**ALA Core Metadata and Collections Section Subject Analysis Committee**

February 2025

**Library of Congress Policy, Training, and Cooperative Programs Division Report**

Submitted by Paul Frank, LC Liaison

**Policy, Training, and Cooperative Programs Division (PTCP) General Updates**

**Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)**

* In July 2024, LCGFT Manual instruction sheet [J 120](https://www.loc.gov/aba/publications/FreeLCGFT/J120.pdf) *When to Establish a New Term* (section 2a *Overlapping genres or forms*) was revised.
* Cataloging Policy Specialists Dorie Kurtz and Amy Phillips (co-chairs) are considering the scope of LCGFT, which could result in future revisions to [*Introduction to Library of Congress Genre/Form Terms*](https://www.loc.gov/aba/publications/FreeLCGFT/2022-LCGFT-intro.pdf). This consideration stems, in part, from ongoing LCGFT discussions with external stakeholders that began in November 2024, in particular regarding the [*Internet videos*](https://lccn.loc.gov/gf2011026337) LCGFT. Further action is TBD.
* LCGFT training developed by Cataloging Policy Specialists Dorie Kurtz and Amy Phillips (co-chairs) for the library community is expected to be released in 2025.
* [LCGFT Manual instruction sheets](https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html) are in the process of being updated using a new template for improved accessibility.
* LC and outside partners are currently working on a project to rectify issues related to the way LCGFT, LCC, and LCSH treat dance. If your library has a significant collection of dance-related materials and you would be willing to help, please contact Dominique Bourassa at [dominique.bourassa@yale.edu](mailto:dominique.bourassa@yale.edu)to express your interest in participating.

**Library of Congress Subject Headings (LCSH)**

* Subject Headings Manual instruction sheet [H 2230](https://www.loc.gov/aba/publications/FreeSHM/H2230.pdf) *Visual Materials* *and Non-Music Sound Recordings* was added to PTCP’s list of instruction sheets to be updated to correct an error in section 4 *Special types of visual materials* for the subdivision **–Juvenile films**. The error directs the use of **–Juvenile films** for fiction films for juveniles, which conflicts with the **–Juvenile films** [scope note](https://www.loc.gov/aba/publications/FreeSHM/H1095.pdf) (i.e., *Use as a form subdivision under subjects for* ***nonfiction films*** *produced especially for children*). H 2230 will be updated to ensure its directions for the subdivision **–Juvenile films** is in alignment with the subdivision’s scope note. (Note: The subdivision **–Juvenile drama** is what should be used for fiction films for juveniles)
* In December 2024, PTCP [announced](https://www.loc.gov/aba/cataloging/subject/H1922-announce.pdf) it has started to update [Subject Headings Manual instruction sheets](https://www.loc.gov/aba/publications/FreeSHM/freeshm.html) to a new template to improve accessibility. As updates are made to an instruction sheet, that instruction sheet will be updated to the new template. As time and workload allows, instruction sheets that do not require updates to their text will also be updated to the template without announcement. Unfortunately, this does mean that two different formats will exist in the SHM PDF files until this process is completed.
* Work with the library community on transparency and inclusiveness in handling of subject proposals continues. On September 20, 2024, the [first](https://www.loc.gov/aba/cataloging/subject/meetings-change.pdf) quarterly [Subject Editorial](https://www.loc.gov/aba/pcc/saco/subject-editorial-meetings.html) meeting was held with 99 participants. The first quarterly Subject Editorial meeting of 2025 was held on January 17.
  + For the quarterly Subject Editorial meetings, any topic related to a currently open monthly list will be available for discussion.
  + In the month following the quarterly Subject Editorial meeting, PTCP holds an Office Hours meeting. For Office Hours meetings, any topic related to general subject or classification policy, or assistance in developing a proposal to submit for a list, will be open for discussion.
  + Dates and times for the 2025 Subject Editorial meetings and the Office Hours meetings are available on the [SACO Calendar](https://www.loc.gov/aba/pcc/saco/saco-calendar.html).
* Since assuming the Program Specialist (Indigenous Peoples) position, Sarah Kostelecky has developed a plan to update, correct, or confirm tribal name LCSH headings. Initially, Sarah is focused on engaging with the 23 tribes and pueblos in New Mexico, and these efforts should enable Sarah to develop a broad pattern for LC as it engages with tribes in other states. Sarah is sharing information about the LC Evaluation of Headings for Indigenous Peoples [project](https://www.loc.gov/aba/cataloging/subject/Evaluation-Headings-Indigenous-Peoples.pdf) with relevant stakeholders, including tribal librarians and archivists, in New Mexico. In November 2024, Sarah and PTCP Cataloging Policy Specialist Heidy Berthoud presented at the [2024 International Conference of Indigenous Archives, Libraries, and Museums](https://www.atalm.org/wp-content/uploads/2024/07/ATALM2024-Preliminary-Program-7.1.24.pdf). Sarah and a group of LC colleagues are planning an event at LC in June 2025 that will host invited Indigenous leaders and experts in Indigenous knowledge organization to share their expertise and provide LC with some direction in these efforts.
* In December 2024, LC published Subject Headings Manual instruction sheet [H 1922](https://www.loc.gov/aba/publications/FreeSHM/H1922.pdf) *Offensive Words* which, per the [announcement](https://www.loc.gov/aba/cataloging/subject/H1922-announce.pdf), clarifies policy regarding offensive words in subject headings. The new policy was presented and discussed at the quarterly Subject Editorial meeting on January 17, 2025. H 1922 is the first new SHM instruction sheet to use the new template for improved accessibility.

