</td>
<td>#7 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>CODN (CODEN)</td>
<td>#39 (CODN)</td>
<td>codn</td>
</tr>
<tr>
<td>Comp (Composer)</td>
<td>#1 (Comp)</td>
<td>auth/author</td>
</tr>
<tr>
<td>CoPh (Connective Phrase)</td>
<td>#6 (CoPh)</td>
<td></td>
</tr>
<tr>
<td>CoPh (Connective Phrase)</td>
<td>#36 (CoPh)</td>
<td></td>
</tr>
<tr>
<td>Copy (Date of Copyright)</td>
<td>#21 (Date)</td>
<td>date</td>
</tr>
<tr>
<td>CoRo (Composer Role)</td>
<td>#2 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>CtNo (Catalog Number)</td>
<td>#22 (VoID)</td>
<td>ctno/void</td>
</tr>
<tr>
<td>Date (Date of Letter)</td>
<td>#20 (Date)</td>
<td>date</td>
</tr>
<tr>
<td>Date (Date of Publication)</td>
<td>#21 (Date)</td>
<td>date</td>
</tr>
<tr>
<td>DcRo (Director Role)</td>
<td>#17 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>Dctr (Director)</td>
<td>#16 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>DcTy (Document Type)</td>
<td>#35 (DcTy)</td>
<td></td>
</tr>
<tr>
<td>Dist (Distributor)</td>
<td>#19 (Publ)</td>
<td>publ</td>
</tr>
<tr>
<td>DtMt (Date of Meeting)</td>
<td>#12 (DtMt)</td>
<td>dtmt</td>
</tr>
<tr>
<td>Edit (Edition)</td>
<td>#15 (Edit)</td>
<td>edit</td>
</tr>
<tr>
<td>EdRo (Editor/Compiler Role)</td>
<td>#8 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>Edtr (Editor/Compiler)</td>
<td>#7 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>Extn (Extent of Letter)</td>
<td>#26 (Extn)</td>
<td></td>
</tr>
<tr>
<td>Extn (Extent of Work)</td>
<td>#26 (Extn)</td>
<td></td>
</tr>
<tr>
<td>Desc (Descriptors)</td>
<td>#45 (Desc)</td>
<td>desc</td>
</tr>
</tbody>
</table>
Field Identifier Selection Table, continued

<table>
<thead>
<tr>
<th>Field Abbreviation/Field Name</th>
<th>Field#/Field</th>
<th>Special Field Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>IsID (Issue Identification)</td>
<td>#24 (IsID)</td>
<td>isid</td>
</tr>
<tr>
<td>ISSN (ISSN)</td>
<td>#40 (ISSN)</td>
<td>jrnl</td>
</tr>
<tr>
<td>Jrnl (Journal Title)</td>
<td>#9 (Titl)</td>
<td>titl/title</td>
</tr>
<tr>
<td>Loc (Location in Work)</td>
<td>#25 (Loc)</td>
<td></td>
</tr>
<tr>
<td>Ltto (Letter to)</td>
<td>#10 (Ltto)</td>
<td></td>
</tr>
<tr>
<td>Medm (Computer Program)</td>
<td>#5 (Medm)</td>
<td>medm</td>
</tr>
<tr>
<td>Medm (Data File)</td>
<td>#5 (Medm)</td>
<td>medm</td>
</tr>
<tr>
<td>Medm (Medium)</td>
<td>#5 (Medm)</td>
<td>medm</td>
</tr>
<tr>
<td>Medm (Medium Designator)</td>
<td>#5 (Medm)</td>
<td>medm</td>
</tr>
<tr>
<td>MxNo (Matrix Number)</td>
<td>#23 (Rpld)</td>
<td>rpld/void</td>
</tr>
<tr>
<td>News (Newspaper Name)</td>
<td>#31 (Titl)</td>
<td>titl/title</td>
</tr>
<tr>
<td>Note (Notes)</td>
<td>#42 (Note)</td>
<td></td>
</tr>
<tr>
<td>PaMe (Packaging Method)</td>
<td>#27 (PaMe)</td>
<td></td>
</tr>
<tr>
<td>Papr (Paper/Section Title)</td>
<td>#4 (Titl)</td>
<td>titl/title</td>
</tr>
<tr>
<td>Perf (Performer)</td>
<td>#16 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>PeRo (Performer Role)</td>
<td>#17 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>PlMt (Place of Meeting)</td>
<td>#13 (PlMt)</td>
<td></td>
</tr>
<tr>
<td>PlPu (Place of Publication)</td>
<td>#18 (PlPu)</td>
<td>plpu</td>
</tr>
<tr>
<td>Prod (Producer)</td>
<td>#7 (Auth)</td>
<td>auth/author</td>
</tr>
<tr>
<td>PrRo (Producer Role)</td>
<td>#8 (AuRo)</td>
<td></td>
</tr>
<tr>
<td>PtNo (Plate Number)</td>
<td>#24 (IsID)</td>
<td>sid</td>
</tr>
<tr>
<td>Publ (Publisher Name)</td>
<td>#19 (Publ)</td>
<td>publ</td>
</tr>
<tr>
<td>RpID (Report Identification)</td>
<td>#23 (Rpld)</td>
<td>rpld/void</td>
</tr>
<tr>
<td>RpRt (Reproduction Ratio)</td>
<td>#29 (RpRt)</td>
<td>rprt</td>
</tr>
<tr>
<td>Scal (Scale)</td>
<td>#29 (RpRt)</td>
<td></td>
</tr>
<tr>
<td>Sect (Section Title)</td>
<td>#4 (Titl)</td>
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<td>#11 (Titl)</td>
<td>titl/title</td>
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<td>medm</td>
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<td>#19 (Publ)</td>
<td>publ</td>
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<td>Vers (Version)</td>
<td>#15 (Edit)</td>
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<td>#22 (VoID)</td>
<td>void/ctno</td>
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<td>#4 (Titl)</td>
<td>titl/title</td>
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</table>

9.6 Searching a Database
Relational operators

The PBS manual (page 9.9) identifies five relational operators:

- = (equals)
- < (less than)
- > (greater than)
- <= (less than or equal to)
- >= (greater than or equal to)

Relational operators are defined as special characters which express a relationship between field identifiers and search terms (e.g., #45=lemons). Relational operators are not used in full text searches since these search expressions are limited to either a single search term, or else multiple search terms linked by logical operators; no field identifiers are used.

See pages 9.10-9.12 of the PBS manual for examples of search expressions using relational operators; see also pages 9.29-9.32 (General rules about searching and Examples of search expressions).

Logical operators

The PBS manual (page 9.13) identifies three logical operators (and, or, not) and defines them as special terms used to link search expressions and to create relationships between them.

Example: desc=oranges or desc=lemons #45="citrus fruits" and not #45=lemons

Note that you may use this utility to search on separate elements of a long and hierarchically formatted subject heading, such as Library of Congress uses (LC). The following search expression would pull up records assigned the somewhat cumbersome LC heading: "Indians of North America--Pueblo Indians--Pottery."

Example: desc=pueblo and desc=pottery

The logical operator "not" may also be used in a non-linking function in a simple search expression.

Example: not#45="citrus fruits"

Note that the PBS instruction (page 9.29) regarding use of the logical operator "not" employs the phrase "search term" for what is actually a search expression. This use contradicts the PBS definition of "search term" and probably represents an editorial oversight on their part.

The use of logical operators in search expressions is also referred to as "boolean logic" (after George Boole) or "boolean searching." You may remember encountering Venn Diagrams in high school math; these are used as graphic representations of boolean algebra.

See pages 9.12-9.14 of the PBS manual for examples of search expressions using logical operators; see also pages 9.29-9.32 (General rules about searching and Examples of search expressions).
Special operators

The PBS manual (pages 9.14-9.18) identifies two special operators, (=empty, and =not empty). These operators retrieve records based on whether or not data has been entered to the field identified in the search expression.

Example: auth=empty

A search using a special operator could be useful in performing a quality control check on your records, e.g., when you want to retrieve all records for which the Call field is empty.

Example: call=empty

With this information, you could identify all those materials waiting to be assigned some sort of call number or physical location notation. (On the other hand, empty Call fields could represent citations for items not owned; in this case, you might use the retrieved information to support collection development efforts.)

Remember that if you want to search for an author named Empty, you'll have to enclose the term in quotes, otherwise Pro-Cite will treat the search term as a special operator.

Example: auth="empty"

Special characters

The PBS manual does a good job of explaining and illustrating the functions of two special characters: the asterisk (*) for truncation; and, parentheses for specifying relationships between terms in complex search expressions. (See pages 9.15-9.18 of the PBS manual). We would like to emphasize the following proscriptions regarding use of the truncation character (*):

- To reduce the chance of retrieving irrelevant records, avoid word stems that are too short.

Example: "comp" when looking for occurrences of computer, computers, computing

An exception to this rule is when the combination of letters is uncommon.

Example: "xylo" for xylophone, xylophones, xylophonist

- Review records retrieved by a search expression containing truncated terms and remove irrelevant records (using the deselect function) from the selected group before printing a bibliography.

- Do not use the truncation operator with the following relational operators: >, <, >=, <=.
Selecting an appropriate search mode

Pro-Cite offers three types of searching: full text; limited; and, quick (see pages 9.1–9.3 of the PBS manual). Limited searching simply means limiting your search to a particular field or combination of fields. You can speed up retrieval time by designating frequently searched fields as quick search fields.

Giving fields quick search status results in the creation of an internal index (called a .KEY file), which essentially functions as a database address book. In other programs, fields analogous to Pro-Cite’s quick search fields are called “indexed” or “key” fields.

For full text searching, Pro-Cite simply scans every record in the database, field by field, searching for occurrences of the search term. To extend the analogy used above, selecting full text over quick searching would be like going from door to door, inquiring at each house whether Jack Sprat lived there, instead of looking up his address in a directory.

In general, full text searching is preferable for retrieving on subject-related information that may be embedded in a Title, Note, or Abstract field. Limited searching is a good approach if you want to search a particular field and you can pretty much predict how the data was entered to that field (e.g., all items where publ=Island Press). Quick searching is just a faster version of a regular limited search and an ideal option for frequently searched fields (e.g., Desc, Auth).

See pages 9.29–9.32 of the PBS manual (General rules about searching, and Examples of search expressions) for further guidance and illustrations.

Using the Quick Search feature

Even though selecting the quick search feature over full text or limited searching results in faster retrieval, it is a good idea to restrict quick search fields to a limited number. Everytime you modify a record the .KEY file has to be updated, which slows processing time during data entry or editing transactions. Furthermore, the .KEY file could eventually consume a significant amount of space, especially as your database increases in size.

Note that the default quick search fields are Auth, Titl, Date, and Desc. It is unlikely, unless you employ customized workforms or user-defined fields (both of which we discourage), that you would need to designate additional fields as quick search fields. It’s also not good practice to change quick search field designations frequently; everytime this is done, the .KEY file must be rebuilt.

In order to perform quick searching, the quick search feature must be turned on, and every field identifier in the search expression must be a quick search field. Note that because the record number (recnum or rec#) and the workform type (form) are not actually fields, you may not designate them as quick search fields (although retrieval time indicates that these two special identifiers are always searched as if they were). (See pages 9.3, 9.18–9.20 and 9.24–9.26 in the PBS manual for full discussion and instructions on using the quick search feature.)
Performing a search


Browse vs. Edit mode to view search results

Part II of the Guided Tour (Searching records, pages 2.69-2.79 of the PBS manual) instructs the user to view results of the search via the Edit, Insert, View mode; no mention at all is made of the Browse mode. Since the Browse mode is, in effect, for "read-only" purposes, we strongly recommend that casual searchers be restricted to this record scanning method. (See Chapter 10 in the PBS manual.)

While it is useful to view records in the Edit mode if corrections are to be made, it would not be a good policy to allow this level of record access (e.g., "write-access") to anyone but authorized data entry personnel and the database manager. Because there is no technical means (except on the network version of Pro-Cite) to prevent casual users from employing the Edit mode, it is up to the Pro-Cite database manager to effectively indoctrinate and monitor those who would use the database for casual searching only.

Using a PC version of Pro-Cite on a local area network

The PC (single-user) versions of Pro-Cite (2.1 and 2.2) may be used on a local area network (LAN), however only one person may access it at a time. Multiple subdirectories may be set up for separate database files, which means that network users may be limited to using only those database files residing in the directories to which they have access. While this does not solve the "write-access" problem, it does allow for restricted access, depending on how a LAN user’s permissions are configured. Copies of the database files might then be duplicated (and periodically updated) in the network’s public access directories, thereby extending search capability to all LAN users.

Remember, it would be illegal to install the same software package on a personal computer as well as on the local area network. It may be worthwhile to install the full version of Pro-Cite on a PC connected to the LAN, and purchase the Pro-Cite Data Distributor software for installation on the LAN. In that way, updated copies of the databases might be copied easily from the hard disk on the catalog maintenance computer to the public access area of the LAN. One person could be modifying the database on the PC hard disk, while someone else was performing a search on the "read-only" version loaded on the network.

If there is sensitive material in the record (e.g., site location information), there should be some sort of flag built into the record (see page 6.7, this manual). This will allow you to identify such records before contributing them to a read-only database with public access (i.e., a network); then the sensitive information (e.g., UTM or LAT/LONG coordinates) may be globally deleted from the records before the database files are copied to the network. The same policy should apply when exporting single records for the purpose of extending copy cataloging service to another unit holding the referenced material.
CHAPTER 10: BROWSING

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At this time, we have no further guidelines to supplement Chapter 10 of the PBS manual. This chapter will be updated as the need arises.
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At this time, we have no further guidelines to supplement Chapter 11 of the PBS manual. This chapter will be updated as the need arises.
11.2 Creating Character Sets
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At this time, we have no further guidelines to supplement Chapter 12 of the PBS manual. This chapter will be updated as the need arises.
12.2 Record Numbers
CHAPTER 13: SORTING RECORDS

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Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 13 of the PBS manual. This chapter will be updated as the need arises.
13.2 Sorting Records
CHAPTER 14: DELETING RECORDS

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At this time, we have no further guidelines to supplement Chapter 14 of the PBS manual. This chapter will be updated as the need arises.
14.2 Deleting Records
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At this time, we have no further guidelines to supplement Chapter 15 of the PBS manual. This chapter will be updated as the need arises.
15.2 Using Punctuation Files
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At this time, we have no further guidelines to supplement Chapter 16 of the PBS manual. This chapter will be updated as the need arises.
16.2 Creating Bibliographies
CHAPTER 17: CREATING SUBJECT BIBLIOGRAPHIES AND OTHER INDEXED LISTS

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At this time, we have no further guidelines to supplement Chapter 17 of the PBS manual. This chapter will be updated as the need arises.
17.2 Creating Subject Bibliographies and Other Indexed Lists
Creating Bibliographies from Manuscripts

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At this time, we have no further guidelines to supplement Chapter 18 of the PBS manual. This chapter will be updated as the need arises.
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CHAPTER 19: CREATING WORKFORMS

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Benefits of using Pro-Cite's predefined workforms .......... 19.1

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Introduction and purpose

The primary purpose of this chapter is to comment on the use of Pro-Cite's customized workflow feature in the context of the NPS Library Program.

Scope

As stated in the Introduction (page i.), and reiterated in several chapters throughout this manual, these guidelines apply to the use of Pro-Cite for library cataloging activities in the National Park Service. However, there are other NPS program areas using Pro-Cite for the purpose of developing special-interest bibliographies (see page 6.1 of this manual for further discussion). In the aim of agencywide consistency in bibliographic databases, most of these have agreed to use the Pro-Cite predefined workflows.

Where this was not possible (because the database needed to retain structural links to a related database), customized workflows were developed in consultation with the NPS Chief Librarian. This ensured the inclusion of particular fields corresponding to the MARC format (for "machine readable catalog), an international standard for electronic library catalog records, including records for archival collections. The Pro-Cite predefined workflows are considered to be MARC-compatible.

Benefits of using Pro-Cite's predefined workflows

It is the position of the NPS Library Advisory Committee that customized workflows are to be avoided for any and all bibliographic applications in the NPS. The benefits of restricting NPS Pro-Cite use to the predefined workflows are considerable:

- The ability to provide one set of data entry guidelines for the entire agency (i.e., this manual); the consistent application of uniform cataloging guidelines, codes, and data formats will ensure accurate identification of, and control over, the agency's valuable (and often irreplaceable) intellectual resources.

- The ability to use Pro-Cite’s predefined punctuation files; use of customized workflows requires user-defined punctuation files.

- Agencywide sharing of records through "copy" cataloging (i.e., downloading a "matching" record from one database to another when identical items are held by more than one NPS unit); this would significantly reduce data entry, and would require no or minimal editing, as compared with the importing of records to databases using customized workflows.

- Efficient transfer of skills from one NPS unit and/or program area to another. Whether in terms of data entry or search and retrieval, it will be much simpler for the agency's ever-moving workforce (and more cost-effective for the agency), if employees are met with predictable (i.e., consistent) workflows and fields, wherever they go and whatever the application.
Benefits of using Pro-Cite’s predefined workforms, continued

- Contribution of records to an integrated, centralized NPS bibliographic database; a predictable and uniform record format would greatly facilitate search and retrieval, both for NPS employees and for researchers from outside the agency.

If your acquisition of Pro-Cite predates distribution of these guidelines, and customized workforms are in use, please send copies of all workform and field definitions, along with sample catalog records, to the NPS Chief Librarian (see contact information on page iv. of the Introduction to this manual).
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At this time, we have no further guidelines to supplement Chapter 20 of the PBS manual. This chapter will be updated as the need arises.
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At this time, we have no further guidelines to supplement Chapter 21 of the PBS manual. This chapter will be updated as the need arises.
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- **Importing records from other NPS bibliographic databases** .. 22.2
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  - Procedures for parks participating in the ALICAT program 22.4
  - Searching ALICAT and importing records to Pro-Cite ....... 22.5

- **The Technical Information Center database (TIC) .............. 22.6**

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- **Importing records from non-NPS databases using PBS**
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  - Single-label set program (LB) .................................... 22.11
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Introduction and purpose

This chapter provides supplemental instructions for using Pro-Cite's import and export features to produce label sets and to import records from other NPS databases. These include the ALICAT databases maintained by the Pacific Northwest and Southwest Regional Libraries and the Informix database maintained by the Technical Information Center (TIC) at the Denver Service Center.

Included, as well, is a brief discussion on the use of a PBS group of programs called Biblio-Link for downloading of records from a variety of non-NPS, dial-access, bibliographic databases, e.g., Dialog. Consult Chapter 22 of the PBS manual for general mechanics of importing and exporting records. For information on conversion of bibliographic data from other database programs to Pro-Cite, please see Chapter 3 of this manual.

Scope

At this writing, the label program developed by an NPS Library Advisory Committee task group for use with Pro-Cite will work only with records stored in one of Pro-Cite's twenty predefined workformats. Other NPS program areas using Pro-Cite for bibliography projects will not be able to take advantage of this utility if customized (i.e., user-defined) workforms have been implemented. The procedures in this chapter concerning importing of records from other NPS databases apply strictly to Pro-Cite applications where predefined workforms are the only ones in use.
Importing records from other NPS bibliographic databases

Many of the materials collected in a park are unique to that park. But there are many items, including plans, internal reports, and published books, that are also held by other NPS area, regional office, and service center libraries and information centers. Rather than creating a new record "from scratch," it may be more efficient to obtain a record matching the item to be cataloged from other NPS bibliographic databases. This strategy for building an automated library catalog or bibliographic database is sometimes referred to as "copy cataloging."

An advantage to using "copy" from an NPS database managed by librarians is the assurance that your database will reflect a more professional level of cataloging than when records are created onsite by a layperson. Finally, if everyone uses the same record for the same item, it will be much easier to eliminate duplicate records when we upload all of our Pro-Cite records into an NPS union catalog.

Copy cataloging

When searching other databases for cataloging copy, it is very important to carefully review author, title, date, and any unique numbers, e.g., report number, series number, DSC number (Denver Service Center), map number, ISBN number, etc., to ensure that you are selecting a record that matches exactly the item to be cataloged. Sometimes the physical description (size, number of pages, etc.) will help distinguish between two items that seem to be the same, but aren’t (e.g., a draft vs. a final version).

It is critical that the catalog record match the physical item for two reasons. The first has to do with control: when performing an inventory or reconciling circulation records, it is not possible to determine that something is missing or confirm borrower accountability if your description does not accurately represent the physical item. The second is related and has to do with verifying ownership; this has implications for the functions of collection development and reference services, including interlibrary loan.

Importing records for material not owned

It may be useful to include records in your database for items relevant to your area, even though the park does not own them. You may want to add these to your collection at some point, include them in special-topic bibliographies, or simply keep track of them for future review. It is recommended that your NPS alpha site code and a phrase indicating that the material is not locally held be entered to the Call field.

**Example:** SWR-BITH-INT / CITATION ONLY; NOT OWNED

If the record refers to published material, it may be borrowed through the Interlibrary Loan Department of your local library and no holdings information is required in the record. If it is unpublished material owned by a non-NPS repository, you may put location information in the Aval field (if it’s included in the workform used). Otherwise, use the Note field. If the record was imported from another NPS Pro-Cite database, you may enter their alpha site code and call number, after your site code, in the Call field. (See pages 5.24-5.29, this manual.)
The NPS Regional Library Program database (ALICAT)

ALICAT stands for "Automated Library Catalog" and is an in-house program first implemented in the Pacific Northwest Region. It enables centrally located, professional library staff to build a regionwide database consisting largely of bibliographic records copied from other library networks and commercial cataloging services. An updated subset of an individual park’s holdings may be generated from this database at regular intervals and installed on the park’s computer(s).

This cost-effective procedure is possible because ALICAT supports the MARC format; MARC stands for "machine readable catalog record" and is an international format for electronic library catalog records. It is not software-dependent, so that everyone using a program supporting the MARC format may share records through the copy cataloging process. However, sometimes there are no MARC records available for the many unpublished or otherwise unique materials that may be collected by an institution; "original" cataloging is then required.

To create original catalog records using the MARC format requires access to many technical manuals, knowledge of professional cataloging rules, and familiarity with a complex system of codes and field tag numbers. The National Park Service has neither the professional nor fiscal resources to produce the number of original MARC records that our volume of unique holdings would require.

Consequently, the NPS Library Program is providing Pro-Cite software to parks for performing library cataloging onsite. Pro-Cite is easily used by laypersons and provides the agency with one program that may be used servicewide, regardless of the format of the material to be cataloged. The Pro-Cite workforms (data entry screens) do not resemble the MARC format, but they do include all of the necessary data elements required by minimal level professional cataloging standards and the program does allow for importing of MARC records. In this sense, it is "MARC-compatible."

At a future date, it will be possible for all parks (not just those participating in the Regional ALICAT program) to search the ALICAT and Pro-Cite records, contributed to the NPS union catalog, for records matching park holdings. These could then be downloaded to the local Pro-Cite database in lieu of creating original records onsite. (See page 22.7, this manual, for further discussion of the NPS union catalog.)

Since ALICAT has been implemented only in the Pacific Northwest and Southwest regions, the database is currently skewed toward the special subject interests of these two regions. However, there are many generic titles regarding the National Park Service and titles of wide topical interest that are included in this database as well. As mentioned previously, the scope is generally limited to published books and reports (including those published by the Government Printing Office), although many dissertations are included.
Procedures for parks participating in the ALICAT Program

Parks participating in the ALICAT program should search their own ALICAT database before creating a Pro-Cite record. If there is a record already on ALICAT, simply notify the regional library staff and a "copy 2" label set will be produced and the holding statement updated on the central database at the regional library. The new information will appear on the next update of the catalog sent to the park.

If the item does not appear on ALICAT, the regional library staff will either obtain a MARC record and add it to the ALICAT database or will advise the park that no MARC records are available.
Searching the ALICAT databases and importing records to Pro-Cite

THE PROGRAM ALLOWING DOWNLOADING FROM ALICAT TO A FORMAT ACCEPTABLE BY PRO-CITE IS STILL IN DEVELOPMENT; PROCEDURES ARE PENDING.
The Technical Information Center database (TIC)

The Denver Service Center's Technical Information Center (TIC) collects, catalogs, and produces archival duplicates of almost everything ever produced by the National Park Service. The collection includes plans, blueprints, drawings, maps, reports, studies, etc.

The materials managed by TIC are being cataloged using a database management software called Informix, which runs on a UNIX operating system. The TIC database does not fully support the MARC record format. However, there is a program currently in development which will allow downloaded TIC records to be reformatted such that they may be imported to Pro-Cite. (For information on how to access the TIC database via modem, please call the Technical Information Center at the Denver Service Center.)

