

Workshop on *Library of Congress Subject Headings (LCSH)*
(13th – 15th April 2020)
(Perdana Leadership Foundation, Putrajaya)
 (Resource Person/Facilitator: Associate Professor Hamidah binti A Rahman)

Workshop Tentative Program

Day 1 (Monday, 13 April 2020)

08:00 – 08:30am	Registration of Participants/Breakfast
08:30 – 10:30am	<p><u>Session 1:</u></p> <ul style="list-style-type: none"> ▪ Introduction to Basic Principles of Controlled Vocabularies and Subject Analysis in Subject Cataloging Process <ul style="list-style-type: none"> ▪ <i>What is Subject Cataloging?</i> ▪ <i>RDA and Subject Cataloging</i> ▪ <i>RDA and Subject Relationship</i> ▪ <i>Subject Representation and Access</i> ▪ <i>Cutter's Principles of Subject Cataloging</i> ▪ <i>Subject Authority Control</i> ▪ <i>Functions of a Subject Authority File</i> ▪ <i>General Methods of Subject Analysis: Steps in Subject Analysis</i> ▪ <i>Assigning Subject Headings: General Guidelines</i> ▪ <i>MARC 21 Coding for Subject Headings</i>
10:30am – 12:30pm	<p><u>Session 2:</u></p> <ul style="list-style-type: none"> ▪ Introduction to <i>Library of Congress Subject Headings (LCSH)</i> <ul style="list-style-type: none"> ▪ <i>LCSH as a Subject Authority List</i> ▪ <i>Format of LCSH and MARC Coding</i> ▪ <i>LCSH in Subject Authority Records</i> ▪ <i>LCSH in Bibliographic Records</i>
12:30 – 02:00pm	Lunch Break / Solat
02:00 – 04:30pm	<p><u>Session 3:</u></p> <ul style="list-style-type: none"> ▪ LCSH Main Headings: Functions, Types, Syntax, and Semantics <ul style="list-style-type: none"> ▪ <i>Functions of Main Headings</i> ▪ <i>Components of LCSH Headings: Established Headings, Class Numbers, Scope Notes, and References</i> ▪ <i>Cross References & Relationships of Terms: Equivalence, Hierarchical & Associative Relationships</i> ▪ <i>Types of Main Headings: Topical Headings; Form Headings; Name Headings; and Geographic Headings</i> <p style="text-align: center;">**Practical Exercises: Main Headings**</p>
04:30pm	Refreshment & End of Day 1

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Workshop Tentative Program

Day 2 (Tuesday, 14 April 2020)

08:00 – 08:30am	Registration of Participants/Breakfast
08:30 – 10:30am	<p><u>Session 3:</u> <i>(Cont.)</i></p> <ul style="list-style-type: none"> ▪ LCSH Main Headings: Functions, Types, Syntax, and Semantics <ul style="list-style-type: none"> ▪ <i>Syntactical Structure of Headings: Single-Noun Headings and Phrase Headings (Adjectival, Conjunctival, Inverted & Free-Floating Phrase Headings)</i> <p style="text-align: center;">**Practical Exercises: Main Headings**</p>
10:30am – 12:30pm	<p><u>Session 3:</u> <i>(Cont.)</i></p> <ul style="list-style-type: none"> ▪ LCSH Main Headings: Functions, Types, Syntax, and Semantics <ul style="list-style-type: none"> ▪ <i>Semantics or Forms & Meanings of Headings: Synonyms and Homographs</i> <p style="text-align: center;">**Practical Exercises: Main Headings**</p>
12:30 – 02:00pm	Lunch Break / Solat
02:00 – 4:30pm	<p><u>Session 4:</u></p> <ul style="list-style-type: none"> ▪ LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z] <ul style="list-style-type: none"> ▪ <i>Functions of Subdivisions</i> ▪ <i>Authority to Use Subdivisions</i> ▪ <i>Citation Order of Subdivisions</i> ▪ <i>Form Subdivisions [MARC Subfield \$v]</i> ▪ <i>Topical Subdivisions [MARC Subfield \$x]</i> ▪ <i>Free-Floating Form and Topical Subdivisions: General Application; Under Specific Types of Headings; Controlled by Pattern Headings; & Indicated by “Multiples”</i> ▪ <i>Chronological Subdivisions [MARC Subfield \$y]</i> ▪ <i>Geographic Subdivisions [MARC Subfield \$z]: Direct & Indirect</i> <p style="text-align: center;">**Practical Exercises: Main Headings & Subdivisions**</p>
04:30pm	Refreshment & End of Day 2

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Workshop Tentative Program

Day 3 (Wednesday, 15 April 2020)

08:00 – 08:30am	Registration of Participants/Breakfast
08:30 – 10:30am	<u>Session 5:</u> <ul style="list-style-type: none"> ▪ LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z] <ul style="list-style-type: none"> ▪ <i>Form Subdivisions [MARC Subfield \$v]</i> ▪ <i>Topical Subdivisions [MARC Subfield \$x]</i> <p style="text-align: center;">**Practical Exercises: Main Headings & Subdivisions**</p>
10:30 – 11:00am	Morning Break
10:30am – 12:30pm	<u>Session 6:</u> <ul style="list-style-type: none"> ▪ LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z] <ul style="list-style-type: none"> ▪ <i>Free-Floating Form and Topical Subdivisions: General Application; Under Specific Types of Headings; Controlled by Pattern Headings; & Indicated by “Multiples”</i> <p style="text-align: center;">**Practical Exercises: Main Headings & Subdivisions**</p>
12:30 – 02:00pm	Lunch Break / Solat
02:00 – 04:30pm	<u>Session 7:</u> <ul style="list-style-type: none"> ▪ LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z] <ul style="list-style-type: none"> ▪ <i>Chronological Subdivisions [MARC Subfield \$y]</i> ▪ <i>Geographic Subdivisions [MARC Subfield \$z]: Direct & Indirect</i> <p style="text-align: center;">**Practical Exercises: Main Headings & Subdivisions**</p>
4:30pm	Closing, Refreshment & End of Day 3