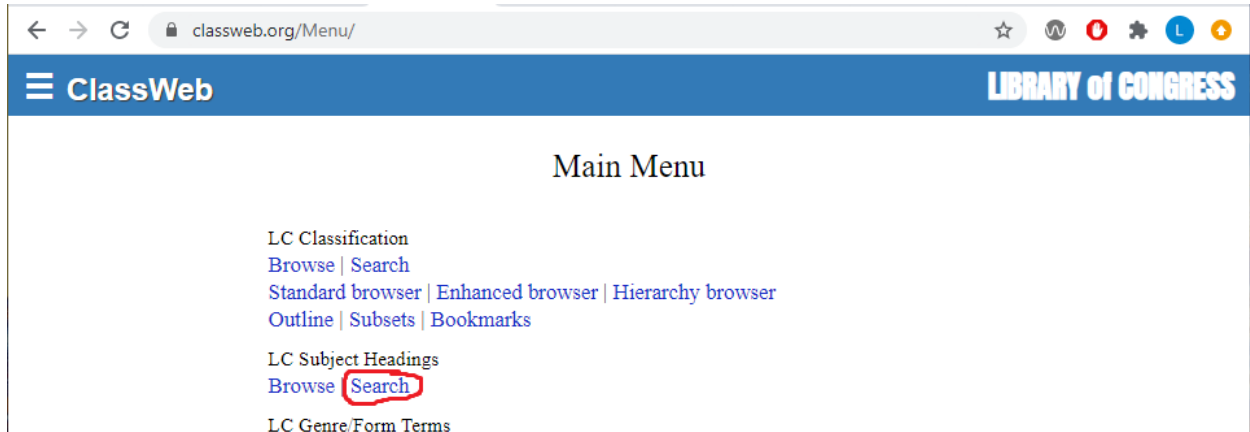
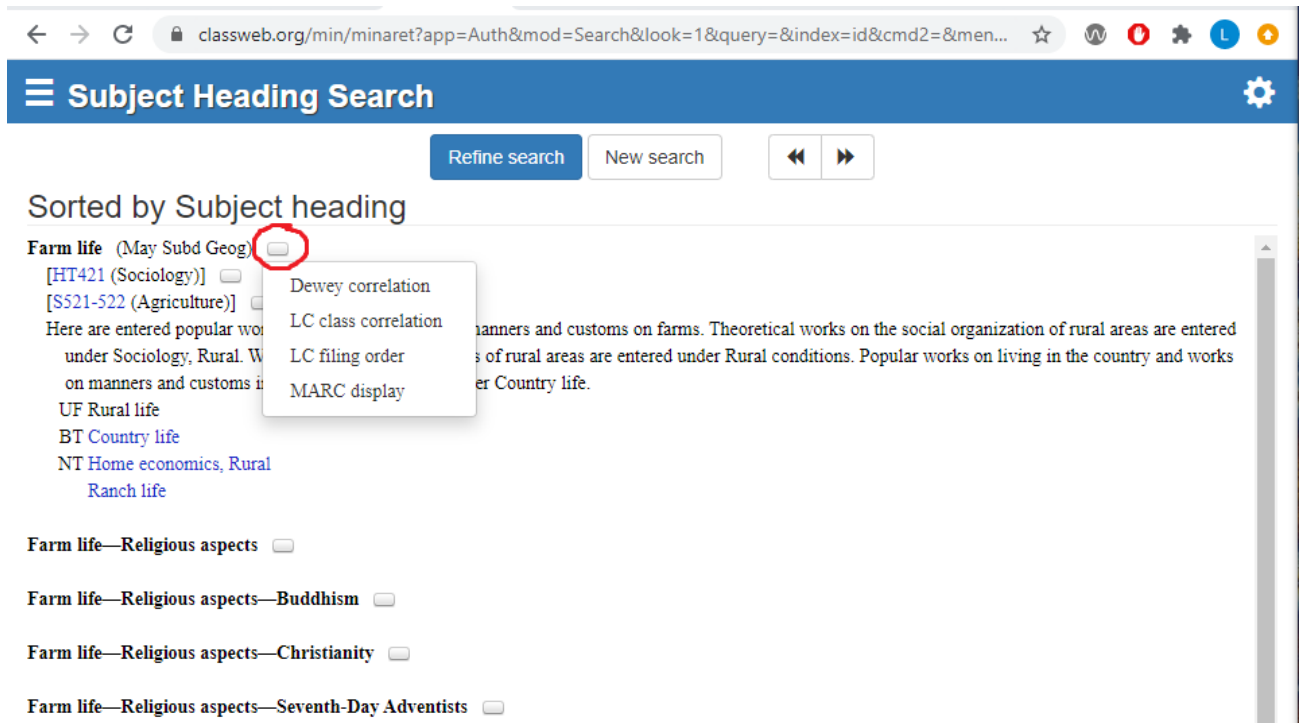