Once the reformatting program is fully operational, this page will be updated to include procedures for accessing and searching the TIC database, downloading and reformatting TIC records, and importing them to Pro-Cite.
The NPS Union Catalog (NPS Servicewide Library System)

For some years now the library professionals in the National Park Service have been planning for the day when we would have one, centralized, dial-access database containing catalog records for all the materials held by the agency, as well as relevant bibliographic citations for materials not held by the agency. This "union" catalog has been given the working title of the NPS Servicewide Library System; the title may change, but the goal will not.

The Information and Telecommunications Division, Washington Office (WASO/ITD) has created an NPS Library Program area, hired a professional librarian to manage it, and obtained funding for developing the infrastructure that will enable the NPS Servicewide Library System to move from a dream to a reality.

This union catalog will one day include records from the ALICAT and Pro-Cite databases created by the regional libraries and the parks; the TIC database; the Harpers Ferry Center Library databases; other service center library databases (e.g., the Western Archaeological and Conservation Center); and various program-specific bibliographic databases, such as the Cultural Resources Management Bibliography (CRBIB) and the Inventory and Monitoring automated bibliographic database (informally referred to by some as NRBIB).

Once a platform has been implemented, copies of Pro-Cite and ALICAT records from all parks and regional offices will be contributed to the NPS Servicewide Library System. This utility will have obvious benefits to interpreters, scientists, and resource managers (both inside and outside the agency). But it will also greatly increase a park’s opportunity to obtain "cataloging copy" for newly acquired items when those items are also held by other NPS units.

When no match is found for the item being cataloged, the original Pro-Cite record created by your park may be exported from your local database and contributed to the NPS Servicewide Library System, providing time-saving benefits to other park catalogers and searchers. Because others may be copying the catalog records that your park produces, it is important to follow the data entry standards provided in this manual as closely as possible. This is in reference not only to the records themselves, but also to the accompanying authority lists created by your park. (See Chapters 5, 6, and 7, this manual.)

As progress is made in the direction of implementing the NPS Servicewide Library System (whatever it may be called in the end), this page will be updated with procedures for searching, updating, and downloading from the database.
Importing non-NPS records using PBS Biblio-Link programs

It is possible to import directly (with no reformatting required) from many MARC-format databases using PBS Biblio-Link programs (there are several). If there are researchers in the park who are familiar with Dialog, they might be interested in knowing that they can save, in the form of Pro-Cite records, the citations that are a result of their online bibliographic searches. (Regional libraries will also do Dialog searches for parks in their regions). Materials may then be acquired through Interlibrary Loan and added to the park’s reference collections; the cataloging is already done!

While the WINDOWS Biblio-Link II program works directly with the DOS version of Pro-Cite (version 2.1 or higher), it does not yet work with files formatted in MARC; the DOS USMARC Biblio-Link program would be needed for MARC record conversions. More information about the Biblio-Link programs may be obtained by contacting Personal Bibliographic Software, Inc. directly. See contact information provided in the PBS manual or on page iv of the Introduction to this manual.
The NPS Label Programs for use with Pro-Cite

Since Pro-Cite does not come with a label program, a task group of the NPS Library Advisory Committee has developed two label production programs: one for single-label sets and one for batch-label sets. Both programs involve exporting of data from the record(s) to a text file, where editing may be performed (single-label version only) before printing. These programs currently do not support use of laser printers, primarily because the standard label sets required are not available in laser printer format.

The label programs will be distributed automatically on diskette or via cc:Mail to all NPS units receiving the Pro-Cite program and this manual from the Washington Office, and by request from other units and/or programs using Pro-Cite. The label programs are not able to handle data that has been input to Pro-Cite using other than the twenty predefined workforms packaged with the software (i.e., customized workforms are not supported).

Both label programs require a standardized label stock already in use throughout the NPS, as well as in many professional library environments outside of the agency:

OCLC continuous label sets, No. 7011

[Call (800) 448-6160 for stock availability, current price, and shipping information.]

Please see the Getting help section in the Introduction of this manual for contact information of NPS label program consultants. See the next two pages for current operating instructions.

Installing the label programs

The label programs will be distributed in a compressed format, via either cc:Mail or floppy diskette. Copy file called LABELS.EXE into your PROCITE subdirectory. At the DOS prompt, type LABELS (your current directory must be PROCITE); the file will self-extract. If you already have files of the same name (from an earlier version of the program), you will be prompted to overwrite them. The instructions for running the programs (single-label set and batch-label sets) are provided on pages 22.11 - 22.12 of this manual. If you received the label program via cc:Mail, make a backup copy on diskette from your hard disk before running the program.

Label program printer configuration

You may configure your printer either from within the label programs (you will be prompted), or independently from the DOS prompt by typing the LABSET PRT command.

Although there is a LASERJET option provided, it has been included for future capability, so do not select it. Currently, the standardized label stock used for these programs comes only in a formfeed (i.e., draft printer) format. PRINTER MEM 1836 is also listed as an option, but do not select it; this file is used by the program to store any printer configuration changes made.
Label program printer configuration, continued

The default printer is set for the EPSON FX MEM 1836 option; this should be compatible with most draft printers used in the parks. Do not elect to change the default unless your label output is irregular in some way. In this case, check your printer manual to determine how to express your printer code in a format acceptable to DBASE III+. If you continue to have problems, please consult the appropriate individuals on the NPS Pro-Cite Users Support Team (see page iv of the Introduction to this manual).

Resetting the printer

You may receive an error message to the effect that the printer is not active; you will be prompted to QUIT or RETRY. If the printer was on and everything seems to be in working order, attempt RETRY. If the error message is repeated, reset the printer (power off and power on in quick succession) and immediately hit the space bar to print. For some reason, this method usually works.

Exporting label text and postponing printing

Because label text is downloaded from Pro-Cite records to a DOS file, it is possible to either postpone printing or print the labels from another machine. Simply proceed through either of the label programs until you are instructed to select VISIT DOS from Pro-Cite's main menu. At this point, the label text will have been exported to a DOS file called LABS.TXT; the rest of the label program runs independent of Pro-Cite.

You may choose to print any time thereafter. Take care not to overwrite LABS.TXT (by subsequent exporting of label text) before you've succeeded in printing the labels. When you are ready to print, simply type LB (single-label set) or LBB (batch-label set) from the DOS prompt (your current directory must be PROCITE).

If you need to print the labels from another computer, simply copy the original program files (from your installation/backup diskette) into any directory on the other computer. If the files are still in a compressed format (i.e., stored in LABELS.EXE), you'll have to extract them (see installation instructions on the previous page). Then transfer copies of the files LABS.TXT, LABSET.DBF, and PRINTER.MEM from your PROCITE directory to the other machine (you will overwrite the files of the same name copied there from your installation/backup disk).

To print, type either LB (single-label set) or LBB (batch-label sets) from the DOS prompt (your current directory must be the one in which the program and text files reside). You do not need to have DBASE or Pro-Cite loaded on your machine. Note that you will be given the opportunity to modify the default printer configuration, should that be necessary, from within the label program itself.

22.10 Importing and Exporting Records
**Single-label set program (LB)**

To use this program, select only one record for exporting to LABS.TXT; otherwise, use the batch-label sets program (LBB).

This program should be selected if the label text requires editing (from within the program) before a label set may be printed (e.g., modifying the text "2 copies" exported from the Call field to read "c.2"). The batch-label sets program (LBB) does not support editing.

If your NPS alpha site code and/or call number have not been formatted correctly, or they exceed the character length restrictions, your label output may be irregular or faulty. Review the data entry requirements for the Call field provided on pages 5.24 - 5.25.

1.) **SELECT RECORD FOR LABEL PRINTING VIA EDIT/INSERT/VIEW OPTION:**

a.) from Main Menu, choose SEARCH DATABASE <S>

b.) from Search Database Menu, choose SELECT NONE <N>, check top right of screen to confirm no records selected, <ESC> to return to Main Menu

c.) choose EDIT/INSERT/VIEW <E> to view current record

d.) to add a new record, see Chapter 6 (Inserting Records) of the PBS manual, then proceed to f.), below

e.) to retrieve and/or edit a record other than the current one, use the PREV, NEXT, or JUMP options on the menu bar to move to the desired record (see pages 8.3 - 8.6 of the PBS manual)

f.) when desired record has been retrieved, choose SELECT <S> on the menu bar, check status line above menu bar to confirm record is selected

g.) EXIT <X> to return to the Main Menu.

2.) **EXPORT SELECTED RECORD AND EXIT TO DOS:**

a.) from Main Menu, choose UTILITIES <U>

b.) from Utilities Menu, choose EXPORT <E>

c.) from Export menu, choose OUTPUT FILE <O>

d.) type LABS.TXT after prompt for name of export file

e.) choose OVERWRITE <O> after prompt for action on output file

f.) from Export menu, choose EXPORT <E>

g.) <ESC> twice to return to Main Menu

h.) from Main Menu, choose VISIT DOS <V>

3.) **EXECUTE PRINT PROGRAM:**

a.) at DOS prompt, type LB and <ENTER>

b.) continue to d.), below or depress <E> to EDIT label set

c.) use ARROW, TAB, ENTER to move around the EDIT screen and DELETE, BACKSPACE and INSERT keys to edit label text; <ESC> to exit

d.) depress any key to start print routine

e.) skip to f.), below, when responding <N> to printer configuration change prompt, otherwise, follow screen directions to edit or add to printer configuration options, then <ESC> to return to print prompt [NOTE: printer configuration default may be set from the DOS prompt before running the label program by entering LABSET PRT <ENTER>]

f.) adjust the printhead so that the top of it lines up with the perforation line located just above the label set to be printed

g.) depress space bar to print, or any other key to exit print program and automatically return to Pro-Cite.
Batch-label sets program (LBB)

To use this program, select as many records as you like for exporting to LABS.TXT. It is a good idea to limit your batches to about twenty records at a time, however, in case the printer malfunctions or the label stock gets jammed. If a label set is needed for only one record, or if the label text requires editing before a label set may be printed, use the single-label set program (LB) instead.

If your NPS alpha site code and/or call number have not been formatted correctly, or they exceed the character length restrictions, your label output may be irregular. Review the data entry requirements for the Call field provided on pages 5.24 - 5.25 of this manual.

1.) SELECT RECORDS FOR LABEL PRINTING VIA SEARCH DATABASE OPTION:

a.) choose this method if you’re sure of the record numbers for which label sets are needed and you don’t need to add or edit records before printing labels, otherwise proceed to 2.), below;

b.) from Main Menu, choose SEARCH DATABASE <S>;

c.) from Search Database Menu, choose SELECT ALL <A>;

d.) from Search Database Menu, choose SEARCH SELECTED RECORDS <S>;

e.) at Search Expression Screen, enter a search expression which will select the individual records (e.g. *REC#=220 OR REC#=250 OR REC#=390*) or a range of records (e.g. *REC#=220-450) for which labels are needed (see Chapter 9 on searching in PBS And NPS manuals); depress the ENTER key to execute the search;

f.) depress space bar and confirm that number of selected records displayed at top right of screen is appropriate;

g.) <ESC> twice to return to Main Menu and proceed to 3.), below.

2.) SELECT RECORDS FOR LABEL PRINTING VIA EDIT/INSERT/VIEW OPTION:

a.) follow 1.a.) through 1.c.) in instructions for SINGLE-LABEL SET PROGRAM;

b.) repeat 1.d.) through 1.f.) in instructions for SINGLE-LABEL SET until all records for which label sets are needed have been SELECTED;

c.) EXIT <E> to return to the Main Menu and proceed to 3.), below.

3.) EXPORT SELECTED RECORDS AND EXIT TO DOS:

a.) follow steps 2.a) through 2.h.) in instructions for SINGLE-LABEL SET PROGRAM; then proceed to 4.), below.

4.) EXECUTE PRINT PROGRAM:

a.) at DOS prompt, type LBB and <ENTER>;

b.) follow steps 3.d.) through 3.g.) in instructions for SINGLE-LABEL SET PROGRAM.

[NOTE: if label stock is misaligned or gets jammed and the labels are botched, go back to step 4.a.) above.]
Processing library materials

The labels produced may be used according to the needs of the park and the particular collection. For books and reports, we recommend that one horizontal label be put on a card pocket and the matching horizontal label on the corresponding circulation card. The small, vertical label bearing the call number is intended for the spine. The other vertical label (bearing the NPS alpha site code) may be placed anywhere on the item, but the location should be consistent and prominent.

For articles, excerpts, etc., maintained in file folders (preferably acid-free), place one of the horizontal labels on the folder tab and the other on the circulation card (card pocket should be placed on the inside of the back of the folder). The spine label may be placed on one of the bottom corners of the file folder. The label bearing the NPS alpha site code may be placed anywhere on the item or folder containing it. Again, be consistent about where you locate it.

For nonprint materials, use one horizontal label for the circulation card and place the others where it seems logical and convenient. But be consistent within each collection. For sources of processing supplies (card pockets, etc.), see Appendix C of this manual.
CHAPTER 23: REPAIRING DATABASES

Introduction and purpose ............................... 23.1
Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 23 of the PBS manual. This chapter will be updated as the need arises.
23.2 Repairing Databases
CHAPTER 24: IBM PC AND MACINTOSH COMPATIBILITY

Introduction and purpose ........................................... 24.1
IBM PC and Macintosh Compatibility

Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 24 of the PBS manual. This chapter will be updated as the need arises.
24.2 IBM PC and Macintosh Compatibility
CHAPTER 25: UNDERSTANDING BIBLIOGRAPHIC DATABASE MANAGEMENT

Introduction and purpose ................................. 25.1
Table of Contents
Understanding Bibliographic Database Management

Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 25 of the PBS manual. This chapter will be updated as the need arises.
25.2 Understanding Bibliographic Database Management
CHAPTER 26: UNDERSTANDING PRO-CITE'S WORKFORMS AND FIELDS

Introduction and purpose ........................................ 26.1
Scope ........................................................................ 26.1
Customizing fields in Pro-Cite predefined workforms ....... 26.1
Introduction and purpose

The primary purpose of this supplement to the corresponding chapter in the PBS manual is to alert you to the potential negative consequences of either customizing fields in Pro-Cite's predefined workforms or creating customized (user-defined) workforms. These practices are strongly discouraged for NPS library management and bibliography applications. Please see Chapter 19 of this manual on customizing workforms, and the section below on customizing fields.

Scope

As stated in the Introduction (page i.), and reiterated in several chapters throughout this manual, these guidelines apply to the use of Pro-Cite for library cataloging activities in the National Park Service. However, there are other NPS program areas using Pro-Cite for the purpose of developing special-interest bibliographies (see page 6.1 of this manual). The requirements of the large majority of these programs enable them to use Pro-Cite's predefined workforms, which supports the NPS Library Program goal of having a standardized record format for all NPS bibliographic databases.

Customizing fields in Pro-Cite predefined workforms

While customizing fields in predefined workforms is not encouraged, this strategy may be an acceptable compromise for those who wish to support uniformity in NPS bibliographic databases but feel they require special categories of information that are not adequately accommodated by Pro-Cite's predefined workforms. In such cases, the use of a field or fields in one or many predefined workforms may be redefined for local use.

Before a decision is made to customize a field (or fields) in the predefined workforms, please be sure to read chapters 5 and 6 of this manual, which provide many illustrations of the types of information that may be stored to fields in the predefined workforms, without deviating from the field definitions in this and the PBS manual. You may be surprised at the flexibility of the predefined formats. This is especially true with regard to use of the Note, Abst (Abstract), CoPh (Connective Phrase), and Desc (Descriptor) fields.

These fields occur in every predefined workform, except that CoPh is not included in Book-Short or Journal-Short. However, if it is determined that CoPh should be a required, user-defined field for the local application (it is not one of the fields required by the NPS Library Program), users could simply be directed to use Book-Long and Journal-Long instead of the corresponding short forms.

If it is determined that there is no alternative but to customize fields in the predefined workforms, please proceed with caution. Be sure to read Chapter 26 of the PBS manual. In addition, consult with one of the members of the NPS Pro-Cite Support Team (page iv. of the Introduction to this manual). Finally, fully document the use of these fields (including function, data entry formats, etc.), and communicate these practices to all concerned staff and the NPS Chief Librarian.
26.2 Understanding Pro-Cites Workforms and Fields
CHAPTER 27: SORT KEYS

Introduction and purpose .............................................. 27.1
Table of Contents
Introduction and purpose

At this time, we have no further guidelines to supplement Chapter 27 of the PBS manual. This chapter will be updated as the need arises.
27.2 Sort Keys
Introduction and purpose

These excerpts from the Anglo-American cataloging rules, 2nd edition, (AACR2) are intended to provide additional guidelines for determining choice and format of cataloging elements when the situation is unclear.

Rather than attempt to paraphrase the rules, we have presented them as written, even though the language is sometimes convoluted.

Those rules which conflict with other guidelines presented in this manual have not been included. Neither have we included those rules (or sections of rules) dealing with situations unlikely to be encountered by the typical National Park Service Pro-Cite user. Rules that have been truncated are so indicated by the use of the ellipsis (...). Some rules are annotated with more explicit direction vis-a-vis specific application to the Pro-Cite record format.

Note that we have maintained in the excerpted text all cross-references to other AACR2 rules, whether or not those rules have been included in the excerpted material.

Scope

As stated elsewhere in this manual, these guidelines are provided for the use of National Park Service (NPS) personnel cataloging library collections. However, there may be procedures and conventions illustrated in these AACR2 excerpts that would be of use to those individuals using Pro-Cite to build bibliographies for other NPS program areas.
21.1 GENERAL RULE

21.1A. Works of personal authorship

21.1A1. Definition. A personal author is the person chiefly responsible for the creation of the intellectual or artistic content of a work.

21.1A2. General rule. Enter a work by one or more persons under the heading for the personal author (see 21.4A), the principal personal author (see 21.6B), or the probable personal author (see 21.5B). In some cases of shared personal authorship (see 21.6) and mixed personal authorship (see 21.8-21.27), enter under the heading for the person named first...

[Pro-Cite: In cases of shared personal authorship, enter the first named person to the appropriate Author field (Analytic, Monographic, or Series); additional names may be added (each separated by //) after the first.

In cases of mixed personal authorship (i.e., different roles and/or unequal contribution), enter the first named author to the appropriate Author field; additional names may be added, as appropriate, to the Auth (Subsidiary Author) field (when available in the workform in use).

Either the Edtr (Editor/Compiler) field or the SrEd (Series Editor) field may be appropriate as well. In such cases, either the EdRo (Editor Role) or SrRo (Series Role) field would also be applicable (though not required).
Choice of access points - entry under corporate body

21.1B. Entry under corporate body

21.1B1. Definition. A corporate body is an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity. Consider a corporate body to have a name if the words referring to it are a specific appellation rather than a general description... Typical examples of corporate bodies are associations, institutions, business firms, non-profit enterprises, governments, government agencies, projects and programmes, religious bodies, local church groups identified by the name of the church, and conferences.

[NOTE: Conferences are meetings of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest, or meetings of representatives of a corporate body that constitute its legislative or governing body.]

Some corporate bodies are subordinate to other bodies (e.g., Peabody Museum of Natural History is subordinate to Yale University; the Annual General Meeting is subordinate to the Canadian Library Association). Consider ad hoc events (such as athletic contests, exhibitions, expeditions, fairs, and festivals) and vessels (e.g., ships and spacecraft) to be corporate bodies.


Enter a work emanating from one or more corporate bodies under the heading for the appropriate corporate body (see 21.4B, 21.5B) if it falls into one or more of the following categories:

[NOTE: Consider a work to emanate from a corporate body if it is issued by that body or has been caused to be issued by that body or if it originated with that body.]

a.) those of an administrative nature dealing with the corporate body itself or its internal policies, procedures, finances, and/or operations or its officers, staff, and/or membership (e.g., directories) or its resources (e.g., catalogues, inventories)

b.) some legal, governmental, and religious works of the following types:

[NOTE: Some legal and governmental works are entered under headings for bodies other than the body from which they emanate.]

- laws
- decrees of the chief executive that have the force of law
- administrative regulations
- constitutions
- court rules
- treaties
- court decisions
- legislative hearings
- religious laws (e.g., canon law)
- liturgical works
c.) those that record the collective thought of the body (e.g., reports of commissions, committees, etc.; official statements of position on external policies)

d.) those that report the collective activity of a conference (e.g., proceedings, collected papers), of an expedition (e.g., results of exploration, investigation), or of an event (e.g., an exhibition, fair, festival) falling within the definition of a corporate body, provided that the conference, expedition, or event is prominently named in the item being catalogued

e.) those that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution, etc. Publications resulting from such activity include sound recordings, films, videorecordings, and written records of performances...

f.) cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution.

In case of doubt about whether a work falls into one or more of these categories, treat it as if it does not. In some cases of shared responsibility (see 21.6) and mixed responsibility (see 21.8-21.27), enter such a work under the heading for the corporate body named first...

[Pro-Cite: Where there is shared responsibility, enter the first named corporate body into the appropriate Auth field (Analytic, Monographic, or Series) in your Pro-Cite record; don’t forget to precede it with an equal sign (=), per the PBS manual (Chapter 5). Additional names may be added after the first (each separated by //).

When there is mixed responsibility (i.e., the corporate bodies named performed different functions and/or made unequal contributions to the work), enter only the first corporate body named to the primary Author field; if appropriate, other names mentioned may be entered to the Auth (Subsidiary Author) field (when available in the workform in use).
21.1B3. If a work emanates from one or more corporate bodies and falls outside the categories given in 21.1B2, treat it as if no corporate body were involved...

[Pro-Cite: However, it may be appropriate to enter headings for prominently named corporate bodies in the Descriptor field (i.e., corporate body as subject).]

21.1B4. If a work falls into one or more of the categories given in 21.1B2 and if a subordinate unit of a corporate body is responsible for it, apply the following provisions:

a.) if the responsibility of the named subordinate unit is stated prominently, enter the work under the heading for the subordinate unit

b.) if the responsibility of the named subordinate unit is not stated prominently, or if the parent body is named in the chief source of information and the subordinate unit is not, or if the subordinate unit has no name, enter the work under the heading for the parent body.
21.1C. Entry under title

21.1C1. Enter a work under its title proper or, when appropriate, uniform title (see AACR2, Chapter 25) if:

a.) the personal authorship is unknown (see 21.5) or diffuse (see 21.6C2), and the work does not emanate from a corporate body, or

b.) it is a collection or a work produced under editorial direction (see 21.7), or

c.) it emanates from a corporate body but does not fall into any of the categories given in 21.1B2 (above) and is not of personal authorship, or

d.) it is accepted as sacred scripture by a religious group...

[Pro-Cite: According to the cataloging guidelines provided in Chapter 5 of this manual, data is generally not entered to the Auth fields in cases such as those described above; the one exception is when a collection or work is produced under editorial direction (b., above). In that instance, the editor's name (there may be more than one) would be entered to the Edtr (Editor/Compiler) field or the SrEd (Series Editor) field. The term "Editor" or "Compiler" would then be entered to either EdRo (Editor Role) or SrRo (Series Role), as appropriate.]
Choice of access points - administrative regulations, etc.

21.32. ADMINISTRATIVE REGULATIONS, ETC.

21.32A. Administrative regulations, etc, that are not laws

21.32A1. If administrative regulations, rules, etc., are from jurisdictions in which such regulations, etc., are promulgated by government agencies or agents under authority granted by one or more laws (as is the case in the United States), enter them under the heading for the agency or agent. If the regulations, etc., are issued by an agency other than the promulgating agency, make an added entry under the heading for the issuing agency. If the regulations, etc., derive from a particular law, make an added entry under the heading and uniform title (see 25.15A) for that law.

[Pro-Cite: if the regulations, etc., are issued by an agency under the promulgating agency, enter the heading for the issuing agency in the Auth (Subsidiary Author) field.]

21.32A2. If a law or laws and the regulations, etc., derived from it are published together, enter the item under the heading appropriate (i.e., either the title of the law or the title of the regulation) to whichever is mentioned first in the chief source of information of the item being catalogued...

[Pro-Cite: you may make reference to the accompanying material in the CoPh (Connective Phrase) field.]
22.3. CHOICE AMONG DIFFERENT FORMS OF THE SAME NAME

22.3A. Fullness

22.3A1. If the forms of a name vary in fullness, choose the form most commonly found. As required, make references from the other form(s).

Example: Morris West
(Most common form: Morris West)
(Occasional form: Morris L. West)

Example: Juan Valera
(Most common form: Juan Valera)
(Occasional form: Juan Valera y Alcala Gallano)

If no one form predominates, choose the latest form. In case of doubt about which is the latest form, choose the fuller or fullest form.

[Pro-Cite: because the Pro-Cite record does not provide separate fields for both the author's name as cited on the item being cataloged, and the author's "uniform" name, the guidelines in the manual instruct the cataloger to use the form of the name as it appears on the item. Other forms of the name, if known, may be entered to the authors authority list (AUTHORS.LST), with cross-references to the other forms. See Chapter 5 and Chapter 7 in this manual for a full discussion of uniform names and AUTHORS.LST.]
22.4. GENERAL RULE

22.4A. If a person's name (chosen according to 22.1-22.3) consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country of residence or activity... If, however, a person's preference is known to be different from the normal usage, follow that preference in selecting the entry element.

