

Sears List of Subject Headings

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Purpose of the Subject Headings

- To ascertain the true subject of the book/study etc.
- To ascertain the purpose for which it was produced.

e.g. a book entitled, “Great Masters in Art”

by title it looks something related to artists, hence, one may say that the subject of the above book is “ARTISTS”

But a clear examination of the thought contents of the book reveals the fact that the book is specifically dealing with **printers** not **artists** in general, thus, the adjunct subject heading is **PRINTERS**.

Principles of the Sears List

Rules for dictionary catalogue clearly states rules for subject cataloguing are:

1. Direct and Specific Entry;
2. Common Usage;
3. Uniformity and Consistency.

Let us discuss the above principles as being followed in Sears List of Subject Headings ahead..

1. Direct and Specific Entry/Specific and Direct Entry

- This principle says that enter a work directly under the most specific term that represents accurately and precisely its contents.

e.g. PRE-NATAL CATALOGUING

We can not make a subject heading to such a book under CATALOGUING, it can be under COOPERATIVE CATALOGUING or CENTRALIZED CATALOGUING.

Or “ROSE” not under Flowers

“Dogs” not under Domestic ‘Animals’

“Charles Darwin” not under ‘Scientists’

“Thermodynamics” not under ‘heat’ or ‘Physics’

Another example is;

“Birds of the Ocean”

The subject of the above book cannot be under BIRDS But has to be as WATER BIRDS.

2. Common Usage

- It means the words used to express a subject must represent common usage that is:

Current spellings and terminology e.g. CATALOG, this spelling be used in American Context but in British context OR Indian context it should be CATALOGUE

e.g. Encyclopaedia (American)

OR

Encyclopedia (British) or Blacks instead of Negroes

e.g. Labor (American)

Labour (British)

e.g. Elevator not Lifts

e.g. Heart not Thrombosis but “Thrombosis” in a medical library acceptable.

In such cases, a reference entry is required to be made.

3. Uniformity

- Means, a uniform term must be selected from several synonymous terms, and this term must be applied consistently to all works on the topic.

e.g. a term like MASKS be accepted with its specific meaning.

i.e. MASKS (Facial)

MASKS (Plays)

MASKS (Sculpture)

In addition to this, Sears List of Subject Headings has the following form of Headings:

The **Form of Headings** means highlighting the attributes of a work or Characteristics.

e.g. Literary works say Poetry, Drams, Fiction.

Such works be entered as;

POETRY-AMERICAN

DRAMA-INDIAN

FICTION-BRITIS etc.

Grammar of Subject Headings

1. Single Noun e.g. ART, AGRICULTURE, HISTORY, POLITICAL SCIENCE etc.
2. Plural Noun e.g. Chains, Trees etc.

The singular is used to denote concept e.g. Theatre.

The plural is used to denote object e.g. Theaters.

Here theater denotes drama as acted on the stage while theatres denotes theatre buildings.

Exclusive, essay means a generic technique of writing. Essays whereas essays means a literary form e.g. a collection of essays.

Compound Headings:

Means using two nouns joined by “and”

e.g. “CITIES AND TOWN” OR

“PUBLISHERS AND PUBLISHING”

OR the subjects that are treated in their relation to each other e.g. “Aeronautics and Society” OR “Library and Society” etc.

Contd...

Adjective with Noun

e.g. American literature OR Arabic Civilization

Indian Literature OR Economic Policy

Australian Cricket OR English Fiction

Indian Hockey etc. OR Love Stories

Phrase Headings e.g. Bible as Literature OR Freedom of Information.

Subdivisions

Birds

Birds-Eggs and Nests

Birds-Migration

Birds-Protection

Food

Food- Analysis

Food-Fiber Content

Food- Sodium Content

Contd...

Subdivisions that show special aspects or topics

e.g. Education-History

Religion-Politics etc.

Subdivisions that show chronology

e.g. India-History-1857-1947, Revolution

Lebnan-History-1982-1984, Israeli intervention

Subdivisions that show place

e.g. World's Statesman Year Book

National Geographical Atlas of the world

Name of the places sub-divided by subject

e.g. topics in the field of History, Geography, and Politics Census of Delhi

Biography e.g. Ranganathan-Biography

Nehru-Biography

Collective Biography e.g. International Who's Who

Regional Biography e.g. Asia-Biography

Contd...

We shall use the pattern given in Sears List;
e.g. India's foreign policy towards Pakistan: A
bibliography

We will use the pattern:

United States-Foreign Relations

Then Heading would be;

Indian-Foreign relations-Pakistan-
Bibliography.

Like wise

Gazetteers of Tail Nadu

Given heading in SH is OHIO-GAZETEERS

This heading shall be TAMILNADU-GAZETEERS

Contd...

Or a base on Geography of Jammu and Kashmir

When we look under Geography, under this Heading apart from other instructions, it is informed that “materials limited” to a particular place are entered under the name of the place with the subdivisions geography. Hence our subject heading will be;

Jammu and Kashmir-Geography.

Language and Literature

e.g. English Language-Grammar

Indian Literature-history and Criticism

Procedure to Derive Subject Headings

General Provisions

1. Find out specific subject I.e. keywords
2. SLSH has subject headings in two types/faces (1) Bold Face (ii) Ordinary Face
3. SLSH provides headings arranged in Alphabetical form with see and see also reference (see SA)

e.g. Automobiles

See also

Buses

Sports Cars

Trucks

Birds

See also

Birds of Prey

Game of Birds

Water Birds

Thus documents deals with one particular aspect of subject;

e.g. sports car will be entered under SPORTS CAR starting searching from CAR or MOTOR CAR.

Few General Examples

1. If document is India's Who's Who
India-Biography
2. For works on linguistics
e.g. Language and Languages
3. For documents on national languages
e.g. English Language
Hindi Language
French language
4. For documents dealing with any specific aspect of language
e.g. English Language-History
English Language-Dictionary
English Language-Bibliography
5. Quit India movement, 1942
this deals with history of India
e.g. India-History-1757-1947, British Rule

THANKS