Topic Spreadsheet Workflow

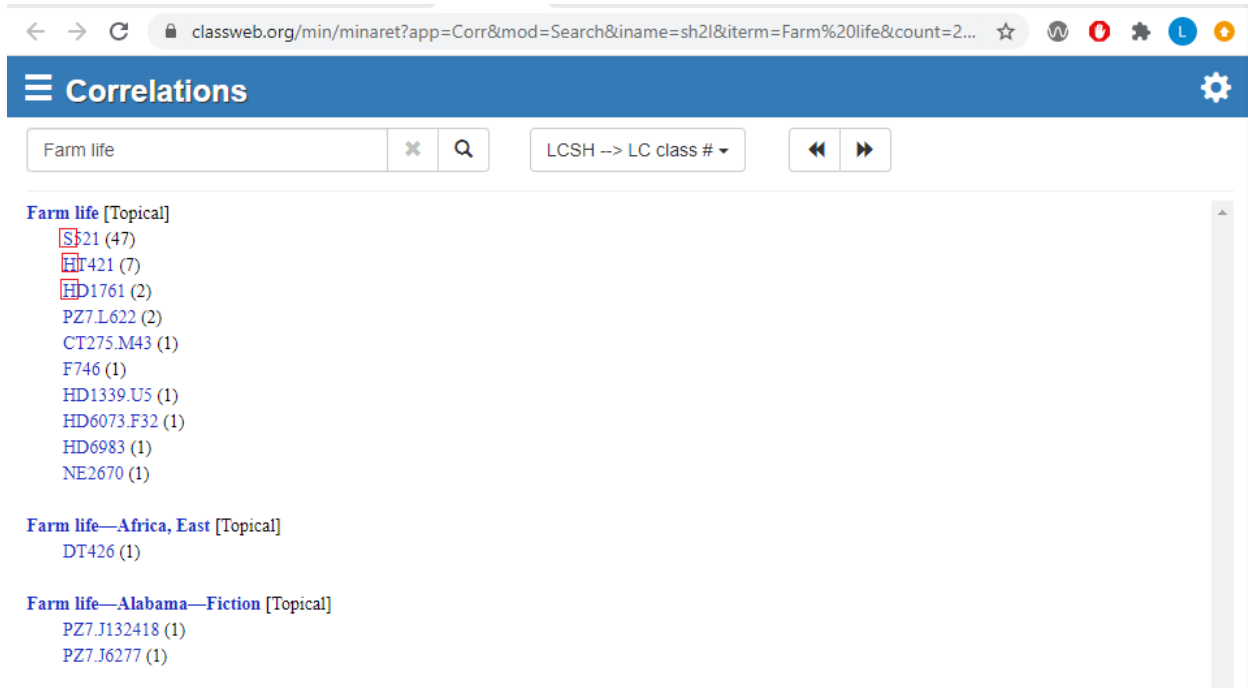
1. Open [ClassWeb](#), and enter login credentials when prompted.
2. From the Main Menu, select “Search” under “LC Subject Headings.”



3. Enter a term from the topic spreadsheet into the “Subject heading” search bar.
4. Select the white box to the right of the term. This will bring up a drop-down menu. Select “LC class correlation.”



- From the list of classifications, focus on the first letter. This determines the broadest level of classification.



The screenshot shows a web browser window with the URL `classweb.org/min/minaret?app=Corr&mod=Search&iname=sh2l&iterm=Farm%20life&count=2...`. The page title is "Correlations". Below the title bar, there is a search input field containing "Farm life" and a search button. To the right, there is a dropdown menu for "LCSH --> LC class #" and navigation arrows. The main content area displays a list of correlations for "Farm life" under the heading "Farm life [Topical]". The list includes:

- S521 (47)
- H421 (7)
- D1761 (2)
- PZ7.L622 (2)
- CT275.M43 (1)
- F746 (1)
- HD1339.U5 (1)
- HD6073.F32 (1)
- HD6983 (1)
- NE2670 (1)

Below this list, there are two more sections:

- Farm life—Africa, East [Topical]**
 - DT426 (1)
- Farm life—Alabama—Fiction [Topical]**
 - PZ7.J132418 (1)
 - PZ7.J6277 (1)

- Compare these letters against the main classes listed in the [Library of Congress Classification Outline](#). If the subject term correlates to more than one main class (as in the example above), select one or two main classes that you feel most closely relates to the term. Be as broad as possible.

Consider the aboutness of the term and why it would have been attached to a particular collection. The correlations on ClassWeb also show the number of bibliographic records that have made each correlation (check the parenthetical value next to each classification). These can also be used to help with main class placement.

For example:

Farm life

As shown on ClassWeb, the majority of class correlations have been made for main classes S and H.

Compare these main classes against the Classification Outline:

S: Agriculture (Farming is a synonymous term for agriculture, so this class fits)

H: Social Sciences (If you click on the main class link for Social Sciences, you can see each of its associated subclasses. Subclass HD: **Industries. Land Use.** Labor, and Subclass HT: **Communities.** Classes. Races both work with this term)

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7. Enter the main class (or classes) in the topic spreadsheet.