22.5C3. Hyphenated surnames. If the elements of a compound surname are regularly or occasionally hyphenated, enter under the first element.

Example:  Day-Lewis, C.
           Lykke-Seest, Hans

22.5C4. Other compound surnames, except those of married women whose surname consists of surname before marriage and husband's surname. Enter under the first element of the compound surname unless the person's name is Portuguese. If the person's language is Portuguese, enter under the last element.

Example:  Huber Noodt, Ulrich
           Hungry Wolf, Adolf
           Castres Saint Martin, Gaston
           Strauss und Torney, Lulu von
           Imbriani Poerio, Matteo Renato
           Cotarelo y Mori, Emilio
           *but* Silva, Ovidio Saraiva de Carvalho e

22.5C5. Other compound surnames. Married women whose surname consists of surname before marriage and husband's surname. Enter under the first element of the compound surname if the person's language is Czech, French, Hungarian, Italian, or Spanish. In all other cases, enter under the husband's surname. For hyphenated names, see 22.5C3.

Example:  Molina y Vedia de Bastianini, Delfina
          *(Language of person: Spanish)*

          *but* Stowe, Harriet Beecher
          *(Language of person: English)*

[Pro-Cite: You may choose to create cross-references in your authors authority list *(AUTHORS.LST)* using the conventions that have been established in Chapter 7 of this manual.

Example:  Molina y Vedia de Bastianini, Delfina
          Vedia de Bastianini, Delfina Molina y*{ } USE: Molina y Vedia de Bastianini, Delfina
22.5C6. Nature of surname uncertain. If a name has the appearance of a compound surname but its nature is not certain, treat it as a compound surname unless the language of the person is English or one of the Scandinavian languages (Danish, Icelandic, Norwegian, Swedish). If the person's language is English, enter under the last part of the name and do not refer from the preceding part unless the name has been treated as a compound surname in reference sources.

Example: Adams, John Crawford
Robertson, E. Arnot
Mahzrt, Haakon Bugge
Olsen, lb Spang

[Pro-Cite: You may choose to create cross-references in your authors authority list (AUTHORS.LST) using the conventions that have been established in Chapter 7 of this manual.]
Headings for persons - entry element, continued

22.5D. Surnames with separately written prefixes

22.5D1. Articles and prepositions. If a surname includes an article or preposition or combination of the two, enter under the element most commonly used as entry element in alphabetically arranged directories, etc., in the person's language or country of residence or activity. The rules listed under languages and language groups below summarize entry element practice.

ENGLISH. Enter under the prefix.

Example: D’Anvers, Knightley
          De Morgan, Augustus
          De la Mare, Walter
          Du Maurier, Daphne
          Le Gallienne, Richard
          Van Buren, Martin
          Von Braun, Wernher

FRENCH. If the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix. Otherwise, enter under the part of the name following the preposition.

Example: Le Rouge, Gustave
          Des Granges, Charles-Marc
          Aubigne, Theodore Agrippa d’
          La Fontaine, Jean de

GERMAN. If the name is German (or Dutch) and the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix. Enter other German names under the part of the name following the prefix.

Example: Am Thym, August
          Aus’m Weerth, Ernst
          Vom Ende, Erich
          Zum Busch, Josef Paul
          Zur Linde, Otto
          Goethe, Johann Wolfgang von
          Muehli, Peter von der
          Uff, Georg Ludwig von und zu

SPANISH. If the prefix consists of an article only, enter under it. Enter all other names under the part following the prefix.

Example: Las Heras, Manuel Antonio
          Figueroa, Francisco de
          Casas, Bartolome de las
          Rio, Antonio del

[Pro-Cite: You may choose to create cross-references in your authors authority list (AUTHORS.LST) using the conventions that have been established in Chapter 7 of this manual.]

Excerpts from the Anglo-American Cataloging Rules, 2nd edition A.11
23.1. INTRODUCTORY NOTE

23.1A. The names of geographic entities (referred to throughout this section as "places") are used to distinguish between corporate bodies with the same name (see 24.4C); as additions to other corporate names (e.g., conference names, see 24.7B4); and, commonly, as the names of governments (see 24.3B) and communities that are not governments.

23.2. GENERAL RULES

23.2A. English form

23.2A1. Use the English form of the name of a place if there is one in general use. Determine this from gazetteers and other reference sources published in English-speaking countries. In case of doubt, use the vernacular form (see 23.2B).

Example: Austria
not Osterreich

Florence
not Firenze

If the English form of the name of a place is the English name of the government that has jurisdiction over the place, use that form.

Example: Union of Soviet Socialist Republics
not Russia

23.2B. Vernacular form

23.2B1. Use the form in the official language of the country if there is no English form in general use.

Example: Buenos Aires
Livorno

If the country has more than one official language, use the form most commonly found in English-language sources.

Example: Louvain
not Leuven

Example: Helsinki
not Helsingfors
Additions, Omissions, and Modifications

24.4. ADDITIONS

24.4A. General Rule

24.4A1. Make additions to the name of a corporate body as instructed in 24.4B-24.4C. For additions to special types of corporate bodies (e.g., governments, conferences), see 24.6-24.11. Enclose in parentheses all additions required by rules in this chapter.

24.4B. Names not conveying the idea of a corporate body

24.4B1. If the name alone does not convey the idea of a corporate body, add a general designation in English.

Example: Apollo II (Spacecraft)
Bounty (Ship)
Elks (Fraternal order)
Friedrich Witte (Firm)

24.4C. Two or more bodies with the same or similar names

24.4C1. General rule. If two or more bodies have the same name, or names so similar that they may be confused, add a word or phrase to each name as instructed in 24.4C2-24.4C9. Add such a word or phrase to any other name if the addition assists in the understanding of the nature or purpose of the body. Do not include the additions to names of places prescribed in 24.6 when the names of these places are used to indicate the location of corporate bodies.

24.4C2. Names of countries, states, provinces, etc. If a body has a character that is national, state, provincial, etc., add the name of the country, state, province, etc., in which it is located.

Example: Republican Party (Ill.)
Republican Party (Mo.)

Example: Sociedad Nacional de Minería (Chile)
Sociedad Nacional de Minería (Peru)

Example: National Measurement Laboratory (U.S.)

Example: Midlands Museum (Zimbabwe)

If such an addition does not provide sufficient identification or is inappropriate (as in the case of national, state, province etc., universities of the same name serving the same country, state, province, etc.), follow the instructions in 24.4C3-24.4C9.

24.4C3. Local place names. In the case of any other body, add the name of the local place (see 24.4C4-24.4C6) in which the body is located or that is commonly associated with its name, unless the name of an institution, the date(s) of the body, or other designation (see 24.4C7-24.4C9) provides better identification.

Excerpts from the Anglo-American Cataloging Rules, 2nd edition A.13
24.4C4. Bodies located outside the British Isles. In the case of a body located outside the British Isles (the United Kingdom and the Republic of Ireland), add the name of the smallest or most specific local political jurisdiction in which the body is located or that is commonly associated with its name (e.g., the name of a city, town, borough).

Example: Salem College (Salem, W.V.)
          Salem College (Winston-Salem, N.C.)

Example: Roosevelt Junior High School (Eugene, Or.)
          Roosevelt Junior High School (San Francisco, Ca.)

If further distinction is necessary, give the name of a particular area within that jurisdiction before the name of the jurisdiction.

Example: St. John’s Church (Georgetown, Washington, D.C)
          St. John’s Church (Lafayette Square, Washington, D.C)

If the body is not located in, or if it is not associated with the name of, an incorporated municipality, add the geographic name that is most commonly used to specify its location (e.g., the name of an unincorporated community, the name of a city or town in the vicinity, the name of the county).

Example: Washington County Historical Society (Washington County, Ark.)
          Washington County Historical Society (Washington County, Md.)

If a body located in a specific local jurisdiction is more commonly associated with the name of another city or town or an unincorporated community in its vicinity, prefer the name of that place.

Example: York University (Toronto, Ont.)
          (University is located in Downsview, an unincorporated locality in the City of North York, which is part of Metropolitan Toronto)

24.4C5. Bodies located in the British Isles. In the case of a body located in the British Isles, add either the name of a geographic entity or the name of the smallest or most specific jurisdiction, whichever is more commonly associated with the name of the body.

Example: St. Peter’s Church (Hook Norton, England)
          St. Peter’s Church (Sudbury, England)

Example: Red Lion Hotel (Newport, Isle of Wight, England)
          Red Lion Hotel (Newport, Shropshire, England)

24.4C6. Change of name of jurisdiction or locality. If the name of the local jurisdiction or geographic locality changes during the lifetime of the body, add the latest name in use in the lifetime of the body.

Example: St. Paul Lutheran Church (Skokie, Ill.)
          not St. Paul Lutheran Church (Niles Center, Ill.)
          (Church founded in 1881. Place name changed in 1940)
Headings for corporate bodies, continued

24.4C7. Institutions. Add the name of an institution instead of the local place name if the institution’s name is commonly associated with the name of the body. Give the name of the institution in the form and language used for it as a heading.

Example: Newman Club (Brooklyn College)
not Newman Club (Brooklyn, New York, N.Y.)

Example: Newman Club (University of Maryland)
not Newman Club (College Park, Md.)

24.4C8. Year(s). If the name has been used by two or more bodies that cannot be distinguished by place, add the year of founding or the inclusive years of existence.

Example: Scientific Society of San Antonio (1892-1894)
Scientific Society of San Antonio (1904-)

24.4C9. Other additions. If none of the place name, name of institution, or date(s) is sufficient or appropriate for distinguishing between two or more bodies, add an appropriate general designation in English.

Example: Church of God (Adventist)
Church of God (Apostolic)

24.5. OMISSIONS

24.5A. Initial articles

24.5A1. Omit an initial article unless the heading is to file under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).

Example: Library Association
not The Library Association

Example: Le Corbusier Sketchbook Publication Committee
not Corbusier Sketchbook Publication Committee

24.6D. If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), add a suitable designation to one or each of the governments, followed by the inclusive years of its existence.

Example: France
France (Territory under German Occupation, 1940-1944.)

Example: Algeria
Algeria (Provisional government, 1958-1962)
24.7. CONFERENCES, CONGRESSES, MEETINGS, ETC.

24.7A. Omissions

24.7A1. Omit from the name of a conference, etc., indications of its number, frequency, or year(s) of convocation.

Example: Conference on Coordination of Galactic Research ...
not Second Conference on Coordination of Galactic Research ...

Example: Louisiana Cancer Conference ...
not Biennial Louisiana Cancer Conference ...

Example: Analogies Symposium ...
not 1986 Analogies Symposium ...

24.7B. Additions

24.7B1. General rule. Add to the name of a conference, etc. (including that of a conference entered subordinately (see 24.13), the number of the conference, etc. (if appropriate), the year(s), and the place(s) in which it was held. Separate these elements by a space, colon, space.

Example: Symposium on Glaucoma (1966 : New Orleans, La.)
Workshop Conference on the Role of the Director of Medical Education in the Hospital (1959 : Chicago, Ill.)
Regional Conference on Mental Measurements of the Blind (1st : 1951 : Perkins Institution)
Louisiana Cancer Conference (2nd : 1958 : New Orleans, La.)
International Conference on Atmospheric Emissions from Sulphate Pulping (1966 : Sanibel Island, Fla.)
International Conference on the Biology of Bees (1971 : Shenandoah National Park)
Conference on Cancer Public Education (1973 : Dulles Airport)

If the heading is for a series of conferences, etc., do not add the location unless all were held in the same place.

Example: Hybrid Corn Industry Research Conference (2nd : 1987)

If the location is part of the name of the conference, etc., do not repeat it (i.e., in the parenthetical addition).

Example: Paris Symposium on Radio Astronomy (1958)

If the sessions of a conference, etc., were held in two locations, add both names.

Example: World Peace Congress (1st : 1949 Paris, France, and Prague, Czechoslovakia)

If the sessions of a conference, etc., were held in three or more locations, add the first named place followed by etc.

Example: International Conference on Alternatives to War (1982 : San Francisco, Calif, etc.)
Headings for corporate bodies, continued

Subordinate and Related Bodies

24.12. GENERAL RULE

24.12A. Enter a subordinate body (other than a government agency entered under jurisdiction, (see 24.18) or a related body directly under its own name (see 24.1-24.3) unless its name belongs to one or more of the types listed in 24.13. (Make a cross-reference from the fuller form of the name.)

Example: Ansco
General Aniline and Film Corporation. Ansco* USE: Ansco

Example: Bodleian Library
University of Oxford. Bodleian Library* USE: Bodleian Library

24.13. SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY

24.13A. Enter a subordinate or related body as a subheading of the name of the body to which it is subordinate or related if its name belongs to one or more of the following types. Make it a direct or indirect subheading as instructed in 24.14. Omit from the subheading the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a heading that does not make sense.

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., Department, Division, Section, Branch).

Example: British Broadcasting Corporation, Engineering Division
Stanford University. Department of Civil Engineering

TYPE 2. A name containing a word that normally implies administrative subordination (e.g., Committee, Commission) provided that the name of the higher body is required for the identification of the subordinate body.

Example: Association of State Universities and Land-Grant Colleges. Committee on Traffic Safety Research and Education

Example: National Association of Insurance Commissioners. Securities Valuation Office

Example: but
National Commission on United Methodist Higher Education

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

Example: Bell Telephone Laboratories. Technical Information Library
U.S. Customs Service. Region IX

In case of doubt, enter the body directly (and add place name).

Example: Human Resources Centre (London, England)

Excerpts from the Anglo-American Cataloging Rules, 2nd edition A.17
Headings for corporate bodies, continued

**TYPE 4.** A name that does not convey the idea of a corporate body.

*Example:* British Library. Collection Development

**TYPE 5.** A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

*Example:* Princeton University. Bureau of Urban Research
Syracuse University. College of Medicine
University College London. Communication Research Centre
University of London. School of Pharmacy

**TYPE 6.** A name that includes the entire name of the higher or related body.

*Example:* Auburn University. Agricultural Experiment Station
(Name: Agricultural Experiment Station of Auburn University)

**24.14. DIRECT OR INDIRECT SUBHEADING**

**24.14A.** Enter a body belonging to one or more of the types listed in 24.13 as a subheading of the lowest element in the hierarchy that is entered under its own name. Omit intervening elements in the hierarchy unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the name of the same higher or related body. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the bodies.

*Example:* Public Library Association. Audiovisual Committee
(Hierarchy: American Library Association
Public Library Association
Audiovisual Committee)
Headings for corporate bodies, continued

Special Rules

24.15. JOINT COMMITTEES, COMMISSIONS, ETC.

24.15A. Enter a body made up of representatives of two or more other bodies directly under its own name.

Example: Joint Committee on Individual Efficiency in Industry (A joint committee of the Department of Scientific and Industrial Research and the Medical Research Council)

Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

Example: Joint Committee on Bathing Places (Name: Joint Committee on Bathing Places of the Conference of State Sanitary Engineers and the Engineering Section of the American Public Health Association)

but Joint Commission of the Council for Education in World Citizenship and the London International Assembly

24.15B. If the parent bodies are entered as subheadings of a common higher body, enter the joint unit as a subordinate body as instructed in 24.12-24.14.

Example: American Library Association. Joint Committee to Compile a List of International Subscription Agents (A joint committee of the Acquisitions and Serials sections of the American Library Association’s Resources and Technical Services Division)
Headings for corporate bodies, continued

Government Bodies and Officials

24.17. GENERAL RULE

24.17A. Enter a body created or controlled by a government directly under its own name (see 24.1-24.3) unless it belongs to one or more of the types in 24.18. However, if a body is subordinate to a higher body that is entered under its own name, formulate the heading for the subordinate body according to 24.12-24.14.

Example: American Battle Monuments Commission
Canada Institute for Scientific and Technical Information
Council on International Economic Policy

GOVERNMENT AGENCIES ENTERED SUBORDINATELY

24.18A. Enter a government agency subordinately to the name of the government if it belongs to one or more of the following types. Make it a direct or indirect subheading of the heading for the government as instructed in 24.19. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in a heading that does not make sense.

Example: Canada. Agriculture Canada
not Canada. Agriculture

TYPE 1. An agency with a name containing a term that by definition implies that the body is part of another (e.g., Department, Division, Section, Branch and their equivalents in other languages).

Example: Vermont. Department of Water Resources
United States. Division of Wildlife Services

TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., Committee, Commission), provided that the name of the government is required for the identification of the agency.

Example: Australia. Bureau of Agricultural Economics
Canada. Royal Commission on Banking and Finance
United Kingdom. Central Office of Information
United States. Commission on Civil Rights

TYPE 3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of the government or of one of its agencies entered subordinately.

Example: United States. National Labor Relations Board. Library
United States. General Services Administration. Region 5

In case of doubt, enter the body directly.

Example: National Portrait Gallery (U.K.)
Headings for corporate bodies, continued

TYPE 4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.


TYPE 5. An agency that is a ministry or major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question.

Example: United States. National Aeronautics and Space Administration

TYPE 6. A legislative body (see also 24.21).

Example: Chicago (Ill.). City Council

TYPE 7. A court (see also 24.23).

Example: United States. Supreme Court

TYPE 8. A principal service of the armed forces of a government (see also 24.24).

Example: Canada. Canadian Armed Forces
          New York (State). Militia

TYPE 9. A head of state or head of government (see also 24.20).

Example: United States. President
          Virginia. Governor

TYPE 10. An embassy, consulate, etc. (see also 24.25).

Example: Canada. Embassy (U.S.)
          United Kingdom. Consulate (New York, N.Y.)

TYPE 11. A delegation to an international or intergovernmental body (see also 24.26).

Example: United Kingdom. Delegation to the United Nations

24.19. DIRECT OR INDIRECT SUBHEADING

24.19A. Enter an agency belonging to one or more of the types listed in 24.18 as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be, used by another agency entered under the name of the same government. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the agencies.

Example: United States. Office of Human Development Services
         (Hierarchy: United States
              Department of Health, Education, and Welfare
              Office of Human Development Services)
Capitalization

A.4A. Title elements (general rule)

A.4A1. Capitalize the first word of the title proper, an alternative title, or a parallel title (see also A.4B below). Capitalize other words, including the first word of each element of other title information, as instructed in the rules for the language involved (see also A.4D). See A.20 for the capitalization of names of documents.

Example: The materials of architecture
The 1919/20 Breasted Expedition to the Near East
Les miserables
Eileen Ford's a more beautiful you in 21 days
Journal of polymer science
Still life with bottle and grapes
The Edinburgh world atlas, or, Advanced atlas of modern geography
The Greenwood tree: newsletter of the Somerset and Dorset Family History Society
Quo vadis?: a narrative from the time of Nero
King Henry the Eighth; and, The tempest

A.4B. Quoted titles

A.4B1. Capitalize the first word of a quoted title (but see also A.4D).

Example: An interpretation of The ring and the book
Selections from the Idylls of the king

A.4C. Titles preceded by dashes indicating incompleteness

A.4C1. Do not capitalize the first word of a title if it is preceded by a dash indicating that the beginning of the phrase from which the title was derived has been omitted.

Example: -and master of none

A.4D. Titles proper beginning with an article

A.4D1. If an article is the first word of the title proper and the main entry is under the title proper (see 21.1C), also capitalize the next word.

Example: A Dictionary of American English on historical principles
The Encyclopedia of photography
The Porcupine book of verse
The Ladies advocate
The Consumer education series

If, in such a case, the title appears in a sentence written in the same language as the title, or is quoted in another title in the same language, do not capitalize the initial article.

Example: *Reprinted from the Anatomical record, vol. 88, Jan.-Mar. 1944*
A Supplement to the Journal of physics and chemistry of solids
A.4E. Certain titles of serials that have merged or been absorbed

A.4E1. When one serial absorbs or merges with another and incorporates that serial's title with its own, do not capitalize the first word of the incorporated title unless the rules for the language involved require its capitalization for another reason.

Example:  Farm chemicals and crop life
not Farm chemicals and Crop life

A.4F. Grammatically independent titles of supplements and sections of an item

A.4F1. If the title proper of an item that is supplementary to, or a section of, another item consists of two or more parts that are not grammatically linked (see 1.1B9, 12.1B3, and 12.1B4), capitalize the first word of the title of the second and subsequent parts.

Example:  Faust. Part one
Advanced calculus. Student handbook
Journal of biosocial science. Supplement

If the title of the part is introduced by an alphabetic or a numeric designation beginning with a word, capitalize also that word.

Example:  Progress in nuclear energy. Series 2, Reactors

A.5. EDITION AREA

A.5A. If an edition statement (or a statement relating to a named revision of an edition) begins with a word or an abbreviation of a word, capitalize it. Capitalize other words as instructed in the rules for the language involved.

Example:  Household ed.
Facsim. ed.
1st standard ed.
Rev.
A.14. NAMES OF PEOPLES, ETC.

A.14A. Capitalize the name of a People, race, tribe, or ethnic or linguistic group.

Example: Africans
          Celts
          Germans
          Slavs
          Yoruba

Capitalize an adjective derived from such a name.

Example: African

Capitalize the name of a language.

Example: English

PLACE NAMES

A.15A. Geographic features, regions, etc.

A.15A1. Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of an accepted name.

Example: Arctic Circle
          Artic Ocean
          Asian continent
          South Atlantic
          southern Atlantic
          Central America
          the Continent (i.e., Europe)
          continental Europe
          the European continent
          the Midwest
          midwestern states

[Pro-Cite: this rule does not apply to geographic areas and place names entered as subject headings in the Descriptor field; instead, use the forms as they appear in the thesaurus in use. See Chapter 7 for a full discussion of Pro-Cite authority lists and controlled vocabulary.]
A.18. NAMES OF CORPORATE BODIES

A.18A. International organizations and alliances

A.18A1. Capitalize the name of an international organization or alliance.

Example: Central Treaty Organization
Common Market
International Monetary Fund
Organization of African Unity
United Nations Security Council; the Security Council; the Council
World Health Organization

A.18B. Government bodies

A.18B1. Capitalize the full name of a legislative or judicial body; administrative department, bureau, or office; armed force (or component part of an armed force); or an accepted shortened form of its name. Do not capitalize other incomplete designations (except abbreviations) or adjectives derived from such a name.

Example: Agency for International Development
Atlantic Fleet
Canadian Armed Forces
Canadian Citizenship Branch
Circuit Court of the United States
the federal Circuit Court
Congress; the Ninety-fifth Congress; congressional
Court of Appeals of the State of Colorado
Department of State; State Department
District Court for the Southern District of New York; district court
First Infantry Division
House of Representatives; the House; the lower house of Congress
President of the United States (i.e., the office)
United States Court of Appeals for the Second Circuit; court of appeals
United States Navy

A.18E. Other corporate bodies

A.18E1. Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc. (see A.19D1 for the names of religions), or of a department or division. Do not capitalize an article preceding the name, even when a part of the official name. Do not capitalize a generic word (e.g., society, company, conference) when used alone or with an article (but see A.7A1).

Example: the Board of Regents of the University of California
Fifty-second Annual Meeting of the American Historical Association
League of Women Voters
A.20. NAMES OF DOCUMENTS

A.20A. Capitalize the formal, or conventional, name of a document such as a charter, constitution, legislative act, pact, plan, statement of policy, or treaty.

Example: Articles of Confederation
Atlantic Charter
Bill of Rights
Civil Rights Act of 1964
Constitution of Virginia; the constitution
Declaration of Independence
Fourteenth Amendment (U.S. Constitution)
Marshall Plan; the plan
Reform Bill
Treaty of Versailles; the treaty
Universal Copyright Convention; the convention

In case of doubt whether the title of a document is its formal or conventional name, capitalize the title according to other rules in this appendix.

Example: An act to amend the constitution and to prohibit taxes on property ...
Capitalization, continued

A.25. SCIENTIFIC NAMES OF PLANTS AND ANIMALS

A.25A. Capitalize the Latin name of a phylum, class, order, family, or
genus, and names of intermediate groupings (e.g., subclasses). Do not
capitalize the name of a species or subspecies even if it is derived
from a proper name. Do not capitalize English derivatives of scientific
names.

Example: Arthropoda   (phylum)
          Insecta      (class)
          arthropod   (from Arthropoda)

A.26. GEOLOGIC TERMS

A.26A. Capitalize the distinctive word(s) in the name of a geologic era,
period, etc. Do not capitalize words such as era and period and
modifiers such as early, middle, or late when used only descriptively.

Example: Eocene epoch
          Jurassic period
          Lower Triassic period
          Mesozoic period
          the early Miocene
          the late Eocene

A.27. ASTRONOMICAL TERMS

A.27A. Capitalize the name of a planet, satellite, star, constellation,
asteroid, etc. Do not capitalize the words sun, moon, and earth except,
in the case of earth, when the word is used in conjunction with the
names of other planets (e.g., The planet Mars lies between the Earth and
Jupiter).

