

## Rules for Requesting Headings and Justifying Them

### Locations

No justification needed.

### Persons/Corporations

- Only make a request if person's identity can be confirmed based on information in the record.
- Only make a request if person/corporation is involved in a large number of stories or is nationally known, even if you can prove who they are.
- Note in the Justification field the information from the record which confirms the identity
  - o Name as it appears in the record
  - o Titles, associations, dates, etc.
- Also note URL(s) of website(s) that prove that the person in the record is the person in the heading

Examples:

Heading: Bunting-Smith, Mary Ingraham, 1910-1998

Justification : Records describe her as the President of Radcliffe, under the names Mary Buntin and Mary Bunting. Wikipedia gives the name of Radcliffe's president at the time as Mary (Ingraham) Bunting, who's second husband's last name was Smith.- [http://en.wikipedia.org/wiki/Mary\\_Bunting](http://en.wikipedia.org/wiki/Mary_Bunting)

Heading: Cronin, Daniel Anthony, 1927-

Justification: There are records describing "Cronin (Bishop)." Many of these, from 1970, make reference to him going to Fall River or Fall River Dioceses. There are at least 13 records about him. Wikipedia says that Bishop Daniel Anthony Cronin served as Bishop of Fall River from 1970 to 1992.

[http://en.wikipedia.org/wiki/Daniel\\_Anthony\\_Cronin](http://en.wikipedia.org/wiki/Daniel_Anthony_Cronin)

Heading: Boy Scouts of America

Justification: Boy Scouts

### Subject Headings

- Only request a heading if the subject is historically significant and/or broad and applies to a large number of records.
- Note in Justification field terms used in the records to which you're applying the heading.

Examples:

Heading: Strikes

Justification: Strike- airline strikes, rent strikes, school strikes, nurses strikes, teacher strikes, student strikes,

Heading: Animals

Justification: Pets (Cats, Dogs, Birds), Bear, Cows, Beaver Trapping, Animal shelters and humane societies