Frequently Asked Questions about
Library of Congress Genre/Form Terms for Library and Archival Materials (*LCGFT*)

Revised June 6, 2011

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Definitions

Q1: What is a genre/form term? How is it different from a subject heading?
A: Subject headings have traditionally been assigned to describe the *content* of the work. Genre/form terms, on the other hand, describe what an item *is*, not what it is *about*. The subject heading **Horror films**, with appropriate subdivisions, would be assigned to a book *about* horror films. A cataloger assigning headings to the movie *The Texas Chainsaw Massacre* would also use **Horror films**, but it would be a genre/form term since the movie *is* a horror film, not a movie *about* horror films.

Q2: What is the difference between a form and a genre?
A: Form is defined as a characteristic of works with a particular format and/or purpose. A "short" is a particular form, for example, as is "animation." Genre refers to categories of works that are characterized by similar plots, themes, settings, situations, and characters. Examples of genres are westerns and thrillers.

Unlike some other systems, which always make a distinction between genres and forms (e.g., *Moving Image Genre/Form Guide* (*MIGFG*)), terms in *LCGFT* often combine the two. The terms are based on literary warrant (the existence of a body of works representative of the genres and forms) and standard terminology (the terminology used in literature about the genres and forms). Thus, in the term **Horror films**, "horror" is the genre and "films" is the form.

Q3: Is the genre/form thesaurus separate from LCSH? If so, what is it called?
A: The genre/form thesaurus is separate from *LCSH*, and as of June, 2010, has been entitled *Library of Congress Genre/Form Terms for Library and Archival Materials*, or *LCGFT*. The title appeared for the first time in print in the 32nd (2010) edition of *LCSH*.

NEW **Q4: The LCCN prefix on the genre/form authority records used to be "sh," but now it is "gf." When did this change occur, and why?**
A: Until May 24, 2011, the LCCN prefix for *LCGFT* terms was "sh," the same as for *LCSH* subject headings. The prefix is now "gf." The change was instituted as part of the separation of *LCGFT* from *LCSH*, and is one way by which a record can be identified as a genre/form authority record (MARC coding is the other, see Question 12 for details).

**Q5: Is LCGFT *the only place to find genre/form headings?*
A: There are several controlled vocabularies that are composed entirely of genre/form headings, and there are also others that include genre and form headings within their broader scopes. Library of Congress cataloging includes headings assigned from a dozen or more such controlled vocabularies, some of which LC develops and maintains. A partial list includes:

- *Art and Architecture Thesaurus* (*AAT*). [Getty Art History Information Program]
- *Ethnographic Thesaurus* (*ET*). [American Folklore Society and American Folklife Center of the Library of Congress]
- *Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing.* [Association of College and Research Libraries]
- *Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.* (*GSAFD*). [American Library Association]
- *Library of Congress Subject Headings* (*LCSH*). [Library of Congress. Policy and Standards Division]
- *Medical Subject Headings* (*MeSH*). [U.S. National Library of Medicine]
- *Moving Image Genre-Form Guide* (*MIGFG*). [Library of Congress. Motion Picture, Broadcasting, and Recorded Sound Division]
- *Moving Image Materials: Genre Terms* (*MIM*). [American Film Institute and Library of Congress]
- *Radio Form-Genre Guide* (*RADFG*). [Library of Congress. Motion Picture, Broadcasting, and Recorded Sound Division]
- *Thesaurus for Graphic Materials* (*TGM*). [Library of Congress. Prints and Photographs Division]

Most of the thesauri that are dedicated to genre/form terms are specific to a particular type of material or discipline. Some of the others, including *LCSH*, are multidisciplinary but include many other types of headings (e.g., topical, geographic) in addition to genre/form terms. *LCGFT*, on the other hand, is envisioned as a broad-based multidisciplinary thesaurus composed of only genre/form terms.

**Q6: I've heard that LCGFT *is envisioned as a faceted system. What is meant by that?*
A: The library community has yet to agree on a standard definition of the word faceting. In fact, the conception of the term has shifted over time, possibly in reaction to emerging standards and paradigms and also to evolving search and display technologies. PSD's working definition of faceting for the purposes of *LCGFT* is, "Coding single terms or phrases, representing individual concepts, separately in the bibliographic record." This definition has two practical effects.

First, *LCGFT* terms are themselves faceted. Unlike in *LCSH*, in which headings usually consist of strings that are created by catalogers on the fly, following sometimes complex rules, *LCGFT* terms are single words or phrases that contain only one concept and are entirely contained within subfield $a. Multiple terms are assigned to bring out multiple genres and forms. For example, the sports fantasy film *Field of Dreams* would be assigned the genre/form terms **Sports films**, **Fantasy films**, and **Feature films**, not "sports feature films," "fantasy sports films," "sports films—feature," or the like.

In this way, the significant word is brought to the front and the searcher does not have to guess whether the term is "fantasy sports films" or "sports fantasy films." The predictability in wording and the use of commonly-used terminology also assists searchers, who after a few attempts will probably be able to predict with a fair degree of certainty what the term for a particular genre is.

