UNBIS Policy Guidelines for Analysis of Information

Background

The United Nations Bibliographic and Information System (UNBIS) is a database providing bibliographic and related information for documents and publications issued by the United Nations and its agencies as well as by external publishers. UNBIS contains descriptive metadata and comprehensive subject analysis for documents, journals, books, CD-Rom and audiovisual materials, as well as direct links to electronic text of UN documents in the six official languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish). UNBIS information is available both online and in print.

With the development of information technology and the possibilities of keyword searching on text of documents, questions naturally arise as to whether documents could be referenced by automatic methods that would be faster and more cost-effective than traditional library cataloguing and indexing. Can automation be extended beyond simple keyword capabilities to incorporate the intellectual techniques required to achieve bibliographic objectives that meet the needs of all users? Is a system that attempts to fulfill the traditional bibliographic objectives necessary, when many users may be satisfied with simple keyword searches for documents?

While some users may not need the power of a full-featured information system that organizes information intellectually, other users may require the features that presently can only be provided by intellectual means, such as the use of a controlled vocabulary to bring together like information and avoid scattering. Automatic keyword searches do not satisfactorily address the difficulties of many users in finding appropriate search terms, in expanding a search when too little is retrieved and in limiting a search when too much is retrieved.

In order to achieve the objectives of a full-featured bibliographic information system, indexers and cataloguers require clear principles, guidelines and rules for describing documents and other materials, analyzing information and assigning metadata. For this purpose UNBIS Guidelines for Subject Analysis were drafted in 1983, and an UNBIS Reference Manual for Bibliographic Description was published in 1988 on the basis of international cataloguing rules adapted to meet the particular needs of UN documentation. Since 2003 seven UNBIS reference manuals have been developed and posted on the UN Intranet: bibliographic description, name authority, thesaurus and geographic name, UN agenda, UN document series symbol, speech index and voting records.
Objectives

The overall objectives of the policy for information analysis are to create an indexed and searchable database of bibliographic and related records; to provide access to these records through UNBISnet, online catalogues, bibliographies and indexes in print or other formats such as the United Nations Documents Index (UNDI), Index to Proceedings (ITP) and Index to Speeches (ITS); and to provide selected metadata to the Official Document System of the United Nations (ODS).

Important user-oriented objectives include the following:

- Allow the user to find information corresponding to his or her specified search criteria, to locate materials and to access full texts of documents
- Allow the user to distinguish between documents with similar characteristics and to confirm that information described in a record corresponds to the document sought
- Allow the user to retrieve a set of documents by a given author, on a given subject, of a given type, etc.
- Allow the user to find related information and navigate through the database by means of relationships between records, between subjects, authors, etc.

In its role as lead agency of the UNBIS network, Dag Hammarskjöld Library aims to achieve the information objectives by the following measures:

- Encouraging all UN libraries to contribute shared indexing records for materials produced locally, and ensuring coordination among participating libraries
- Providing guidelines and rules for analysis and description of UN documentation and other materials
- Developing a standardized indexing vocabulary (thesaurus, name authority records) to control synonyms and homonyms and avoid scattering
- Providing support to indexers and cataloguers in order to ensure retrieval effectiveness and accuracy of information (training and guidance to staff; revising, correcting and updating records)
- Performing regular diagnosis of the database to check completeness, validity and correctness of data elements in records
- Monitoring the actual usage of the database, including number of searches, number of simultaneous users, number of attempts to obtain objects described in the bibliographic record, etc.
• Evaluating the user interface of the database with a view to enhancing its user-friendliness
• Providing automated access to full-text electronic files whenever available, based on coded access and location information in the bibliographic record
• Compiling and producing printed and electronic bibliographies such as ITP, ITS and UNDI.

Guidelines for Subject Analysis of UN Documents and Publications

The objective of these guidelines is to provide staff of UN libraries engaged in subject analysis with a comprehensive set of principles to ensure a consistent approach in indexing all types of UN documents and publications. While many of the principles may apply to cataloguing and indexing non-UN materials, the guidelines focus on indexing the Organization’s documentation in its various forms.

