

Contents

Preface	A-7
A History of the Sears List	A-9
Acknowledgments	A-13
Principles of the Sears List	A-15
The Purpose of Subject Cataloging	A-15
Determining the Subject of the Work	A-17
Specific and Direct Entry.	A-19
Types of Subject Headings.	A-21
Topical Headings	A-21
Form Headings	A-22
Geographic Headings	A-23
Names	A-23
The Grammar of Subject Heading	A-25
The Forms of Headings	A-25
Single Nouns	A-25
Compound Headings	A-25
Adjectives with Nouns	A-26
Phrase Headings	A-26
Subdivisions	A-26
Topical Subdivisions	A-26
Geographic Subdivisions	A-26
Chronological Subdivisions.	A-28
Form Subdivisions	A-28
The Order of Subdivisions	A-29
Geographic Headings Subdivided by Topic	A-29
Some Difficult Areas of Application.	A-31
Biography	A-31
Collective Biographies	A-31
Individual Biographies	A-32
Nationalities	A-32
Literature	A-33
Works about Literature	A-34
Literary Works	A-34
Themes in Literature	A-37

Principles of the Sears List — *Continued*

Wars and Events	A-38
Native Americans	A-38
Government Policy	A-38
Mythology and Folklore	A-39
Nonbook Materials	A-39
Classification and Subject Headings	A-40
Maintaining a Catalog	A-41
Adding New Headings.	A-41
Revising Subject Headings	A-42
Making References	A-43
<i>See</i> References	A-43
<i>See also</i> References	A-44
General References	A-45
Recording Headings and References	A-46
Cataloging in the Twenty-first Century	A-47
Bibliography	A-48
Headings to be Added by the Cataloger	A-51
“Key” Headings	A-53
List of Canceled and Replacement Headings	A-55
List of Added and Deleted Headings	A-57
The Use of Subdivisions in the Sears List	A-59
List of Subdivisions Provided for in the Sears List	A-61
Sears List of Subject Headings	1