SUBJECTS CHECKLIST

INTRODUCTION

The Subjects Checklist is an alphabetized list of every subject heading used by your agency (and **only** your agency). It is a csv (Comma Separated Values) file you can download to your computer.

Use the Subjects checklist to review the subject headings used by your agency, then update records using those subjects or remove them to improve the shared Subjects thesaurus and aggregation opportunities.

DOWNLOAD SUBJECTS CHECKLIST

Any user with Level 2 or higher security will see a link on the main menu:

Right click on the link and save the file as file format CSV (Comma Separated Values) to your computer.
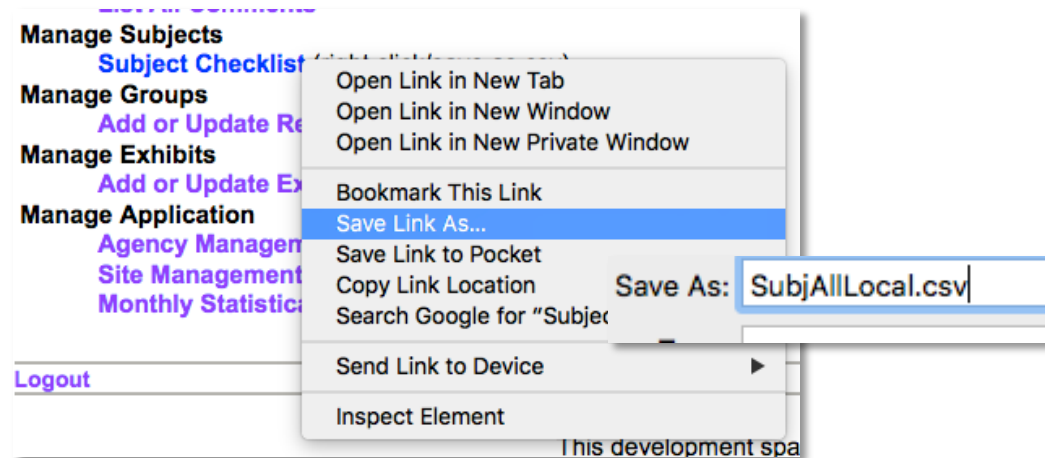
REVIEW YOUR AGENCY SUBJECTS

The spreadsheet includes columns to indicate whether the term is Authorized (1) or Unauthorized (0), the Source (i.e. Library of Congress Subject Headings = LCSH) how many times the term has been used by your agency (Local count), and how many times it has been used by any agency using VITA (Total Count).

Subject	Source	Authorized	Local Count	Total Count
Airport buildings	LCSH	1	1	1
Atlantic Coast (Canada)	LCSH	1	24	24
bugs & skitters	Test60d	0	2	2
Conflict of laws--Recording and registratio	LCSH	1	1	1
Death		1	2	2
Diseases		1	1	1
Famines		1	1	1
Farmers		1	1	1
Fog		1	23	23
Glass	LCSH	1	1	1

To review for clean-up purposes, you might want to sort by the Authorized column to group the Unauthorized headings together for easier review:

Subject	Source	Authorized	Local Count	Total Count	
bugs & skitters	Test60d	0	2	2	
Italian-Canadians	Halton	0	1	1	
Landscapes		0	22	22	
Local History		0	1	1	
Opening Ceremonies	Halton	0	1	1	
Oral histories		0	1	1	
Travel and tourism	Test60d	0	2	2	
Women's Institutes		0	1	1	
Airport buildings	LCSH	1	1	1	
Atlantic Coast (Canada)	LCSH	1	24	24	
Conflict of laws--Recording and registratio	LCSH	1	1	1	

UPDATE YOUR RECORD SUBJECTS

Use the Advanced Search in Data Management to pull the records you want to alter.

Facet your search to the Subject field and use the appropriate Logic setting.

You should return the number of Local County records for that heading.

From the results screen, click through to the individual records (sometimes it's useful to open each in a new tab and keep the results list open so you don't repeatedly open the same records).

Open the Descriptive Data screen to the Subjects field.

Choose an Authorized term from the thesaurus or add a corrected term to the thesaurus and update the record.

Unassign the term you want to stop using and Update the record.

CLEANING UP THE THESAURUS

If you remove all uses of a local subject heading it won't disappear right away. There might be other instances of it being used by another VITA user, in which case it will stay in the thesaurus until they remove it from their records. Once the term is unassigned everywhere, we have activated a utility on the back end to comb the thesaurus routinely and remove all Unauthorized, unassigned terms.

If there are terms you want removed immediately, please send us (help@vitatoolkit.ca) an updated spreadsheet with those terms, source, local (should be o, or zero), and total counts so we can review whether it's safe to remove them from the Thesaurus ahead of the utility routines.