

## L 455 - Submitting New LCDGT Proposals

**BACKGROUND:** All demographic group terms must be proposed and approved for inclusion in Library of Congress Demographic Group Terms before their use is authorized. This instruction sheet explains the general requirements for new demographic group term proposals and lists the steps to follow to create a demographic group authority record using the ClassWeb Proposal System. These procedures apply only to the creation of new authority records. For the procedures to follow in making changes to existing records, see the following instruction sheets:

- L 460 - Changing References in Demographic Group Authority Records
- L 465 - Changing a Term or Deleting a Demographic Group Authority Record

For examples of MARC 21 authority records for LC demographic group terms, see L 545 - MARC Authority Records for LCDGT.

**1. Accessing the system.** To access the template to propose a demographic group term, perform the following steps.

### LC catalogers

Go to URL: <https://lcconline.info/Menu>

Click on: **Proposal System** under LC Demographic Group Terms

Click on: **Propose a New Term**

Login: Key the username and password.

### SACO members

Go to URL: <https://classweb.org/Proposal/>

Click on: **Proposal system** under LC Demographic Group Terms

Click on: **Propose a New Term**

Login: Key the username and password.

### 2. General information about the proposal template.

**a. Fixed vs. editable data.** Some areas of the template contain data that cannot be edited by the user. Other areas have fields in which the cursor can be placed and data can be entered or edited by the user. In many of these editable fields, some data has already been provided by the system. For

example, in the 150 field, the system includes the \$a subfield by default. Default data provided by the system can in most cases be edited or deleted by the user if necessary.

**b. Subfield coding.** The system uses the dollar sign ( \$ ) to represent the delimiter.

**c. Adding new fields to the template.** Immediately above the 072 field and below the final 952 field in the template is an **Insert field** menu. If it is necessary to add a new field to the template, select the radio button of the existing field above which the new field is to be inserted. Then click the down arrow on the **Insert field** menu in order to display a list of available fields. Click on the desired field, and it will be inserted immediately *above* the field whose radio button was selected.

*Note:* If no radio button is selected, the system will automatically insert the new field *before* the next higher numbered tag in the template.

**d. Fields that the user leaves blank.** Any field that appears in a basic template and is left blank by the user is automatically deleted by the system when the record is saved. It is not necessary for the user to take any action to remove an unneeded field from a template.

*Note:* If desired, a field may be removed by selecting the radio button of the field and clicking the **Remove Field** button.

### Proposed Demographic Group Term Proposal System

Generated by  Book  No Book  CIP  Coop

<input type="radio"/> 072 7	<input type="text" value="\$a \$2 lcdgt"/>	(LC class number)
<input type="radio"/> 150	<input type="text" value="\$a"/>	(Heading)
<input type="radio"/> 450	<input type="text" value="\$a"/>	(UF)
<input type="radio"/> 550	<input type="text" value="\$w g \$a"/>	(BT)
<input type="radio"/> 670	<input type="text" value="\$a Work cat: \$b \$w"/>	(Sources found)
<input type="radio"/> 675	<input type="text" value="\$a"/>	(Sources not found)
<input type="radio"/> 952	<input type="text" value="\$a Bib. records to be changed:"/>	(Bib. record changes)
<input type="radio"/> 952	<input type="text" value="\$a LCDGT pattern:"/>	(LC pattern)
<input type="radio"/> 952	<input type="text" value="\$a"/>	(Cataloger's comments)

Email  (Optional notification)

### **3. Entering information in the template.**

**a. “Generated by”.** This field is not used. Users may leave “Book” selected.

**b. 072 field (Category code).** Follow the rules and guidelines in L 405 - Categories of Terms to determine in which category the proposed term belongs. Enter the three-letter code for the category in the \$a subfield. Retain the data \$2 lcdgt that was provided by the system.

If an additional 072 field is required, add one using the procedure described in sec. 2.c above.

**c. The authorized term.** Enter the text of the proposed term in the 150 field. Formulate the term according to the instructions in L 445 - Form of Term and L 450 - Parenthetical Qualifiers.

**d. References.** Record all UF and BT references as 450s or 550s. Search the demographic group terms in Classification Web to determine that any proposed 450 does not conflict with an existing term or UF reference, and that any proposed 550 exists as a currently valid term.

- See L 420 - “Used For” References for guidance on the 450 field references.
- See L 410 - Broader and Narrower Term References for guidance on the 550 field broader terms.

List the 450 terms in alphabetical order, followed by the 550 terms in alphabetical order.

**f. Citation of sources.** Use the 670 and 675 fields to cite sources that were consulted in preparing the proposal. See L 440 - Authority Research and Citations for LCDGT Proposals for instructions.

**g. Scope note.** Follow the guidelines in L 430 - Scope Notes to determine whether a scope note is appropriate. If a scope note is provided for the term being established, enter it in a 680 field. Use the technique described in sec. 2.c above to add a blank 680 field to the template. Use \$i subfields for explanatory text and \$a subfields for terms that are used to amplify or illustrate the text contained in the \$i subfields.

**h. LC pattern.** When it is appropriate to cite an LC pattern (see L 440 - Authority Research and Citations for LCDGT Proposals), enter it in the 952 (LCDGT pattern) field.

*Note:* If no pattern is being cited, leave the field blank and it will be deleted automatically by the system when the record is saved.

**i. Comments accompanying proposal.** Enter any comments that are pertinent to the new term as a note in the 952 (Cataloger’s comments) field.

- **Narrower terms** - If the term being proposed will be a BT for any terms already established in LCDGT, list those terms in this note. The LCDGT Support Staff will make the appropriate changes to the hierarchy.

- **Other associated records** - If the proposal will affect any other terms in LCDGT, provide an explanation in this note. The LCDGT Support Staff will make the appropriate changes.
- **Additional comments (optional)** - These comments may include information such as an informal description of the term or a description of its intended usage, a description of special problems or considerations that were factors in selecting the form of the term or references, or other relevant facts accumulated in doing authority research for the proposal.

*j. Providing an email address.* Entering a single email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or returned to the cataloger for additional information.

*4. Saving and viewing the proposal.* When finished filling out the template for the proposed new term, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click the **Save** button. An LCCN is automatically generated and a screen appears, confirming that the proposal has been saved. The proposed term is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in green, indicating that it is proposed and not yet approved.

*5. Submitting proposals to the LCDGT Advisory Group.* When a proposal is ready to be evaluated by the LCDGT Advisory Group, send an email to [lcdgt@loc.gov](mailto:lcdgt@loc.gov). Include “Proposal” in the subject line, and provide the LCCN and/or 150 field for each proposal.

*6. Changing a proposal after it has been created and saved.* Catalogers may make changes to any proposal record that they themselves created, up until the time that the proposal has been forwarded to [lcdgt@loc.gov](mailto:lcdgt@loc.gov) for processing.