

Research Article

Providing Access by Form of Material, Genre, and Physical Characteristics: Benefits and Techniques

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Abstract: Form, genre, and physical characteristics are basic elements in the description of archival material. Either alone or in combination with such other information as name of originating agency, subject, place, and date, they are a powerful retrieval tool that is only beginning to be exploited. The authors summarize the value of access by type of material, describe the vocabulary lists currently in use by archivists and other special collections communities, and outline benefits of distinguishing subject headings from form headings. They focus on catalog entries in systems using the USMARC bibliographic format, with special attention to retrieval issues in catalogs shared by archival, rare book, and visual material collections. Their conclusion calls for increased use of form headings and more cooperation to ensure effective access.

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Introduction

ACCESS TO ARCHIVAL COLLECTIONS often depends on the identification of material by its form, genre, or physical characteristics. The genealogist who requests census records from Maryland, the historian who turns to autobiographies, and the archivist who recommends a labor organization's photographs to a television producer may not be conscious of it, but they are relying on form, genre, and physical characteristics to retrieve material. These related descriptive elements point to materials as examples of certain document categories rather than as being about particular subjects. Collectively, they can be referred to as "type of material."

A review of the role of type of material in a variety of archival and manuscript collection work is a useful reminder of its importance. In processing activities, the intellectual characteristics that define a type of material frequently constitute a logical basis for the arrangement of an archival series or subseries, since type of material often offers *prima facie* evidence of intellectual content and nature. Annual reports, marriage licenses, panoramic photographs, and portraits each contain particular kinds of information presented in particular ways. Type of material also often identifies physical characteristics such as size, shape, or medium, that make it appropriate to file similar materials together.

Type of material can also be of considerable value in collection management. Archivists can regularly schedule certain categories of records as defined by form, such as invoices, for review or destruction. Curators may target inherently fragile materials, such as scrapbooks and motion pictures, for special storage, treatment, and handling.

In the archival description, listing types of material in an agency's records or an individual's papers may save time in content analysis and may enhance reference

service. When form can be juxtaposed during retrieval with the names of originating offices or their functions, the combination of terms may substitute for specific subject indexing. For example, a parks department's records are likely to illuminate the history of parks, urban land use, or recreation. A person investigating one of these topics can request records by agency name or function, then turn to such forms as account books, pamphlets, or architectural drawings to select the type of documentation most likely to answer the particular question being studied.¹ Should the department's architectural drawings document only a park's zoo, more specific subject analysis is required to highlight the zoo, but it is still the association of a form (ar-

¹This paper concentrates on the role of form of material in general manuscript, visual material, and rare book collections, since its value for government records has been discussed in several articles by David Bearman. See: David Bearman and Peter Sigmond, "Explorations of Form of Material Authority Files by Dutch Archivists," *American Archivist* 50 (Spring 1987): 249-253, and David Bearman, "'Who About What?,' or 'From Whence, Why and How': Intellectual Access Approaches to Archives and Their Implications for National Information Systems," in *Archives, Automation & Access*, ed. Peter A. Baskerville and Chad M. Gaffield (University of Victoria, 1985): 39-47. In the latter article, Bearman points to the centrality of form of material as an element in archival arrangement and description and to its possible use in the "integration of description required for control with the description required for access." He suggests "using 'form of material' as one of two criteria for series boundaries and organization continuity as the other criterion." Comprehensive descriptions of producing agencies' functions using controlled "function vocabularies" can guide the searcher to pertinent series and thus "the requirements of control are identical with those of access and the task of archival description is integral to the task of records management" (p. 41). In "Archives and Manuscript Control with Bibliographic Utilities: Challenges and Opportunities," *American Archivist* 52 (Winter 1989): 32-34, Bearman describes efforts by the Research Libraries Group's Seven States Project (now the Government Records Project) to gain appraisal and access benefits by using form headings with agency function headings and authority files to retrieve records with similar content regardless of the level of government that generated them or the name of the originating agency.

chitectural drawings) with another feature of the material that facilitates retrieval.²

Even without depending on provenance associations, special collections users may request material by type as a means of limiting a broad subject search to pertinent documentation. A writer compiling a chronology of the theater in California, for example, may want to see only material that focuses on who, where, and when; he or she might look for such subjects as theaters or actors in combination with California and with programs, playbills, and clippings. Other special collections users may seek a type of material because they are studying the form itself or are using specific materials as raw data for other studies. A devotee of science fiction may try to find new examples of that genre to publish. A bibliographer may survey broadsides as part of a census of early printing, or may try to locate watermarks on dated documents to create a tool for dating undated records with similar watermarks. A historian may seek as many different kinds of pictorial calendars as can be found to support a discussion of the role of popular imagery in daily life.

These illustrations of the value of type of material in arrangement, description, appraisal, preservation, and reference work build the case for providing *direct* access to type of material by indexing it rather than merely representing it in titles, summary notes, and container lists. Index headings or access points taken from a standard controlled vocabulary make more direct and effective access possible. Not all archivists have the staff resources to identify and index forms of material below the series level; not all archivists may see the necessity for indexing such common forms as correspondence. However, as our cata-

logs grow and as they are integrated with entries for similar material in special collections areas other than archives, it becomes increasingly important to consider indexing more types of material by assigning them as access points in catalog entries.

Automated catalogs that integrate entries from many collections have begun to eliminate the need for researchers to walk to a special collections reading room or travel to a remote repository to inquire about archival material. Type of material can be a powerful tool for reducing a search in a large universe of entries to a manageable set of results. It is important, therefore, to name types of material in integrated catalogs, where users are as likely to find a poet's poems as to find his or her correspondence. Thousands of entries under the heading *Correspondence* may seem useless at first glance, but in combination with a poet's name this term can help researchers zero in on personal letters rather than on creative writing.³

Some automated catalogs reduce what might otherwise be a daunting universe of entries by putting entries for books, serials, archives, music, maps, and visual materials each into separate computer files for separate searching. In such situations, using standard terms for type of material can be a valuable way to *open* archival collections to rare book and visual material users who might not otherwise search them, since these terms will help pinpoint specialized material no matter in which department(s) it is housed. Such people will appreciate headings for sheet music, color slides, and other special forms; even if they have to repeat their search in each of the computer catalog's files, they can look for similar headings with confidence.

²The two basic approaches to indexing archives are described in Richard H. Lytle, "Intellectual Access to Archives: I. Provenance and Content Indexing Methods of Subject Retrieval," *American Archivist* 43 (Winter 1980): 64-75.

³Many automated catalogs now refuse to respond to search queries that recall a large number of entries. As computer technology improves, such "overflow" problems are likely to be overcome, and it is appropriate to place data in catalog entries now for future retrieval benefits.