The faceted terms within *LCGFT* also provide general collocation of like items, while allowing for post-search limiting. This can be clearly seen in the area of cartographic atlases. *LCGFT* includes only five terms specific to atlases: **Atlases** and its narrower terms **Atlas factice**, **Children's atlases**, **Linguistic atlases**, and **World atlases**. All of the narrower terms are specific, identifiable forms, and – except for **Atlas factice** – are phrases in common use. Any atlas that is not one of these four narrower types would receive a term specific to the genre or form of the maps contained in the atlas, along with the term **Atlases**, e.g.,

> Title: *American Map Virginia state road atlas*
> 655 #7 $a Road maps. $2 lcgft
> 655 #7 $a Atlases. $2 lcgft

All of the road maps that the library holds will be collocated, without regard for the form (e.g., folded sheet map, atlas, wall map, digital map). The search can then be limited to atlases, if desired.

The second practical effect of faceting is that *LCGFT* terms are not intended to repeat data already found elsewhere in the bibliographic record. For example, since the language of the work may already be coded in several places within the descriptive portion of the MARC record (e.g., in the 008, 041, 130, 240, and 546 fields), there is no provision made for language within *LCGFT*.

It is particularly important to maintain the distinction between subject (what a work is *about*) and genre/form analysis (what a work *is*). *True Grit* starring John Wayne *is* a western; it would be assigned the genre/form terms **Western films**, **Feature films**, and **Fiction films**. If classified, it could be placed in PN1997.A2-.Z8 (fictional motion pictures produced through 2000). *John Wayne—The Duke: Bigger than Life* is a nonfiction study of Wayne's life and work and includes excerpts from many of Wayne's westerns. It *is* a biographical documentary *about* Wayne and the western film genre. It would be assigned the genre/form terms **Biographical films**; **Documentary films**; and **Nonfiction films** along with the subject headings **Wayne, John, 1907-1979**; **Motion picture actors and actresses—United States—Biography**; and **Western films—United States—History and criticism**. It would be classified in PN2287.A-Z (biography of American actors) or PN1995.9.W4 (history and criticism of western films).

In a faceted system, the descriptive elements, subject headings, and genre/form terms all play their own roles and together provide a complete understanding of the work being described.

Q7: How do LCGFT *terms fit into the FRBR's Group 1 entities?, or, "My library collects DVDs and VHS tapes, and these headings just won't work. Why are the moving image terms only for films and television programs?"*
A: FRBR (Functional Requirements for Bibliographic Records) defines four entities within Group 1: work, expression, manifestation, and item. The goal of *LCGFT* is to describe the expression, not the manifestation or item. In other words, the terms refer to the intellectual or artistic expression of a work, not to the physical carrier.

To accomplish this goal, the decision was made to broaden the meaning of the term "film" from referring only to those works on motion picture film (the physical carrier) to include those that are originally recorded on motion picture film, on video, or digitally. This decision allows for more uniformity in catalogs, since the same term(s) will be applied to a work (e.g., *You've Got Mail*), regardless of the physical carrier. This manifestation-level information, such as whether a library owns the work on DVD, VHS, or podcast, or all three, is provided in the descriptive portions of the bibliographic record and/or in the holdings record.

There are a few exceptions to the general rule. The terms **Video recordings for the hearing impaired** and **Video recordings for people with visual disabilities** were added because the library community asked CPSO (now the Policy and Standards Division) to include them as a service to users. Since captioning, signing, and audio description are usually added as aftermarket enhancements, and because it is useful to collocate all such works under one term, CPSO determined that they could be added. Instruction on their use is provided in *Subject Headings Manual* instruction sheet H 1913.

The terms **Podcasts**, **Internet videos**, and **Webisodes** have also been approved although they principally refer to distribution methods and therefore to manifestations and not to expressions. However, as these "new media" evolve they are developing their own stylistic and/or release and exhibition parameters, which are aspects of genre and form.

The terms **Rock videos, Music videos**, and **Interactive videos** are based on general American English usage.

Q8: How can all of the approved genre/form terms in a particular discipline be found?
A: Users can follow the hierarchies to discover terms most appropriate for their interests. For example, a user searching **Wildlife films** can also follow the broader terms to retrieve **Nature films**, **Science films**, **Educational films**, **Documentary films**, and **Nonfiction films**, respectively. The broadest term for each discipline is a generic phrase representing the discipline. Currently, the broadest terms are **Cartographic materials**, **Law materials**, **Motion pictures**, **Radio programs**, **Television programs**, and **Video recordings**. By searching one of these terms users can follow the narrower terms to find all of the headings in the discipline.

Q9: How does PSD decide when to allow the genre/form terms to be used in new cataloging?
A: Genre/form terms are being implemented on a discipline-by-discipline basis within the Library of Congress. When the terminology for an individual discipline is substantially complete, PSD provides training to LC staff and announces a date after which the terminology may be used in new LC cataloging.

Other libraries may choose to implement individual *LCGFT* terms as they are approved instead of waiting until PSD completes each discipline. Libraries taking this approach should be aware that when a discipline is still being actively developed, terms and syntactic relationships are often in a state of flux and are subject to significant change.

MARC coding and authority records

Q10: Why do two authority records exist for the same heading?
A: Although there may be two authority records with the same authorized string (the characters appearing in $a of the 1xx field), the records are different and serve different purposes. Subject headings describe what a work is *about*, while genre/from terms describe what a work *is*.

The decision to employ identical strings wherever possible was a conscious one. Doing so allows users to find all of the works in a particular genre or form, and works about that genre or form, in a single search. For example, a user doing a browse search for "B films" will find records for the films themselves along with records for works about them:

B films.	*[genre/form term]*
B films—History and criticism.	*[subject heading]*
B films—Production and direction.	*[subject heading]*

Some OPACs permit users to limit their searches to either topical headings or genre/form terms. Using the same terminology is also an asset in that case: the user does not have to know two different syntaxes, but can search both genre/form terms and topical headings by searching the same phrase.