Example: Alpha Centauri
          Mercury
          Canis Major
          the Milky Way
          Little Dipper
          North Star

A.28. SOIL NAMES

A.28A. Capitalize the name of a soil classification.

Example: Alpine Meadow
          Chernozen
          Half Bog
          Prairie
Abbreviations

This list represents only a subset of AACR2 abbreviations in use. Terms in titles should not be abbreviated unless the term is actually abbreviated in the title. These abbreviations may conflict with those used in the subject thesaurus you have selected; in such cases, follow the form used in the thesaurus (see Chapter 7 of this manual).

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<tr>
<th>Term</th>
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APPENDIX B: SELECTED LIBRARY OF CONGRESS SUBJECT HEADINGS

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B.11 Table of Contents
Introduction and purpose

The purpose of this appendix is to provide the user with a select set of general terms from the Library of Congress Subject Headings (LCSH) which we believe will be widely applicable in the cataloging of National Park Service library material. Please closely read Chapter 7 of this manual before entering any of these terms to a Pro-Cite authority list file.

Scope

In the future, this list may serve as a basis for a more official NPS Library Thesaurus that includes many more specific and discipline-oriented terms. In the meantime, we recommend that you use those terms that apply, supplementing them with LC subject headings from other sources, terms taken from other standard thesauri, and locally derived terms (see page 7.9 - 7.14 of this manual).

These terms may be useful as supplements for individuals using Pro-Cite to create bibliographies for other program areas in the National Park Service; however, it is expected that program-specific thesauri will be provided for many of these applications.

Definitions

The Library of Congress Subject Headings is a controlled vocabulary list (also called thesaurus or subject authority list) maintained and published by the Library of Congress. It includes terms for individual persons, classes of persons, ethnic groups, corporate bodies, places, historical periods, events, etc.; topical terms; format terms (e.g., Dictionaries), etc. It is the standard authority list used in the United States for the subject indexing of library materials.

For NPS Library Program purposes, the following definitions apply:

- a subject heading is a term, a phrase, or multiple terms and/or phrases strung together (each element being separated by the double dash, i.e., "--");

- a general (or main) subject heading is the first element in a subject heading composed of multiple terms and/or phrases;

- a subject subdivision is a term or phrase that follows the general subject heading or follows another subdivision; a subject heading may have multiple subdivisions.
Format of Library of Congress subject headings

LC general subject headings and subdivisions are variously formatted:

- simple terms
  Example: Bibliography
            Methodology

- hyphenated compound terms
  Example: Arrow-heads
            Anthropo-geography

- unhyphenated compound terms
  Example: Case studies
            Data bases

- multiple terms joined with the conjunction "and"
  Example: Conservation and restoration
            Law and legislation

- multiple terms with "etc."
  Example: Addresses, essays, lectures, etc.
            Societies, etc.

- multiple terms ordered hierarchically and separated by period, space; (no final period)
  Example: United States. National Park Service

- descriptive phrases
  Example: Access for the physically handicapped
            Aerial photography in archaeology

- direct order of terms
  Example: Historic sites
            Biological diversity

- inverted order of terms
  Example: Northwest, Pacific
            Astronomy, Prehistoric
            Arms and armor, Prehistoric
            Land settlement patterns, Prehistoric

- terms with parenthetical qualifiers
  Example: Animal remains (Archaeology)
            New York (State)
            Study and teaching (Elementary)

[NOTE: The first term in a parenthetical qualifier and the first term after a comma in an inverted order subject heading are capitalized.]

B.2 Selected Library of Congress Subject Headings
Subject authority list line length limitations

It is important to remember that when you add terms to an authority file from within the Pro-Cite program, you are limited to 70 characters in a line. Simply hitting the ENTER (Return) key and continuing on the next line is not a viable solution - your second line will be relocated the next time you sort the authority list through the Pro-Cite authority list menu.

Entering terms via a wordprocessing program increases the limit to 200 characters per line. Let the line wrap as you are entering text, or successive lines of the entry will end up being separated from one another when you sort the authority file (i.e., they will each be relocated to their respective alphabetical positions, following the sort order of the file).

However, your entry line may very well exceed 200 characters if it includes: a long (multiple term) subject heading, a thesaurus source citation (required for authorized terms), a scope note (optional), and/or a cross-reference (must accompany unauthorized terms). In such cases, the line will be truncated when it is called up through the Pro-Cite program. The only solution to this problem, which contradicts the preceding instructions, is to build hard returns after each block of 200 characters in a single entry.

Using this approach means that the list may never be resorted using an automatic feature (whether through Pro-Cite or the wordprocessing program) without dislocating successive lines of a single entry. Additions will always have to be manually inserted to the correct alphabetical location in the list from within the wordprocessing program.

But you would still have the choice to add terms under 70 characters to the list from within the Pro-Cite program. Since these are added automatically to the end of the authority file, you would then have to manually relocate them to the correct alphabetical position in the list through your wordprocessing program right after your Pro-Cite session.

Whichever method is selected for construction and ongoing modification of your subject authority list, it is important to formally document procedures and communicate them to all data entry personnel. It may be a good idea to add an addendum page at the end of Chapter 7 of this manual, with a note clearly indicating that the procedures outlined are locally derived and for local application only.
Subject authority list format conventions

The format for LC subject headings entered to your subject authority file follows the conventions presented in Chapter 7 of this manual:

- **separate elements in a complex subject heading with a double-dash**
  
  **Example:** Antiquities—Conservation and restoration—Bibliography
  
  [No spaces on either side of the double-dash.]

- **enter a curly bracket set (enclosing one space) immediately after the subject heading**
  
  **Example:** Historic buildings{ }
  
  [No space between end of term and left curly bracket.]

- **cite within parentheses the thesaurus from which the term was taken**
  
  **Example:** Biosphere reserves--United States--Directories{ } (LCSH)
  
  [Use the authorized abbreviation provided on page 7.12 of this manual; precede parentheses with a single space.]

- **preface a scope note with the flag, "NOTE:"**
  
  **Example:** Antiquities{ } (LCSH) NOTE: may be subdiv. geogr.
  
  [Enter scope notes directly after the thesaurus source citation and a single space; scope notes precede cross-references.]

- **cross-reference between authorized terms with "SEE ALSO: "**
  
  **Example:** National parks and reserves{ } (LCSH) SEE ALSO: names under individual parks, e.g., Yosemite National Park
  
  [Cross-references from authorized terms to other authorized terms are entered directly after the scope notes, if any; otherwise, they are entered directly after the thesaurus source citation.]

- **cross-reference from an unauthorized to an authorized term with "USE: "**
  
  **Example:** United States. National Park Service. Big Bend National Park*{ } USE: Big Bend National Park (Tex.)
  
  [Enter an asterisk as the last character of an unauthorized term when it is used as an initial entry in your authority file; since the term is unauthorized, do not enter a thesaurus source citation after the curly bracket set.]
- **refer from an unauthorized term with "USE FOR: " in lieu of a scope note when the initial entry is an authorized term**

**Example:** Antiquities{ } (LCSH) USE FOR: Archaeological specimens

[This is entirely optional; you don’t need to include an asterisk after the unauthorized term when used this way since text following a curly bracket set is "non-transferrable" (i.e., you may not automatically copy it to your record or search expression). If you do adopt this method, you should include a corresponding unauthorized term as an initial entry, with a cross-reference to the authorized term (see previous example).]

- **separate scope notes and cross-references with a semicolon (;)**

**Example:** Archaeology--Law and legislation{ } (LSCH) NOTE: may subdiv. geogr.; USE FOR: Public archaeology
Geographic terms as general subject headings and subdivisions

Geographic terms may be used as general subject headings, as subdivisions, and as subdivisions of subdivisions. There may be multiple geographic terms in one subject heading. (See National parks and reserves subject headings in this appendix). Geographic terms include:

- names of geopolitical areas (Asia, Latin America);
- names of continents and countries (India, United States);
- names of regions in a country ("West (U.S.)" for western U.S.);
- names of states (e.g. Arizona);
- names of geographical areas, usually crossing state boundaries (Great Lakes region, Colorado Plateau);
- names of counties, preceded by state name (—Bernalillo County);
- names of cities, followed by state abbreviation in parentheses (—Santa Fe (N.M.))
- names of bodies of water, including watersheds (Rio Grande watershed);
- names of officially designated parks, refuges, reserves, wilderness areas, monuments, etc. (Bandelier National Monument (N.M.)).

If you would like to use a geographic name as a general subject heading and you do not have access to LC's authorized form for that name (either through the headings on catalog cards purchased through a vendor or some other source of LC subject headings), enter to your authority list the form of the name that makes sense. In such cases, your thesaurus source citation should read "(LOC)" (for "locally derived term"), rather than "(LCSH)" (for "Library of Congress Subject Headings"). Note that LC's use of state abbreviations is not always consistent with the postal system's, e.g., LC uses "Ariz." for Arizona.

If you use an unauthorized geographic name as your general subject heading, and you subdivide it with an authorized LC subdivision (see Free-floating subdivisions section, page B. of this manual), your thesaurus source citation should read "(LOC/LCSH)" to indicate that the subject heading is a hybrid of a locally derived general subject heading and an LC subdivision (or subdivisions).

In our sample subject authority list for materials relating to archaeology (see next section), and under the additional subject headings that follow (Antiquities, Historic buildings, National parks and reserves, etc.), you will note the occurrence of the scope note, "may subdiv. geogr." This means that a geographic name subdivision may be directly attached to the general subject heading or, in some cases, may be used to further subdivide a topical subdivision attached to the general subject heading.

If the geographic name attached to an authorized LC subject heading is not itself an authorized LC form of the geographic name, use the thesaurus source citation "(LCSH/LOC)" to indicate that the general subject heading is an LC authorized term but the geographic subdivision is a locally derived term.

Example: Antiquities--Pacific Northwest( ) (LCSH/LOC) [LC general subject heading; locally derived subdivision]

Biodiversity--Northwest, Pacific( ) (LOC/LCSH) [Locally derived general subject heading; LC subdivision]
If you are simply using the name of a state, by itself (e.g., Arizona), whether as a general subject heading or a subdivision, you may use the thesaurus source citation "(LCSH)" since there are no variants for state names. The one exception to this is when the state name is also a city name. In these cases, LC includes a qualifier; if you're not sure of the exact LC form, use either "(LOC/LCSH)" or "(LCSH/LOC)" as your thesaurus source citation, as instructed in the preceding three paragraphs.

Example:  
New York (State)  
New York (N.Y.)  
Washington (D.C.)  
Washington (State)
Sample discipline-specific authority list (Archaeology) using LCSH

The following list was taken from the Library of Congress Subject Headings (LCSH) for the purpose of indexing a collection of archaeological papers maintained at the Southwest Regional Office Library. Geographic subdivisions relating to sites, parks, and regions in the southwest have been removed, as well as ethnographic headings relating to specific Southwest Indian groups.

This list does not include all subject headings from the LCSH applicable to archaeology and allied disciplines; it is merely a core set of terms to get you started. (See also the section entitled Antiquities in this appendix.) For those parks with no archaeological associations, it is intended simply as an illustration of a discipline-specific subject authority list using LCSH as a thesaurus source.

Consult your current card catalog, if LC subject headings are in use, or other LC subject heading sources (see page 7.11, this manual), for geographic and ethnographic subdivisions applicable to your area. You may also add applicable subdivisions from the list of free-floating subdivisions (pages B. - B. of this appendix) to the subject headings below or to the general subject headings represented in your existing card catalog.

In addition, you may replace any of the subdivisions in the subject headings listed in this section with any appropriate term(s) from the free-floating subdivision list at the end of this appendix. (Be sure to attend to use notes regarding authorized application of each free-floating subdivision).

Unless you are a professional librarian, use the thesaurus source citation "(LCSH/LOC)" when constructing your own subject headings from the general LC subject headings below (or from some other source) combined with subdivisions from the list of free-floating subdivisions at the end of this appendix. Since you may not be sure of exactly how the subdivisions are to be applied, this will alert future searchers of a centralized database to which you contribute records and authority lists that subject headings in use may not adhere strictly to LCSH.

It may be useful to add to your authority list unauthorized terms that are synonyms of the subject headings below in order to more effectively guide casual searchers to authorized subject headings. Don't forget to include an asterisk as the last character of your unauthorized term, as well as a curly bracket set and the flag "USE: " before the cross-reference text (see page B.4 - B.5, this manual, for detailed instruction).

Example: Archaeological specimens{* } USE: Antiquities

When you enter a subject heading from the list below into your Pro-Cite authority list, don't forget to add a curly bracket set (enclosing one space), the thesaurus source citation (required for authorized terms) and any scope notes and/or cross-references (optional), preceded by the appropriate flag (e.g., first entry in the following list). These NPS Library Program format conventions have been provided in the Archaeology thesaurus only where a subject heading contains a scope note or a cross-reference. (For detailed instruction on formatting of subject heading entries to authority lists, see pages B.3 - B.5, this manual).
Sample discipline-specific authority list (Archaeology) using LCSH, cont.

Aerial photography in archaeology{ } (LCSH) USE FOR: Remote sensing
Animal remains (Archaeology)
Anthropo-geography
Anthropometry
Archaeological archives{ } (LCSH) NOTE: may subdiv. geogr.
Archaeological chemistry
Archaeological dating{ } (LCSH) NOTE: may subdiv. geogr.
Archaeological Excavation
Archaeological expeditions{ } (LCSH) NOTE: may subdiv. geogr.
Archaeological geology{ } (LCSH) NOTE: may subdiv. geogr.
Archaeological museums and collections{ } (LCSH) NOTE: may subdiv. geogr.
Archaeological physics
Archaeological surveying{ } (LCSH) NOTE: may subdiv. geogr.
Archaeologists{ } (LCSH) NOTE: may subdiv. geogr.
Archaeology{ } (LCSH) NOTE: may subdiv. geogr.
Archaeology and natural disasters{ } (LCSH) NOTE: may subdiv. geogr.
Archaeology--Law and legislation{ } (LCSH) NOTE: may subdiv. geogr.;
USE FOR: Public archaeology
Archaeology--Methodology
Archaeology--Societies, etc.
Archaeometry
Architecture, Ancient
Architecture, Prehistoric
Architecture, Primitive
Arms and armor, Prehistoric
Arrow-heads
Art objects--Conservation and restoration{ } (LCSH) USE FOR: Preservation of art objects
Art, Prehistoric
Astronomy, Prehistoric
Bone implements
Botany{ } (LCSH) NOTE: may subdiv. geogr.
Building material--Analysis{ } (LCSH) NOTE: may subdiv. geogr.
Burial
Cave-drawings{ } (LCSH) SEE ALSO: Rock paintings; SEE ALSO: Petroglyphs
Ceramic materials
Ceramic materials--Analysis
Ceramics--Formulae
Ceramics--Research
Coastal archaeology
Commerce, Prehistoric
Computer simulation{ } (LCSH) USE FOR: Modeling, Computers
Daggers, Prehistoric
Decoration and ornament, Prehistoric
Demographic archaeology
Dendrochronology
Dendroclimatology
Dwellings, Prehistoric
Earthworks (Archaeology)
Economics, Prehistoric
Environmental archaeology{ } (LCSH) SEE ALSO: Human ecology
Ethnoarchaeology{ } (LCSH) SEE ALSO: Social archaeology
Ethnology
Excavations (Archaeology)
Sample discipline-specific authority list (Archaeology) using LCSH, cont.

Fibula (Archaeology) (LCSH) NOTE: may subdiv. geogr.
Fish remains (Archaeology)
Fishing, Prehistoric
Fortification, Prehistoric
Garden archaeology
Geology (LCSH) NOTE: may subdiv. geogr.
Geology, Stratigraphic--Quaternary
Geology, Stratigraphic--Holocene (LCSH) USE FOR: Late Quaternary Period
Glazes
Glazing (Ceramics)
Historical archaeology
Human settlements
Hunting, Prehistoric
Hydration rind dating
Indians of North America--Irrigation
Industries, Primitive
Inscriptions
Jewelry, Prehistoric (LCSH) SEE ALSO: Fibula (Archaeology)
Kitchen-middens
Kivas
Knives, Prehistoric
Land settlement patterns, Prehistoric
Magnetometry in archaeology
Man--Influence of climate
Marine archaeologists
Mineralogy in archaeology
Mural painting and decoration--Conservation and restoration
Musical instruments, Prehistoric
Painting, Prehistoric
Paleobotany--Holocene
Paleobotany--Quaternary
Paleoecology
Paleoecology--Quaternary
Palynology (LCSH) NOTE: may subdiv. geogr.; USE FOR: Pollen analysis
Petroglyphs (LCSH) SEE ALSO: Rock paintings; SEE ALSO: Cave-drawings
Petrology in archaeology
Photography in archaeology
Picture-writing
Pins and needles, Prehistoric
Plant remains (Archaeology)
Population--History (LCSH) USE FOR: Historical demography
Pottery
Pottery figures, Prehistoric
Pottery, Prehistoric
Preservation of materials (LCSH) USE FOR: Collection and preservation
Projectile points
Protohistory
Quarries and quarrying, Prehistoric
Radioactivation analysis in archaeology
Radiocarbon dating
Radiography in archaeology
Sample discipline-specific authority list (Archaology) using LCSH, cont.

- Razors, Prehistoric
- Religion, Prehistoric
- Roads, Prehistoric
- Rock paintings (LCSH) NOTE: may subdiv. geogr.; SEE ALSO:
  - Petroglyphs
  - Round towers
- Salvage archaeology (LCSH) USE FOR: Archaeological resources management
- Sculpture, Primitive
- Sickles, Prehistoric
- Slips (Ceramics)
- Social archaeology (LCSH) SEE ALSO: Ethnoarchaeology
- Soil science in archaeology
- Spears, Prehistoric
- Stone implements
- Textile fabrics, Prehistoric
- Textiles--Preservation
- Thermoluminescence dating
- Underwater archaeology
- Vegetation and climate
- Wood--Preservation
- X-ray spectroscopy in archaeology
- Zoological specimens--Collection and preservation
Sample LC subject headings applicable to the NPS

Unlike the discipline-specific thesaurus (Archeology) composed of LC subject headings provided in the previous section, the following categories of LC subject headings are more general and are expected to have wide applicability for the cataloging of library materials in the National Park Service. There is a separate listing for each general subject heading, e.g., Antiquities. Each list includes permutations of the general subject heading using a representative sample of applicable LC subdivisions, e.g., Antiquities--Analysis--Bibliography.

All of the subject headings in the lists that follow were excerpted from the authority list of LC subject headings maintained on Western Library Network’s LaserCat, an automated union catalog distributed on compact disk and used by the Pacific Northwest and the Southwest Regional Office libraries both for obtaining catalog records and for producing ad hoc subject bibliographies.

Follow the directions provided on pages B.6 - B.8 of this manual regarding use/replacement of subdivisions and how to cite thesaurus source citations when constructing your own subject headings.

When you enter a subject heading from the list below into your Pro-Cite authority list, don’t forget to add a curly bracket set (enclosing one space), the thesaurus source citation (required for authorized terms) and any scope notes and/or cross-references (optional), preceded by the appropriate flag (e.g., first entry in the following list). These NPS Library Program format conventions have been provided in the Archaeology thesaurus only where a subject heading contains a scope note or a cross-reference. (For detailed instruction on formatting of subject heading entries to authority lists, see pages B.3 - B.5, this manual).
Antiquities

[NOTE: "Antiquities" may also be used as a subdivision (e.g., New Mexico--Antiquities).]

Antiquities{ } (LCSH) SEE ALSO: subdivision --Antiquities under names of countries, cities, etc., ethnic groups extant in modern times, and individual wars
Antiquities--Alaska--Periodicals
Antiquities--Analysis--Bibliography
Antiquities--Analysis--Exhibitions
Antiquities--Bibliography
Antiquities--Classification
Antiquities--Collection and preservation
Antiquities--Collection and preservation--Bibliography
Antiquities--Collection and preservation--Congressses
Antiquities--Collection and preservation--Exhibitions
Antiquities--Collection and preservation--Handbooks, manuals, etc.
Antiquities--Collection and preservation--History--19th century
Antiquities--Collection and preservation--Juvenile literature
Antiquities--Collection and preservation--Moral and ethical aspects
Antiquities--Collection and preservation--Periodicals
Antiquities--Congresses
Antiquities--Conservation and restoration
Antiquities--Dictionaries--Spanish
Antiquities--Exhibitions
Antiquities, Industrial*{ } USE: Industrial archaeology
Antiquities--Juvenile literature
Antiquities--Law and legislation
Antiquities--Library resources
Antiquities--Miscellanea
Antiquities--Periodicals
Antiquities--Pictorial works--Exhibitions
Antiquities, Prehistoric*{ } USE: Archaeology
Antiquities--Private collections
Antiquities--Remote sensing*{ } USE: Archaeology--Remote sensing
Antiquities--Thefts*{ } USE: Archaeological thefts
Antiquities--Texas--San Antonio
Antiquities--United States--Law and legislation--Juvenile literature
Antiquities--Yukon Territory--Klondike Gold Fields
Biological diversity

Biodiversity*{ } USE: Biological diversity
Biological diversity{ } (LCSH) NOTE: may subdiv. geogr.
Biological diversity--Arizona--Bibliography
Biological diversity--Arizona--Law and legislation
Biological diversity--Bibliography
Biological diversity--Congresses
Biological diversity--Law and legislation--Arizona

Biological diversity conservation

Biological diversity conservation--Arizona
Biological diversity conservation--Bibliography
Biological diversity conservation--Canada
Biological diversity conservation--Citizen participation
Biological diversity conservation--Congresses
Biological diversity conservation--Government policy--Arizona
Biological diversity conservation--Government policy--Congresses
Biological diversity conservation--Government policy--Pacific area
Biological diversity conservation--Government policy--United States
Biological diversity conservation--Juvenile literature
Biological diversity conservation--Law and legislation--United States
Biological diversity conservation--Law and legislation--Washington (State)
Biological diversity conservation--Northwest, Pacific--Periodicals
Biological diversity conservation--Periodicals
Biological diversity conservation--Philosophy
Biological diversity conservation--Political aspects--United States
Biological diversity conservation--Research
Biological diversity conservation--Tropics--Congresses
Biological diversity conservation--United States--Citizen participation
Biological diversity conservation--United States--Congresses
Biological diversity conservation--United States--Philosophy
Biological diversity conservation--Washington (State)--Olympic National Forest
Biological diversity conservation--Juvenile literature
Biological diversity conservation--Mathematical models
Biological diversity conservation--Measurement
Biological diversity conservation--Periodicals
Biological diversity conservation--Montana--Glacier National Park
Biological diversity conservation--Social aspects
Biological diversity conservation--Southern States
Biological diversity conservation--Study and teaching (Primary)--United States
Biological diversity conservation--United States
Biosphere reserves

Biosphere reserves--Bibliography
Biosphere reserves--United States--Guidebooks
Biosphere reserves--United States--Aerial photographs--Catalogs
Biosphere reserves--United States--Congresses
Biosphere reserves--United States--Directories
Biosphere reserves--United States--Remote sensing
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<tr>
<td>Conservation of natural resources--Addresses, essays, lectures</td>
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<tr>
<td>Conservation of natural resources--Alaska--Abstracts</td>
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<td>Conservation of natural resources--Alaska--Finance</td>
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<tr>
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<td>Conservation of natural resources--Alaska--Problems, exercises, etc.</td>
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<tr>
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<td>Conservation of natural resources--Citizen participation--Juvenile literature</td>
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<td>Conservation of natural resources--Collected works</td>
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B.16 Selected Library of Congress Subject Headings
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<td>Conservation of natural resources---Research grants---United States---Handbooks, manuals, etc.</td>
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Selected Library of Congress Subject Headings B.17
Conservation of natural resources, continued

Conservation of natural resources--United States--Philosophy
Conservation of natural resources--United States--Posters
Conservation of natural resources--United States--States
Conservation of natural resources--United States--Statistics
Conservation of natural resources--Vocational guidance
Historic buildings