Automated catalogs provide new opportunities to take advantage of information about type of material, but archivists who will continue to rely on manual catalogs for some time to come can also contribute to the use of these terms. Vocabulary sources, methods of indexing, and the need for standardized approaches when addressing these and related issues pertain equally to the manual and the automated catalog.

Definitions

The concepts of *subject* and *type of material* are often thought to be the same, but their definitions differ more than they overlap. The subject of a work is that which it is about: the people, places, things, events, or ideas it describes or discusses. A sampler of possible subject terms hints at the vastness of this vocabulary: Helen Keller; architects; Methodists; Chesapeake Bay; Ottoman Empire; Statue of Liberty; Northwestern University; baseball; libraries; labor strikes; World War, 1939-1945; patriotism; psychology; and astrophysics. Not all material has a nameable subject content; for example, baptismal registers are simply a form of material consulted for biographical information.

Form, genre, and physical characteristics are similar to each other in that each names object types or features rather than a specific subject matter. *Form* designates "historically and functionally specific kinds of materials as distinguished by an examination of their physical character, subject of their intellectual content, or the order of information within them, for example, day-books, diaries, directories, journals, memoranda, questionnaires, syllabi, or time sheets."⁴ Physical format categories that

may be designated as forms of material include broadsides, motion pictures, and stereographs.

Genre refers to "specific kinds of materials distinguished by the style or technique of their intellectual contents, for example, biographies, catechisms, essays, hymns, or reviews."⁵ Genre is independent of any particular physical manifestation. A portrait remains a portrait whether it is drawn in pencil, printed in a book, or captured by a camera. *Little Red Riding Hood* remains a representative of the genre fairy tales regardless of whether the story is presented in manuscript, in a variety of printed formats, in a picture strip version, or as an animated film. The nature of the work is constant, although the format in which it is presented may change, and this is the key to distinguishing between genre and physical characteristics.

Physical characteristics name media, production processes, techniques, materials, and features identified by examining the physical object. Examples include lithographs, daguerreotypes, vellum, forgeries, watermarks, and autographs. Unlike form and genre, physical feature terms often refer to only a part of an item and may be specific to a single copy of a work, as in the case of armorial bindings.⁶

Usage in Catalog Entries

Material type may be indicated in several places in a catalog entry.⁷ Titles often con-

17. Also, Library of Congress, Network Development and MARC Standards Office, *USMARC Format for Bibliographic Data* (Washington: Library of Congress Cataloging Distribution Service, 1988), Genre/Form field. (Hereafter cited as *UFBD*.)

⁵*UFBD*, Genre/Form field.

⁶This definition of physical characteristics has been pieced together from some of the vocabulary lists described in Appendix A. It reflects the current lack of agreement on how form and physical characteristics differ. Photographs and autographs, for instance, presently fall into both categories.

⁷Descriptions of where type of material appears in

⁴"Data Elements Used in Archives, Manuscripts, and Records Repository Information Systems: A Dictionary of Standard Terminology," in *MARC for Archives and Manuscripts: The AMC Format*, by Nancy Sahli (Chicago: Society of American Archivists, 1985),

sist of form terms, for instance, records, orderly books, or legal documents. The physical description area may mention *1 leaf : parchment* or *25 drawings : water-color*, although often the quantity of items or containers is enumerated without mentioning the type of material. Arrangement and scope notes routinely list such types as journals, articles, speeches, and memorabilia. Subject headings may be subdivided by form, for example, *Lincoln, Abraham, 1809-1865—Correspondence* or *—Portraits*. Special attention may be drawn to form of material, genre, and physical characteristics by assigning terms for these features as headings or access points in their own right, for example, *Deeds—California* or *Posters—Russian—1910-1920* or *Lantern slides—19th century*.

Terminology used to describe material type may be informal in some parts of catalog entries. The context of a scope note may, for example, make it clear that the bills being mentioned are legislative, not financial. Obituaries and death notices are equally comprehensible terms, and both may be found in scope notes and lists. In some instances, it can be important to retain terminology that comes with a collection—when preparing container lists, for example—in order adequately to represent original order or to save arrangement time. Access points, however, work best with an unambiguous and consistent vocabulary,

particularly if they are to be effective in a large catalog that covers many types of collections and accepts entries from many repositories.

Imagine what it is like to approach a single-volume newspaper index; it will not take long to locate entries for deceased persons, even if it is necessary to try several different terms, e.g., obituaries, death notices, and necrology. However, in a multi-volume index, an extensive card catalog, or a large automated file it becomes more important to use one predictable term chosen from among synonyms, and to point users from synonyms to the chosen term as well as to related terms under which additional material of interest might be found. The more catalog entry contributors agree to use *Obituaries* (with cross references such as *Death notices search under Obituaries* and *Obituaries search also under the related term Epitaphs*), the simpler every search can be.⁸ People scanning a catalog will also appreciate headings such as *Invoices* and *Bills (Legal records)*, which make the kind of bill readily apparent.⁹

Characteristics of Vocabulary Lists

Thesauri and authority files, referred to loosely in this paper as vocabulary lists, are the tools used to guide people among terms

catalog entries are in: Steven L. Hensen, *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* (Washington: Library of Congress, 1983); David B. Gracy, *Archives & Manuscripts: Arrangement & Description* (Chicago: Society of American Archivists, 1977); Max J. Evans and Lisa B. Weber, *MARC for Archives and Manuscripts: A Compendium of Practice* (Madison: State Historical of Wisconsin, 1985); Elisabeth B. Parker, *Graphic Materials: Rules for Describing Original Items and Historical Collections* (Washington: Library of Congress, 1982); and Linda Evans and Maureen O'Brien Will, *MARC for Archival Visual Materials* (Chicago: Chicago Historical Society, 1988).

⁸A project is under way at the Getty Art History Information Program to build a central automated authority file of artist names that would let each repository designate which form of a name it prefers to use and make the other forms cross references. Although this approach allows each repository an appealing degree of personal preference, its implementation has not been widely proven. This paper describes the more common approach, in which everyone using a vocabulary list agrees to designate one term for indexing with cross references from synonyms and alternate forms. James M. Bower can provide information about the Getty Vocabulary Coordination Group's Union List of Artist Names.

⁹The value of standard practices in integrated automated systems is described in Steven L. Hensen, "The Use of Standards in the Application of the AMC Format," *American Archivist* 49 (Winter 1986): 31-40.

and to make them aware of the range of vocabulary available in a particular catalog. Such lists contribute to consistent and predictable indexes by providing cross references among terms and by including scope notes to help people differentiate between such similar concepts as cartoons and caricatures or diaries and journals. To the degree that these scope notes carry information defining a type of material, the vocabulary lists also serve as reference sources similar to glossaries.