The indexing process may be divided into the conceptual analysis and term selection stages.

I. Conceptual analysis

Concepts, or subjects, are the principal ideas represented or discussed in a work. Conceptual analysis refers to determining what a document is about and selecting concepts that will be of interest to the potential community of users.

In determining the subject content of a document, indexers should scan the text to ensure that no useful information is overlooked. They should pay particular attention to titles, summaries, tables of contents, chapter headings, introductions and conclusions. Titles alone are usually insufficient for determining the main subject content since titles of UN documents are often very general or non-distinctive. The object of the document is usually stated in the introductory sections, while the final section generally states how far the aims were achieved; it is also important to scan annexes and appendices, which often contain useful information that is difficult to find elsewhere.

Indexers must select the concepts that best express the subject content of the document. In addition to determining the main subject or subjects, the indexing process also involves determining and selecting secondary concepts that may be useful in searching for specific information in UN documents or for bringing out aspects of main concepts. In doing so, indexers should constantly bear in mind potential clients and the queries that may be put to the information system. They should ask themselves such questions as: Which concepts in the document might be interesting to users of the information system? How would users construct searches to find the document? Which indexing terms and combinations of terms would best anticipate their searches?

Of course, not all the ideas expressed in a document can be considered subjects—some may be concepts that are simply mentioned, or used only as examples.
Indexers should take care to avoid selecting words in the text that are only references or mentions and not really subjects of a document, especially since users now have the option of full-text searching in ODS for keywords that are not necessarily subjects of documents. Indexers should ask themselves such questions as: Is this really a subject of the document, or is it only a reference or mention? Would potential clients find enough information to justify selecting this concept as a subject of the document?

In analyzing subject content and selecting concepts, indexers should always bear in mind three important principles of the indexing process: exhaustivity, specificity and consistency.

- **Exhaustivity**

Exhaustivity refers to the number of index terms assigned to all concepts mentioned in a document or to the level of detail with which a given topic is treated. It is designed to improve the recall of client searches, to ensure that a maximum number of documents relevant to a search are retrieved. While there should never be an arbitrary limit to the number of concepts brought out, the optimum level of exhaustivity depends on several factors, such as the type of work and the subject matter of the work. Exhaustive analysis is advisable, for instance, when a document deals with one of the UN’s main subject areas for which a very large body of documentation exists (such as development, human rights, peacekeeping or international security), so that subjects are assigned for the various specific sub-topics that would normally be brought out as primary subjects of other works. The level of exhaustivity may also vary depending upon the type of document: for instance, UN resolutions and decisions are analyzed at the highest level of exhaustivity, with subjects assigned for each significant operative paragraph; substantive reports with chapters on different sub-topics might have subjects assigned for each chapter; while procedural documents such as work programmes or agendas, where the main subjects are corporate or conference names, would be assigned a minimal number of topical subject terms (if any), and restricted documents that are not available to most clients would usually be indexed at a minimal level of exhaustivity.

- **Specificity**

This concept refers to how precisely the documentary language describes the subjects and concepts in a document; its purpose is to ensure that a maximum number of the documents retrieved in a search will be relevant to the user. Concepts should be identified as specifically as possible, that is, at least as specifically as the documentary language allows. For example, a document on disarmament education would be indexed with the term Disarmament Education, but not the terms Disarmament or Education; a document concerning earthquakes would be indexed with the term Earthquakes and not the broader term Natural Disasters; documents on the work of the International Law Commission in general would be indexed with the term International Law, while the Commission’s documents dealing with a specific topic such as diplomatic protection would be indexed with the term Diplomatic Protection, not the general term International Law. Sometimes a topic can only be represented at the desired level of specificity by a
combination of terms available in the documentary language; for instance, the specific topic “multimodal transport operators” is described by the combination of terms “Multimodal Transport” and “Transport Operators”.

New terms may need to be introduced in the documentary language when works deal with topics that are more specific than any existing terms (see also Part II, Term Selection).