Q11: Why not code the fixed field of the topical authority records (tag 150) to indicate that they can be used as genre/form terms (tag 655), instead of creating two records?
A: In 1993 MARBI considered a proposal (Proposal 93-8) that, if approved, would have defined new codes in field 008, bytes 18-21. Byte 18 would have indicated whether a topical heading (tag 150) is appropriate for use as a genre/form term in bibliographic records (tag 655). This would have allowed for a "one record approach." The proposal was withdrawn, however, because MARBI preferred to use new variable data fields to indicate a heading's availability as a genre/form heading, rather than using fixed field coded data.

MARBI approved fields 155 and 655 for authority and bibliographic records, respectively, in 1995 (Proposal 95-11). These fields are defined as "Index Term—

Genre/Form" and permit libraries to code what a work *is* (the genre or form) differently from what a work is *about* (the topic, coded in other 6xx fields).

NEW *Q12: What is the MARC coding for* **LCGFT** *terms?*
A: Authority records for terms contained in *LCGFT* are different from subject authority records in two respects, the tags and the coding for the thesaurus. Genre/form terms used in bibliographic records are also coded differently from subject headings.

In authority records, x55 tags are used for *LCGFT* terms and cross-references (155, 455, 555). This coding is distinct from topical headings in *LCSH*, which are contained in the 150 field, and the references are usually tagged as 450 or 550, although other tags such as 451, 510, and so forth, may also be used.

The authority records also indicate the source thesaurus. For *LCGFT*, byte 11 of the fixed field (field 008) is coded "z" and the 040$f contains "lcgft." This is again distinct from *LCSH* headings, in which the 008/11 is coded "a" and the 040$f is not used.

In bibliographic records, *LCGFT* terms are coded with the second indicator "7" (seven) and $2 lcgft. For example:

> 655 #7 $a Topographic maps. $2 lcgft

NEW *Q13: The MARC coding for* **LCGFT** *terms appears to have changed. Why? And when did it happen?*
A: On May 24, 2011 the MARC coding for *LCGFT* terms was revised so that machine validation can be supported. In order to accurately machine-validate genre/form terms, the computer has to be able to match terms assigned in the 655 field to the appropriate thesaurus, including also the rules for assignment of terms that appear in that thesaurus. Since the rules for application of genre/form terms are different from those for applying *LCSH*, coding *LCGFT* as *LCSH* caused validation features to match *LCGFT* terms against rules for applying *LCSH*, leading to incorrect results.

The coding was revised as follows:

Current coding: Authority records	*Previous coding: Authority records*
008/11: z (Other)	008/11: a (*LCSH*)
040: $a DLC $b eng $c DLC **$f lcgft**	040: $a DLC $b eng $c DLC

Current coding: Bibliographic records	*Previous coding: Bibliographic records*
655 #**7** $a [Term.] **$2 lcgft**	655 #0 $a [Term.]

PSD decided on the new coding for the authority records after consulting with LC's Network Development and MARC Standards Office (NDMSO). Initially, PSD had hoped to request that MARBI define an *LCGFT*-specific value in authority 008/11, but NDMSO advised that MARBI has been very conservative in approving new values for 008/11. Instead, NDMSO recommended that the 008/11 and 040 fields be coded as above.

The new coding for the 655 field of the bibliographic record was determined after coming to several conclusions.

1. Libraries throughout the country have used topical *LCSH* headings (MARC 21 authority tag 150) as genre/form terms (MARC 21 bibliographic tag 655) for years, and will continue to do so for the foreseeable future. Changing the meaning of value "0" for the 655 field would invalidate the coding on tens of thousands of bibliographic records.
2. No other source indicator has two different meanings within the 6xx block and using the same indicator value for two different thesauri could be confusing to catalogers.
3. In order to machine-validate headings assigned to bibliographic records, computers must be able to unequivocally match a heading assigned in a bibliographic record to the correct authority record and rules for a particular thesaurus. There was some question about whether second indicator "0" could be mapped to two different thesauri.
4. Second indicator "8" is available in the 655 field, but it has been defined locally by OCLC for use with the *Sears List of Subject Headings* in all of the other 6xx fields. Using the same value for *Sears* and *LCGFT* would cause OCLC users the same issues as those delineated in the second and third points, above.

Q14: *How can my library acquire* LCGFT *authority records?*
A: Authority records are distributed through three main mechanisms.
- Through the MARC Distribution Service (MDS), which distributes *LCGFT* authority records as part of its Subject-Authorities product. MDS provides records in MARC 21 and MARCXML formats via FTP. This fee-based subscription service provides new and updated records on a weekly basis.
- Through LC Authorities (http://authorities.loc.gov), a free web-based database that allows for browsing, display, and download (in MARC 21 format) of individual authority records.
- Through LC's SKOS-based interface, Authorities and Vocabularies (http://id.loc.gov), which allows for browsing, display, and visualization of *LCGFT* terms, as well as the downloading (in RDF/XML, N-Triples, and JSON formats) of the entire *LCSH* and *LCGFT* files.

LCGFT terms are also available for viewing online through *Classification Web*, and are available in printed form as part of *Library of Congress Subject Headings*.

