

Becoming Sears Savvy

Only terms that are shown in *Sears* in **bold** are the authorized headings - they may be used in subfield a of the appropriate 6xx subject field, i.e., 600 for personal name subject headings (such as **Lincoln, Abraham**), 650 for topical subject headings (such as **Genealogy**), 651 for geographical subject headings (such as **Texas**), or 655 for genre/form subject headings (such as **Mystery fiction**).

UF = the term that is in bold (i.e., **Genealogy**) is the term that should be **USED FOR** these given here

BT = an authorized heading that is broader in concept than the one given. If more than 3 headings are needed to describe an item, a **BROADER TERM** may be better.

NT = a **NARROWER TERM**, more specific than the one given

Genealogy	929
UF	Ancestry Descent Family histories Family trees Pedigrees
SA	countries, cities, etc., corporate bodies, ethnic groups, and classes of persons with the subdivision <i>Genealogy</i> ; names of individual persons with the subdivision <i>Family</i> ; and names of families, e.g. Lincoln family [to be added as needed]
BT	History
NT	Registers of births, etc. Wills
RT	Biography Heraldry

RT = RELATED TERMS are often given to provide options that may be more suitable.

SA = the **SEE ALSO** area provides details or instructions for creating headings similar *in concept* to the authorized term. These are headings or sub-divisions that you are authorized by *Sears* to add to the list of provided terms, following the specific guidelines provided. For this term, the headings **Spain--Genealogy**; **Italian-Americans--Genealogy**; or **Carson, Johnny--Family**.

[to be added as needed] = authorization to add the appropriately constructed heading when needed to describe the item being cataloged.

Magic (May subdiv. geog.) 133.4
→ Use for materials on charms, spells, etc., believed to have supernatural power. Materials on types of entertainment involving illusionistic tricks are entered under **Magic tricks**.

Hijacking of airplanes (May subdiv. geog.) 364.15
→ Use same form for the hijacking of other modes of transportation.

(May subdiv. geog.) = authorization to subdivide the heading geographically, e.g., **Magic--United States**. If this instruction is not stated, the heading *can not* have a geographic subdivision.

Many headings will have **notes** that indicate the type of materials that the term is appropriate for, as well as different headings (also shown in bold) to be used for other treatments of the topic.

The **numbers** after an authorized heading are **suggested** Dewey classifications. You are *not obligated* to use them for your classification of the item, but they are a good place to start.

Libraries--Public relations (May subdiv. geog.) 021.7
UF **Public relations--Libraries**
BT **Libraries and community**
NT **Book talks**
Libraries, Regional
→ **USE Regional libraries**
Libraries--Special collections 026
→ May be subdivided by subject or form, e.g. **Libraries--Special collections--Science fiction**; **Libraries--Special collections--Video-tapes**; etc.

The **dashes** you see in *Sears* are used to separate the **main** heading in \$a from a **subdivision** (or subheading), which goes in the subfield appropriate to that type of subheading - e.g., *chronological* subdivisions in \$y; *general* subdivisions in \$x; *form* subdivisions in \$v; *geographical* subdivisions in \$z, etc.). You may see instructions to further subdivide - using the correct type of subfield. **Do not** put subdivisions in \$a with the main heading!

If a term is **not in bold**, it is **not** authorized for use and you will be directed to use a different, authorized term.