- **Consistency**

The quality of indexing can be measured in part by consistency. It is achieved through the agreed standardization of the terms to be used to index a document. Each document should, of course, be analyzed independently of its relation to other documents, so that no important subject will be overlooked, and no subject irrelevant to the document at hand will be included. However, indexers need to ensure that they are consistent in the approach taken to similar types of documents, to documents in similar subject areas and in the concepts selected for a series of documents.

**II. Term selection (translation of concepts into the documentary language)**

The second stage in the indexing process is the translation of the selected concepts into the documentary language of the database, which serves as a bridge between the natural language of the document and the user of the database. The main type of documentary language used in UN libraries’ indexing practice is the UNBIS Thesaurus, supplemented by Name Authority records established during the indexing process. Thesauri consist of single string terms, also called descriptors, and provide rigorously defined semantic relationships among the terms. Term relationships include references between preferred and non-preferred terms (use/used for references) as well as hierarchical (broader/narrower term) and associative (related term) references among valid terms. Scope notes are often included to provide guidance in the appropriate use of terms.

The UNBIS Thesaurus provides a consolidated list of terms (including topical descriptors and major geographical names) for describing UN documents and other materials relevant to UN programmes, activities and interests.

Indexers should be attentive to the development of new topics and terminology in UN documents. If the terms available in the Thesaurus do not adequately describe the concepts in documents, then new terms or changes to existing terms may be proposed for consideration by Dag Hammarskjöld Library’s Thesaurus Committee (see also Part D, “When to propose new terms”).

If a concept is determined to be a corporate, conference, personal name or title subject, the indexer selects the appropriate name as it has been established in a Name Authority record, or creates a new Name Authority record if necessary. Certain terms of an
administrative nature may be coordinated with corporate or conference name subjects instead of, or in addition to, topical subject terms selected from UNBIS Thesaurus (see part E for more information about use of corporate and conference subjects). Indexers should also bear in mind that while the UNBIS Thesaurus contains names of countries and major geographical regions, many geographical names are not established as Thesaurus terms but as Geographical Subject Authority records.

While selecting terms to represent the subject content of documents, indexers should also consider adding Summary/Annotation Notes (tag 520) whenever the specific subject content is not clear from the title, variant title, or contents notes.

They should also consider selecting Content Codes (tag 089) that may be appropriate for certain document contents.

A. Selecting topical subjects from the UNBIS Thesaurus (tag 650)

Once a concept has been selected in the conceptual analysis stage, indexers should choose the most appropriate and most specific term(s) available in the UNBIS Thesaurus. Complex subjects appearing in documents are analyzed and translated into terms selected from the UNBIS Thesaurus. These terms can be searched online individually or in any combination using Boolean logic.

Example 1:
A document on measures to prevent terrorists from acquiring weapons of mass destruction, would be indexed as follows:

Tag 650 17: TERRORISM
650 17: WEAPONS OF MASS DESTRUCTION
650 17: COUNTER-TERRORISM

Example 2:
The most pertinent terms for a document on links between illicit drug trafficking, money laundering and terrorism, would be:

Tag 650 17: DRUG TRAFFIC
650 17: ILLICIT TRAFFIC
650 17: LAUNDERING OF FUNDS
650 17: TERRORISM FINANCING

In selecting concepts and translating them into the documentary language, indexers must be aware that terminology in the document may differ from the UNBIS Thesaurus term used for that concept. For instance, a document may refer to “indigenous peoples” of the Americas, while the correct Thesaurus term for indigenous peoples of the Americas is AMERINDIANS, not INDIGENOUS PEOPLES. A document may refer to “statistical data”, but the UNBIS Thesaurus term STATISTICAL DATA is used only when works actually contain statistical data--otherwise the term STATISTICS is used. A document discussing petroleum may refer to the “oil industry”, but indexers should be aware that the UNBIS Thesaurus term OIL INDUSTRIES is used only for oils of plant or animal extraction, and that the appropriate UNBIS term to use for petroleum-derived oils is PETROLEUM INDUSTRY. Indexers should always check scope notes on UNBIS Thesaurus records to ensure that terms are used correctly.
In selecting terms for specific country names as subjects, indexers must be careful to select the UNBIS Thesaurus term for the country name (tag 650), not the Corporate Name Authority record (tag 610). They should also bear in mind that not all geographical names are UNBIS Thesaurus terms; as mentioned earlier, many geographical names other than countries and major regions are established as Geographical Subject Authority records and not as UNBIS Thesaurus terms.