Projects

Q15: Why is the Policy and Standards Division creating genre/form authority records?
A: The Policy and Standards Division has three basic objectives for the genre/form projects. They are:
1. To assist in retrieval by providing access points for the forms and genres of expressions, in addition to headings describing subject content
2. To create a system of authority records that:
   a. Permits future development and maintenance by LC and its SACO partners, patterned after the routines established for *LCSH* as a whole
   b. Supports automatic validation of headings assigned to bibliographic records
3. To determine the issues that will arise in the creation and use of such thesauri.

REVISED ***Q16: Is the Policy and Standards Division collaborating with the library community?***
A: One of PSD's goals is to develop a genre/form thesaurus that is useful for a wide variety of library types, and to that end has established several communication channels to gather input from them.

First, PSD is formally partnering with library organizations with an interest in particular subject areas. For example:
- The Classification and Subject Cataloging Policy Advisory Working Group of the American Association of Law Libraries (AALL) presented its draft thesaurus of just under 100 law genre/form terms to PSD in early fall, 2009, after which LC staff, including those from the Law Library of Congress and LC's Acquisitions and Bibliographic Access Directorate, worked with AALL to modify some of the terminology, scope notes, etc. PSD approved the law genre/form terms in November 2011 and implemented them in June 2011.
- The Bibliographic Control Committee of the Music Library Association (MLA) is working with PSD to determine genre/form terms for music, as well as terminology for mediums of performance, and the two organizations are also discussing rules for application, MARC coding, and other issues.
- The American Theological Library Association (ATLA) is partnering with PSD to develop a list of genre/form terms used in the field of religion and plans to present a thesaurus to PSD, much as AALL did.

PSD also has a liaison to the Genre/Form Implementation Subcommittee, which is a subcommittee of the Subject Analysis Committee (SAC) of the Association for Library Collections and Technical Services (ALCTS), which is in turn a part of ALA. The Subcommittee is charged with facilitating two-way communication between PSD and those cataloging communities with an interest in genre/form terms.

Finally, PSD publishes discussion papers when it needs to make significant and/or weighty decisions (e.g., the disposition of the existing subject headings for video recordings; the change to the structure of form subdivisions used for cartographic materials). Everyone with an interest in the projects – public and technical services librarians, administrators, and library users – is welcome to provide insights into the questions posed in those papers. PSD reviews all of the public comments when determining whether to follow through on the proposed actions, and has at times

changed course after receiving negative feedback (e.g., the January 2010 proposal to change the hierarchies of the moving image genre/form terms).

PSD also makes announcements about milestones, such as the date for LC implementation of the terms for a new discipline, in order to alert the library community about its progress, and to alert the public about changes in LC bibliographic records.

All announcements, discussion papers, and decisions arising from the discussion papers, as well as other links and documents, are available on PSD's genre/form web site, http://www.loc.gov/catdir/cpso/genreformgeneral.html, which serves as a clearinghouse and archive for the projects. Announcements are also made to a variety of discussion groups, with links to the appropriate document(s) for more information.

UPDATED Q17: Which disciplines are represented in the genre/form terms?
A: Currently terms for moving images (films, television programs, and video recordings), spoken-word recorded sounds (including radio programs), legal materials, and cartographic materials are included in the genre/form term list.

UPDATED Q18: What are/were the implementation dates for disciplines already in LCGFT?
A: Terms for moving images and recorded sound were implemented by LC's Motion Picture, Broadcasting, and Recorded Sound Division on January 1, 2009. LC's Geography and Maps Division implemented genre/form terms for cartographic materials on September 1, 2010. Law catalogers began to assign genre/form terms for law in June 2011.

Q19: Why were terms for moving images the first project?
A: In 2003 LC's Motion Picture, Broadcasting, and Recorded Sound Division (MBRS) approached CPSO (now the Policy and Standards Division), asking whether its in-house thesaurus, the *Moving Image Genre-Form Guide* (*MIGFG*) could be incorporated into *LCSH*. *MIGFG* had not been updated since 1998 when it was released; there was no mechanism to do so, and no staff to do it. PSD, on the other hand, updates *LCSH* monthly through a time-tested process (Note: Until June 2011, *LCSH* was updated weekly). Moving *MIGFG* into *LCGFT* allows moving image genre/form terms to maintain currency as new forms and genres are developed.

Beginning the development of genre/form terms with moving image terms also had a major advantage. The existing moving image headings constitute a relatively small, defined subgroup within *LCSH*. Since this initial foray into genre/form terms was be small in scope, it served as an experiment to determine the issues that arise when undertaking such a project. The resolutions of the issues have served as templates for projects in other disciplines.

A: There are two projects in active development, and there is also one other on the timeline.

- Music. The Music Library Association (MLA) is continuing to work with PSD to develop a list of terms describing genres and forms of musical works, and another of mediums of performance.   MLA and PSD are also collaborating on the syntactic relationships between headings, and MARC coding issues. PSD expects to begin approving music genre/form terms no earlier than 2012.
- Religion. The American Theological Library Association (ATLA) is partnering with PSD to develop a thesaurus of genre/form terms for religious works. The project was kicked off on June 17, 2010, at ATLA's annual conference.

One more project, for literature, is currently on PSD's timeline. PSD has been anticipating this project since 2007, and will begin to actively work on it in 2011. PSD will also consider adding other projects if requested, pending the approval of Acquisitions and Bibliographic Access Directorate mangers.