Thesauri may be in printed or automated formats, and some are available in both. Printed lists are handy for users to scan and are easy for a repository to annotate to indicate which terms it has used in indexing in order to save local users from searching for types of material not found in that particular collection. Automated thesauri are increasingly used as active partners during searching. Future search programs may, for example, automatically translate a request for *Death notices* into *Obituaries* and display the pertinent entries. A program could also guide a researcher who has found very little in an initial search by automatically displaying a list of terms broader and/or narrower in scope than the term initially selected, along with prompts that give instructions on what to do with the terms.

Although usually built, maintained, and consulted by catalogers, indexing thesauri and authority files are equally important aids for reference staff and researchers when they are formulating search strategies. Reference staff familiar with what researchers ask for and specialists familiar with the vocabulary of a particular discipline can measurably improve a vocabulary list by participating in its construction and growth. As automatic interaction between catalog entries and authority files increases, such tools merit more attention.

Vocabulary Lists for Type of Material

The *Art and Architecture Thesaurus* and the *Library of Congress Subject Headings*

both contain terms relevant to indexing type of material as well as subjects. Several rare book, archives, and visual materials groups, finding that existing subject heading lists did not have enough specialized terminology, have recently published separate lists to provide an appropriate range of vocabulary for indexing their types of material. Most of the lists described below conform to standards for thesauri outlined in the American National Standards Institute publication *Guidelines for Thesaurus Structure, Construction, and Use*.¹⁰ That is, they contain an alphabetical list of terms in plural natural language noun form expressed in direct order—*Armorial bookplates* rather than *Bookplates, Armorial*. Relationships among broader, narrower, and related terms are indicated, and cross references are given from unused synonyms to the terms authorized for indexing. Scope notes define the application of terms thought to be obscure or ambiguous or which are to be used in a technical sense. A hierarchical display provides a convenient overview of the classified relationships among terms. For example, the term *Photographs* may appear with *Card photographs* and *Snapshots* as more specific classes subsumed under it; below *Card photographs* may appear *Cabinet card photographs* and *Cartes de visite*.

Most of the lists provide an introduction that explains the structure and application of the terminology, and several include a brief bibliography of works on the subject area to which each list relates. The terms have usually been drawn both from standard works in the field and from existing files in special collections, and drafts have been submitted to experts in pertinent fields,

¹⁰American National Standards Institute, *American National Standard Guidelines for Thesaurus Structure, Construction, and Use* (New York: American National Standards Institute, 1980). *LCSH* does not meet these standards but has begun to follow some of the precepts. *Form Terms for Archival and Manuscripts Control* is a checklist rather than a thesaurus.

whose comments have been taken into account in producing the final version. Although community interests overlap, various groups have acted independently in order to secure as quickly as possible vocabularies that are tailored to their needs. Now that a number of lists have been published and the similarity of much of the terminology is clearer, the sponsors of the lists need to consider ways to consolidate lists or ensure compatibility of terms.

At present there are nine lists that provide sources of vocabulary for indexing type of material.¹¹ Each of the nine lists is profiled in Appendix A with sample terms and headings and full bibliographic citations. The comments that follow about each list's users, strengths, and weaknesses are not a formal review, but a comparison of special features, based on the authors' examination of the lists and on several searches in the Research Libraries Information Network (RLIN) and Library of Congress catalogs.¹²

The most widely used list in the archival community is *Form Terms for Archival and Manuscripts Control (FTAMC)*, a checklist of basic document types compiled by the archives and manuscripts staff at Cornell University and issued as a handout by the Research Libraries Group in 1985. Some users may appreciate the simple format, but they should realize that there are no plans to update the list. Those who want a list that includes definitions, relationships among terms, and a more extensive vocabulary may be interested in the *Art and Architecture Thesaurus (AAT)*, which will add scope

notes and term relationships as it absorbs most of *FTAMC* into its large Document Types section.¹³

The *AAT* is scheduled for publication in 1990, both in printed form and as an online database in RLIN. Drafts of certain sections have been available on a by-request basis since 1985. Despite its name, the *AAT* contains terms for many types of material found in archives, because its goal is to provide a vocabulary to index anything pertinent to the study of art and architecture, including papers of artists and records of architectural firms. The *AAT* consists of thirty-eight sections, called hierarchies, twenty-two of which have been completed with alphabetic indexes. Hierarchies of particular interest for indexing type of material are Document Types, Image and Object Genres, Drawings, Materials, Process and Techniques, and Photographs. Paintings, Prints, Book Arts, and Communication Design hierarchies are scheduled for the future, but specialized literary, musical, and legal vocabulary remains outside the *AAT*'s scope.¹⁴

Although the process of finding terms and formulating headings may sound complicated, the Society of American Archivists has formed an *AAT* Roundtable, which may help develop guidelines for assigning index headings and may serve as a channel for new term contributions. The *AAT*'s appeal lies in part in its users' ability to propose new terms to a full-time staff, who maintain the list and provide updates, and

¹¹At least two other lists are in preparation. Diane Vogt O'Connor and Richard Pearce-Moses are compiling an extensive photographic vocabulary; Harriet Ostroff is starting a list for the *National Union Catalog of Manuscript Collections*.

¹²The choice of lists and application practices of several repositories are reported in Evans and Weber, *MARC for Archives and Manuscripts* and in Evans and Will, *MARC for Archival Visual Materials*.

¹³Toni Petersen, "Art and Architecture Thesaurus," *SAA Newsletter* (March 1989): 18-19, and telephone conversation with Toni Petersen in February 1989. Some *FTAMC* terms will appear in other sections of the *AAT*, e.g., in the Photographs hierarchy; some currently separate terms will be folded into a single term as synonyms (*Resumes* for *Curriculum vitae*); some terms appear in a slightly changed form (*Census records* instead of *Censuses*).

¹⁴The *Art and Architecture Thesaurus Synopsis* (Williamstown, Mass.: Art and Architecture Thesaurus, 1988) describes most of the hierarchies.

also in its availability online and in its flexible heading construction. It is possible to create such specific headings as *Engraved vignette portraits* by combining terms from different hierarchies, as well as to confine one's usage to terms as expressed in a single hierarchy, such as *Photograph albums* in the Document Types hierarchy. The *AAT* is also useful beyond indexing type of material, because certain hierarchies provide vocabulary for indexing function and occupation, as well. For archivists with art history collections, the *AAT* may, in fact, serve all their indexing needs, including subjects. Archivists who are obligated, however, to continue using other vocabularies for subject indexing may find it more difficult to integrate a new type of vocabulary into their work.