Generally, when selecting geographical subject terms for specific cities, provinces, etc. that include the name of a country as a qualifier, the Thesaurus term for the country should also be selected.

Example 3:

<table>
<thead>
<tr>
<th>Tag</th>
<th>650 17: HUMAN RIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DARFUR (SUDAN)</td>
</tr>
<tr>
<td></td>
<td>SUDAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tag</th>
<th>650 17: CRIME PREVENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEW YORK (UNITED STATES: STATE)</td>
</tr>
<tr>
<td></td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

(i) Weighted subject indexing (tag 650)

Indexers achieve weighted subject indexing by assigning value 1 for primary (main) subjects and value 2 for secondary subjects to the first indicator of 650 tags (topical subjects). It applies only to 650 tags. All 650 tags must be designated as either primary or secondary, and primary subjects must always precede secondary subjects. Indexers may choose to assign only primary subjects to a record, and it is also possible to assign only secondary subjects (for instance, when the main subjects of a document are not topical subjects but corporate subjects recorded as 610 subject headings).

Note: Weighted subject indexing was initiated in 1999, so in earlier records indexers will find tag 650 subjects with first indicator value 0.

Primary subject terms should reflect the main subject(s) or contents of a work as specifically as possible; normally a maximum of five primary subjects (excluding geographical subjects) is desirable. When the primary subjects assigned to a work include geographical subjects, indexers must consider the linkage with non-geographical primary subjects. Part C, Geographical linkage of subjects, provides guidelines on linking primary geographical subjects with primary topical subjects.

The assignment of secondary subject terms is directly related to the indexing principle of exhaustivity. Secondary subjects serve several useful purposes: they improve recall in searches, allowing users to search below the level of the work as a whole and ensuring that a maximum number of documents relevant to a search will be retrieved; they allow users to differentiate between records that have the same or similar titles or the same primary subject(s); they provide more specificity, and reflect various aspects of a topic. They are also useful in providing access to special types of information contained in documents.
(e.g. statistical data, model forms, questionnaires, etc.).

The assignment of secondary subject terms tends to be more subjective and variable than the assignment of primary subject terms. While there is no arbitrary number of subject terms that may be assigned by an indexer, it depends on several factors, such as the type of work and the subject matter. For instance, when a document deals with one of the UN's main subject areas for which a very large body of documentation exists (such as development, human rights, peacekeeping or international security), secondary subjects are assigned for the various specific sub-topics that would normally be brought out as primary subjects of other works. The number of secondary subjects assigned may vary depending upon the type of document: for instance, UN resolutions and decisions are assigned secondary topical subjects for every significant operative paragraph in addition to the primary subject(s) for the resolution or decision as a whole; substantive reports with chapters on different sub-topics may have secondary subjects assigned for each chapter in addition to the primary subject(s) assigned for the report as a whole; secondary subjects may be assigned to meeting records for topics discussed at the meeting in addition to the primary subject(s) for the meeting as a whole.

More guidance on weighted indexing for specific types of documents and publications will be provided in the Guidelines for specific types of works (forthcoming).

