Genre and Form Terms

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Introduction

Genre and form terms are types of headings that may be used in combination with subject headings to describe a resource.

Genre is defined as:

> Categories of resources that share known conventions, such as plot and setting, character types, etc.
> *Adapted from Introduction to Library of Congress Genre/Form Terms for Library and Archival Materials*

Genre terms describe categories of literature, music, etc. that share characteristics (i.e., Detective and mystery fiction, Spy films, Jazz)

Form terms indicate format or structure (i.e., Audiobooks, Toy and movable books)

Generally, genre and form terms tell what a resource *is* (i.e., the category it belongs to) and subject terms tell what it is *about* (i.e., the subject(s) of the content).

Like Library of Congress Subject Headings (LCSH), genre and form terms are established in authority records in a controlled vocabulary. A controlled vocabulary designates terms to be used consistently in records.

The Library of Congress (LC) uses genre and form terms contained in the controlled vocabulary called *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT) in records that it creates. Before establishing the LCGFT, LC used genre and form terms from the controlled vocabulary called *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.* (GSAFD).

Genre terms are available in the LCGFT in the following areas:

- Cartographic materials
- Law materials
- Literature
- Moving images
- Music
- Religion
- Sound recordings

Form terms are available in the LCGFT in the following areas:

- Audiobooks
- Cookbooks

- General library materials (i.e., Handbooks and manuals)
- Visual works (i.e., Drawings, Jigsaw puzzles)

Genre or Form Term Authority Record

The example below is the authority record for the form heading *Children's audiobooks*.

ARN	8866112				

Rec stat	c	Entered	20110505	Replaced	20151223161226.6
Type	z	Upd status	a	Enc lvl	n	Source	
Roman	▮	Ref status	a	Mod rec		Name use	b
Govt agn	▮	Auth status	a	Subj	z	Subj use	a
Series	n	Auth/ref	a	Geo subd	▮	Ser use	b
Ser num	n	Name	n	Subdiv tp	n	Rules	n

010		gf2011026122 ‡z sh2010025009
040		DLC ‡b eng ‡c DLC ‡f lcgft ‡d DLC
155		Children's audiobooks
455		Audiobooks for children
455		Juvenile audiobooks
555		‡w g ‡a Audiobooks
555		‡w g ‡a Children's sound recordings
670		Work cat.: Gipson, F. Old yeller [SR], p1997, c1956.

The authorized form of the term is in MARC tag 155. This is the term to use in a bibliographic record.

Unauthorized forms of the term are in MARC tag 455. These forms should never be used in bibliographic records.

Related terms are in MARC tag 555. These are also authorized terms that are established in separate authority records. These terms may be used as appropriate.

The Library of Congress Control Number (LCCN) in MARC tag 010 has a prefix of gf for genre or form terms. Subfield z contains a previously used LCCN.

The fill character in the Geo subd fixed field element indicates a geographic subdivision may not be used with this heading.

Note: Genre or form headings do not use subdivisions of any kind.

How to Search for LCGFT Terms in OCLC Connexion

When creating original records or editing existing records, check the LCGFT authority file for applicable terms

- To bring up a search box:
  - On the menu bar: *Authorities>Search>LC names and subjects   or:*
  - Icon on the toolbar   *or:*
  - Function keys *Shift + F2*

- In the search box:
  - Keyword/Numeric Search: Choose Genre (ge:) in dropdown menu
  - Command Line Search:
    - *ge:* for keyword search
    - *scan ge:* or *sca ge:* for browse search

Subject or Genre? It Depends

A term may be established in LCSH for use as a subject term and in the LCGFT for use as a genre term. How the term is used depends on the resource.

Examples
Title of book: *The Walls Have Ears: A History of Spies in the Movies*
The resource is *about* spy films: 650 _0 ‡aSpy films.

Title of DVD: *Skyfall*
The resource *is* in the genre of espionage movies: 655 _7 ‡aSpy films.‡2lcgft

What if There's No LCGFT Term? The Use of An LCSH Term as A Genre or Form Term

- An LCSH term that is not in the LCGFT may be used as a genre/form term if the scope note allows

  Scope notes are contained in MARC tag 680 in an authority record and provide instructions for the use of the term.

  - If the scope note indicates that the heading is used for works **of** a given type, it can be used in a 655 field

    An example is the scope note in the authority record for the subject term *Anthologies:*

    680 ‡i Here are entered collections of general interest, too broad to use more specific headings such as ‡a Literature--Collections; Quotations; Sports stories; ‡i etc.

  - If the scope note indicates that the heading is used for works **of** a given type **as well as resources on or about** that type, it can be used in a 655 field

    An example is the scope note in the authority record for the subject term *Large type books:*

    680 ‡i Here are entered books set in a type size larger than normal for the benefit of persons with impaired vision, as well as works about such books.

- If the scope note indicates that a heading is **only** used for works **on** or **about** a given topic, it cannot be assigned to a 655 field

  An example is the scope note in the authority record for the subject term James Bond films:

  680 ‡i Here are entered works on James Bond films discussed collectively. Works on individual James Bond films are entered under the specific title.

- If there is no scope note, the cataloger should use his or her best judgment

  An example is the authority for the subject term *Young adult fiction.* This authority record does not contain MARC tag 680, so the cataloger can decide whether to use the heading as a genre or form term.

  --Adapted from: Frequently Asked Questions about Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT). Examples added.

