

LIBRARY OF CONGRESS DEMOGRAPHIC GROUP TERMS MANUAL

The *Library of Congress Demographic Group Terms Manual* contains instructions that are essential for those who wish to understand and apply *Library of Congress Demographic Group Terms* (LCDGT) correctly. The instruction sheets comprising the *Manual* may be freely downloaded from the Library of Congress website at <http://www.loc.gov/aba/publications/FreeLCDGT/freelcdgt.html>. Each instruction sheet is named with the letter L and a three digit number.

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Introduction to *Library of Congress Demographic Group Terms*

Library of Congress Demographic Group Terms (LCDGT) is a controlled vocabulary specific to demographic groups. A demographic group may be defined as a subset of the general population, and refers to the group's age, occupation, nationality, ethnic background, medical condition, etc. Individuals may belong to several demographic groups (e.g., an American (nationality) who is a librarian (occupation); a computer engineer (occupation) who is also a doctoral student (education level)). LCDGT is a stand-alone vocabulary that may be used in conjunction with any other controlled vocabulary and descriptive cataloging code.

Terms in LCDGT are based on literary, user, and organizational warrant (i.e., they are proposed as needed for new cataloging and are based on usage in the resource being cataloged and information found in reference sources). Terms in the vocabulary are used in bibliographic records to describe the characteristics of creators, contributors, or the intended audience of the resource. The terms are also used in name authority records to describe the demographic group or groups with which a person in the name authority file self-identifies.

The development of LCDGT will be based on precedent and the [ANSI/NISO Z39.19-2005 \(R2010\)](#). Additions and changes to the vocabulary will be evaluated by the LCDGT Advisory Group, which consists of the Library of Congress (LC) Project Leader and representatives from institutions outside of LC. These representatives have expertise in various demographic groups. The Project Leader will also work with experienced LC catalogers who will serve as the internal LCDGT Support Staff. In addition to advising the Project Leader, the LCDGT Support Staff will perform the administrative functions of maintaining the vocabulary.

Further information on the following topics may be found in the instruction sheets referenced in parentheses.

Form of Authorized Demographic Group terms (L 445)

Authorized terms in the LCDGT List are printed in boldface type. The terms are plural and consist of a single demographic group. They may consist of a single word, as in **Farmers** and **Rastafarians**, or a phrase, such as **Ballet dancers** and **Tamil speakers**, and may include a parenthetical qualifier if it is necessary to distinguish between homonyms (e.g., **Georgians (Republic of Georgia)**; **Georgians (State of Georgia)**).

Categories (L 405)

Each authorized term is assigned the code for at least one of the categories defined on the Library of Congress web page at <http://www.loc.gov/standards/valuelist/lcdgt.html>. Each category provides broad collocation for the terms in the category, and the code serves as the category's "top term."

Category name	Category code
<i>Age</i>	age
<i>Educational Level</i>	edu
<i>Ethnic/Cultural</i>	eth
<i>Language</i>	lng
<i>Medical, Psychological, and Disability</i>	mpd
<i>National/Regional</i>	nat
<i>Occupation/Field of Activity</i>	occ
<i>Religion</i>	rel
<i>Social</i>	soc

The category or categories to which each LCDGT term is assigned are printed in italics in natural-language form under the authorized term. *Examples:*

Americans

[national/regional]

Veterans

[social]

Broader and Narrower Term References (L 410)

Hierarchical relationships are displayed through broader terms (BT) and narrower terms (NT). Terms are assigned a broader term (BT) only when one group is intrinsically a subset of another. For example, dentists are by definition medical personnel, and both are occupations, so there is a BT/NT relationship between them. *Example:*

Dentists

BT Medical personnel

Medical personnel

NT Dentists

Politicians are not always statesmen, and statesmen are not always politicians, however, so there is not a hierarchical relationship between those terms. Terms without a BT are collocated only by the categories to which they are assigned.

