

L 475 - Maintenance of LCDGT

BACKGROUND: LCDGT will be managed by the LCDGT Advisory Group (consisting of the Library of Congress (LC) Project Leader and representatives from institutions outside of LC) and by the internal LCDGT Support Staff (consisting of experienced LC catalogers). To ensure that the terms and hierarchies in LCDGT remain accurate and useful, the LCDGT database will undergo regular maintenance. This instruction sheet describes the methods that will be used to keep the vocabulary up to date.

1. Provisional terms. All new terms approved by the LCDGT Advisory Group and LC will be marked as provisional for one year. This will be indicated by MARC 008/33 value “c” (Provisional). After one year, the LCDGT Advisory Group will evaluate information from the LCDGT Support Staff that demonstrates how often each provisional term has been used in library catalogs.

- Terms used very infrequently may be converted to “upward see” references to a broader term. This will prevent LCDGT from becoming too specialized to be of general use.
- Terms used with excessive frequency may be split into multiple headings.
- Terms that have demonstrated their usefulness in library catalogs will become fully approved headings.

All such changes will be input by the LCDGT Support Staff, and will be documented in each record’s history note.

2. One concept, multiple terms. In rare cases, multiple terms for a single topic may co-exist due to the size of LC’s catalog and issues related to updating the OPAC. This decision to retain multiple terms for a topic will be made on a case by case basis as permitted by the ANSI/NISO standard (see section 11.3.2.1.a). When this occurs, the authority records for former terms will clearly state “For retrieval purposes only” to ensure that the term is no longer assigned in new cataloging.

Example:

[Term A]

Established 2015. Used from 2015-2016. No longer valid for use.

For retrieval purposes only.

[Term B]

Established 2016. From 2015-2016, the heading [Term A] was used.