Q21: Does this project mean that there won't be any more form subdivisions (i.e., $v)?
A: There are no plans at this time to discontinue the use of form subdivisions on subject headings; catalogers should continue to apply them according to the guidelines set forth in the *Subject Headings Manual*. Form subdivisions of subject headings (tags 600, 610, 630, 650, and 651) should be applied even if genre/form terms (tag 655) appear in the same bibliographic record. Example:

> Title: *Arsenic and old lace*
> 650 #0 $a Serial murders $v Drama.
> 650 #0 $a Mentally ill $v Drama.
> 650 #0 $a Maiden aunts $v Drama.
> 655 #7 $a Comedy films. $2 lcgft
> 655 #7 $a Film adaptations. $2 lcgft
> 655 #7 $a Feature films. $2 lcgft
> 655 #7 $a Fiction films. $2 lcgft

Genre/form terms may not be subdivided, geographically, topically, chronologically, or by form.

For specific information on the form subdivisions used for cartographic materials, please see below, Questions 22 and 24.

Q22: Which form subdivisions will be cancelled or revised as part of the genre/form projects?
A: To date, only those form subdivisions that include the word "maps" have been cancelled or revised (see the announcement and rationale for the decision at http://www.loc.gov/catdir/cpso/cartographic2.pdf).

The intent of the genre/form projects is to develop a new thesaurus, not necessarily to revise *LCSH*, but there are times when it is appropriate to modify or cancel some practices or headings in *LCSH*. Any changes to headings in *LCSH* are undertaken

only after full consideration of the ramifications, usually including a public comment period.

Q23: Does the Policy and Standards Division plan to update the bibliographic records that currently have MIGFG and RADFG headings, changing them to the new LCGFT terms?
A: PSD and the Moving Image, Broadcasting, and Recorded Sound Division (MBRS) of the Library of Congress are collaborating to update the bibliographic records that contained RADFG headings.

PSD also plans to programmatically update records that have *MIGFG* headings, replacing them with LC genre/form terms in LC's database. It is working to determine the best way to undertake this activity.

NEW Q24: Does the Policy and Standards Division plan to update the bibliographic records that contain the cancelled form subdivisions for cartographic materials (e.g., --Maps, Comparative; --Bathymetric maps)?
A: PSD plans to revise the bibliographic records that contain the cancelled cartographic form subdivisions. Whenever a specific form subdivision is replaced by the general subdivision **—Maps**, a genre/form term will be added to the record. Example:

> 651 #0 $a Alamo Reservoir $v Bathymetric maps.

> *will be revised to*

> 651 #0 $a Alamo Reservoir $v Maps.
> 655 #7 $a Bathymetric maps. $2 lcgft

PSD continues to explore the most expeditious method for undertaking this project, given current staffing levels and technology.

NEW Q25: When will genre/form terms for individual genres of atlases be approved?
A: There are not any plans at this time to approve terms for individual genres of atlases (e.g., road atlases, topographic atlases). The Policy and Standards Division wishes to avoid creating parallel headings for cartographic materials, and instead is developing *LCGFT* to take advantage of new faceted displays. Atlases are collections of maps, so an atlas should be assigned the term for the genre of map (e.g., **Topographic maps**), post-coordinated with the genre/form term **Atlases**.

See Question 6 for a discussion of faceting, including the exceptions to this policy of post-coordination.

Q26: When will existing LCSH headings that are actually form headings (e.g., Large type books, Handbooks, vade-mecums, etc.) have genre/form authority records?
A: The thesaurus that was presented to the Policy and Standards Division by the Classification and Subject Cataloging Policy Advisory Working Group of the American

Association of Law Libraries (AALL) includes a few general form headings that are of particular interest to the legal community, and AALL has asked that they be included in *LCGFT*. PSD will consider each of the terms that AALL has requested.

In addition, the Genre/Form Implementation Subcommittee of the Subject Analysis Committee of ALCTS is examining all of the form subdivisions in *LCSH* in order to recommend the ones can also be genre/form headings. The Subcommittee plans to present its report to PSD, after which PSD will examine the Subcommittee's recommendations and will decide if and when a project can be scheduled.

Proposals

Q27: Is there any documentation about proposing new and revised genre/form terms?
A: Guidance on proposing moving image and radio program genre/form terms can be found in the *Subject Headings Manual* (*SHM*), instruction sheets H 1913 and H 1969.5, respectively. For general information on references, scope notes, and the like, other *SHM* instruction sheets, particularly H 187-H 400, should be consulted. Additionally, catalogers can use the approved genre/form terms as patterns for new proposals. SACO libraries should consult the SACO web page (http://www.loc.gov/catdir/pcc/saco/saco.html) for technical procedures on making proposals.

REVISED Q28: Who may propose new genre/form terms, and in what disciplines?
A: Library of Congress catalogers and SACO libraries working with moving images, non-musical sound recordings, and cartographic materials may propose genre/form terms as needed. The date on which SACO libraries may contribute proposals for law materials will be announced when it is available.

Q29: May SACO libraries submit proposals to revise genre/form authority records?
A: SACO proposals to revise existing genre/form authority records may be submitted through the same SACO workstream that is used for proposed updates to subject authority records. The proposed changes should be supported by research, just as any change proposal is.

Q30: Does there have to be a corresponding topical heading for every genre/form term, and vice versa?
A: There does not have to be a corresponding topical heading for every genre/form term proposed. The heading or term needed to fully analyze the work in hand should be proposed, whether that is a genre/form term or a topical heading.

It is expected that catalogers proposing a term for inclusion in *LCGFT* will search *LCSH* to discover whether a subject heading exists for the concept; if there is, the syntax of the proposed genre/form term should match the syntax of the subject heading. Likewise, a cataloger proposing a subject heading should search *LCGFT* to

determine whether a term has been established there, and use the same terminology in the subject heading if possible.