Related Term (RT) References (L 415)

Related terms (RT) display the associative relationship; the terms are mentally associated to such a high degree that it is desirable to provide a link between them to indicate that the other term may be of interest to the user. The terms tend to be used somewhat interchangeably or to have meanings that overlap to an extent, but the relationship is not hierarchical. *Example:*

Ichthyologists

RT Fisheries scientists

Fisheries scientists

RT Ichthyologists

Used For (UF) References (L 420)

Sometimes called “see” references, “used for” references display the equivalence relationship. They lead the users from a non-preferred term to the authorized term. Under the authorized term the notation is UF, but a USE reference is generated if the user searches for a non-preferred term.

UF references may refer from a synonym or provide a different form of the authorized term. The latter is most commonly represented with an inverted reference, which brings the significant word to the front. UFs may also refer from formerly authorized forms of the term. UFs are occasionally made from terms that are not strictly synonymous when it is determined to be impractical to establish separate terms for the concepts. In this situation, the UF generally has a slightly narrower meaning than the authorized term and is called an “upward” UF. UFs sometimes include a parenthetical qualifier.

Foreign-language UFs are sometimes made for demonyms, that is, the words that the residents or inhabitants of a place use to refer to themselves. Otherwise, foreign-language UF references are not made for English-language terms unless the foreign word or phrase is typically found in English-language reference sources. *Examples:*

Type of reference	Example
[Upward reference]	Caricaturists USE Cartoonists

<i>[Synonym]</i>	Kids USE Children
<i>[Inverted reference to bring a significant word to the front]</i>	Students, Art USE Art students
<i>[French demonym for residents of Togo]</i>	Togolais USE Togolese
<i>[Former heading reference]</i>	Nor' Westers USE Northwest Territorians

Scope Notes (L 430)

Scope notes are single-sentence definitions that are intended to help catalogers maintain consistency in the way that the term is assigned, and to help users determine whether the term covers the material that they seek. Scope notes are generally provided when a term may be unfamiliar to most users, or when reference sources disagree on the meaning of a term and the term must therefore be defined for the LCDGT context. *Examples:*

Caregivers

Family or friends who provide personal home care for the elderly, ill, or people with disabilities on an informal voluntary basis.

Teenagers

People in the general age range of thirteen through eighteen years.

Contrasting scope notes may be provided when two or more authorized terms are closely related or overlapping in meaning, or could be confused. One sentence is provided for each term being contrasted, and reciprocal notes are provided for all of the affected terms. *Example:*

Administrative assistants

People employed to perform administrative duties. For people who manage correspondence and routine work for a superior see Secretaries.

Secretaries

People who manage correspondence and routine work for a superior. For people employed to perform administrative duties see Administrative assistants.

PRODUCTS

Four services provide information about new and revised demographic group terms.

1. **Approved Lists.** New and changed demographic group terms appear on *Approved Lists*, which are posted on the World Wide Web at <https://classweb.org/approved-subjects/>; free subscriptions to the *Approved Lists*, via e-mail or RSS feed, can be arranged at <http://www.loc.gov/rss>.

2. **Classification Web.** *Library of Congress Demographic Group Terms* is included in *Classification Web*, a fee-based World Wide Web service that also provides access to *Library of Congress Subject Headings*, *Library of Congress Genre/Form Terms for Library and Archival Materials*, the *Library of Congress Medium of Performance Thesaurus for Music*, and *Library of Congress Classification*.

3. **LC Linked Data Service.** *Library of Congress Demographic Group Terms* are included in the LC Linked Data Service (<http://id.loc.gov>), a free-web based service that allows for browsing, display, and bulk download (in various formats) of the authority records.

4. **Free record downloads.** Full MARC 21 authority records in MARC UTF-8 format are freely provided for downloading from <http://classificationweb.net/LCDGT/>. Two files are posted whenever LCDGT is updated. One file is cumulative and consists of all of the records that are valid at the time the file is created (i.e., it is a “snapshot” of the database). The other consists only of the records that have been added, revised, or cancelled since the last time a file was created. The structure of the file names and information about downloading the files is provided at <http://classificationweb.net/LCDGT/>.

CONTACT

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