Historic buildings—Access for the physically handicapped
Historic buildings—Citizen participation—Conservation and restoration
Historic buildings—Conservation and restoration—Alaska
Historic buildings—Conservation and restoration—Amateurs’ manuals
Historic buildings—Conservation and restoration—Awards
Historic buildings—Conservation and restoration—Bibliography
Historic buildings—Conservation and restoration—Citizen participation—Case studies
Historic buildings—Conservation and restoration—Conferences
Historic buildings—Conservation and restoration—Data processing
Historic buildings—Conservation and restoration—Dictionaries
Historic buildings—Conservation and restoration—Directories
Historic buildings—Conservation and restoration—Economic aspects—United States
Historic buildings—Conservation and restoration—Exhibits
Historic buildings—Conservation and restoration—Government policy
Historic buildings—Conservation and restoration—Handbooks, manuals, etc.
Historic buildings—Conservation and restoration—Law and legislation
Historic buildings—Conservation and restoration—Periodicals
Historic buildings—Conservation and restoration—Standards—United States—Handbooks, manuals, etc.
Historic buildings—Conservation and restoration—United States
Historic buildings—Design and construction
Historic buildings—Design—Awards—Arizona
Historic buildings—Documentation—Massachusetts
Historic buildings—Energy conservation
Historic buildings—Guidebooks
Historic buildings—Harpers Ferry National Historic Park
Historic buildings—Illinois
Historic buildings—Law and legislation—Alaska—Fairbanks
Historic buildings—Law and legislation—New York (N.Y.)
Historic buildings—Law and legislation—United States—Bibliography
Historic buildings—Law and legislation—United States—Conferences
Historic buildings—Law and legislation—United States—Digests
Historic buildings—Law and legislation—United States—Directories
Historic buildings—Law and legislation—United States—Handbooks, manuals, etc.
Historic buildings—Law and legislation—United States—States
Historic buildings—Law and legislation—Washington (D.C.)
Historic buildings—Law and legislation—Washington (State)
Historic buildings—Lighting—Catalogs
Historic buildings—Louisiana—New Orleans—Research—Handbooks, manuals, etc.
Historic buildings—Maintenance and repair—Bibliography
Historic buildings—Massachusetts—Pictorial works
Historic buildings—Middle West
Historic buildings—Montana—Conservation and restoration—Conferences
Historic buildings—Montana—Conservation and restoration—Periodicals
Historic buildings—Montana—Directories
Historic buildings—New England—Guidebooks
Historic buildings—New England—Periodicals

Selected Library of Congress Subject Headings B.19
Historic buildings, continued

Historic buildings--New Jersey--Catalogs
Historic buildings--New Jersey--Guidebooks
Historic buildings--New Jersey--Sandy Hook Unit of Gateway National Recreation Area--Conservation and restoration
Historic buildings--New York (N.Y.)--Bibliography--Catalogs
Historic buildings--New York (N.Y.)--Conservation and restoration
Historic buildings--New York (N.Y.)--Designs and plans--Catalogs
Historic buildings--New York (N.Y.)--Guidebooks
Historic buildings--New York (N.Y.)--Juvenile literature
Historic buildings--New York (N.Y.)--Pictorial works
Historic buildings--New York (N.Y.)--Remodeling for other use
Historic buildings--New York Region--Guidebooks
Historic buildings--New York (State)
Historic buildings--Northwest, Pacific--Guidebooks
Historic buildings--Ohio--Columbus--Conservation and restoration--Case studies
Historic buildings--Ohio--Dayton--Conservation and restoration--History
Historic buildings--Ohio--Dayton--Conservation and restoration--Juvenile literature
Historic buildings--Preservation
Historic buildings--Remodeling for other use--Idaho--Twin Falls
Historic buildings--Remodeling for other use--Pennsylvania--Pittsburgh--Planning
Historic buildings--Research--California--Santa Cruz County--Handbooks, manuals, etc.
Historic buildings--Southern States
Historic buildings--Southwest, New--Conservation and restoration
Historic buildings--Taxation--Law and legislation--United States
Historic buildings--Taxation--United States
Historic buildings--Tennessee, Middle
Historic buildings--United States
Historic buildings--United States--Bibliography
Historic buildings--United States--Bibliography--Catalogs
Historic buildings--United States--Conservation and restoration
Historic buildings--United States--Conservation and restoration--Bibliography--Catalogs
Historic buildings--United States--Conservation and restoration--Case studies
Historic buildings--United States--Conservation and restoration--Catalogs
Historic buildings--United States--Conservation and restoration--Conferences
Historic buildings--United States--Conservation and restoration--Data bases
Historic buildings--United States--Conservation and restoration--Economic aspects
Historic buildings--United States--Conservation and restoration--Handbooks, manuals, etc.
Historic buildings--United States--Conservation and restoration--History
Historic buildings--United States--Conservation and restoration--Periodicals
Historic buildings--United States--Conservation and restoration--Periodicals--Indexes

B.20 Selected Library of Congress Subject Headings
Historic buildings, continued

- Historic buildings--United States--Conservation and restoration--Societies, etc.--Directories
- Historic buildings--United States--Conservation and restoration--Standards
- Historic buildings--United States--Conservation and restoration--Study and teaching (Higher)
- Historic buildings--United States--Conservation and restoration--Taxation
- Historic buildings--United States--Conservation and restoration--Taxation--Bibliography
- Historic buildings--United States--Conservation and restoration--Valuation--Bibliography
- Historic buildings--United States--Conservation and restoration--Bibliography
- Historic buildings--United States--Directories
- Historic buildings--United States--Evaluation--Handbooks, manuals, etc.
- Historic buildings--United States--Fires and fire prevention
- Historic buildings--United States--Guidebooks
- Historic buildings--United States--Handbooks, manuals, etc.
- Historic buildings--United States--Heating and ventilation
- Historic buildings--United States--Juvenile literature
- Historic buildings--United States--Maintenance and repair
- Historic buildings--United States--Periodicals
- Historic buildings--United States--Pictorial works
- Historic buildings--United States--Pictorial works--Exhibitions
- Historic buildings--United States--Preservation
- Historic buildings--United States--Remodeling for other use
- Historic buildings--United States--Research--Handbooks, manuals, etc.
- Historic buildings--United States--States--Conservation and restoration
- Historic buildings--Utah--Catalogs
- Historic buildings--Utah--Conservation and restoration
- Historic buildings--Utah--Guidebooks
- Historic buildings--Valuation
- Historic buildings--Virginia--Pictorial works
- Historic buildings--Virginia--Williamsburg--Conservation and restoration--History
- Historic buildings--Virginia--Williamsburg--Pictorial works--Catalogs
- Historic buildings--Washington (D.C.)--Catalogs
- Historic buildings--Washington (D.C.)--Conservation and restoration
- Historic buildings--Washington (D.C.)--Guidebooks
- Historic buildings--Washington (D.C.)--Juvenile literature
- Historic buildings--Washington (D.C.)--Maps
- Historic buildings--West (U.S.)
- Historic buildings--West (U.S.)--Conservation and restoration
Historic sites

Historic sites--Alabama--Tuskegee Institute National Historic Site
Historic sites--Alaska--Alaska Peninsula
Historic sites--Alaska--Aleutian Islands--Conservation and restoration
Historic sites--Alaska--Bering Land Bridge National Preserve
Historic sites--Alaska--Catalogs and collections
Historic sites--Alaska--Collected works
Historic sites--Alaska--Congress
Historic sites--Alaska--Conservation and restoration--Congress
Historic sites--Alaska--Conservation and restoration--Economic aspects
Historic sites--Alaska--Conservation and restoration--Periodicals
Historic sites--Alaska--Conservation and restoration--Study and teaching
Historic sites--Alaska--Directories
Historic sites--Alaska--Guidebooks
Historic sites--Alaska--Interpretive programs--Handbooks, manuals, etc.
Historic sites--Alaska--North Slope
Historic sites--Alaska--North Slope Region
Historic sites--Alaska--Periodicals
Historic sites--Alaska--Pictorial works
Historic sites--Alaska--Wrangell-Saint Elias National Park and Preserve
Historic sites--America--Juvenile literature
Historic sites--Appalachian Region, Southern--Guidebooks
Historic sites--Arizona--Black Mesa (Navajo County and Apache County)
Historic sites--Arizona--Chiricahua National Monument
Historic sites--Arizona--Fiction
Historic sites--Atlantic States--Guidebooks
Historic sites--California--Los Angeles County--Directories
Historic sites--California, Northern--Earthquake effects
Historic sites--California--Van Duzen watershed--Maps
Historic sites--Colorado--Planning
Historic sites--Conservation and restoration--Awards--United States
Historic sites--Conservation and restoration--Bibliography
Historic sites--Conservation and restoration--Congress
Historic sites--Conservation and restoration--Data processing
Historic sites--Conservation and restoration--Finance--Alaska
Historic sites--Conservation and restoration--Government policy--United States
Historic sites--Conservation and restoration--Government policy--United States--History--20th century
Historic sites--Conservation and restoration--Government policy--Washington Region
Historic sites--Conservation and restoration--Great Plains
Historic sites--Conservation and restoration--Handbooks, manuals, etc.
Historic sites--Conservation and restoration--Periodicals
Historic sites--Conservation and restoration--Planning--Bibliography
Historic sites--Conservation and restoration--Societies, etc.--Directories
Historic sites--Current River Region (Mo. and Ark.)
Historic sites--Directories
Historic sites--Florida--Registers
Historic sites--Georgia--Atlanta--Planning
Historic sites--Government policy--Florida
Historic sites--Great Lakes Region--Guidebooks
Historic sites, continued

Historic sites--Great Plains--Conservation and restoration
Historic sites--Great Plains--Guidebooks

Historic sites--Gulf States--Guidebooks
Historic sites--Harpers Ferry (W. Va.)
Historic sites--Hells Canyon National Recreation Area (Or. and Idaho)
Historic sites--International cooperation
Historic sites--Interpretive programs--Handbooks, manuals, etc.
Historic sites--Interpretive programs--Periodicals
Historic sites--Law and legislation--Alabama
Historic sites--Law and legislation--New Mexico--Chaco Culture National Historical Park
Historic sites--Law and legislation--United States

Inholdings

Inholdings
Inholdings--Alaska
Inholdings--West (U.S.)
Maps

Maps { } (LCSH) NOTE: may subdiv. geogr.; SEE ALSO: subdivision --Maps under names of countries, regions, cities, etc., corporate bodies, and topical subjects, e.g., National parks and reserves--Alaska--Maps--Bibliography; SEE ALSO: Topographic Maps--Maps--Bibliography
Maps--Bibliography
Maps--Bibliography--Catalogs
Maps--Bibliography--Periodicals
Maps--Bibliography--Theory, methods, etc.
Maps--Catalogs
Maps--Classification*{ } USE: Classification--Maps
Maps--Collectors and collecting--Handbooks, manuals, etc.
Maps--Conferences
Maps--Conservation and restoration
Maps--Design--Data processing--Congresses
Maps, Early--Bibliography--Catalogs
Maps, Early--Collectors and collecting--Periodicals
Maps, Early--Exhibitions
Maps, Early--Facsimiles
Maps, Early--Periodicals
Maps, Early--Prices--Periodicals
Maps, Early--To 1800
Maps--Facsimiles
Maps, Geological*{ } USE: Geology--Maps
Maps, Historical*{ } USE: Historical geography--Maps
Maps--History*{ } USE: Cartography--History
Maps--Indexes
Maps--Information services--United States
Maps--Juvenile literature
Maps, Manuscript{ } (LCSH) NOTE: this heading may also be used as a subdivision under names of countries, regions, cities, etc., e.g., Alaska--Maps, Manuscript)
Maps, Manuscript--Bibliography--Catalogs
Maps, Manuscript--Catalogs
Maps, Manuscript--Facsimiles
Maps, Manuscript--To 1800
Maps--Mathematical models
Maps, Military--Catalogs
Maps, Military--Data processing
Maps, Military--History--Bibliography
Maps, Oceanographic*{ } USE: Ocean--Maps, or USE: Oceanography--Charts, diagrams, etc.
Maps of residuals*{ } USE: Maps, Statistical
Maps--Periodicals--Indexes
Maps, Pictorial{ } (LCSH) SEE ALSO: subdivision --Maps, Pictorial under countries, cities, etc.
Maps, Pictorial--History
Maps--Preparation
Maps--Psychological aspects
Maps reading
Maps--Reproduction
Maps--Southwest, Old
Maps, Statistical
Maps--Study and teaching--Audio-visual aids
Maps--Symbols--History
Maps--Terminology
Maps, Topographic*{ } USE: Topographic Maps
Maps, Tourist--New Mexico--White Sands National Monument
Marine parks and reserves

Marine parks and reserves
Marine parks and reserves--Alaska
Marine parks and reserves--Alaska--Kodiak Islands
Marine parks and reserves--Bibliography
Marine parks and reserves--California
Marine parks and reserves--California--Channel Islands
Marine parks and reserves--California--Channel Islands National Park
Marine parks and reserves--Congresses
Marine parks and reserves--Florida
Marine parks and reserves--Florida--Key Largo
Marine parks and reserves--Florida--Looe Key
Marine parks and reserves--Georgia
Marine parks and reserves--Hawaii
Marine parks and reserves--Law and legislation--Texas
Marine parks and reserves--Law and legislation--United States
Marine parks and reserves--Management
Marine parks and reserves--Management--Case studies
Marine parks and reserves--Management--Congresses
Marine parks and reserves--Mexico, Gulf of
Marine parks and reserves--North Carolina
Marine parks and reserves--South Atlantic Ocean
Marine parks and reserves--South Atlantic States
Marine parks and reserves--United States
Marine parks and reserves--United States--Congresses
Marine parks and reserves--United States--Finance
Marine parks and reserves--United States--Management
Marine parks and reserves--Virgin Islands of the United States
Marine parks and reserves--Washington (State)
Marine parks and reserves--Washington (State)--Puget Sound

Selected Library of Congress Subject Headings B.25
Memorials

Memorials--Alaska--Planning
Memorials--Florida--Jacksonville
Memorials--Government policy--Washington Region
Memorials--United States--Handbooks, manuals, etc.
Memorials--Washington (D.C.)--Maintenance and repair
Monuments

Monuments (LCSH) SEE ALSO: subdivision --Monuments under classes of persons, ethnic groups, and names of individual persons and families; and names of individual monuments

Monuments--Alaska
- Monuments--Alaska--Aniakchak Caldera National Monument
- Monuments--Alaska--Cape Krusenstern National Monument
- Monuments--Alaska--Harding Icefield-Kenai Fjords National Monument
- Monuments--Alaska--Kobuk Valley National Monument (Proposed)

Monuments--America
- Monuments--California--Los Angeles--Designs and plans

Monuments--Conservation and restoration (LCSH) SEE ALSO: Cultural property, Protection of
- Monuments--Conservation and restoration--Bibliography
- Monuments--Conservation and restoration--Congresses
- Monuments--Conservation and restoration--Law and legislation--Washington (D.C.)

Monuments--Conservation and restoration--Periodicals
- Monuments--Government policy--United States
- Monuments--Government policy--Washington Region
- Monuments--History
- Monuments--History--Case studies
- Monuments--Idaho--Conservation and restoration
- Monuments--Illinois--Chicago
- Monuments--Maryland--Antietam National Battlefield
- Monuments--Measurement
- Monuments--Missouri--Kansas City--Guidebooks
- Monuments--New York (N.Y.)--Conservation and restoration
- Monuments--New York (State)--Conservation and restoration
- Monuments--Northwest, Pacific--Maps.
- Monuments--Periodicals
- Monuments--Pictorial works

Monuments--Preservation* (LCSH) USE: Monuments--Conservation and restoration
- Monuments--Preservation--Law and legislation--United States
- Monuments--United States
- Monuments--United States--Conservation and restoration
- Monuments--United States--Conservation and restoration--Congresses
- Monuments--United States--Conservation and restoration--Handbooks, manuals, etc.

Monuments--United States--Conservation and restoration--Periodicals
- Monuments--United States--Guidebooks
- Monuments--United States--Juvenile literature
- Monuments--United States--Pictorial works
- Monuments--United States--Preservation
- Monuments--West (U.S.)--Conservation and restoration
- Monuments--Wyoming--History
National environmental study areas

National environmental study areas
National environmental study areas--Arctic regions
National environmental study areas--Colorado
National environmental study areas--Methodology
National environmental study areas--United States
National environmental study areas--United States--Remote sensing
National parks and reserves

National parks and reserves { } (LCSH) SEE ALSO: names of individual national parks, related subjects
National parks and reserves -- Abstracting and indexing
National parks and reserves -- Administration { } USE: National parks and reserves -- Management

[NOTE: you may substitute any state name for Alaska in the following subject headings. Follow the form for inserting subordinate place names between state name and topical subdivisions, as illustrated below. Note that subordinate place name may be an island, a range, a river, a watershed, a region, a county, a city, or a federal property (e.g., park). A topical subdivision may also come directly after the state name, with no subordinate place name in between.]

National parks and reserves -- Alaska
National parks and reserves -- Alaska -- Admiralty Island -- Management
National parks and reserves -- Alaska -- Alaska Peninsula
National parks and reserves -- Alaska -- Bibliography
National parks and reserves -- Alaska -- Brooks Range
National parks and reserves -- Alaska -- Cape Krusenstern National Monument
National parks and reserves -- Alaska -- Charley River Region
National parks and reserves -- Alaska -- Chukchi Imuruk National Reserve
National parks and reserves -- Alaska -- Chukchi-Imuruk National Wildlands
National parks and reserves -- Alaska -- Congresses
National parks and reserves -- Alaska -- Cook Inlet Region
National parks and reserves -- Alaska -- Denali National Park and Preserve -- Guidebooks
National parks and reserves -- Alaska -- Denali National Park and Preserve -- History
National parks and reserves -- Alaska -- Denali National Park and Preserve -- Planning
National parks and reserves -- Alaska -- Fees
National parks and reserves -- Alaska -- Glacier Bay
National parks and reserves -- Alaska -- Glacier Bay National Park and Preserve -- Recreational use
National parks and reserves -- Alaska -- Guidebooks
National parks and reserves -- Alaska -- Handbooks, manuals, etc.
National parks and reserves -- Alaska -- History
National parks and reserves -- Alaska -- Interpretive programs
National parks and reserves -- Alaska -- Juvenile literature
National parks and reserves -- Alaska -- Ketchikan Region -- Management
National parks and reserves -- Alaska -- Kobuk Valley
National parks and reserves -- Alaska -- Kobuk Valley National Park
National parks and reserves -- Alaska -- Management
National parks and reserves -- Alaska -- Maps
National parks and reserves -- Alaska -- Maps, Topographic
National parks and reserves -- Alaska -- Pictorial works
National parks and reserves -- Alaska -- Posters
National parks and reserves -- Alaska -- Planning
National parks and reserves -- Alaska -- Recreational use
National parks and reserves -- Alaska -- Transportation
National parks and reserves -- Alaska -- Visitors
National parks and reserves -- Alaska -- Visitors -- Directories
National parks and reserves -- Alaska -- Visitors -- Information services
National parks and reserves, continued

National parks and reserves--Alaska--Wrangell Mountains--Planning
National parks and reserves--America
National parks and reserves--Appalachian Region, Southern--Management--History
National parks and reserves--Arctic regions
National parks and reserves--Arizona--Apache County
National parks and reserves--Arizona--Grand Canyon National Park--Visitors
National parks and reserves--Arizona--Payson
National parks and reserves--Bibliography
National parks and reserves--Buildings
National parks and reserves--Colorado Plateau
National parks and reserves--Colorado--Rocky Mountain National Park--Interpretive programs
National parks and reserves--Congresses
National parks and reserves--Directories
National parks and reserves--Directories--United States
National parks and reserves--Documentation--United States
National parks and reserves--East (U.S.)--Directories
National parks and reserves--East (U.S.)--Guidebooks
National parks and reserves--Economic aspects--Alaska
National parks and reserves--Economic aspects--United States
National parks and reserves--Economic aspects--Washington (State)--Olympic National Park
National parks and reserves--Employment--United States
National parks and reserves--Environmental aspects
National parks and reserves--Environmental aspects--Alaska
National parks and reserves--Environmental aspects--Alaska--Admiralty Island
National parks and reserves--Environmental aspects--Colorado--Moffat County
National parks and reserves--Environmental aspects--Congresses
National parks and reserves--Environmental aspects--Management
National parks and reserves--Environmental aspects--Northwest, Pacific
National parks and reserves--Environmental aspects--Public opinion
National parks and reserves--Environmental aspects--United States
National parks and reserves--Fiction
National parks and reserves--Fires and fire prevention--Government policy--United States
National parks and reserves--Government policy
National parks and reserves--Government policy--Congresses
National parks and reserves--Government policy--Mississippi
National parks and reserves--Government policy--United States--Congresses
National parks and reserves--Government policy--United States--History
National parks and reserves--Great Plains
National parks and reserves--Guides
National parks and reserves--Handbooks, manuals, etc.
National parks and reserves--Idaho--Recreational use--Handbooks, manuals, etc.
National parks and reserves--Information services
National parks and reserves--Interpreters--Minnesota
National parks and reserves--Interpretive programs
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<thead>
<tr>
<th>National parks and reserves, continued</th>
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<tr>
<td>National parks and reserves--Interpretive programs--Evaluation</td>
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<td>National parks and reserves--Interpretive programs--Handbooks, manuals, etc.</td>
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<td>National parks and reserves--Interpretive programs--Periodicals</td>
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<td>National parks and reserves--Juvenile literature</td>
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<td>National parks and reserves--Law and legislation--Alaska--Admiralty Island</td>
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<td>National parks and reserves--Law and legislation--New York (State)</td>
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<td>National parks and reserves--Law and legislation--United States</td>
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<td>National parks and reserves--Law and legislation--United States--Planning</td>
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<td>National parks and reserves--Law and legislation--United States--Visitors</td>
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<td>National parks and reserves--Law and legislation--(Washington, D.C.)</td>
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<td>National parks and reserves--Law and legislation--Washington (State)</td>
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<td>National parks and reserves--Management</td>
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<td>National parks and reserves--Management--Citizen participation</td>
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<td>National parks and reserves--Management--Congresses</td>
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<tr>
<td>National parks and reserves--Management--Handbooks, manuals, etc.</td>
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<tr>
<td>National parks and reserves--Management--Public opinion</td>
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<tr>
<td>National parks and reserves--Middle West</td>
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<tr>
<td>National parks and reserves--Middle West--Directories</td>
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<tr>
<td>National parks and reserves--Middle West--Guidebooks</td>
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<tr>
<td>National parks and reserves--Middle West--Periodicals</td>
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<tr>
<td>National parks and reserves--Montana--Planning--Maps</td>
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<tr>
<td>National parks and reserves--Multiple use</td>
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<tr>
<td>National parks and reserves--New England--Antiquities</td>
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<td>National parks and reserves--New York Metropolitan Area--Maps</td>
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<td>National parks and reserves--New York (N.Y.)</td>
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<td>National parks and reserves--New York (State)</td>
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<td>National parks and reserves--Northwestern States</td>
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<td>National parks and reserves--Pacific States</td>
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<tr>
<td>National parks and reserves--Periodicals</td>
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<tr>
<td>National parks and reserves--Pictorial works</td>
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<tr>
<td>National parks and reserves--Planning</td>
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<tr>
<td>National parks and reserves--Planning--Congresses</td>
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<tr>
<td>National parks and reserves--Planning--Environmental aspects--Montana--Glacier National Park</td>
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<tr>
<td>National parks and reserves--Planning--Handbooks, manuals, etc.</td>
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<tr>
<td>National parks and reserves--Quotations, maxims, etc.</td>
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<tr>
<td>National parks and reserves--Recreational use--Congresses</td>
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<td>National parks and reserves--Recreational use--Valuation--Mathematical models</td>
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<td>National parks and reserves--Research</td>
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<td>National parks and reserves--Research--United States</td>
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<td>National parks and reserves--Research--United States--Periodicals</td>
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<td>National parks and reserves--Rocky Mountains Region--Guidebooks</td>
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<td>National parks and reserves--Rocky Mountains Region--Management--Periodicals</td>
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<td>National parks and reserves--Rocky Mountains Region--Maps--Evaluation</td>
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<td>National parks and reserves--Rocky Mountains Region--Periodicals</td>
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<tr>
<td>National parks and reserves--Sanitation</td>
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<tr>
<td>National parks and reserves--Social aspects</td>
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<td>National parks and reserves--Social aspects--United States</td>
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Selected Library of Congress Subject Headings B.31
National parks and reserves, continued

National parks and reserves—Southwest, New
National parks and reserves—Southwestern States
National parks and reserves—Standards
National parks and reserves—Study and teaching (Elementary)—United States—Juvenile literature
National parks and reserves—Transportation{ } SEE ALSO subdivision
Transportation under individual national parks, e.g., Yosemite National Park—Transportation
National parks and reserves—Transportation—Environmental aspects—Montana
National parks and reserves—United States
National parks and reserves—United States—Accidents
National parks and reserves—United States—Administration
National parks and reserves—United States—Anecdotes
National parks and reserves—United States—Bibliography
National parks and reserves—United States—Bibliography—Catalogs
National parks and reserves—United States—Buildings
National parks and reserves—United States—Collected works
National parks and reserves—United States—Congresses
National parks and reserves—United States—Costs
National parks and reserves—United States—Description and travel
National parks and reserves—United States—Description and travel—Juvenile films
National parks and reserves—United States—Design
National parks and reserves—United States—Directories
National parks and reserves—United States—Employment—Directories
National parks and reserves—United States—Encyclopedias
National parks and reserves—United States—Environmental aspects
National parks and reserves—United States—Exhibitions
National parks and reserves—United States—Fees
National parks and reserves—United States—Fees—Statistics
National parks and reserves—United States—Statistics—Periodicals
National parks and reserves—United States—Finance
National parks and reserves—United States—Finance—Auditing
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National parks and reserves—United States—Handbooks, manuals, etc.
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National parks and reserves—United States—Humor
National parks and reserves—United States—Interpretive programs
National parks and reserves—United States—Interpretive programs—Evaluation
National parks and reserves—United States—Interpretive programs—Handbooks, manuals, etc.
National parks and reserves—United States—Interpretive programs—History
National parks and reserves—United States—Inventories—Databases—Handbooks, manuals, etc.
National parks and reserves—United States—Juvenile films
National parks and reserves—United States—Juvenile literature