(ii). Geographical linkage of subjects (tag 650)

Geographical and topical subject terms are assigned to documents separately but may be coordinated for printed products through the formatting programmes. When geographical and topical subjects are determined to be the main subjects of a document (see part C, Weighted indexing), the indexer assigns the primary topical subject(s) first, followed immediately by the primary geographical subject(s). Topical subjects added subsequently do not coordinate with preceding geographical subjects. For example, if the database record reads:

Example 1:

Tag
650 17: ENERGY POLICY
650 17: SUSTAINABLE ENERGY
650 17: EUROPE
650 17: ENERGY SECURITY

The geographical subject EUROPE will coordinate with the primary topical subjects preceding it, but not with those following it, so that the index entries in printed products will appear as:

ENERGY POLICY
ENERGY SECURITY
EUROPE - - ENERGY POLICY
EUROPE - - SUSTAINABLE ENERGY
SUSTAINABLE ENERGY
Since primary topical subjects that precede primary geographical subjects are linked with the geographical subjects following them, a logical order should be considered when assigning primary topical and geographical subjects. For instance, indexers should avoid linking terms at an international or regional level (e.g. GLOBALIZATION, INTERNATIONAL COOPERATION, INTERNATIONAL RELATIONS, INTERNATIONAL TRADE, MULTILATERAL TRADE NEGOTIATIONS, REGIONAL COOPERATION, etc.) with country-level geographical subjects.

Example 2:

Tag 650 17: FOREIGN TRADE
650 17: TRADE POLICY
650 17: ZAMBIA
650 17: INTRAREGIONAL TRADE
650 17: AFRICA
650 17: MULTILATERAL TRADE NEGOTIATIONS

In general, the indexer should link “neutral” terms with country-level geographical subjects instead of “negative” terms relating to human rights violations.

Example 3:

Tag 650 17: HUMAN RIGHTS
650 17: MYANMAR
650 17: PRISONER TREATMENT
650 17: TURKEY
650 17: HUMAN RIGHTS VIOLATIONS
650 17: TORTURE AND OTHER CRUEL TREATMENT

The following are examples of “negative” terms, mainly in the area of human rights violations, that generally should not be linked with geographical subjects.

ARBITRARY DETENTION (related terms that might be linked instead: ADMINISTRATIVE DETENTION, DETAINED PERSONS, DETENTION CENTRES, PREVENTIVE DETENTION, PRISONER TREATMENT, etc.)

DISCRIMINATION (the indexer could link terms for the groups that are being discussed, e.g. DISABLED PERSONS, INDIGENOUS PEOPLES, MINORITIES, RELIGIOUS GROUPS, ROMA, etc.)

EXTRALEGAL EXECUTIONS (the term ARMED INCIDENTS is often linked instead)

GENDER DISCRIMINATION (related terms that might be linked instead: GENDER EQUALITY, WOMEN'S RIGHTS, WOMEN'S STATUS, etc.)

GENOCIDE (never linked geographically; non-linking subjects could be used such as RWANDA SITUATION)

HUMAN RIGHTS VIOLATIONS (the term HUMAN RIGHTS is linked instead)

MASSACRES (the term ARMED INCIDENTS is often linked instead)

RACIAL DISCRIMINATION (related terms that might be linked instead: ANTI-RACISM STRATEGIES, BLACKS, ETHNIC AND RACIAL GROUPS, RACE RELATIONS)

TORTURE AND OTHER CRUEL TREATMENT (terms PRISONER TREATMENT, TORTURE
Note: The following terms are not geographical subjects and do not link with topical subjects. When used as primary subjects, they should never be followed by primary geographical subjects: ARAB COUNTRIES; TERRITORIES OCCUPIED BY ISRAEL; all terms consisting of a geographic name followed by the word “Question”, e.g. PALESTINE QUESTION, WESTERN SAHARA QUESTION, etc.; all terms consisting of a geographic name followed by the word “Situation”, e.g. LEBANON SITUATION, RWANDA SITUATION, etc.