Catalogers should be aware that there are some subject headings that are similar in syntax to genre/form terms, but that cannot be proposed or used as such. In these cases the meaning of the heading itself restricts it to purely topical use, or renders it useless in a genre/form environment. The Policy and Standards Division has added a scope note to each of those authority records. For example, the scope notes on **Color motion pictures** read in part:

> Here are entered works on motion pictures filmed in color, as opposed to black and white....
> This heading is not used for individual films, which are entered under headings appropriate to the content, genre, and/or form of the film.

Q31: Why is the wording of the scope notes different from that on subject headings?
A: Some integrated library systems (ILSs) are unable at this time to distinguish between genre/form terms (tag 155) and topical headings (tag 150) in cases where the data in $a is identical. This lack of functionality can lead to confusing displays for scope notes.

For example, if the standard wording, "Here are entered works on...", were used in these records, the scope note for **Fantasy films** would in some ILSs display as:

> Here are entered works on films that feature elements of the fantastic, often including magic, supernatural forces, or exotic fantasy worlds.
> Here are entered films that feature elements of the fantastic, often including magic, supernatural forces, or exotic fantasy worlds.

This could be confusing for users, who see what appear to be similar but contradictory definitions – one says that the heading is used for works about fantasy films, and the other says that it is used for fantasy films themselves.

The Policy and Standards Division has modified the wording to make it clearer to end users and catalogers alike, and has included subdivision information in the scope notes for the topical headings. The scope notes for **Fantasy films** are now:

> This heading is used as a topical heading for works about films that feature elements of the fantastic, often including magic, supernatural forces, or exotic fantasy worlds. When used as a topical heading it is subdivided by the appropriate geographic, topical, and/or form subdivisions.
> This heading is used as a genre/form heading for films that feature elements of the fantastic, often including magic, supernatural forces, or exotic fantasy worlds.

A standard scope note is also being added to all *LCSH* headings for moving image and recorded sound headings for which a complementary genre/form term exists, but whose meaning does not need to be defined. This scope note dictates usage and application only:

When subdivided by the appropriate geographic, topical, and/or form subdivisions, this heading is used for works about [heading].

For example, the scope note for the *LCSH* heading **Mummy films** is:

When subdivided by the appropriate geographic, topical and/or form subdivisions, this heading is used for works about mummy films.

Q32: What if a genre/form term proposal is interdisciplinary and should have a broader term that is in a discipline that isn't yet part of the project?
A: *LCGFT* already includes many interdisciplinary headings because they were required to implement a particular discipline at LC (e.g., **Opera films** was approved as part of the moving image project, but it falls equally into the discipline of music, and could have the BT **Operas**). Adding the BT could cause confusion because it would lead to a lack of uniformity. If **Operas** were to be approved as a genre/form term, then a user could rationally expect to find **Ballads** as well, but would not, because ballads are a literary and musical form. Therefore, the BTs for the interdisciplinary aspect of the headings are not being added at this time.

As the genre/form projects are expanded to include more disciplines, the existing terms will be examined to determine whether 1. any BTs or other references should be added to them; and 2. some terms themselves should be revised to fit more comfortably within all of the disciplines into which they fall.

Q33: What if a cataloger would like to propose a genre/form term for a discipline that is not currently under development?
A: SACO libraries may propose topical *LCSH* headings (tag 150) instead of genre/form terms (tag 155) for those concepts, and use them as authorized genre/form terms (coded as *LCSH*) in their local catalogs. For assignment of topical headings as genre/form terms, see Question 35.

Application of terms

Q34: Is there any documentation on applying genre/form terms?
A: Guidance on applying moving image and radio program genre/form terms can be found in the *Subject Headings Manual* (*SHM*), instruction sheets H 1913 and H 1969.5, respectively.

==REVISED== ***Q35: Can topical headings (tag 150) be used as genre/form terms in bibliographic records (tag 655) if there is not a corresponding genre/form authority record (tag 155)?***
A: The Policy and Standards Division realizes that some libraries would like to use genre/form terms for disciplines in which *LCGFT* authority records have not yet been made (e.g., literature). The use of topical *LCSH* headings as genre/form terms is allowed for those disciplines, depending on the meaning of the topical heading.

LCSH headings (tag 150) assigned to a 655 field in lieu of an authorized *LCGFT* term should to be coded with second indicator 0 (zero), indicating that they are authorized by *LCSH*.

If the scope note says that the heading is used for works *of* a given type, then it can be used in a 655 field. If the scope note says that a heading is used for works *about* (or *on*) a given topic, then it cannot be assigned to a 655 field. If there is no scope note, then the cataloger should use his or her best judgment.

For example, the scope note on **Short stories** reads:

> Here are entered collections of stories. Works on the short story as a literary form and on the art of short story writing are entered under Short story.

The heading **Short stories** can therefore be used assigned in a 655 field:

> 655 #0 $a Short stories.
> *[note the indicator]*

On the other hand, the scope note for **Interactive art** says:

> Here are entered works on art that requires or invites viewer participation, or that provides the elements from which the viewer creates a work of art.

Since this scope note specifies that the heading is for *works on* art, not the works of art themselves, this heading cannot be assigned in a 655 field.

If, according to the above guidelines, a topical heading cannot be assigned in a 655 field, but a library would like to use it in that way, the cataloger may code it as a local heading:

> 655 #7 $a Interactive art. $2 local

BIBCO libraries that apply *LCSH* headings in a 655 field according to the above guidelines may code their records as BIBCO level.