B.32 Selected Library of Congress Subject Headings
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National parks and reserves—United States--Law and legislation--History
National parks and reserves—United States--Management
National parks and reserves—United States--Management--Bibliography
National parks and reserves—United States--Management--Case studies.
National parks and reserves—United States--Management--Citizen participation
National parks and reserves—United States Management--Conferences
National parks and reserves—United States--Management--Handbooks, manuals, etc.
National parks and reserves—United States--Management--History
National parks and reserves—United States--Management--Periodicals
National parks and reserves—United States--Maps
National parks and reserves—United States--Maps, Topographic
National parks and reserves—United States--Multiple use
National parks and reserves—United States--Officials and employees--Housing
National parks and reserves—United States--Periodicals
National parks and reserves—United States--Photographs
National parks and reserves—United States--Pictorial works
National parks and reserves—United States--Pictorial works--Exhibitions
National parks and reserves—United States--Planning
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National parks and reserves—United States--Protection
National parks and reserves—United States--Public opinion
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National parks and reserves—United States--Recreational use--Bibliography
National parks and reserves—United States--Research
National parks and reserves—United States--Safety measures
National parks and reserves—United States--Songs and music
National parks and reserves—United States--Statistics
National parks and reserves—United States--Statistics--Periodicals
National parks and reserves—United States--Study and teaching
National parks and reserves—United States--Transportation
National parks and reserves—United States--Views--Exhibitions
National parks and reserves—United States--Visitors
National parks and reserves—United States--Visitors--Information services
National parks and reserves—United States--Visitors--Statistics
National parks and reserves—United States--Visitors--Statistics--Periodicals
National parks and reserves—United States--Vocational guidance
National parks and reserves—United States--Vocational guidance--Juvenile literature
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National parks and reserves—Visitors--Social aspects--United States
National parks and reserves--Vocational guidance
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National parks and reserves--Vocational guidance--United States
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National parks and reserves--Washington (D.C.)
National parks and reserves--Washington (State)
National parks and reserves--Washington (State)--Lake Chelan National Recreation Area--Management--Data processing
National parks and reserves--Washington (State)--Management
National parks and reserves--Washington (State)--Olympic National Park
National parks and reserves--Washington (State)--Olympic Peninsula
National parks and reserves--Washington (State)--Seattle
National parks and reserves--West (U.S.)
National parks and reserves--West (U.S.)--Description and travel
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National parks and reserves--West (U.S.)--Tours
National parks and reserves--Wyoming--Management--Handbooks, manuals, etc.
National parks and reserves--Yellowstone National Park Region--Interpretive programs--Designs and plans
National parks and reserves--Yukon River Region (Yukon and Alaska)
National parks and reserves--Yukon Territory--Management
National parks and reserves--Yukon Territory--Yukon River basin
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Selected Library of Congress Subject Headings B.35
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Natural areas--United States--History
Natural areas--United States--Management--Congresses
Natural areas--United States--Periodicals
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Natural areas--Washington Region--Guidebooks
Natural areas--Washington (State)--Inventories
Natural areas--Washington (State)--Kitsop County--Inventories
Natural areas--Washington (State)--Periodicals
Natural areas--Yukon--Keele Peak Region--Planning
Natural areas--Yukon Territory--Aishihik Lake Region--Planning
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Natural monuments--Alaska
Natural monuments--Alaska--Admiralty Island
Natural monuments--Alaska--Admiralty Island--Management
Natural monuments--Alaska--Anchorage
Natural monuments--Alaska--Arctic Foothills Ridges
Natural monuments--Alaska--Barrow Peninsula
Natural monuments--Alaska--Brant Point
Natural monuments--Alaska--Brooks Range
Natural monuments--Alaska--Colville River Bluffs
Natural monuments--Alaska--Colville River Delta
Natural monuments--Alaska--Cutaway Creek
Natural monuments--Alaska--Ikpikpuk River
Natural monuments--Alaska--Kasegaluk Lagoon
Natural monuments--Alaska--Katmai National Park and Preserve
Natural monuments--Alaska--Kilik Bend
Natural monuments--Alaska--Kotzebue Sound Region
Natural monuments--Alaska--Meade River Plains
Natural monumens--Alaska--Meade River Region
Natural monuments--Alaska--Pacific Mountain System
Natural monuments--Alaska--Pavlof Region
Natural monuments--Alaska--Pik Dunes
Natural monuments--Alaska Point Barrow
Natural monuments--Alaska--Simpson Seeps
Natural monuments--Alaska--Skull Cliff
Natural monuments--Alaska--Takrak Lakes Region
Natural monuments--Alaska--Teshekpuk Lake
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Natural monuments--Alaska--Valley of the Willows
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Natural monuments--Bibliography
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Natural monuments--Colorado Plateau
Natural monumens--Columbia Plateau
Natural monumens--Congress
Natural monumens--Dictionaries
Natural monumens--Environmental aspects--Alaska--Admiralty Island
Natural monumens--Environmental aspects--Wyoming
Natural monumens--Guidebooks
Natural monumens--Idaho
Natural monumens--Idaho--Power County
Natural monumens--Islands of the Pacific
Natural monumens--Juvenile literature
Natural monumens--Law and legislation--Alaska
Natural monumens--Law and legislation--Arizona
Natural monumens--Law and legislation--United States
Natural monumens--Law and legislation--Washington (State)
Natural monumens--New York Metropolitan Area
Natural monumens--Northwest Coast of North America
Natural monumens--Northwest, Pacific
Natural monumens--Ohio
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Natural monumens--Periodicals
Natural monumens--Pictorial works
Natural monumens--Pictorial works--Juvenile literature
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Natural monuments--Sierra Nevada (Calif. and Nev.)
Natural monuments--Societies, etc.
Natural monuments--Southwest, New
Natural monuments--Southwest, New--Periodicals
Natural monuments--United States
Natural monuments--United States--Bibliography
Natural monuments--United States--Bibliography--Catalogs
Natural monuments--United States--Guidebooks
Natural monuments--United States--Juvenile literature
Natural monuments--United States--Periodicals
Natural monuments--United States--Pictorial works
Natural monuments--United States--Registers
Natural monuments--United States--Societies, etc.
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Natural monuments--Utah--Management
Natural monuments--Washington (State)
Natural monuments--West (U.S.)
Natural monuments--West (U.S.)--Guidebooks
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| Natural resources--Alaska--Abstracts       |
| Natural resources--Alaska--Addresses, essays, lectures |
| Natural resources--Alaska--Admiralty Island |
| Natural resources--Alaska--Anchorage--Management |
| Natural resources--Alaska--Arctic regions |
| Natural resources--Alaska--Arctic Slope |
| Natural resources--Alaska--Bering Land Bridge National Preserve |
| Natural resources--Alaska--Bibliography--Periodicals |
| Natural resources--Alaska--Chena River Lakes Region--Management |
| Natural resources--Alaska--Congresses |
| Natural resources--Alaska--Data processing--Directories |
| Natural resources--Alaska--Directories |
| Natural resources--Alaska--Economic policy |
| Natural resources--Alaska--Fairbanks North Star Borough--Planning |
| Natural resources--Alaska--Gates of the Arctic National Park and Preserve |
| Natural resources--Alaska--History |
| Natural resources--Alaska--Information services--Directories |
| Natural resources--Alaska--Management--Handbooks, manuals, etc. |
| Natural resources--Alaska--Management--Periodicals |
| Natural resources--Alaska--Maps |
| Natural resources--Alaska--Measurement--Evaluation |
| Natural resources--Alaska--Periodicals |
| Natural resources--Alaska--Research |
| Natural resources--Alaska--Southcentral Region |
| Natural resources--Alaska, Southeastern--Maps |
| Natural resources--Alaska--Southeastern region |
| Natural resources--Alaska--Southwestern Region |
| Natural resources--Alaska--Statistics |
| Natural resources--Alaska--Study and teaching--Congresses |
| Natural resources--Alaska--Transportation--Congresses |
| Natural resources--Alaska--Yearbooks |
| Natural resources--Arizona--Juvenile literature |
| Natural resources--Arizona--Navajo County |
| Natural resources--Arizona--Saguaro National Monument |
| Natural resources--California--Collected works |
| Natural resources--California--Management--Congresses |
| Natural resources--California--Periodicals |
| Natural resources--California--Study and teaching |
| Natural resources--Environmental aspects--Alaska--Congresses |
| Natural resources--Environmental aspects--United States--States |
| Natural resources--Government policy--New Mexico |
| Natural resources--Government policy--United States--Congresses |
| Natural resources--Government policy--United States--States |
| Natural resources--Government policy--West (U.S.) |
| Natural resources--Great Lakes Region--Maps |
| Natural resources--Great Plains |
| Natural resources--Gulf coast (U.S.) |
| Natural resources--Information services--Alaska--Periodicals |
| Natural resources--Information services--Montana--Handbooks, manuals, etc. |
| Natural resources--International cooperation--Congresses |
| Natural resources--International cooperation--Directories |
| Natural resources--International cooperation--Maps |
| Natural resources--Inventories--Bibliography |
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Natural resources--Law and legislation--Alaska--Congresses
Natural resources--Law and legislation--Alaska--Periodicals
Natural resources--Law and legislation--Study and teaching--United States
Natural resources--Law and legislation--United States--Bibliography
Natural resources--Law and legislation--United States--Bibliography--Catalogs
Natural resources--Law and legislation--United States--Cases--Indexes
Natural resources--Law and legislation--United States--Conferences
Natural resources--Law and legislation--United States--Dictionaries
Natural resources--Law and legislation--United States--Digests
Natural resources--Law and legislation--United States--Environmental aspects--Congresses
Natural resources--Law and legislation--United States--History
Natural resources--Law and legislation--United States--Periodicals
Natural resources--Law and legislation--United States--States
Natural resources--Law and legislation--United States--States--Bibliography
Natural resources--Law and legislation--Vocational guidance--United States
Natural resources--Law and legislation--West (U.S.)
Natural resources--Management--Cross-cultural studies
Natural resources--Management--Research--United States--Finance
Natural resources--Pacific States
Natural resources--Research--United States--Conferences
Natural resources--Research--United States--Directories
Natural resources--Rio Grande Valley
Natural resources--Rocky Mountains Region--Statistics
Natural resources--Social aspects--United States
Natural resources--Social aspects--United States--Congresses
Natural resources--South Dakota--Management
Natural resources--Southern States
Natural resources--Southwest, New
Natural resources--Southwest, New--Bibliography
Natural resources--Study and teaching--Alaska--Periodicals
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Natural resources--Study and teaching--Northwest, Pacific
Natural resources--Study and teaching--United States
Natural resources--Study and teaching--United States--Directories
Natural resources surveys--Florida
Natural resources surveys--Sierra Madre (Wyo. and Colo.)--Maps
Natural resources surveys--United States
Natural resources--Taxation--Alaska
Natural resources--Taxation--Law and legislation--United States--Cases
Natural resources--United States--Administration--Conferences
Natural resources--United States--Aerial photographs
Natural resources--United States--Bibliography--Periodicals
Natural resources--United States--Case studies
Natural resources--United States--Collected works
Natural resources--United States--Conferences
Natural resources--United States--Dictionaries
Natural resources--United States--Directories

B.40 Selected Library of Congress Subject Headings
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- Natural resources--United States--Exhibitions
- Natural resources--United States--Film catalogs
- Natural resources--United States--History
- Natural resources--United States--History--Juvenile films
- Natural resources--United States--Information services
- Natural resources--United States--International cooperation
- Natural resources--United States--Inventories--Congresses
- Natural resources--United States--Inventories--Handbooks, manuals, etc.
- Natural resources--United States--Juvenile literature
- Natural resources--United States--Management
- Natural resources--United States--Management--Citizen participation
- Natural resources--United States--Management--Congresses
- Natural resources--United States--Management--History--20th century
- Natural resources--United States--Management--Juvenile literature
- Natural resources--United States--Management--Periodicals
- Natural resources--United States--Management--Vocational guidance
- Natural resources--United States--Management--Vocational guidance--Juvenile literature
- Natural resources--United States--Maps
- Natural resources--United States--Maps for children
- Natural resources--United States--Museums
- Natural resources--United States--Periodicals
- Natural resources--United States--Photographs
- Natural resources--United States--Posters
- Natural resources--United States--Remote sensing
- Natural resources--United States--Research--Bibliography
- Natural resources--United States--States--Directories
- Natural resources--United States--States--Remote sensing
- Natural resources--United States--Statistics
- Natural resources--United States--Study and teaching
- Natural resources--Utah--Bibliography
- Natural resources--Utah--Management
- Natural resources--Utah--Periodicals
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Public lands--Alaska--Anchorage--Management
Public lands--Alaska--Bristol Bay Region--Periodicals
Public lands--Alaska--Brooks Range--Maps
Public lands--Alaska--Congresses
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Public lands--Alaska--History
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Public lands--Alaska--Law and legislation
Public lands--Alaska--Law and legislation--Indexes
Public lands--Alaska--Management
Public lands--Alaska--Maps
Public lands--Alaska--Maps, Topographic
Public lands--Alaska, Northwestern--Management
Public lands--Alaska--Periodicals
Public lands--Alaska--Planning
Public lands--Alaska--Public opinion
Public lands--Alaska--Recreational use
Public lands--Alaska--Recreational use--Planning
Public lands--Arizona--Arizona Strip--Maps
Public lands--Arizona--Juvenile literature
Public lands--Bibliography--West (U.S.)
Public lands--California--Delta Region--Environmental aspects
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Public lands--Government policy--United States
Public lands--Government policy--West (U.S.)--History--19th century
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Public lands--Law and legislation--United States
Public lands--Mid-Atlantic States--Congresses
Public lands--Middle West--History
Public lands--Missouri--Statistics
Public lands--Montana--Auditing
Public lands--Montana--Butte
Public lands--Montana--Carbon County
Public lands--Montana--Congresses
Public lands--Montana--Economic aspects
Public lands--Montana--Law and legislation
Public lands--Montana--Management
Public lands--Montana--Periodicals
Public lands--Montana--Recreational use--Maps
Public lands--Montana--Statistics
Public lands--Montana--Statistics--Periodicals
Public lands--Nebraska--Gage County--History
Public lands--Northwest, Pacific--Maps
Public lands--Recreational use--Economic aspects--Montana
Public lands--Recreational use--Law and legislation--Montana
Public lands--South Dakota--Purchasing
Public lands--Southern States--Congresses
Public lands--Southwest, New
Public lands--Southwestern States--Safety measures

B.42 Selected Library of Congress Subject Headings
Public lands, continued

Public lands--United States--Bibliography--Periodicals
Public lands--United States--Case studies--Indexes
Public lands--United States--Cases--Digests
Public lands--United States--Citizen participation--Case studies
Public lands--United States--Congresses
Public lands--United States--Data processing
Public lands--United States--Digests
Public lands--United States--Directories
Public lands--United States--Drug use
Public lands--United States--Early works to 1800
Public lands--United States--Economic aspects
Public lands--United States--Environmental aspects--Periodicals
Public lands--United States--Fees
Public lands--United States--Government policy--Congresses
Public lands--United States--Guidebooks
Public lands--United States--Handbooks, manuals, etc.
Public lands--United States--History--19th century
Public lands--United States--History--Mathematical models
Public lands--United States--History--Sources--Indexes
Public lands--United States--Indexes
Public lands--United States--Juvenile literature
Public lands--United States--Law and legislation--Congresses
Public lands--United States--Management--Evaluation.
Public lands--United States--Maps
Public lands--United States--Periodicals
Public lands--United States--Pictorial works
Public lands--United States--Planning
Public lands--United States--Public opinion
Public lands--United States--Recreational use--Government policy
Public lands--United States--Recreational use--Law and legislation
Public lands--United States--Recreational use--Prices--Government policy
Public lands--United States--States
Public lands--United States--Statistics
Public lands--United States--Statistics--Periodicals
Public lands--United States--Surveys
Public lands--United States--Taxation
Public lands--United States--Valuation
Public lands--United States--Valuation--Mathematical models
Public lands--Washington (State)--Fees
Public lands--Washington (State)--Inventories
Public lands--Washington (State)--Oral history
Public lands--West (U.S.)--Congresses
Public lands--West (U.S.)--Data processing
Public lands--West (U.S.)--Fees
Public lands--West (U.S.)--History--Bibliography
Public lands--West (U.S.)--Management
Public lands--West (U.S.)--Maps
Public lands--West (U.S.)--Protection
Public lands--West (U.S.)--Recreational use
Public lands--West (U.S.)--Recreational use--Congresses

Selected Library of Congress Subject Headings B.43
Topographic maps

Topographic maps (LCSH) SEE ALSO: Maps
Topographic maps--Alaska--Indexes
Topographic maps--Bibliography--Catalogs
Topographic maps--Data processing
Topographic maps--History
Topographic maps--Periodicals
United States. National Park Service

United States. National Park Service
United States. National Park Service--Anecdotes
United States. National Park Service--Anniversaries, etc.
United States. National Park Service--Appointments, promotions, salaries, etc.
United States. National Park Service--Appropriations and expenditures
United States. National Park Service--Archives--Indexes
United States. National Park Service--Bibliography
United States. National Park Service--Bibliography--Catalogs
United States. National Park Service--Catalogs
United States. National Park Service--Congress
United States. National Park Service. Curatorial Services Division--Equipment and supplies--Handbooks, manuals, etc.
United States. National Park Service--Data bases
United States. National Park Service--Decision making
United States. National Park Service. Denver Service Center--Officials and employees--In-service training
United States. National Park Service. Division of Interpretation--Periodicals
United States. National Park Service--Fiction
United States. National Park Service--Finance
United States. National Park Service--Forms
United States. National Park Service--Handbooks, manuals, etc.
United States. National Park Service--Handbooks, manuals, etc.--Bibliography--Catalogs
United States. National Park Service--History
United States. National Park Service--Insignia
United States. National Park Service--Juvenile literature
United States. National Park Service--Management--Bibliography
United States. National Park Service--Management--History
United States. National Park Service--Maps
United States. National Park Service. Midwest Region. Research and Science Division--Periodicals
United States. National Park Service. Office of Strategic Planning
United States. National Park Service--Officials and employees
United States. National Park Service--Officials and employees--Biography
United States. National Park Service--Officials and employees--Correspondence
United States. National Park Service--Officials and employees--History
United States. National Park Service--Officials and employees--Housing
United States. National Park Service--Officials and employees--Juvenile literature
United States. National Park Service--Officials and employees--Recruiting
United States. National Park Service--Officials and employees--Registers
United States. National Park Service--Officials and employees--Transfers
United States. National Park Service. Pacific Northwest Region--Appropriations and expenditures

Selected Library of Congress Subject Headings B.45
United States. National Park Service, continued

United States. National Park Service--Periodicals
United States. National Park Service--Personnel management
United States. National Park Service--Planning
United States. National Park Service. Preservation Assistance Division--Bibliography--Catalogs
United States. National Park Service--Procurement
United States. National Park Service--Statistics--Periodicals
United States. National Park Service--Trials, litigation, etc.
United States. National Park Service. Visitor Protection and Safety Division
United States. National Park Service--Vocational guidance
United States. National Park Service--Vocational guidance
United States. National Park Service. Water Resources Division--Periodicals
United States. National Park Service. Yosemite National Park*{ } USE: Yosemite National Park (Calif.)
United States. National Park System Advisory Board
United States. National Park System Review Board
Wild and scenic rivers

Wild and scenic rivers
Wild and scenic rivers—Alaska—Delta River—Recreational uses
Wild and scenic rivers—Alaska—Yukon-Charley National Rivers (Proposed)
Wild and scenic rivers—California—Madera County.
Wild and scenic rivers—Classification
Wild and scenic rivers—Congresses
Wild and scenic rivers—Conservation—Economic aspects—Colorado
Wild and scenic rivers—Economic aspects—Idaho—Clearwater River—Public opinion
Wild and scenic rivers—Economic aspects—United States
Wild and scenic rivers—Environmental aspects—Alaska—Delta River
Wild and scenic rivers—Idaho—Clearwater River, Middle Fork.
Wild and scenic rivers—Idaho—Recreational use—Management—Case studies
Wild and scenic rivers—Idaho—Recreational uses—Psychological aspects
Wild and scenic rivers—Information services—Idaho—Salmon River—Recreational use
Wild and scenic rivers—Law and legislation—Idaho—Clearwater River
Wild and scenic rivers—Law and legislation—Northeastern States
Wild and scenic rivers—Law and legislation—United States
Wild and scenic rivers—Management—Missouri River Watershed
Wild and scenic rivers—Montana—Lewis and Clark National Forest
Wild and scenic rivers—Montana—Recreational use—Statistics
Wild and scenic rivers—Northeastern States
Wild and scenic rivers—Northwest, Pacific
Wild and scenic rivers—Northwestern States
Wild and scenic rivers—Recreational use—Economic aspects—Colorado
Wild and scenic rivers—Southwest, Pacific
Wild and scenic rivers—United States
Wild and scenic rivers—United States—Congresses
Wild and scenic rivers—United States—Maps
Wild and scenic rivers—Upper Delaware National Scenic and Recreational River (N.Y. and Pa.)
Wilderness areas

Wilderness areas
Wilderness areas--Absaroka Range (Mont. and Wyo.)
Wilderness areas--Alabama
Wilderness areas--Alaska--Arctic National Wildlife Refuge--Visitors
Wilderness areas--Alaska--Chugach National Forest--Management
Wilderness areas--Alaska--Chugach National Forest--Maps
Wilderness areas--Alaska--Denali National Park and Preserve
Wilderness areas--Alaska--Directories
Wilderness areas--Alaska--Fiction
Wilderness areas--Alaska--Management
Wilderness areas--Alaska--Maps
Wilderness areas--Alaska--Nancy Lake--Recreational use
Wilderness areas--Alaska--Periodicals
Wilderness areas--Alaska--Recreational use
Wilderness areas--Alaska--Southeast Region
Wilderness areas--Alaska--Visitors
Wilderness areas--Arctic regions
Wilderness areas--Arizona--Aravaipa Canyon--Guidebooks
Wilderness areas--Arizona--Pictorial works
Wilderness areas--Arizona--Recreational use
Wilderness areas--Bibliography
Wilderness areas--California--Societies, etc.--Officials and employees--Directories
Wilderness areas--Colorado Plateau
Wilderness areas--Congresses
Wilderness areas--Economic aspects--Alaska
Wilderness areas--Economic aspects--Mathematical models
Wilderness areas--Economic aspects--United States
Wilderness areas--Environmental aspects--Idaho--Clearwater National Forest--Public opinion
Wilderness areas--Environmental aspects--United States
Wilderness areas--Fires and fire prevention--Government policy--United States
Wilderness areas--Government policy--Minnesota
Wilderness areas--Government policy--United States
Wilderness areas--Government policy--United States--Bibliography
Wilderness areas--Government policy--West (U.S.)
Wilderness areas--History
Wilderness areas--Idaho--History--Sources
Wilderness areas--Idaho--Management
Wilderness areas--Idaho--Periodicals
Wilderness areas--Idaho--Pictorial works
Wilderness areas--Idaho--Planning
Wilderness areas--Idaho--Recreational use
Wilderness areas--Idaho--Sawtooth National Recreation Area--Recreational use
Wilderness areas--Information services--United States
Wilderness areas--Juvenile literature
Wilderness areas--Law and legislation--Economic aspects--California
Wilderness areas--Law and legislation--United States--History
Wilderness areas--Management--Congresses
Wilderness areas--Management--Economic aspects--Montana
Wilderness areas--Michigan--Visitors
Wilderness areas--Middle West
Wilderness areas--Montana--Handbooks, manuals, etc.
Wilderness areas, continued

Wilderness areas--Montana--Management--Congresses
Wilderness areas--Montana--Management--Periodicals
Wilderness areas--Montana--Missouri Breaks Region--Inventories
Wilderness areas--Montana--Pictorial works
Wilderness areas--Montana--Public opinion
Wilderness areas--Montana--Recreational use--Management
Wilderness areas--New Mexico--Poetry
Wilderness areas--North America
Wilderness areas--North America--Bibliography
Wilderness areas--North America--Literary collections
Wilderness areas--Northwest, Pacific--Periodicals
Wilderness areas--Northwest, Pacific--Recreational use
Wilderness areas--Northwest, Pacific--Visitors
Wilderness areas--Oregon--Coast Range
Wilderness areas--Oregon--Planning--Maps
Wilderness areas--Pacific Coast (Northwest)--Description
Wilderness areas--Philosophy
Wilderness areas--Planning--Alaska
Wilderness areas--Political aspects--Nevada
Wilderness areas--Political aspects--United States
Wilderness areas--Psychological aspects--Congresses
Wilderness areas--Psychological aspects--Periodicals
Wilderness areas--Public opinion--Alaska
Wilderness areas--Quotations, maxims, etc.
Wilderness areas--Recreational use--Bibliography
Wilderness areas--Recreational use--Congress
Wilderness areas--Recreational use--Data processing
Wilderness areas--Recreational use--Environmental aspects--Bibliography
Wilderness areas--Recreational use--Management--Congresses
Wilderness areas--Recreational use--Public opinion
Wilderness areas--Recreational use--Research
Wilderness areas--Recreational use--Simulation methods
Wilderness areas--Recreational use--Study and teaching
Wilderness areas--Remote sensing--United States
Wilderness areas--Research
Introduction to LC free-floating subdivisions

Free-floating subdivisions: an alphabetical index (FFS) is published by the Cataloging Distribution Service, Library of Congress (1990). It is available for purchase from the Library of Congress or through the U.S. Government Printing Office (Stock No. 1990-254-014/01062). It includes most of the subdivisions appearing in the subject headings listed in the foregoing sections of this appendix, as well as additional subdivisions that would have wide applicability for the cataloging of library materials in the National Park Service.