MARC Coding of Genre and Form Terms in Bibliographic Records

Genre and form terms are recorded in bibliographic records in MARC tag 655.

If the genre or form term is taken from a controlled vocabulary other than LCSH:

2nd indicator is coded as 7. Add ‡2 with a code representing the controlled vocabulary the term comes from.

> LCGFT term
> 655 _7 ‡aShort stories.‡2lcgft
>
> GSAFD term
> 655 _7 ‡aRegency fiction.‡2gsafd

If the heading is an LCSH term being used as a genre/form term in cases where the scope note allows:

2nd indicator is coded as 0. Subfield 2 is not required.
> 655 _0 ‡aYoung adult fiction.

Genre and Form Terms in OCLC Master Records

OCLC master records often contain terms from many different controlled vocabularies (i.e., fast, gsafd, migfg, sears, etc.). Do not delete these headings from master records.

Genre and Form Terms in Polaris Records

When bringing records into Polaris, follow the local guidelines below.

These procedures are posted on the SHARE website at *Cataloging>Policies and Procedures>Use of genre terms*, or at this link: Use of genre/form terms. Check the website for the latest revisions.

- Follow LC practice of using genre and form terms from the thesaurus named *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT)
  - Add applicable genre/form terms
  - Delete the following generic lcgft terms: *Fiction, Informational works, Literature*, and *Novels*
- If an LCGFT term is not available:
  - Use a genre/form term from the thesaurus named *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.* (GSAFD) with the following exceptions:
    - Do not use the heading *Romantic suspense fiction*
  - The GSAFD terms *Christian fiction* and *Regency fiction* will be used as appropriate in Polaris records
- If neither an LCGFT term nor a GSAFD term is available:
  - Use an allowable LCSH term coded as a genre/form term
- If an established LCSH term does not meet the requirements to be coded as an LCSH genre heading, you may request the heading be approved as a local subject heading. See the requirements in the SHARE cataloging standard Use of local subject headings. This standard is posted on the SHARE website at *Cataloging>Policies and Procedures>Use of local subject headings*. Check the website for the latest revisions.
- Add any appropriate subject headings as indicated in SHARE local policies. See individual policies and the approved local subject headings list
  - Add approved local subject headings to records when they are brought into Polaris. Do not add them to master records in OCLC

Editing in Polaris Records

Before establishing the LCGFT, LC used genre and form terms from the GSAFD controlled vocabulary. You'll find many records with gsafd terms that need to be edited to the current lcgft terms.

Below are some examples of edits you may need to make in existing records or records you bring into the database:

If the GSAFD and LCGFT terms are the same, change the code in subfield 2:

> Change 655 _ 7 ‡aHistorical fiction.‡2gsafd
> To: 655 _ 7 ‡aHistorical fiction.‡2lcgft

If the GSAFD and LCGFT terms are different, delete the gsafd term and add the lcgft term:

> Change 655 _ 7 ‡aMystery films.‡2gsafd
> To: 655 _ 7 ‡aDetective and mystery films.‡2lcgft

If a heading is coded as a subject, but should be coded as a genre/form term:

Check to see if an LCGFT term has been established. If not, check for an LCSH term.

If an appropriate LCSH term is available and the scope note allows it to be coded as a genre or form term, change 650 to 655 with 2nd indicator 0.

> Change 650 _ 0 ‡aLarge type books.
> To: 655 _ 0 ‡aLarge type books.

In records for musical sound recordings, you'll often see music genre terms coded in 650 in accordance with previous coding guidelines. Most music genres are now established as LCGFT terms, but always check first.

> Change 650 _ 0 ‡aRock music.
> To: 655 _ 7 ‡aRock music.‡2lcgft

Do not change a heading for a type of music that includes a subdivision:

> Do not change: 650 _ 0 ‡aRock music‡y2011-2020.

Generally, terms for medium of performance (i.e., piano music, violin music, etc.) have not been established in the LCGFT. Check for an LCSH authority record and follow the guidance in the scope note.

In older records, you may see headings with obsolete coding. Check for an LCGFT term or an allowable LCSH term:

> Change 650 _ 0 ‡aLift-the-flap books‡vSpecimens.
> To: 655 _ 7 ‡aLift-the-flap books.‡2lcgft

> Change 655 _ 7 ‡aLarge type books.‡2lcsh
> To: 655 _ 0 ‡aLarge type books.

These are just some examples of what you may see in records that you're editing. If you come across something you're not sure about, please contact us.

Dos and Don'ts for Using Genre/Form Terms

- DO check the LCGFT authority file in OCLC Connexion for appropriate terms
  - New terms are added frequently
- DO use both LCSH and genre/form terms as appropriate in records
  - Use LCSH terms for the subject(s) of the content of the work
  - Use LCGFT terms for the category of literature, etc. or format/structure of the item
- DO check the scope note in the authority record of LCSH terms to determine if a term can be used as a genre or form term when an appropriate term is not available in the LCGFT
- DON'T assume all gsafd and lcgft terms are the same
  - Mystery fiction in the GSAFD is Detective and mystery fiction in the LCGFT
- DON'T add subdivisions to genre or form terms
  - 651 _0 ǂaJapanǂvDrama.   *and*
    655 _7 ǂaFeature films.ǂ2lcgft
    Not: 655 _7 ǂaFeature filmsǂzJapan.ǂ2lcgft

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