Q36: Can terms from* LCGFT *(tag 155) be used as topical headings in bibliographic records (tag 650) if there is not a corresponding subject authority record (tag 150)?
A: Authorized *LCGFT* terms cannot be used as topical headings. Catalogers who wish to use genre/form terms as topical headings should make a subject proposal in order to do so. For example, **Radio call-in shows** is an approved genre/form term, but a topical heading does not currently exist for the concept. If a heading were needed for a book about the history of radio call-in shows, then the cataloger would propose such a heading, tagged 150. In almost all cases, the wording of the new topical heading should mimic that of the authorized genre/form term.

Q37: Is subdivision of genre/form terms permitted?
A: There is currently no provision for the subdivision of terms in *LCGFT*, either topically, chronologically, geographically, or by form. The MARC authority and bibliographic formats permit it, but LC has chosen not to implement the subfields at this time.

Q38: Why can't genre/form terms be subdivided geographically?
A: Whether geographic subdivision of genre/form terms should be permitted has been an ongoing debate, and there are strong arguments on each side. The argument against geographic subdivision is mostly a philosophical one: geography is not part of the genre or the form of a work. A horror film is a horror film whether it is produced in France or in the United States.

There are also practical arguments against geographic subdivision, chiefly that the subdivision would have different meanings for various disciplines. Within the discipline of law it would likely refer to the jurisdiction to which the work applies. For cartography, it could be interpreted to mean either the place where the map was produced or to the place being depicted. For motion pictures and television programs, the subdivision would likely refer to the country of production, but arguments have been made that it should also refer to the country of filming, the country of distribution, the nationality of the director, and the setting of the film or program.

The second practical argument against geographic subdivision is that the information that would be provided in the subdivisions is already provided elsewhere in the record. For law, the applicable jurisdiction is represented in the subject headings and the 043 field. Likewise, the geographic coverage of a cartographic resource is also represented in the subject headings, as well as in the 043 field. The country of production for moving image works is provided in the 257 field of the MARC record.

A faceted system works only if the computer can accurately parse coded data for search and display, but the ambiguous and contradictory meanings of geographic subdivisions of *LCGFT* terms would make it difficult if not impossible for computers to manipulate them. On the other hand, the information that would be contained in the geographic subdivision is available elsewhere in the record, is often more unambiguously coded there, and is thus more readily parsed. (See Question 6 for a discussion of *LCGFT* as a faceted system.)

Several arguments have been made in favor of geographic subdivision for moving images. The first is that users, particularly those doing film studies, would find it useful to browse a list of films from a given country. Additionally, the ability to limit searches by fixed field coding is not sufficient since only one country is coded there. This is a problem for films that are produced in more than one country. Finally, catalogers in libraries that have implemented local genre/form terms and that permit geographic subdivision have written to PSD stating that their users find geographic subdivision essential, and that the users frequently browse terms in order to take advantage of the subdivision.

When considering these arguments it is important to remember that PSD is attempting to develop a thesaurus based on the current and future needs of users and library systems, and does not wish to merely replicate familiar *LCSH* policies and practices within *LCGFT*. Faceted systems manipulate data differently than 20th-

century ILSs did (and still do), and the data sometimes needs to be formatted differently to take full advantage of the technology.

The Policy and Standards Division would like to hear from more interested parties, particularly those who have empirical data on user behavior, with regard to geographic subdivisions in genre/form searches in both traditional and faceted catalogs.

Q39: Can genre/form terms be used to bring out the language of a work?
A: There is currently no provision for the language of a work within *LCGFT*. The language is coded in various MARC fields that contain descriptive information: the 008/35-37 and 041 fields, and the uniform title fields (e.g., 130, 240). ILSs can be programmed to search on these fields, usually as search limits, obviating the need for duplicative entry in the genre/form terms.

See also Question 6 for a discussion of faceting.

==REVISED== ***Q40: Why can't the headings* Cartographic materials, Law materials, Motion pictures, Television programs, Radio programs, *and* Video recordings *be applied to individual works? Why are they limited to collections?***
A: These six terms are provided mostly for hierarchical purposes, in order to give catalog users a useful collocation point for all of the genre/form terms in a given discipline.

The general rule to assign headings that are as specific as the work being cataloged applies to genre/form terms just as it does to subject headings. Since the genres and forms of moving image works, sound recordings, and cartographic materials have been established, the most specific term(s) possible should be assigned to each work. In cases where an appropriate specific term does not yet exist, one should be proposed.

If catalogers in individual libraries choose to apply the terms **Motion pictures**, **Television programs**, **Radio programs**, **Video recordings**, **Law materials** and/or **Cartographic materials** to individual works in their collections, they may do so, but must code the term as a local one. Example:

> 655 #7 $a Motion pictures. $2 local

Q41: What are the terms* Fiction films *and* Nonfiction films*; Fiction television programs *and* Nonfiction television programs*; and* Fiction radio programs *and* Nonfiction radio programs *for?
A: Many genre/form terms for moving images and radio programs are not intrinsically fiction or nonfiction (e.g., **Children's films**, **Low budget films**). The terms **Fiction films** and **Nonfiction films**; **Fiction television programs** and **Nonfiction television programs**; and, **Fiction radio programs** and **Nonfiction radio programs** are applied to distinguish between nonfiction and fiction treatments of a subject. While the Policy and Standards Division recognizes that most users would not approach a catalog and search "nonfiction films," assigning the terms allows searches to be limited easily, particularly in a keyword or faceted environment.