Among the archives and special collections that have already begun to use the *AAT* in draft form are several government records repositories participating in the Research Libraries Group's Government Records Project and the architectural drawings collection at Columbia University's Avery Library. The Government Records Project plans to add its form and function vocabulary to the *AAT*. The *National Union Catalog of Manuscripts* staff draw some terminology for their form index from *FTAMC* and *AAT*, but have found that they need a more extensive vocabulary as well as application guidelines, particularly for the sort of subdivision practices found useful in *NUCMC*'s printed index, for example, *Marriage records—New York (State)—18th century* and *Memoirs—Women legislators—New Jersey—20th century*. In order to be able to consult a single source for its vocabulary, *NUCMC* plans to publish its own list based on the terms in its existing printed index to form of material and on *FTAMC*, the *AAT*, and other lists described below. The *NUCMC* list is expected to include scope notes, relationships among terms, and explicit references to terms that

are similar to those in *AAT*, *Library of Congress Subject Headings*, and other lists. *NUCMC* will also contribute form terms to the *AAT*.¹⁵

The Standards Committee of the Rare Book and Manuscripts Section (RBMS) of the Association of College and Research Libraries (a division of the American Library Association, ALA) is developing a family of lists to meet its needs. *Genre Terms*, *Binding Terms*, *Printing and Publishing Evidence*, and *Provenance Evidence* were published between 1983 and 1988. Two more thesauri pertaining to paper evidence and type-face evidence are nearing completion, and *Genre Terms* is undergoing its second update. Changes in the latter include a language oriented less exclusively toward published books—*Censored works* instead of *Censored books*, for example. The lists may eventually be issued in one publication with a single alphabetic index.¹⁶

RBMS is the principal professional association of rare book and special collections librarians in America; members who are manuscript curators form a vigilant and vocal minority within it. Many of those using the RBMS thesauri to provide access by type of material are curators of special collections in college or university libraries or in independent research libraries. In many cases they preside over rare books, manuscripts (both medieval and modern), and the archives of their institutions. As a result, their genre and form lists provide vocabulary for a wide range of unpublished as well as published materials.

The listing of descriptors for historical graphic materials, including photographs, prints, architectural drawings, and ephemera, was undertaken for the RBMS Stan-

¹⁵Conversations with Harriet Ostroff, Spring 1989.

¹⁶Telephone conversation with Jackie Dooley, University of California at San Diego, August 1988.

dards Committee by the Prints and Photographs Division of the Library of Congress. Its *Descriptive Terms for Graphic Materials*, published in 1986, is also being used in general picture and photograph collections, particularly those that draw subject indexing terms from the companion list, *LC Thesaurus for Graphic Materials: Topical Terms for Subject Access*.¹⁷

The vocabulary in *Descriptive Terms for Graphic Materials* is synchronized with RBMS lists whenever possible; any discrepancies, such as its spelling of *catalogs* (rather than *catalogues*), are mentioned in scope notes. Efforts are also made to keep terminology the same as in the *Art and Architecture Thesaurus*, although more reconciliation is needed. *Descriptive Terms* has a smaller, more general vocabulary than the *AAT*, but until the *AAT* completes its Prints hierarchy and expands its coverage of ephemera, *Descriptive Terms* offers numerous terms not in *AAT*. An update of *Descriptive Terms* is scheduled for late 1989.

The National Moving Image Database Standards Committee sponsored *Moving Image Materials: Genre Terms*, which was published in 1988. Archivists responsible for general collections of film, video, and television formats will find in this list vocabulary for indexing both fiction and non-fiction materials. Curators of specialized collections are encouraged to contribute vocabulary to deepen areas of the list that interest them. Among the early users of this list are the UCLA Film and Television Archives and the Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division.

The *Library of Congress Subject Headings (LCSH)* offers a variety of vocabulary for general types of material, but it is up to each user community to identify perti-

nent type of material terms. Only one repository, the Hoover Institution at Stanford University, has specifically reported using *LCSH* to index form headings separately from subject headings.¹⁸ *LCSH* might appeal to repositories that use the list for their topical, place name, historical event, and other subject headings, since one list would then suffice for most of their indexing. Drawbacks of *LCSH* include the current lack of a mechanism for archivists to add or change terms for types of material, existing application guidelines that preclude indexing by form in some situations, and the absorption of some terms for type of material into terms for the general field of study. The term *Advertising*, for example, is to be used both for the activity and for the objects, Advertisements.

Access to Type of Material and the USMARC Bibliographic Format

Type of material can play a significant role in both manual catalogs and a variety of automated systems, but the growing use of the *USMARC Format for Bibliographic Data (UFBD)* by archivists makes it appropriate to discuss at length the two fields designated in the *UFBD* to provide specific access to this information: Index Term—Genre/Form (field 655) and Added Entry—Physical Characteristics (field 755).¹⁹ The *UFBD* is a standard for labeling (also called tagging) data so that they can be sent beyond the originating institution and still be recognized and manipulated by any organ-

¹⁸Evans and Weber, *MARC for Archives and Manuscripts*, field 655.

¹⁹Little has been written about the use of these fields, although the value of the genre/form field is mentioned in Matthew Gilmore, "Increasing Access to Archival Records in Library Online Public Access Catalogs," *Library Trends* 36 (Winter 1988): 609-623. The role of the fields and available indexing vocabulary is discussed at length in Jackie Dooley and Helena Zinkham, "The Object as 'Subject': Providing Access to Genres, Forms of Material, and Physical Characteristics," in *Extending MARC Beyond the Book* (Boston: G.K. Hall, forthcoming).

¹⁷Elisabeth B. Parker, comp., *LC Thesaurus for Graphic Materials: Topical Terms for Subject Access* (Washington: Library of Congress, 1987).

ization that uses a computer system designed to translate tagged data into retrieval and display routines. The data—the content of catalog entries—are formulated according to standards established by cataloging communities to suit each community's needs regardless of the catalog's format. But the definitions of *UFBD* fields, as well as the specifications for local system implementations, which are likely to index or display only certain fields, often influence data content and placement.

The presence of specialized fields in the *UFBD* for type of material played a critical role, for example, in stimulating publication of the specialized lists for indexing type of material so that many institutions can draw on the same vocabulary as they contribute entries to shared catalogs. But the availability of *two* fields has also caused confusion in some communities about where to put certain terms; as discussed in detail later, putting index headings for the same material in different fields of a catalog record may hinder retrieval. Special communities have the right to set their own standards. If, however, communities with similar material want to find each others' catalog entries without too much difficulty, it is important to be aware of each others' indexing practices and to think about following similar indexing patterns and using the same words to describe the same material.

In the late 1970s, the library world prepared for the adoption of the second edition of the *Anglo-American Cataloguing Rules*,²⁰ which focused almost entirely on the cataloging of modern books. As cataloging in the USMARC format through bibliographic utilities became increasingly widespread, rare book and special collections librarians became more and more concerned that the new approaches to library

cataloging would deprive them of their traditional, albeit locally determined, modes of access to their collections. Special collections had, for example, maintained local files indexing those genres and physical characteristics of interest to each collection, although there was no generally agreed-upon terminology. The USMARC bibliographic format at that time made no provision for entering access points that were neither authors' names, nor titles, nor subjects.