(iii). When to propose new Thesaurus terms (for tag 650)

If the document is on a more specific topic than any existing term available in the UNBIS Thesaurus, the indexer should consider proposing a new term (form), through their designated focal points, especially when:

- other terms in that subject field at an equivalent level of specificity are already in the Thesaurus, e.g. proposed term SATURN (EARTH, JUPITER, etc. already in the Thesaurus) or proposed term RAIL TRAFFIC (ROAD TRAFFIC, AIR TRAFFIC, etc. already in the Thesaurus);
- the concept has begun to appear in a number of works, e.g. HUMAN SECURITY;
- the concept is the main subject of UN resolutions, e.g. RIGHT TO THE TRUTH;
- no term or combination of terms existing in the Thesaurus can adequately represent the concept, e.g. INTERNATIONAL LAW FRAGMENTATION;
- the immediately broader term is heavily used in the database, e.g. ANCHORS (BT TRANSPORT EQUIPMENT)

Terminology is not static, but changes and evolves over time. In addition to proposing new terms when needed, indexers may consider requesting changes to existing terms or scope notes when the terminology appearing in documents differs significantly from an established UNBIS Thesaurus term or its scope. While a thesaurus is not a dictionary and should not be expected to systematically define terms, scope notes can be very helpful to both indexers and users whenever the meaning of terms is ambiguous, their usage is not clear, or when it is difficult to distinguish between very similar terms. Indexers may also suggest cross-references and related term relationships that they feel would be helpful.

B. Corporate subjects (tag 610) and conference subjects (tag 611)

Many UN documents concern organizational, administrative or procedural aspects of corporate bodies or conferences. In such cases, corporate subjects and conference subject headings may be pre-coordinated with terms from a controlled List of modifiers to form compound subject headings in the databases and in printed outputs. The coordinating descriptors permit greater specificity for administrative, organizational and procedural topics, particularly with respect to bodies and conferences of the UN and UN system.

The modifying descriptors are recorded in subfield $g$ of tag 610 or 611, thereby creating name authority records that remain at an incomplete “system-generated” level. Although
the name authority records for these pre-coordinating corporate and conference subjects remain incomplete, indexers should make sure that complete name authority records exist for the corporate or meeting name that is recorded in tag 610 or 611 subfield $a (See the UNBIS Manual for guidelines on creating corporate name authority records and conference name authority records)

Coordinating terms recorded in 610 or 611 $g should not be assigned as 650 topical subjects in the same bibliographic record (Note: This policy was introduced in 1999; in earlier records, indexers will observe that coordinating terms in 610 or 611 $g have been repeated as 650 topical subjects).

In the case of broad management terms, e.g. PERSONNEL QUESTIONS, PROGRAMME MANAGEMENT, etc., more specific terms are often also added in 650 tags (topical subjects) to allow more precision of subject access in printed products and online searches.

Example 1:
A document on recruitment of professional staff would be indexed as follows:
Tag 610: UN - - PERSONNEL QUESTIONS
Tag 650 17: PROFESSIONAL STAFF RECRUITMENT

Example 2:
A document on evaluation of technical cooperation programmes and prioritization of items in a work programme would be indexed as follows:
Tag 610: UNCTAD - - PROGRAMME MANAGEMENT
UNCTAD - WORK PROGRAMME
Tag 650 17: TECHNICAL COOPERATION
PROGRAMME EVALUATION
PROGRAMME PRIORITIES

Other cases where relevant topical subjects (tag 650) might be assigned in addition to coordinating modifiers (tag 610 or 611 $g) include the following:
- When the term Financing is used in 610 or 611 $g, related topical subjects such as FINANCIAL RESOURCES, FINANCIAL MANAGEMENT, EXTRABUDGETARY FINANCING, etc., might be used in tag 650;
- When the term Budget is used in 610 or 611 $g, related topical subjects such as BUDGET PROJECTIONS, PROGRAMME BUDGETING, etc., might be used in tag 650;
- When the term Members is used in 610 or 611 $g, related topical subjects APPOINTMENT OF MEMBERS OR ELECTION OF MEMBERS might be used in tag 650;
- When the term Officers is used in 610 or 611 $g, related topical subjects APPOINTMENT OF OFFICERS OR ELECTION OF OFFICERS might be used in tag 650;
- When the term Organizational Reform is used in 610 or 611 $g, related topical subjects such as ORGANIZATIONAL CHANGE OR ADMINISTRATIVE REFORM might be used in tag 650.