The free-floating subdivisions listed in FFS may be attached to any of the general subject headings outlined in this appendix, as well as to those LC subject headings taken from other sources (see page 7.11, this manual), according to the limits indicated by accompanying use notes.

Note that the FFS is actually an index to a set of forty separate lists comprising the Library of Congress Subject cataloging manual: subject headings (SCM), as well as to terms approved through October 1989 and not included in the SCM. Each term listed in the FFS is accompanied by general use guidelines and a reference to the section(s) in the SCM where detailed instructions for use may be found.

It is unlikely that laypersons cataloging library materials using Pro-Cite will have the resources to use the FFS and the SCM. To encourage the use of Library of Congress subject headings, a select subset of the FFS has been provided below. Terms not accompanied by use guidelines may be attached to any LC general subject heading from professional source; otherwise, term-specific use notes should be followed. We realize that the following free-floating subdivisions may not always be used correctly, but it was deemed preferable to have some degree of subject term standardization than none.

So as not to misrepresent subject term authority, when constructing subject headings by attaching LC free-floating subdivisions to LC general subject headings, the thesaurus source citation "(LCSH/LOC*)" must accompany the entry in the subject authority list. The exception is when these subject headings are constructed by professional librarians working for the NPS. If a free-floating subdivision (from the list below) is associated with the use note "may subdivide geographically," include this in the subject heading entry’s scope note when entering it to your subject authority list.

Example: Historic buildings--Archival resources( ) (LCSH/LOC) NOTE: may subdivide geographically, e.g., --Archival resources--New Mexico

It is fine to use the thesaurus source citation "(LCSH)" when using any of the subject headings (including those with subdivisions) listed in the previous sections of this appendix, since these were constructed by professional catalogers contributing records to a MARC database (Western Library Network). You may also modify any of the previously listed subject headings by substituting your park name and/or state name for other geographical subdivisions without adding "/LOC" to the thesaurus source citation.
Selected subset of LC free-floating subdivisions

--Abstracts
--Adaptation (use under plants & crops)
--Administration
--Aerial photographs
--Amateurs' manuals
--Analysis
--Antiquities (may be used under ethnic groups, places, bodies of water, Indians, sacred works, wars)
--Antiquities--Collection and preservation (may be used under ethnic groups, places, Indians)
--Antiquities--Collectors and collecting (may use under ethnic groups, Indians; may subdivide geographically)
--Antiquities--Law and legislation (may use under Indians)
--Antiquities--Private collections (may use under ethnic groups, Indians)
--Appropriations and expenditures (may use under corporate bodies, places, legislative bodies, military services)
--Archaeological collections (may use under corporate bodies, individual persons, families)
--Architecture (may use under Indians)
--Archival resources (may subdivide geographically)
--Archives
--Archives--Access control (may use under individual persons)
--Archives--Catalogs (may use under individual persons)
--Archives--Microform catalogs (may use under individual persons)
--Art collections (may use under corporate bodies, individual persons, families)
--Audio-visual aids
--Awards
--Bibliography
--Bibliography--Catalogs
--Biography
--Book reviews
--Boundaries (may be used under places, colonies; may subdivide geographically)
--Buildings
--Buildings--Conservation and restoration
--Buildings, structures, etc. (may be used under places)
--By-laws
--Cartography (may be used under wars)
--Case studies
--Catalogs
--Catalogs and collections (may subdivide geographically)
--Charts, diagrams, etc.
--Chronology
--Citizen participation
--Claims (may use under ethnic groups, places, Indians, wars)
--Classification
--Climate (may use under places, bodies of water)
--Climate--Observations (may use under places)
--Collection and preservation
--Collectors and collecting
--Committees (may use under legislative bodies)
--Communication (may use under ethnic groups)
--Communication systems
Selected subset of LC free-floating subdivisions, continued

--Comparative studies
--Compliance costs (may use under legal topics)
--Composition
--Computer programs
--Conferences
--Conservation (may use under materials; may subdivide geographically)
--Conservation and restoration
--Constitutional law (may use under places, colonies, Indians)
--Control (may use under animals, plants & crops; may subdivide geographically)
--Control--Environmental aspects (may use under animals, plants & crops; may subdivide geographically)
--Control--Law and legislation (may use under animals, plants & crops; may subdivide geographically)
--Conversation and phrase books (may use under languages)
--Conversation and phrase books--Spanish [French, etc.]
--Correspondence (use under classes of persons, ethnic groups, individual persons, groups of literary authors, individual literary authors, families)
--Cost control
--Cost effectiveness
--Costs
--Costume (use under classes of persons, ethnic groups)
--Costume and adornment (use under Indians)
--Cross-cultural studies
--Cultural assimilation (use under ethnic groups, Indians)
--Cultural control (use under animals, plants & crops)
--Data bases
--Data processing
--Dating
--Decision making
--Description (use under places)
--Description--Aerial (use under places)
--Description--Guide-books (use under places)
--Description--Tours (use under places)
--Description--Views (use under places)
--Description and travel (use under places, bodies of water)
--Description and travel--Aerial (use under places)
--Description and travel--Guide-books (use under places)
--Description and travel--Tours (use under places)
--Description and travel--Views (use under places)
--Design
--Design and construction
--Designs and plans
--Development (use under animals, plants & crops)
--Diaries (use under classes of persons, ethnic groups, individual persons, groups of literary authors, individual literary authors, military services)
--Dictionaries
--Dictionaries and encyclopedias (use under ethnic groups, places, Indians)
--Directories
--Discovery and exploration (use under places, bodies of water, colonies)
--Discovery and exploration--French [Spanish, etc.] (use under places)
Selected subset of LC free-floating subdivisions, continued

--Disease and pest resistance (use under plants & crops; may subdivide geographically)
--Diseases (use under classes of persons, ethnic groups, Indians, animals; may subdivide geographically)
--Diseases and pests (use under plants & crops; may subdivide geographically)
--Diseases and pests--Biological control (use under plants & crops; may subdivide geographically)
--Diseases and pests--Control (use under plants & crops; may subdivide geographically)
--Diseases and pests--Control--Economic aspects (use under plants & crops; may subdivide geographically)
--Diseases and pests--Control--Environmental aspects (use under plants & crops; may subdivide geographically)
--Diseases and pests--Control--Health aspects (use under plants & crops; may subdivide geographically)
--Diseases and pests--Cultural control (use under plants & crops; may subdivide geographically)
--Diseases and pests--Integrated control (use under plants & crops; may subdivide geographically)
--Dispersal (use under plants & crops)
--Documentation (may subdivide geographically)
--Drawings
--Dwellings (use under classes of persons, ethnic groups, Indians)
--Ecology (use under animals, plants & crops)
--Economic aspects (may subdivide geographically)
--Effect of acid deposition on (use under plants & crops)
--Effect of acid precipitation on (use under plants & crops)
--Effect of air pollution on (use under plants & crops)
--Effect of habitat modification on (use under animals)
--Effect of insecticides on (use under animals)
--Effect of logging on (use under animals)
--Effect of pesticides on (use under animals)
--Effect of pollution on (use under plants & crops)
--Effect of soil acidity on (use under plants & crops)
--Effect of water pollution on (use under animals)
--Effect of water quality on (use under animals)
--Employees
--Employment (use under classes of persons, ethnic groups; may subdivide geographically)
--Energy conservation
--Energy consumption
--Environmental aspects (may subdivide geographically)
--Equipment and supplies
--Ethnic identity (use under ethnic groups, Indians)
--Ethnological collections (use under corporate bodies, individual persons, families)
--Ethnomusicological collections (use under corporate bodies, individual persons, families)
--Ethnozoology (use under ethnic groups, Indians)
--Evaluation
--Evolution (use under animals, plants & crops)
--Exhibitions
--Experiments
--Exploring expeditions (use under places)
--Facsimiles
Selected subset of LC free-floating subdivisions, continued

--Fees (use under classes of persons)
--Field work
--Film catalogs
--Finance
--Fires and fire prevention
--Folklore
--Food (use under ethnic groups, animals, Indians)
--Forecasting
--Foreign words and phrases (use under languages)
--Foreign words and phrases--Dictionaries (use under languages)
--Forms
--Games (use under ethnic groups, Indians)
--Geneology (use under classes of persons, ethnic groups, Indians, places)
--Genealogy--Dictionaries (use under places)
--Geographical distribution (use under animals, plants & crops)
--Geography (use under places, colonies)
--Glossaries, vocabularies, etc. (use under languages)
--Government policy
--Government relations (use under ethnic groups, Indians)
--Government relations--To 1789 (use under Indians)
--Government relations--1789-1869 (use under Indians)
--Government relations--1869-1934 (use under Indians)
--Government relations--1934- (use under Indians)
--Grammar (use under languages)
--Guide-books
--Habitat (use under Animals, Plants & Crops)
--Handbooks, manuals, etc.
--Health aspects (may subdivided geographically)
--Herbarium (use under corporate bodies, individual persons, families)
--Hibernation (use under animals)
--Historical geography (use under places)
--Historical geography--Maps (use under places)
--Historiography
--History
--History--16th century
--History--Colonial period, ca. 1600-1775 (use under Indians)
--History--17th century
--History--18th century
--History--19th century
--History--20th century
--History--Anecdotes (use under places)
--History--Pictorial works (use under places)
--History--Sources
--History, Local (use under places)
--History, Military (use under places)
--History, Naval (use under places)
--Housing (use under classes of persons, ethnic groups, Indians; may subdivide geographically)
--Humor
--Hunting (use under ethnic groups, Indians)
--Hunting--Law and legislation (use under Indians)
--Identification
--Illustrations
--Implements (use under ethnic groups, Indians)
Selected subset of LC free-floating subdivisions, continued

--Indexes
--Information services (may subdivide geographically)
--Insect resistance (unuse under plants & crops; may subdivide geographically)
--Insignia
--Inspection
--Integrated control (use under animals, plants & crops; may subdivide geographically)
--Intellectual life--16th century (use under places)
--Intellectual life--17th century (use under places)
--Intellectual life--18th century (use under places)
--Intellectual life--19th century (use under places)
--Intellectual life--20th century (use under places)
--International cooperation
--International status (use under places)
--Interpretation
--Interviews (use under classes of persons, ethnic groups, individual persons, groups of literary authors, individual literary authors)
--Inventories
--Irrigation (use under Indians, plants & crops)
--Jewelry (use under ethnic groups, Indians)
--Job descriptions
--Job stress (use under classes of persons, ethnic groups)
--Juvenile drama
--Juvenile fiction
--Juvenile films
--Juvenile literature
--Juvenile sound recordings
--Kinship (use under ethnic groups, Indians)
--Laboratory manuals
--Land transfers (use under Indians)
--Languages (use under ethnic groups, Indians, places)
--Languages--Texts (use under ethnic groups, Indians, places)
--Law and legislation (may subdivide geographically)
--Legal status, laws, etc. (may subdivide geographically)
--Legends
--Library resources (may subdivide geographically)
--Licenses (may subdivide geographically)
--Life cycles (use under animals, plants & crops)
--Literary collections
--Location
--Longitudinal studies
--Maintenance and repair
--Management
--Manuscripts
--Manuscripts--Catalogs
--Manuscripts--Facsimiles
--Manuscripts--Indexes
--Manuscripts--Microform catalogs
--Map collections (use under corporate bodies, individual persons, families)
--Maps
--Maps--To 1800
--Maps--Bibliography
--Maps--Symbols
--Maps, Manuscript
Selected subset of LC free-floating subdivisions, continued

--Maps, Outline and base
--Maps, Pysical
--Maps, Pictorial
--Maps, Topographic
--Maps, Tourist
--Masks (use under ethnic groups, Indians)
--Material culture (use under ethnic groups, Indians)
--Materials
--Mathematical models
--Measurement
--Methodology
--Microform catalogs
--Migration (use under animals)
--Migrations (use under ethnic groups)
--Miscellanea
--Missions (use under ethnic groups, Indians, religions, religious orders, Christian denominations)
--Mixed bloods (use under Indians)
--Models
--Moisture
--Monuments (use under classes of persons, ethnic groups)
--Moral and ethical aspects
--Mortality (use under classes of persons, ethnic groups, Indians, animals, diseases)
--Mortuary customs (use under Indians)
--Museums (may subdivide geographically)
--Museums--Law and legislation (use under Indians)
--Music (use under ethnic groups, Indians)
--Music--Bibliography (use under ethnic groups, Indians)
--Music--Discography (use under ethnic groups, Indians)
--Musical instrument collections (use under corporate bodies, individual persons, families)
--Names
--Natural history collections (use under corporate bodies, individual persons, families)
--Navigation (use under bodies of water)
--Nests (use under animals)
--Newspapers
--Noise
--Nomenclature
--Nomenclature (Popular) (use under animals, plants & crops)
--Notebooks, sketchbooks, etc. (use under individual persons, individual literary authors)
--Notebooks, sketchbooks, etc.--Facsimiles (use under individual persons)
--Numismatic collections (use under corporate bodies, individual persons, families)
--Observations
--Observers' manuals
--Officials and employees
--Origin
--Orthography and spelling (use under languages)
--Orthography and spelling--Dictionaries (use under languages)
--Orthography and spelling--Glossaries, vocabularies, etc. (use under languages)
--Outlines, syllabi, etc.
Selected subset of LC free-floating subdivisions, continued

--Parasites--Biological control (use under animals)
--Parasites--Control (use under animals; may subdivide geographically)
--Parasites--Control--Environmental aspects (use under animals; may subdivide geographically)
--Parasites--Life cycles (use under animals)
--Performances (use under individual persons; may subdivide geographically)
--Periodicals
--Periodicals--Bibliography
--Periodicals--Bibliography--Catalogs
--Periodicals--Indexes
--Personal narratives (use under wars)
--Personal narratives--American [French, etc.] (use under wars)
--Personnel management
--Personnel records (use under corporate bodies, military services)
--Philosophy
--Phonetic transcriptions (use under languages)
--Photo maps (use under places)
--Photograph collections (use under corporate bodies, individual persons, families)
--Photographs
--Photographs from space
--Physiological aspects
--Physiological ecology (use under plants & crops)
--Pictorial works
--Planning
--Political aspects (may subdivide geographically)
--Politics and government (use under ethnic groups, Indians, places)
--Popular culture (use under places)
--Popular works
--Population (use under ethnic groups, Indians, colonies, places)
--Population--Statistics (use under places)
--Population density (use under places)
--Portraits (use under classes of persons, ethnic groups, Indians, individual persons, families...)
--Poster collections (use under corporate bodies, individual persons, families)
--Posters
--Pottery (use under Indians)
--Practice (may subdivide geographically)
--Preservation
--Prevention
--Private collections (may subdivide geographically)
--Professional ethics (use under classes of persons; may subdivide geographically)
--Programmed instruction
--Protection (may subdivide geographically)
--Psychological aspects
--Psychology
--Public lands (use under places, colonies)
--Public opinion
--Public records (use under corporate bodies)
--Public works (use under places, colonies)
--Public works--Law and legislation (use under places)
--Quality control
--Quotations, maxims, etc.
Selected subset of LC free-floating subdivisions, continued

--Race identity (use under ethnic groups)
--Race relations (use under places, colonies)
--Records and correspondence
--Recreation (classes of persons, ethnic groups, Indians)
--Recreational use
--Registers
--Registers of dead (use under wars; may subdivide geographically)
--Relations (use under places; may subdivide geographically)
--Relief models (use under places)
--Religion
--Religion and mythology (use under Indians)
--Religious life and customs (use under places, colonies)
--Remote sensing
--Removal (use under Indians)
--Reproduction (use under animals, plants & crops)
--Research (may subdivide geographically)
--Research grants (may subdivide geographically)
--Reservations (use under Indians)
--Rites and ceremonies (use under ethnic groups, Indians)
--Road maps (use under places)
--Rules and practice
--Safety measures
--Safety regulations (may subdivide geographically)
--Sanitation
--Scientific applications
--Scores (use under musical compositions)
--Seasonal distribution (use under animals)
--Security measures
--Seeds (use under plants & crops)
--Shorelines (use under bodies of water)
--Sieges
--Silverwork (use under Indians)
--Simulation methods
--Slang--Dictionaries
--Slide collections (use under corporate bodies, individual persons, families)
--Slides
--Social aspects (may subdivide geographically)
--Social conditions (use under classes of persons, ethnic groups, Indians, places, colonies)
--Social life and customs (use under classes of persons, ethnic groups, Indians, places, colonies)
--Socialization (use under ethnic groups)
--Societies, etc.
--Sociological aspects
--Software
--Soils (use under plants & crops)
--Songs and music
--Sources
--Speciation (use under animals, chemicals)
--Specifications (may subdivide geographically)
--Specimens
--Spectra
--Speeches in Congress
--Standards (may subdivide geographically)
--Statistical methods

B.58 Selected Library of Congress Subject Headings
Selected subset of LC free-floating subdivisions, continued

--Statistics
--Storage
--Study and teaching (may subdivide geographically)
--Study and teaching--Audio-visual aids
--Study and teaching--Simulation methods
--Study and teaching (Elementary) (may subdivide geographically)
--Study and teaching (Graduate) (may subdivide geographically)
--Study and teaching (Higher) (may subdivide geographically)
--Study and teaching (Internship) (may subdivide geographically)
--Study and teaching (Primary) (may subdivide geographically)
--Study and teaching (Secondary) (may subdivide geographically)
--Study guides
--Surveys (use under places)
--Tables
--Technique
--Technological innovations
--Telephone directories
--Temperature (use under bodies of water, plants & crops)
--Terminology
--Territorial expansion (use under places)
--Testing
--Textbooks
--Texts
--Themes, motives
--Trading posts (use under Indians)
--Transportation
--Treaties (use under Indians, wars)
--Uniforms (use under classes of persons, corporate bodies, military services...)
--Validity
--Valuation (may subdivide geographically)
--Variation (use under animals)
--Varieties (use under plants & crops)
--Venom (use under animals)
--Video tape catalogs
--Viruses (use under animals; may subdivide geographically)
--Vocabulary (use under languages)
--Vocational guidance (may subdivide geographically)
--Wars (use under ethnic groups, Indians)
--Wars--1600-1750 (use under Indians)
--Wars--1750-1815 (use under Indians)
--Wars--1775-1783 (use under Indians)
--Wars--1790-1794 (use under Indians)
--Wars--1812-1815 (use under Indians)
--Wars--1815-1875 (use under Indians)
--Wars--1862-1865 (use under Indians)
--Wars--1866-1895 (use under Indians)
--Wars--1868-1869 (use under Indians)
--Waste disposal
--Water diversion (use under bodies of water)
--Water rights (use under bodies of water, Indians)
--Water-supply
--Weight
--Written works (use under individual persons)
B.60 Selected Library of Congress Subject Headings
APPENDIX C: LIBRARY SUPPLIES

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Vendors of library and archival supplies ......................... C.2
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  Document repair tape .................................................. C.4
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C.ii Library Supplies
Introduction and purpose

The purpose of this appendix is to provide the user with information and limited instruction regarding the purchase and use of standard library and archival supplies.

Scope

As stated in the Introduction and elsewhere in this manual, supplies and procedures recommended in this section apply only to those materials managed as part of a National Park Service library or research collection (excluding museum collections). While this appendix may have application for non-library program areas employing Pro-Cite to manage collections, these guidelines should be considered subordinate to any that may have been distributed by said program areas (e.g., Inventory and Monitoring automated bibliographic database).
Vendors of library and archival supplies

Some supplies and equipment, such as non-archival hanging files, file folders, file folder labels, magazine cases, binders, electric pencil sharpeners, microform reader-printers, library furniture (including booktrucks, map cases, dictionary and atlas stands), etc., may be ordered through GSA or FSS (Federal Supply Schedule). General office supplies that are not available through GSA may be obtained from your local office supply store.

A limited range of archival materials is available free of charge (e.g. mylar sleeves, acid-free photo envelopes, etc.) from the Division of Curatorial Services, Washington Office.

All other supplies may be ordered from one of the vendors listed below, or any other library and archival supply vendor you may discover. OCLC label sets represent the one exception; these must be purchased from Gaylord (see next page) to ensure compatibility with the NPS label program for use with Pro-Cite. You may want to obtain catalogs from multiple vendors, as pricing structures for similar products may vary to an appreciable degree. Free catalogs may be obtained by telephone request.

- Conservation Resources, International (archival supplies)
  (800) 634-6932
- Demco (library supplies)
  (800) 356-1200
- Gaylord (library and archival supplies - separate catalogs)
  (800) 448-6160
- Highsmith (library supplies, limited archival supplies)
  (800) 558-2110
- Library Store (library supplies)
  (800) 548-7204
- Light Impressions (archival supplies and free brochures on various preservation techniques, e.g., "Care and Storage of Color Slides")
  (800) 828-6216
- University Products (library and archival supplies - separate catalogs)
  (800) 628-1912

Be wary of "repair" supplies and "how to repair" booklets advertised in general library supply catalogs. They typically do not employ archival materials and methods.

In addition to the general guidelines provided in the remainder of this appendix, technical assistance on the repair, preservation, and/or conservation of library and archival materials is available from the NPS Chief Archivist, Diane Vogt-O'Connor, Division of Curatorial Services, Washington Office.

C.2 Library Supplies
Suggested supplies and procedures

- Archival storage cases

These are sometimes referred to as "Hollinger boxes" (after one of the more well-known vendors of these acid-free, grey, storage containers). They come in many shapes and sizes, with and without lids, and are available through any of the vendors selling archival supplies (see previous page). Archival storage cases are recommended for the housing of rare and/or deteriorating books that cannot be replaced, academic journals that are to be permanently retained, and archival file folders (in lieu of storing them in hanging files).

- Binders

The standard white, plastic 1" and 2" binders used throughout the agency may be ordered through GSA (#7510-01-203-4708 or #7510-01-203-8814, respectively) to house non-archival materials such as a series of technical notes (e.g., Preservation Briefs distributed by NPS Preservation Assistance Division), xeroxed copies of reports, etc.

- Book tape

Book tape may be used, judiciously, to repair bindings of books and reports that are not rare or archival. When in doubt, consult the NPS Archivist.

- Bookends

These are highly recommended; use of bookends will significantly prolong the life of your library materials and help to maintain order on your shelves. There should be one bookend per shelf, at minimum. Several models are available through GSA.

- Card pockets

Card pockets are used to house circulation cards; card pockets are generally affixed to the inside back cover of a book, report, or file folder. For microfiche, affix sideways to the fiche envelope. For audiovisual materials, affix to the container in a location that is obvious; be consistent. It may not be advisable to affix pockets to maps, drawings, etc. In these cases, a checkout log may be more appropriate. Never affix pockets directly onto original manuscripts, historical documents, etc. Rather, affix the pocket to the container (e.g., archival storage case, archival folder, etc.)

For non-archival materials, the polyester (i.e., clear), self-adhesive pockets are convenient (no fuss, no muss) and don't obstruct maps, publications lists, etc., that may be printed on the inside back cover. One source for these is: Highsmith high-back book pockets, item no. L4B-41331. For archival materials, there are acid-free, self-adhesive pockets available from several of the vendors listed on the previous page.