In 1978 the Independent Research Libraries Association (IRLA) formed an Ad Hoc Committee on Standards for Rare Book Cataloguing in Machine-Readable Form to address the relationship of the USMARC format to their catalog needs. One result of the study was the recommendation that two auxiliary access fields, called genre and publishing/physical aspects, be added to the format to accommodate types of access that were traditionally of value to curators of rare materials but were not adequately represented in the existing automated data categories. The committee also recommended that a thesaurus or thesauri be created to establish a controlled indexing vocabulary for genre terms, publishing and bookselling information, paper and papermaking information, printing information, typographic information, illustration and graphic information, binding information, and provenance evidence.²¹

The IRLA Ad Hoc Committee argued that designating new fields was the best way to distinguish headings that refer to a type of work from those that refer to a subject. Separate fields were also considered the best way to support research that focuses on as-

²⁰*Anglo-American Cataloguing Rules*. 2d ed. (Chicago: ALA, 1978).

²¹Independent Research Libraries Association, "Proposals for Establishing Standards for the Cataloguing of Rare Books and Specialized Research Materials in Machine-Readable Form" (Worcester, Mass: December 1979), 1-4, 13-16, 29-36. A summary of the IRLA proposals is in John B. Thomas, "The Necessity of Standards in an Automated Environment," *Library Trends* 36 (Summer 1987): 125-139.

pects of the book as a physical object, such as *Watermarks—French—17th century*. As focal terms in a separate field, form and physical characteristic terms may be easily subdivided to indicate place of issue, date of creation, nationality, or other facets.²²

Different fields were proposed for genre and publishing/physical aspects, because genre was perceived as an intellectual feature closely related to subject headings, which are part of the 6XX block of fields. The general added entry range of 7XX was considered more appropriate for the physical characteristic headings, because such features as imposition errors and autographs are completely unrelated to a work's subject content and do not necessarily apply to all copies of a work.

In 1980, ALA's Committee on the Representation in Machine-Readable Form of Bibliographic Information (MARBI), which evaluates and advises the Library of Congress on all proposed changes to the three USMARC communication formats (bibliographic, authority, and holdings), accepted only the IRLA proposal for a genre field and assigned it USMARC field number 655. The proposal reviewers were reluctant to approve a new field for which no standard vocabulary lists were in place and in which no major cataloging agency or utility was actively interested, but they decided to trust each interested community to issue its own list(s). They deferred definition of a field for publishing/physical aspects, because they questioned the need to use such data as ac-

cess points, in addition to expressing concern over the lack of standard vocabularies.

Desire for access to physical features remained strong among RBMS and graphic materials librarians, and a field for physical features (USMARC field 755) was introduced as an addition to the Visual Materials format specifications in 1984 and approved for all formats of material covered by USMARC. Although the field's name as approved was "Physical Characteristics Access," its use in some special collections reflects its rare book origins, in which *physical* was understood broadly to denote attributes of a physical object and what can be determined by examining an object, for example, forgeries (printing evidence), autographs (provenance information), Fraktur (typographic information), and engravings (illustration information). Most archivists consider such terms to describe a form of material and, therefore, to be more appropriate to the genre/form field.

The archival community expressed interest in the genre field as it worked on the large package of changes that resulted in the full specifications for the Archival and Manuscripts Control (AMC) portion of the *UFBD*. Archivists sought an expansion of the field name and scope to include form of material as well as genre, and this change was applied to all USMARC formats when the AMC specifications were approved in 1983.

Archivists active in the development of AMC were interested in indexing forms of material (which can include such physically defined types as photographs), but not in indexing separate physical characteristics. Since they did not anticipate a need for a special physical features field, the physical characteristics field was not part of the early AMC documentation issued in 1984-85. Until the indexing practices of other communities were taken into account, the single genre/form field seemed sufficient. Retrieval may be impaired, however, if terms referring to similar ma-

²²A separate field for form headings also means that similar materials with several characteristics can have each characteristic indexed only once, rather than repeating each topical subject as many times as necessary to bring out each feature. The savings in redundant data storage is clear in the case of a group of autographed portrait photographs of Walt Whitman writing poetry, which can receive separate headings for each aspect of the works rather than such headings as *Whitman—Photographs*, *Whitman—Portraits*, *Whitman—Autographs*, *Poets—Photographs*, and *Poets—Portraits*.

terial appear in different fields. Separate fields can mean separate indexes, and can require catalog users to know that they should look for the same term in two places, for instance, “find the *form* bookplates” and “find the *physical feature* bookplates.” This is an unnecessary burden, which can be avoided by reconciling the designation of fields for particular terms, by collapsing the fields into one field, or by demanding that automated systems use the same index for both fields.²³

In some visual collections, among them the Library of Congress Prints and Photographs Division and the architectural drawings collection at Columbia University’s Avery Library, terms such as daguerreotypes and blueprints are assigned to the physical characteristics field rather than the genre/form field chosen by most archivists. In a related situation, archivists using *Form Terms for Archival and Manuscripts Control* index autographs and galley proofs as forms of material, while rare book curators, consulting *Provenance Evidence* and *Printing and Publishing Evidence*, regard them as physical characteristics of books or individual copies of books and assign them to the physical characteristics field. When it comes to words that connote both strong intellectual and physical properties, such as posters, it is hard to determine in which field they belong. Given that many types of documentation are hybrids of this sort, the specialized vocabulary lists simply designate one field or the other for particular terms. MARBI itself had difficulty understanding the field distinctions and asked in 1983 if one field would suffice.²⁴ Iron-

ically, now that the compilers of visual material vocabularies are more aware of the difficulty of distinguishing physical form and physical characteristics, they may decide to put all their vocabulary in the genre/form field or to limit the physical characteristics field to physical properties, such as charcoal, rather than terms that describe an entire work, such as photographs.

It may not be problematic that the same terms appear in two different fields when people are reading catalog entries. They may not, for example, be puzzled that bookplates sometimes appear labeled as *Genre/form: Bookplates* and sometimes as *Physical characteristic: Bookplates (Provenance)*. As long as catalog systems interfile terms from both fields in the same index, catalog users do not have to figure out whether a photograph is a form or a physical characteristic; they can simply look for the term *Photographs*. RLIN, for example, has created a special index for type of material headings so that catalog users can ask for architectural drawings without having to look through records for books *about* such drawings, but it includes terms from both the genre/form and the physical characteristics fields. Other systems, however, may index terms in the genre/form field as subjects, since the field falls in the same part of a catalog record as do subject headings. The physical characteristics field, which is in a different part of the record, may not be indexed at all or may be put in a separate index.