**Library of Congress Demographic Group Terms (LCDGT)**

* In July 2024, some [LCDGT Manual instruction sheets](https://www.loc.gov/aba/publications/FreeLCDGT/freelcdgt.html) were updated to incorporate new policies and make the text more accessible.

**Bibliographic and Authority File Maintenance**

* PTCP regularly performs bibliographic and authority file maintenance in the LC catalog to increase the discoverability of collection items using consistent and accurate metadata. Updates to catalog records were made in response to feedback from users, reports from staff in other LC units, and contributions from cooperative program partners. In FY24, PTCP updated 78,701 bibliographic records and 5,556 name authority records.

**Official Resource Description and Access (RDA) and related documentation**

* In November 2023, the [PCC Task Group to Test the Official RDA Toolkit](https://www.loc.gov/aba/pcc/taskgroup/Test-Official-RDA-Toolkit-charge.pdf) issued its [Final Report](https://www.loc.gov/aba/pcc/taskgroup/Test-Official-RDA-Toolkit-final-report.pdf). PTCP received from the Task Group requests to update 625 LC-PCC Policy Statements problems and 366 problems in the Metadata Guidance Documentation. Starting in early 2024, PTCP focused on the critical changes stemming from the PCC RDA test report and continued for the remainder of FY24.
  + Concerning LC-PCC Policy Statements, PTCP updated 4,345 boilerplates (January 2024) and 3,790 LC-PCC Policy Statements (209 in January 2024; 1,204 in March 2024; 2,377 in July 2024).
  + Concerning Metadata Guidance Documentation, PTCP determined to implement 179 recommendations out of 366 identified. Within FY24, PTCP completed 75 of these recommendations.

**Program for Cooperative Cataloging (PCC)**

* The [PCC Participants’ Meeting](https://www.loc.gov/aba/pcc/calendar.html) will be/was held virtually on February 13, 2025, 1:00 pm-2:30 pm (Eastern)
* *[PCC Synchronous Programming, Member Relations, and the Future of the Operations](https://www.loc.gov/aba/pcc/documents/PCC-Synchronous-Programming-Member-Relations-and-OpCo-Future.pdf)*

*[Committee: a new framework provisionally adopted by the PCC Steering Committee, 8/2/24](https://www.loc.gov/aba/pcc/documents/PCC-Synchronous-Programming-Member-Relations-and-OpCo-Future.pdf)* was published in September 2024.