If you use the NPS label program for use with Pro-Cite, you may use one of the horizontal format labels from the label set for the front of the card pocket; the other one goes on the top of the circulation card. This way, it will be easy to ensure an exact match when you
Suggested supplies and procedures, continued

are returning the circulation card to the card pocket of the returned item. For materials housed in file folders, you may choose to use this label on the file folder tab instead of the card pocket. For non-print media, (e.g., videocassettes), it may be more useful to put the label somewhere on the outside of the container, rather than directly on the card pocket.

- Catalog cards

The Pro-Cite program does not support the production of catalog cards. The implementation of automated catalogs is generally associated with the discontinuation of the card catalog. Hardcopy backup may be generated (and duplicated) in the form of author, title, subject, and shelf list indexes. (See Chapter 17 of the PBS manual).

- Circulation cards (see also Card pockets, previous page)

Ideally, a circulation card should be associated with every item that may be removed from the library or research collection. Even if an item consists of multiple parts, there should be a circulation card for the group of items (e.g., a file folder containing several pieces relating to a particular subject).

It may be useful to use circulation cards of various colors for different collections (e.g., white for books, blue for videos, etc.). Circulation cards vary slightly in format. The ones used by the Southwest Regional Office have sections for date-in, borrower name, and date-out.

If you use the NPS label program for use with Pro-Cite, you will not need to fill out the call number, author, and title at the top of the circulation card. Over the top of the card, simply place one of the two printed horizontal format labels from the OCLC label set for the item over the top of the card.

- Document repair tape

Never use scotch tape, or other such adhesive tape to repair torn paper. Archival document repair tape is usually made of rice-paper, is translucent, and uses an archival adhesive. This is available from a number of the archival supply vendors listed on page 2 of this appendix. Do not use even archival tape on historical materials; consult with the NPS Archivist if there is any uncertainty at all.

- File folders

For non-archival materials (e.g., ephemera maintained in a vertical files collection), you may obtain regular file folders from GSA or your local office supply store. For those materials that are non-archival but of permanent reference value, use archival file folders, if you can afford them. For non-archival materials, we recommend that you purchase folders (archival or non-archival) with the metal prongs at the top of the file, to secure the document in the file folder. One source for archival file folders with prongs is: University Products, item no. 701-0912L/T, archival file folders (letter-size).
Suggested supplies and procedures, continued

For truly archival materials, always use archival file folders and never staple, tape, hole-punch, glue, or otherwise alter or invade the original material. When in doubt, consult with the NPS Archivist.

If you use the NPS label program for use with Pro-Cite, make sure that the size of the tab cut is large enough to accommodate the horizontal label on the OCLC label sets.

- **Glue**

Use archival glue to repair bindings that have come loose; torn bindings may need to be further reinforced with book tape (see above). Do not mend books that are considered "rare" or truly archival materials (e.g., original, historical manuscripts, diaries, logs, correspondence, etc.) with this method. Consult the NPS Archivist for guidance in these cases.

- **Hanging pendaflex files**

These may be used to house groups of individual file folders. They may be ordered through GSA (e.g., 7530-01-207-4322, MOQ25, for marine green, letter size, 1/5 cut tabs).

- **Hinging tape**

This is archival tape for the repair of materials coming loose from their bindings. The tape is affixed to the inside of the covers. It may not be appropriate to use this material on truly archival material, or a rare book, even though it is an "archival" product. Consult with the NPS Archivist to be on the safe side.

- **Labels**

For non-archival materials housed in file folders, standard file folder labels available through a GSA office supply source are recommended. For other materials (books, reports, etc.), standard label sets of various formats are available through any of the library supply vendors listed on page 2 of this appendix.

OCLC labels sets from Gaylord are required by the NPS label program for use with Pro-Cite (OCLC continuous label sets, item no. 7011; see page C.2 for Gaylord's 800 number). These label sets include:

- one small, vertical format label bearing the NPS alpha site code input to the Call field of the Pro-Cite workform, for placement anywhere on the physical item (but be consistent);

- a second vertical format label of the same size as the first and bearing the call number input to the Call field, for placement on the spine of books and reports and in other locations, as appropriate, for non-book media;

- a large, horizontal format label bearing the call number, author, and title of the item, for placement on the circulation card;
Suggested supplies and procedures, continued

- a second horizontal format label identical to the first, for placement on the front of the card pocket for books and reports, on the tab for file folders, and on the card pocket or anywhere else useful for all other formats.

- Label protectors

These are pre-cut, self-adhesive, transparent "labels" that are used to overlay spine labels and other label formats to prevent abrading, smearing, and peeling. It is most effective to employ a size that is just slightly larger than the size of the label to be covered. One example is: Highsmith, item no. N51-16143, non-glare vinyl label protectors, 1" x 1 1/2" (used to cover standard sized spine labels).

- Periodical cases

Non-archival periodical cases (with sloping, "cut-away" sides) of different heights and materials (plastic, metal, cardboard) may be obtained from GSA or any office supply house. For archival issues, or older academic journals that are to be permanently retained, acid-free periodical cases should be used. These are available from any of the archival supply vendors listed on page 2 of this appendix.

- Periodical check-in cards

These are used to track receipt and record holdings of periodicals. Subscription, routing, retention, and disposition information may be noted as well. Check-in cards are available in various formats, according to the frequency of the serial publication (e.g., weekly, quarterly, etc.)

- Sleeves and envelopes

Mylar sleeves and acid-free envelopes (for documents, photos, negatives, maps, microfiche, etc.) may be obtained, free of charge, from the Division of Curatorial Services, Washington Office, although format and supply is limited. Additional sleeves and envelopes are available through any of the archival supply vendors listed on page 2 of this appendix.
GLOSSARY

Introduction and purpose ............................................. G.1
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G.11 Table of Contents
Introduction and purpose

The purpose of this glossary is to provide the user with "ready-reference" definitions for unfamiliar terms encountered in this manual. In many instances, definitions included are identical to those found in Anglo-American cataloging rules, second edition (AACR2). Some definitions are modifications of those found in AACR2; slight changes were necessary to make them consistent with the term usages, procedures, and guidelines presented in this manual.

Scope

The terms included in this glossary apply to library cataloging in the National Park Service using the Pro-Cite software. The definitions apply solely to the usage of terms in this manual. Terms defined in the glossary section of the PBS manual are not repeated here.
A

AACR2
an acronym for *Anglo-American cataloguing rules, 2nd edition*; the standard cataloging guidelines and procedures manual for library professionals in the U.S.

ALICAT
an acronym for *Automated Library Catalog*, also known as the NPS Regional Library System; this is an in-house library program supporting full MARC records and requiring a centrally located (e.g., regional) professional staff to implement and maintain

**alternative title**
the second part of a title proper that consists of two parts, each of which is a title; the parts are joined by "or" or its equivalent in another language

Example: *The jolly postman, or, Other people's letters*  
[Other people's letters is the alternative title]

**analytic author**
the party responsible for the creation or artistic content of a work (compare with *monographic author*)

**analytic title**
a title that represents part of a monographic or collective level work (compare with *monographic title*)

Example:  
title of a journal article  
chapter in a book  
band on a recording disk  
films in a set

**analytics/analytic cataloging**
individual items in a collection representing parts of a larger whole; capturing this level of bibliographic information in a record is called analytic cataloging (see examples under *analytic title*, above)

**authority list**
a standardized list of terms entered and used in a controlled fashion; among the more common kinds of terms included in authority lists are names (personal, corporate, and geographic), series titles, and subjects

**authorized form of a name, authorized subject term**
the standardized form or term that is "legal" to use (as opposed to other forms of the same name, or synonyms of the subject term) when performing cataloging, according to the policy of the cataloging entity; authorized names and terms are controlled through an authority list (see also entries under *controlled vocabulary* and *uniform name*)
bibliographic citation

A written reference to a work containing all the information necessary to identify and obtain the item; minimally includes author/editor, title, publisher, date; Pro-Cite offers multiple formats for printing citations (see PBS manual, Chapters 15 and 20).

bibliographic data, bibliographic information

descriptive information taken from the work being cataloged (e.g., author, title, publisher, date, etc.) for the purpose of creating a symbolic representation (e.g., bibliographic citation or catalog record); although the root ("biblio") literally means "book," the professional use of the term encompasses all formats of reference and library material.

bibliographic levels

see entry under levels of bibliographic information

bibliographic program

A database management software program that is designed to capture bibliographic information, e.g., Pro-Cite

bibliographic record

see entry under catalog record
caption

a title at the beginning of the first page of the text or, in the case of a musical score, immediately above the opening bars of the music

catalog record

a standardized record format used to capture and display bibliographic data and holdings information pertaining to a particular work or collection of works (see also entries under bibliographic data and holdings information)

cataloging entity

the corporate body producing or obtaining catalog records reflecting its holdings; note that even if a catalog record is obtained from another source, some fields will likely be modified (e.g., the holdings statement in the Call field)

classification

a systematic scheme for the arrangement of material according to subject or form; the two most common classification systems are the Library of Congress Classification and the Dewey Decimal Classification

colophon

a statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing (it may include other information, as well)

compiler

1. one who produces a collection by selecting and putting together material from the works of various persons or bodies; 2. one who selects and puts together in one publication material from the works of one person or body

controlled vocabulary

terms selected according to specific guidelines to be entered to an authority list; these terms are then selectively applied to records according to established procedures; controlled vocabulary is used for subject indexing or as a source for authorized forms of proper names (see also thesaurus)

copy cataloging

obtaining catalog records that match library holdings from outside sources rather than producing them in-house (see also original cataloging)
corporate author

an organization or group of persons that is identified by a particular name and that acts, or may act, as an entity

Example: associations
business firms
conferences
government agencies
governments
institutions
nonprofit enterprises
religious bodies

cover title

the title printed on the cover of an item; this version of the title may be different from the version printed on the title page; the title page title is the preferred form for descriptive cataloging

cross-reference

a link between unauthorized and authorized terms or between two authorized, related terms in a thesaurus or authority list

Example: Petroglyphs( ) (LCSH) SEE ALSO: Rock paintings
Rock art*( ) USE: Rock paintings
Rock paintings( ) (LCSH) USE FOR: Rock art; SEE ALSO: Petroglyphs

Example: Clemens, Samuel*( ) USE: Twain, Mark
Ellis, Florence Hawley( ) SEE ALSO: Hawley, Florence
Hawley, Florence( ) SEE ALSO: Ellis, Florence Hawley
Twain, Mark( ) USE FOR: Clemens, Samuel
**descriptive cataloging**

the process of cataloging that identifies and describes a work so that it can be distinguished from all other works and from other editions of the same work; elements of descriptive cataloging include the title, author(s), edition, publication information, and physical description.

**Dewey Decimal Classification (DDC)**

library classification scheme developed by Melvil Dewey; divides knowledge into ten numerical classes with further subdivision via decimalization; the DDC "number" is one component of the entire DDC call number (which also includes a code for "main entry," usually author, and often an edition date, volume number, issue number, copy number, etc.)

**duplicate cataloging**

entering a catalog record for the same physical item in more than one database (e.g., Pro-Cite and ANCS) even though the item is held in only one physical collection; this process serves to establish a link between collections and may provide enhanced retrieval.
**edition (books, pamphlets, single sheets, etc.)**

all copies of a work produced from essentially the same type image and issued by the same entity

**edition (computer files)**

all copies of a work embodying essentially the same content and issued by the same entity

**edition (unpublished items)**

all copies of a work made from essentially the same original production (e.g., the original and carbon copies of a typescript)

**edition (other materials)**

all copies of a work produced from essentially the same master copy and issued by the same entity; a change in the identity of the distributor does not mean a change of edition

**editor**

one who prepares an item for publication that is not his or her own; editorial work may include preparing the item for manufacture, revision of the item, and/or the addition of an introduction, notes, and other critical matter
**H**

**Half title page**

A title of a publication appearing on a leaf preceding the title page; this version of the title may be different from the version printed on the title page; the title page title is the preferred form for descriptive cataloging.

**Holdings statement**

Information associated with a catalog record indicating the identity of the body that holds the cataloged material (e.g., repository) and a reference to the item's physical location (e.g., call number).

**I**

**Internet**

The official name for what is often referred to as the information superhighway; a vast and sophisticated network of electronic bulletin boards, electronic mail, and databases; international in scope, this network covers an extensive array of topics and provides access to both free and fee-based information.

**ISBN**

An acronym standing for **International Standard Book Number**, which is an internationally agreed upon standard number that uniquely identifies a monographic publication; composed of nine numbers, appearing with or without dashes, and often preceded by the acronym **ISBN**.

**ISSN**

An acronym standing for **International Standard Serial Number**, which is an internationally agreed upon standard number that uniquely identifies a serial publication; composed of eight numbers (#####-#####) and usually preceded by the acronym **ISSN**.

**K**

**Keywords**

Terms taken from the actual document being cataloged and entered to the catalog record to provide subject access; as such, retrieval on these terms is unpredictable; keywords encountered in one document, however, may be entered to an authority list and assigned to records for related materials - then they are no longer keywords, but controlled subject headings or index terms.
leaf, leaves

one of the units into which a sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank

levels of bibliographic information

1.) analytic (e.g., chapter, journal article, etc.)
2.) monographic (e.g., book, report, etc.)
3.) series (e.g., annual report or yearbook, periodical, monographic series, etc.)

[NOTE: Pro-Cite's use of these terms and use of these terms in this manual are not always in accord; prefer the usage above.]

Library of Congress Classification (LC)

classification system developed by the Library of Congress, comprised of letters followed by numbers; the LC class number (actually composed of letters and numbers) is one component of the entire LC call number (which also includes a code for main entry, usually author, and often an edition date, volume number, issue number, copy number, etc.)

Example:   E78  (Prehistory, the Americas)
            .S7  (Southwest)
            C29  (designates author name)
            1983  (edition date)
            c.2  (copy number)

Library of Congress Subject Headings (LCSH)

an accumulation of subject headings established by the Library of Congress and maintained since 1898; this is the standard thesaurus used by academic and research libraries in the United States for the purpose of providing subject access to library materials
main title
see title proper

manuscript

writings (including musical scores, maps, etc.) made by hand, typescripts, and inscriptions on clay tablets, stone, etc.

MARC-compatible

a program using a record format that does not fully correspond to MARC, but which will allow for importing MARC records and/or exporting to a MARC database; Pro-Cite is considered to be MARC-compatible (see next entry)

MARC record

acronym for Machine Readable Catalog record; USMARC is the standard format for electronic library catalog records

masthead

a statement of title, ownership, editors, etc., of a newspaper or periodical; in the case of newspapers, it is commonly found on the editorial page or at the top of page one, and in periodicals, on the contents page

monograph

a nonserial item, i.e., an item either complete in one part or complete, (or intended to be completed) in a finite number of separate parts (e.g., a multi-volume set, the individual volumes of which are not published simultaneously)

monographic author

the party responsible for a whole (nonserial) work (e.g., book author), or a collective work in which an analytic work is found (e.g., compiler, editor); compare with analytic author and series author

monographic series

a group of separate items related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole

monographic title

the primary title for a single volume, nonserial work, or the title unique to each single volume in a multi-volume set (e.g., a book title or journal name)
multi-volume set

a monograph published in several related parts or volumes (usually simultaneously), and numbered accordingly; sometimes the volumes carry individual titles, but the title proper for all of them is generally considered to be the title of the set
name authority list

A controlled list of proper names; may also include entries of unauthorized forms of names used as cross-references to direct users to the authorized forms of the names.

natural language indexing

The process of assigning subject terms to a work that are not derived from the work itself (keyword), nor are they drawn from controlled vocabulary (i.e., authority list or thesaurus); rather, the terms assigned are those that naturally arise in the mind of the cataloger when faced with the task of indexing the work.

NPS alpha site code

The hierarchical level alphabetic code representing the NPS unit and identifying the cataloging entity (and/or repository); entered at the beginning of the Call field in the Pro-Cite workform; site codes are copied to the record from an NPS predefined Pro-Cite authority file called NPSCODES.LST.

Example: SWR-JELA-BARA-RM / (Southwest Region, Jean Lafitte National Historical Park, Barataria Unit and Preserve, Resource Management Division)

NPS Library Program

The program area managed by the NPS Chief Librarian, Information and Telecommunications Division, Washington Office.

NPS Servicewide Library System

A proposed system of integrated bibliographic databases produced by various units and programs in the NPS to document references and/or to catalog library holdings and other research collections; this database will be accessible via modem and will be managed by the NPS Library Program (see above entry).

NPS Library System

An in-house, stand-alone library cataloging program distributed and supported by the Harpers Ferry Center Library for use by NPS areas; all NPS library data stored in this structure will be converted to Pro-Cite.
offprint

an impression of an article, chapter, or other portion of a larger work, printed from the type or plates of the original and separately issued, sometimes with additional pages or leaves (compare with reprint)

original cataloging

refers to the process of producing an original catalog record for an item held, as opposed to obtaining a record through copy cataloging

page

one side of a leaf

parallel title

the title proper in another language and/or script; when entered to a catalog record, parallel titles are linked with an equal sign

Example: The Brothers of Light = Los Hermanos de la Luz

[NOTE: In the example above, "Brothers of Light" and the Spanish equivalent are considered to be proper nouns (being organizations), and are, therefore, capitalized.]

periodical

see entry under serial

personal author

the person chiefly responsible for the creation of the intellectual or artistic content of a work

physical description

cataloging information that describes the extent of the item being cataloged (number of pages, etc.) and other physical data such as size, presence and type of illustrations, etc.

prescribed sources of cataloging information

the source of bibliographic data given preference as the source from which a bibliographic description is prepared

primary author

the person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work
**read-only**

A file or database with this status means that it cannot be modified; may also refer to permission status on a network, i.e., the database or file may be read-only to some users while others on the network may have write-access permission.

**reprint**

1.) A new printing of an item made from the original type image; the reprint may be an exact reproduction of the original or may contain minor variations.
2.) A new edition with substantially unchanged text (compare with offprint).

**running title**

A title, or abbreviated title, that is repeated at the top or bottom of each page or leaf; this version of the title may be different than the version printed on the title page; the title page title is the preferred form for descriptive cataloging.
scope note
annotation associated with a term in a controlled list providing guidance in the use of the term; for our purposes, a scope note is prefaced by the flag "NOTE:" in a Pro-Cite authority list file

Sears Subject Headings (SEARS)
a published subject thesaurus popular for small, nontechnical collections; not recommended by the NPS Library Advisory Committee

SEE ALSO:
a form of cross-reference used in an authority list (or thesaurus); links related, authorized terms

serial
a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely; includes periodicals, newspapers, annuals (yearbooks, annual reports, etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and numbered monographic series

series author
the party responsible for the issue of a collection of works, e.g., a compiler or editor (in Pro-Cite, the field name is Series Editor)

series title
a title associated with a number of separate works issued in succession

series title page
an added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series)

spine title
a title appearing on the spine of an item (this version of the title may be different than the version printed on the title page; the title page title is the preferred form for descriptive cataloging)

statement of responsibility
information found on the item being described relating to the person(s) responsible for the intellectual or artistic content of the item, or relating to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item

[NOTE: there is no separate field in the Pro-Cite record format for Statement of Responsibility as there is in the MARC record format.]
subject authority list

A controlled list from which terms are selected and entered to bibliographic or catalog records for the purpose of providing subject access to the work described in the record (see also thesaurus).

subject cataloging

The process of cataloging that deals with the subject matter of an item; subject cataloging includes the assigning of subject headings and may also include classification.

subject heading list

A controlled list of subject headings (or thesaurus); the Library of Congress Subject Headings list is the standard used by academic and research libraries in the United States for providing subject access to library materials.

subject headings

A word or group of words indicating a subject under which all materials dealing with the same theme are entered in a catalog or bibliography.

[Note: in Pro-Cite, the field into which subject headings are entered is called the Desc (Descriptor) field]

subseries

A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section); the title may or may not be dependent on the title of the main series.

Example: University of New Mexico Bulletin. Geology Series
         University of New Mexico Bulletin. Anthropology Series
         [series title] [subseries title]

subsidiary author

For NPS Library Program purposes, any individual or corporate body other than the primary author, making a contribution to the work (e.g., translator) that is not accommodated by another field in the Pro-Cite record (e.g., Editor/Compiler).

subtitle

A phrase appearing in conjunction with the title proper (or, main title) that is indicative of the character, contents, etc., of the item.

Example: Earth in the balance: ecology and the human spirit
          [title proper] [subtitle]
T

tearsheet
refers to pages (i.e., an article) torn from a journal

thesaurus
refers to a standard, generally published, source of controlled vocabulary used from which terms are drawn for the purpose of providing subject access to bibliographic, catalog, or other types of database records; there are many discipline-specific thesauri in use, but the Library of Congress Subject Headings is the standard thesaurus used in academic and research libraries for subject cataloging of library materials (see also subject authority list)

thesaurus source citation
an authorized abbreviation indicating the source of the term entered to a Pro-Cite subject authority list; enclosed in parentheses and prefaced by a set of curly brackets (enclosing a single space), followed by a space

Example: Archeological thefts{ } (LCSH)

title page
a page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication

title proper
the chief name of an item, including any alternative title but excluding parallel titles and other title information (i.e., subtitles)
unauthorized form of name, unauthorized term

form of a name or a subject term entered to a bibliographic or catalog record that has not been taken from a controlled list (i.e., an authority list or a thesaurus); unauthorized terms or names may be entered to an authority list only if they refer to authorized names or terms; for our purposes, an unauthorized term entered to a Pro-Cite authority list must always end with an asterisk (*)

Example:  Rock art*{ } USE: Rock paintings
            Clemens, Samuel*{ } USE: Twain, Mark

uniform name

the name that is designated to be the standardized form of the name entered to the bibliographic or catalog record, no matter how the name appears on the work being cataloged, and maintained in a name authority list; for our purposes, uniform names for corporate bodies are recommended and for persons, it is optional

union catalog

a database which consists of multiple catalogs contributed from various cataloging entities, usually formed into some kind of formal association (e.g., Western Library Network, Research Libraries Information Network, NPS Servicewide Library System)

USE:

a required cross-reference linking an unauthorized term or name in a controlled list (authority list or thesaurus) to an authorized term or name in the list

Example:  Rock art*{ } USE: Rock paintings

USE FOR:

optional reference attached to an authorized term or name in a controlled list (authority list or thesaurus) indicating the unauthorized term from which the authorized term or name is referred

Example:  Rock paintings{ } USE FOR: Rock art

User-defined language

subject terms that are assigned to a work and entered to a bibliographic or catalog record according to the indexer's discretion, i.e., not taken from a standard thesaurus; however, if these terms are also entered to a controlled list and applied in a consistent manner to subsequently cataloged works, then these terms may be considered to constitute an authority list
Verso

1.) the left-hand page of a book or the reverse side of a leaf
2.) the back of a separate printed sheet

Write-access

The status of a file or database which allows modification by users; may also refer to a type of permission accorded or denied to network users.
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Introduction and purpose

This index was designed to assist both the familiar and casual user. Unlike the Quick Reference Guide accompanying this manual, page numbers in this index refer only to sections of this manual. You'll need to consult the index of the PBS manual to obtain additional references for terms appearing in both the NPS and the PBS manuals.

Scope

The index is quite comprehensive in scope and includes hierarchical and extensive cross-referencing structure. Please feel free to provide suggestions for improvements and enhancements. Contact the appropriate individual(s) on the NPS Pro-Cite Support Team. (See page iv of the Introduction to this manual).

Format and use

Terms appearing in bold include names of Pro-Cite program fields, features, workforms, authority files, menus, modes, utilities, operators, and special characters. Names of special characters, special operators, and authority lists are also uppercased. This treatment helps to distinguish between two similar terms, one of which is an element of the program and one of which is simply a topic.

Example: Author(Analytic) field type (#4)
           (field name; bolded)
           Analytic author
           (topic - a category of bibliographic data; not bolded)

Chapter titles are included in the index (often in an inverted order to facilitate effective access) and appear in upper case to set them off. Publication citations are italicized. Cross-references include "see" and "see also" (appearing in upper case). The former is sometimes accompanied by the parenthetical phrase "(direct entry)." This generally follows a term that is subordinate to a direct entry index term.

Example: Authority files/lists
          AUTHORS.LST; see AUTHORS.LST (direct entry)
          LOCCODES.LST; see LOCCODES.LST (direct entry)
          AUTHORS.LST
          Level of bibliographic information
          LOCCODES.LST

A "direct entry" annotation indicates that one should look up the referenced term at the first level of the index, i.e., in the example above, the user is referred from "Authority files/lists" (in the A's) to "AUTHORS.LST" (further down in the A's) and LOCCODES.LST" (in the L's).

Library of Congress subject headings are bolded and accompanied by the thesaurus source citation "LCSH" enclosed in parentheses; page references are to the appropriate sections in Appendix B. Phrases followed by "(AACR2)" indicate that the reference is to the Anglo-American cataloging rules, 2nd edition (Appendix A).
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