Indexing Techniques and General Application Issues

Which List to Choose. No cataloging standards require repositories to index type of material, but repositories that choose to do so using the USMARC bibliographic format must draw vocabulary terms from one of several published lists to which a code has been assigned to identify the source

²³No formal discussions have been begun to consider these issues; interested people could create a forum through the SAA Committee on Archival Information Exchange, the RLG AMSC Program Committee, the RBMS Standards Committee, the ALA Subject Access Committee, or proposals to MARBI.

²⁴Proposals relevant to the genre/form and physical characteristics fields include: LC-216 and LC-220 (submitted by IRLA), 82-19 (AMC format), and 82-21 (Visual Materials format).

of the vocabulary.²⁵ General archives may find a short list of basic document types, such as *Form Terms for Archival and Manuscripts Control*, adequate. Large archives with diverse collections may want a more extensive vocabulary with scope notes, term relationships, and application guidelines—for example, the *Art and Architecture Thesaurus*. Motion picture archives may turn to the film world for a detailed terminology appropriate to their specialty: *Moving Image Materials*. Literary archives may benefit from the ALA Subject Analysis Committee's proposed list of fictional genres.²⁶ The several lists sponsored by the ALA Rare Book and Manuscripts Section and *Descriptive Terms for Graphic Materials* may be of particular interest to archives in research libraries.

An archives may find one of the existing lists satisfactory; as with any new venture, it may also need to be an active user of the list and contribute additional vocabulary. Anyone interested in a list should obtain a copy and test it through trial indexing of a representative range of material. Selection criteria include: appropriateness of the vocabulary's scope, ease of use by indexers and researchers, ability to update terms, and compatibility with other indexing vocabularies in use at the institution.

²⁵Library of Congress, Network Development and MARC Standards Office, *USMARC Code List for Relators, Sources, Description Conventions* (Washington: Library of Congress Cataloging Distribution Service, 1988), 19-20. These source codes have several roles, depending on how a catalog system is implemented. The codes may display after a heading to alert users about which vocabulary list to consult for additional terminology. If the list is also available online, a retrieval system may link it to the catalog, so that users can be lead more automatically through related terms and synonyms during their search; they may also be able to consult scope notes for additional guidance.

²⁶Barbara L. Berman, et al, comp., "Genre List for Individual Works of Fiction, Drama, Etc." (unpublished draft, 1988). ALA approved this list, which was sponsored by the Subject Analysis Committee's Subcommittee on Subject Access to Individual Works of Drama, Fiction, Etc., in July 1989.

There is also a good bit of work to be done to sort out vocabulary discrepancies among the lists.²⁷ Each community may appropriately determine the range of vocabulary it wants in its list, the fullness of scope notes, and the connections among broader, narrower, and related terms. Variant spellings of the same term, as well as variant choices about which synonym is designated as the actual index heading and which is a cross reference are factors that hinder retrieval; they should be eliminated or explicitly acknowledged. The fictitious catalog entry in Figure 1 notes ways in which the vocabulary in current lists diverges, illustrating the resulting hazards for retrieving catalog entries. There is no formal framework for reconciliation or prevention of significant conflicts, but most of the list compilers know each other and have informally expressed interest in resolving as many terminology conflicts as possible.

Formulating Headings. Several techniques are available for formulating headings, though there does not seem to be any general agreement on which should be used when. Consideration of the fictitious catalog entry represented in Figure 1 may trigger ideas for application guidelines.²⁸ For example, as the number of catalog entries grows, it may be helpful to subdivide headings for type of material to specify associations with a particular place, time period, and topic.

It can also be helpful to specify which part of a larger group a type of material heading applies to. A mechanism exists in the *UFBD* to specify a part of a group, but it does not seem to be used often. If our

²⁷*NUCMC* editor Harriet Ostroff has a long list comparing terms used in the printed *NUCMC* indexes to *FTAMC*, *LCSH*, *AAT*, *GMGPC*, *RBGENR*, and an unpublished Library of Congress archival vocabulary.

²⁸The descriptive information in the fictitious entry is based on a sample record in Hensen, *Archives, Personal Papers, and Manuscripts*, 31. The mnemonic codes for vocabulary source are deciphered in Appendix A.

fictitious collection included, for example, one series of family photographs and another of travel photographs, the heading could appear this way to clarify where the daguerreotypes could be found: *FORM: Family photographs: Daguerreotypes—British—1840-1850*.²⁹

A topic that needs more thought is methods for associating type of material with the appropriate subject or function terms within a diverse group of materials, such as characterizes most archives series- or collection-level catalog records. If, for example, a scientist's papers include drawings and photographs, but only the drawings are related to the scientist's expedition while the photographs are of the scientist's family in a different place, how can associations be made between the expedition and drawings? Several possibilities exist, such as subdivisions or specifying in words the part of the collection to which a heading refers, but they appear to have been little used in archives records.

Although each repository is free to decide how specific a vocabulary it will use in indexing type of material and how often it will do so, more discussion of the results of these choices may help to ensure more effective practices for a wider community. For example, when is it appropriate to index a series of photographs at the broad category level of photographs and when is it appropriate to identify a single rare daguerreotype within the series, or to single out silver gelatin prints, or color slides? When is it appropriate to index all examples of a form and when to be selective and index only striking examples?

Distinctions Between Subject and Type of Material. Since the same words may

describe subject matter and type of material, distinctions must be made between subject headings, which indicate what the material is *about*, and terms that tell what the material is an *example of*, in order to make access by type of material as effective as possible. Consider, for instance, researchers who want to find commentaries *about* the literary form called diaries. If they can search directly for diaries as a subject, they will not have to sort through what may be a huge number of catalog entries pointing to actual diaries that do not contain substantive information about the literary form itself. Conversely, including poems in the general topic of poetry makes it difficult to retrieve actual poems.³⁰

As long as a catalog is fairly small, intermingling subject and type of material is not too serious, because it is not time-consuming to read each entry and select those that are pertinent to the researcher's interest. Once the number of entries for the same subject or type of material exceeds a few inches of cards, an entire page in an index, or several dozen "hits" in a database, the catalog can assist researchers significantly by distinguishing between subject and type.

Techniques for identifying form headings in a manual catalog include separate card drawers or headings in a different typeface. Rare book collections, for example, have traditionally maintained separate card files for broadsides, binding features, and paper types. Verbal labels may also suffice, as was illustrated by the *National Union Catalog of Manuscripts'* use of the qualifier (*f/g*) to flag form headings in its 1985 printed index.

In an automated catalog, subject and type of material may be distinguished by being

²⁹With USMARC coding the example would appear as: \$3 Family photographs \$a Daguerreotypes \$x British \$y 1840-1850. \$2 gmcp. Codes indicate materials specified (\$3), access term (\$a), general subdivision (\$x), chronological subdivision (\$y), and source of heading or term (\$2).