Q42: How should headings be assigned to nonfiction films or programs about a particular subject?
A: Assign topical headings appropriate to the content of the work, and genre/form terms to describe what the work is. Examples:

> Title: *The Civil War.*
> 651 #0 $a United States $x History $y Civil War, 1861-1865.
> 655 #7 $a Documentary television programs. $2 lcgft
> 655 #7 $a Nonfiction television programs. $2 lcgft

> Title: *An inconvenient truth.*
> 650 #0 $a Global warming.
> 650 #0 $a Greenhouse effect, Atmospheric.
> 650 #0 $a Environmental policy $z United States.
> 650 #0 $a Environmental protection $z United States.
> 655 #7 $a Nonfiction films. $2 lcgft

Q43: Why is it necessary to subdivide topical subject headings for forms and genres of moving images (e.g., Action and adventure films, Science fiction television programs)? The difference in the tags (150 v. 155) should be sufficient to distinguish between topical subject headings and genre/form terms for ILS searching and displays.
A: As a purely theoretical question the difference in MARC coding is enough to distinguish between a topical headings and genre/form terms, even when the authorized string (i.e., the characters in $a) is the same. As a practical consideration, however, the search engines of many integrated library systems (ILSs) cannot make the distinction. It is anticipated that as the searching and display capabilities of online catalogs become more sophisticated, it may be less important to subdivide topical headings. The Policy and Standards Division and members of the wider cataloging community will reevaluate the subdivision policy at that time and determine whether to retain it.

NEW Q44: How do the genre/form terms for cartographic materials affect the classification of those materials?
A: The Library of Congress classification number is now often based on the first subject heading combined with the first genre/form term.

Until August 2010, the first subject heading generally included all of the information needed to classify a cartographic work: the geographic coverage and the form of the map. Example:

> 050 00 $a G6714.F5E635 1996
> 245 $a *MapEasy's guidemap to Florence*
> 651 #0 $a Florence (Italy) $v Maps, Tourist.

In August 2010 the qualified form subdivisions for cartographic materials were cancelled in preparation for implementation of *LCGFT* terms, and the only form subdivision is now **–Maps**. The genre/form term specifies the form or genre of the map, and thus the classification number.

050 00 $a G6714.F5E635 1996
245      $a *MapEasy's guidemap to Florence*
651 #0 $a Florence (Italy) $v Maps.
655 #7 $a Tourist maps. $2 lcgft

NEW Q45: Should all bibliographic records for cartographic materials include a genre/form term?
A: Yes, all bibliographic records for cartographic materials should include at least one genre/form term. The genre/form term **Maps** should be applied to every map for which a more specific genre/form term (e.g., **Tourist maps**) is not available and cannot be proposed. Likewise, the genre/form term **Atlases** should be applied to all atlases unless a more specific atlas term (e.g., **Linguistic atlases**) has been applied. These terms should be applied in addition to any subject headings that are necessary.

Many libraries have, or will have, separate genre/form indexes that include the 655 field but not form subdivisions ($v). Applying a genre/form term in all cases ensures that all cartographic materials are retrieved, not only those for which a specific genre/form term is available.

NEW *Q46: Do subject headings in the form* Roads—[place]—Maps *need to be applied if the genre/form term* Road maps *is being used in the same record?*
A: Yes, a subject heading such as **Roads—Virginia—Maps** should be applied even if the genre/form term **Road maps** is also in the bibliographic record. This seeming redundancy serves two purposes:

    1. It allows all works about the roads in a place to be collocated. For example, a user will continue to find engineering studies and other works about roads in the place filed next to maps depicting those roads.
    2. It allows the cataloger to specify the jurisdiction, region, etc., depicted on the map.

NEW *Q47: Does the form subdivision* –Maps *have to be applied if the genre/form term* Maps *is also being applied in the same bibliographic record?*
A: Yes, full subject heading strings, including the form subdivision **–Maps**, should continue to be assigned as before. The form subdivision is still necessary for browse displays.

NEW *Q48: Should a subject heading or a genre/form term be applied for cases in which* LCSH *includes a law form heading that doesn't match the genre/form term, but the headings have essentially the same meaning (e.g., the subject heading is* Law reports, digests, etc. *but the genre/form term is* Court decisions and opinions*)?*
A: For the time being it is best to apply both the genre/form term and the subject heading. The Policy and Standards Division plans to revise and/or cancel *LCSH*'s legal form headings, but given the inherent complexities of law would like the *LCGF*T terms to be used in a production environment before that happens.

There are two benefits to applying both *LCSH* headings and *LCGFT* terms in the short term. First, split files will be less of an issue for the immediate future, although more access will also be provided through the assignment of an *LCGFT* term. Second, there will be much less possibility of losing the geographic element of the subject headings, which usually represents the jurisdiction.

PSD will make announcements well in advance of the cancellation or revision of existing *LCS*H headings for legal materials.

For further information

Q49: Where can further information on** LCGFT**, and the genre/form projects in general, be obtained?
A: The Policy and Standards Division has set up a genre/form web page (http://www.loc.gov/catdir/cpso/genreformgeneral.html) that compiles all of the announcements, discussion papers, decisions that have been publicly distributed since undertaking the projects in 2007.

Questions or concerns that are not answered by this FAQ or by documents on the genre/form web page may be addressed to Janis L. Young, LC's genre/form coordinator, at jayo@loc.gov, or to PSD's general account at policy@loc.gov.