³⁰The value of this distinction and the confusingly inconsistent approach of *LCSH* to form headings in subject fields are discussed in Barbara Berman, "Form Headings in Subject Cataloging," *Library Resources & Technical Services* 33 (April 1989): 134-139 and in Dooley and Zinkham, "The Object as 'Subject.'"

Figure 1

Fictitious Catalog Record that Illustrates Various Approaches to Form Headings and Stimulates Ideas about Indexing

Lefroy, J. H. (John Henry), Sir, 1817–1890.
Journals, 1843 May 1–1844 Nov. 18. 2v.

Includes scientific readings and notes for magnetic surveying expedition to Northwest Territories of Canada; also contains financial accounts and comments, description, and drawings relating to Indians, geology, flora and fauna of the areas surveyed. Accompanied by family photographs, including several daguerreotypes made in London.

A. Subject headings with form subdivisions

(illustrating lack of *direct* access to forms and physical characteristics; not all subdivisions are authorized to LCSH)

SUBJ Lefroy family—Portraits—Daguerreotypes.
SUBJ Magnetism, Terrestrial—Northwest Territories.
SUBJ Scientific expeditions—N.W.T.—Journals. [closest in LCSH is *Diaries*]
SUBJ Scientific expeditions—N.W.T.—Drawings.
SUBJ Indians of North America—N.W.T.—Drawings. [closest in LCSH *Pictorial Works*]
SUBJ Northwest Territories—Description and travel—Views.

B. Subject headings and form headings in separate fields

(showing discrepancies that can result from the use of different vocabulary lists)

SUBJ Lefroy family.
SUBJ Scientific expeditions—Northwest Territories.
SUBJ Indians of North America.
SUBJ Northwest Territories.
FORM Journals. [AAT] [closest in LCSH or RBGENR is *Diaries*; FTAMC has
Journals (Notebooks)]

FORM Drawings. [AAT, FTAMC; closest in LCSH is *Drawing*]
FORM Daguerreotypes. [AAT, FTAMC; closest in LCSH is *Daguerreotype*]
FORM Portraits. [AAT, FTAMC, GMGPC, LCSH]
PHYS Drawings. [AAT, GMGPC]
PHYS Daguerreotypes. [AAT, GMGPC]

C. Subject headings with form subdivisions AND form headings in separate fields with subdivisions to bring out aspects of the form
(demonstrating the usefulness of mechanisms for linking form to its specific subject or part of a collection)

SUBJ Lefroy family—Portraits.
SUBJ Scientific expeditions—Northwest Territories—Journals.
SUBJ Scientific expeditions—Northwest Territories—Drawings.
SUBJ Indians of North America—Northwest Territories—Drawings.
SUBJ Northwest Territories—Description and travel—Views.
FORM Journals (Notebooks)—British—1840–1850. [FTAMC]
PHYS Drawings—British—1840–1850. [GMGPC]
PHYS Family photographs: Daguerreotypes—British—1840–1850. [GMGPC]

Asking the following questions of each set of index headings indicates how results may differ (and false results occur) depending on expression of data and local system indexing and display features:

1. FIND Scientific expedition journals;
2. FIND Drawings made during expeditions;
3. FIND Expeditions but not drawings or photographs of them;
4. FIND British drawings from the 1840s;
5. FIND Daguerreotypes of Indians

assigned to separate fields, as discussed above. The computer program designed to retrieve the data need not force catalog users to make the distinction between subject and type of material; it is there, though, for users who need it. In the future they may access the terms in one or the other category by requesting that category in response to prompts from the system, which will ask them if they want to narrow a large search result. If the data are not tagged separately, the machine will not be able to translate a request made with everyday words into the pertinent part of the catalog entry.

Conclusion

Effective access by type of material requires five ingredients: a commonly available source of readily updated vocabulary with scope notes to define terms and cross references; guidelines for assigning headings and formulating place, date, and other subdivisions; the means to identify types of material and distinguish them from subjects; wider awareness of the existence of

these access points; and increased cooperation among archivists, rare book, visual material, and other special collection librarians and curators who share an interest in access by type of material. Several of these ingredients are in place, and now that more communities have begun to index type of material, it is a good time to examine the effect of our efforts.

Important next steps include the development of more application guidelines and allied efforts among archivists, librarians, and curators to assign form headings in ways that will be effective for the broad research community that relies on integrated catalogs to locate information. If we are to have the full benefit promised by type of material headings, regardless of the lists we use, we must act together to lobby for full system indexing and online retrieval of the terms we have so carefully devised. We must also continue to assign index headings for type of material. Whatever the outcome of discussions about indexing practices, if type of material data are not included in catalog entries, they will not be available for future systems to retrieve.

Appendix A. Sources of Vocabulary for Indexing Type of Material

These lists may be used in many indexing situations, but each is also authorized for use in the USMARC bibliographic format. Each list has been assigned a source code (see *USMARC Code List for Relators, Sources, Description Conventions*, Library of Congress, 1988, pp. 19-20), so that its vocabulary can be clearly identified in the USMARC fields for Genre/form (655) and Physical Characteristics (755). Some of the lists are also authorized for use in USMARC Subject Added Entry fields in which type of material may appear as a subdivision or focal term: Personal Name (600), Corporate Name (610), Meeting Name (611), Uniform Title (630), Topical Term (650), Geographic Name (651), and Faceted Topical Terms (654). Sample terms are accurate as of Spring 1989 and were selected to show how similar concepts are handled in each list and also to illustrate each list's range of vocabulary. Sample headings reflect practices observed in RLIN or outlined in a list's documentation.

Art and Architecture Thesaurus. Williamstown, Mass.: Art History Information Program of the J. Paul Getty Trust, 1983-

USMARC FIELDS: 650, 654, 655, 755 **SOURCE CODE:** aat

SCOPE: The most pertinent hierarchies are: Document Types (1,142 terms), Drawings (141 terms), Image and Object Genres (115 terms), Materials (2,634 terms), Photographs (ca.130 terms), Processes and Techniques (815 terms), and Styles and Periods (4,633 terms). Includes term relationships and scope notes; each user group is free to develop application guidelines, but sample protocols will be available. Individual terms are not designated for specific fields.

SAMPLE TERMS: Advertising cards (for Trade cards), Affidavits, Ballots, Biographies, Bookplates, Booksellers' catalogs, Caricatures, Cartoons (Humorous images), Conveyances, Cookbooks, Drafts (Documents), Facsimiles, Forgeries, Inscriptions, Juvenilia, Labels, Naturalization records, Passenger lists, Personnel records, Portraits, Posters, Sermons, Souvenirs.

SAMPLE HEADING: Advertisements.

CODED HEADING: 655 \$a Advertisements. \$2 aat.

FUTURE: Formal publication of twenty-two hierarchies is scheduled for 1990 in a printed format and as an online file in RLIN; a subset of hierarchies of special relevance to archivists might be issued. A full-time staff maintains the thesaurus; updates include contributions from users.

Descriptive Terms for Graphic Materials: Genre and Physical Characteristic Headings. Compiled by Helena Zinkham and Elisabeth B. Parker. Washington: Library of Congress, 1986.

USMARC FIELDS: 655, 755 **SOURCE CODE:** gmGPC

SCOPE: 513 terms for still pictures, among them prints, photographs, architectural drawings, and ephemera. Includes application guidelines and term relationships. Most terms have scope notes. Each term is designated for a specific field.

SAMPLE TERMS: Advertising cards (for Trade cards), Ballots, Bookplates, Caricatures, Cartoons, Engravings, Facsimiles, Forgeries, Group portraits, Half-tone photo-mechanical prints, Inscriptions, Keepsakes (for Souvenirs), Labels, Memorabilia (for Souvenirs), Platinum photoprints, Portraits, Posters, Student works.

SAMPLE HEADING: Advertisements—Maryland—1850–1860.

CODED HEADING: 655 \$a Advertisements \$a Maryland \$z 1850–1860. \$2 gmGPC.

FUTURE: Update scheduled for late 1989 to include such terms as Autochromes, Children's pictures (by children), Circus posters, and Photographic postcards; the part-time compilers accept contributions of terms from any user.

Form Terms for Archival and Manuscripts Control. Compiled by Thomas Hickerson and Elaine Engst. Stanford, Calif.: Research Libraries Group, 1985.

USMARC FIELDS: 655 **SOURCE CODE:** ftamc

SCOPE: 368 basic, frequently used document types. No scope notes, term relationships, or application guidelines.

SAMPLE TERMS: Affidavits, Ballots, Biographies, Bookplates, Cartoons, Conveyances, Drafts (Financial), Drafts (Preliminary versions), Engravings, Juvenilia, Labels, Memorabilia, Personnel records, Platinum prints, Portraits, Posters, Sermons, Souvenirs, Trade cards.

SAMPLE HEADING: Advertisements.

CODED HEADING: 655 \$a Advertisements. \$2 ftamc.

FUTURE: Not being updated.

Library of Congress Subject Headings. 12th ed. Washington: Library of Congress, 1989.

USMARC FIELDS: 600, 610, 611, 630, 650, 651, 655 **SOURCE CODE:** lcsb

SCOPE: Over 160,000 terms; some refer to genre or form explicitly, others combine form of material and field of study. Some scope notes. Application guidelines are in a separate publication (*Subject Cataloging Manual: Subject Headings*, rev. ed., 1989), which also provides lists of such form subdivisions as “—Passenger lists.” Available in printed volumes, microfiche, and automated versions.

SAMPLE TERMS: Advertising cards (for Trade cards), Affidavits, Ballot, Biography, Book-plates, Caricatures and cartoons, ‘Catalogs, Booksellers,’ Children’s literature (for children), Children’s writings (by children), Fraudulent conveyances, Cookery (includes Cookbooks), Engraving, Facsimiles, Forgeries (only as subdivision), Inscriptions, Labels, Naturalization records, Personnel records, Portraits, Posters, Sermons, Souvenirs (Keepsakes).

SAMPLE HEADING: Advertising—United States—20th century.

CODED HEADING: 655 \$a Advertising \$z United States \$y 20th century. \$2 lcsb.

FUTURE: A full-time staff issues weekly updates, but does not currently accept contributions of archival form terminology.

Moving Image Materials: Genre Terms. Compiled by Martha Yee. Washington: Library of Congress, 1988.

USMARC FIELDS: 655 **SOURCE CODE:** mim

SCOPE: 189 terms for recognized categories and fictional genre in film, video, and television. Includes scope notes, application guidelines, and term relationships.

SAMPLE TERMS: Actualities, Biography, Cartoons, Children’s works (for children), Clay animation, Sociological works (Nonfiction), Sophisticated comedies, Zombie drama.

SAMPLE HEADING: Advertising.

CODED HEADING: 655 \$a Advertising. \$2 mim.

FUTURE: Updates to be sponsored by the National Moving Image Database Standards Committee and published in the Library of Congress’ *Cataloging Service Bulletin*. One scheduled change is the substitution of the phrase “films and programs” or “films and video” for “drama” and “works.”

Rare Books and Manuscripts Section Standards Committee lists are published by the Association of College and Research Libraries in Chicago. Each has application guidelines, term relationships, and some scope notes. Updates prepared by the Committee appear in *College & Research Libraries News*.

Binding Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. 1988.

USMARC FIELDS: 755 **SOURCE CODE:** rbbin

SCOPE: 268 terms for the description of book bindings, including descriptors relating to techniques for binding construction and to the style, materials, and decoration of bindings. The qualifier “(Binding)” is added after each term.

SAMPLE TERMS: All along sewing, Embossed bindings, Gilt edges, Monogrammed bindings, Printed wrappers.

SAMPLE HEADING: Dust jackets (Binding)—20th century.

CODED HEADING: 755 \$a Dust jackets (Binding) \$y 20th century. \$2 rbbin.

Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. 1983. Update in *C&RL News* (October 1987): 558–560.

USMARC FIELDS: 655 **SOURCE CODE:** rbgenr

SCOPE: 332 terms designating intellectual genres of textual materials in general rare book libraries.

SAMPLE TERMS: Biographies, Booksellers’ catalogues, Cookbooks, Fast day proclamations, Film scripts, Juvenilia (by children), Juvenile literature (for children), Posters, Prize poems, Sermons.

SAMPLE HEADING: Advertisements—California—19th century.

CODED HEADING: 655 \$a Advertisements \$z California \$ 19th century. \$2 rbgenr.

Printing & Publishing Evidence: Thesauri for Use in Rare Book and Special Collections Cataloguing. 1986.

USMARC FIELDS: 755 **SOURCE CODE:** rbpri, rbpub

SCOPE: 158 terms referring to physical evidence within books that bears witness to the printing or publishing practices that produced them. The qualifier “(Printing)” or “(Publishing)” is added to each term.

SAMPLE TERMS: Copyright notices, Corrected proofs, Dummies, Facsimiles, Forgeries, Quarto format.

Provenance Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. 1988.

USMARC FIELDS: 755 **SOURCE CODE:** rbprov

SCOPE: 76 terms relating to evidence for the provenance of the material catalogued, i.e., to evidence for previous ownership of the materials. The qualifier “(Provenance)” is added after each term.

SAMPLE TERMS: Association copies, Bookplates, Dedication bindings, Inscriptions, Labels, Marginalia, Presentation copies, Shelf marks.