In certain cases, a year or a range of years may be added to the modifier of the corporate
subject heading. The modifying descriptors that may include years are indicated in the List of modifiers. Note that the modifying term “Activities” requires the addition of year or years, while for other modifiers it is optional.

When documents consist entirely of agendas, lists of participants, calendars of meetings, or rules of procedure, generally 650 tags (topical subjects) are not assigned in addition to the pre-coordinated corporate or conference subjects.

Example 3:
A document consisting of a list of participants, and a document consisting of a calendar of meetings, would be indexed as follows:
Tag 611: Expert Meeting on Building Productive Capacity (2006: Geneva) - - Participants
Tag 610: UN. ECE - - Calendar of meetings (2006-2007)

C. Personal name subjects (tag 600)

When considering personal names as subjects of documents, indexers need to distinguish between the individual office holder (personal name subject) and the person’s office or function (corporate subject).
A personal name may be the subject of a document in such cases as a document concerning appointment or designation of an individual for a specific post or assignment, or a document containing biographical data or a tribute to an individual.
In most other cases, the corporate subject for the office is indexed (tag 610) instead of the personal name (tag 600) of the office holder. For example, a document concerning activities of a Special Rapporteur of the UN Human Rights Council would be indexed with the corporate subject for the Special Rapporteur, not with his personal name. Unless works concern specific UN Secretary-Generals, High Commissioners, etc., as individuals, the corporate subject heading for the Secretary-General, High Commissioner, etc., would be used, but not the personal name.

When documents contain biographical data of candidates for nomination and election to UN bodies, or concern appointment of high-level officials, the individual’s country of nationality is recorded between parentheses in subfield $g$ of tag 600.

Example 1:
A document concerning appointment of the UNCTAD Secretary-General would be indexed as follows:
Tag 600 $a$: Panitchpakdi, Supachai $g$ (Thailand)
Tag 610 $a$: UNCTAD. Secretary-General
Tag 650 $a$: APPOINTMENT OF OFFICIALS

Example 2:
A document concerning activities of a Special Rapporteur of the Human Rights Council would be indexed as follows (without tag 600):
Tag 610 $a$: UN. Human Rights Council. Special Rapporteur on the Situation of Human Rights in the Sudan
Tag 650 $a$: HUMAN RIGHTS SUDAN

Example 3:
A document containing biographical data on candidates for election to a UN body would be indexed as
follows:

Tag 600 $a: Valencia Rodriguez, Luis $g (Ecuador)
Yutzis, Mario Jorge $g (Argentina)
Tag 610 $a: U N. Committee on the Elimination of Racial Discrimination $g Members
Tag 650 $a: ELECTION OF MEMBERS

Indexers should make sure that a complete name authority record exists for the personal name subject recorded in tag 600 subfield $a (See the UNBIS Manual for guidelines on creating personal name authority records).

D. Title subjects (tag 630)

The subject of a document might be a specific treaty, declaration, programme of action, international week/day/year/decade, manual, guideline, set of rules and regulations, etc. When such a treaty, declaration, etc. has an established title, it is assigned as a title subject in tag 630. The authority record established for title subjects is known as a “uniform title” (see the UNBIS Reference Manual for guidelines on establishing uniform titles). In order to facilitate searches by subject, the indexer should assign a topical term or terms (tag 650) in addition to the title subject, reflecting the main subject(s) of the treaty, declaration, etc.

Example:
A document about the Comprehensive Nuclear Test-Ban Treaty would be indexed as follows:

Tag 630: Comprehensive Nuclear Test-Ban Treaty (1993)
Tag 650 17: NUCLEAR WEAPON TESTS
DISARMAMENT AGREEMENTS

Documents that contain substantial text of the treaty, declaration, etc. should be assigned tag 730 (Uniform Title) in addition to the title subject recorded in tag 630. They also require the assignment of appropriate Contents Codes (A08, A20, A19, etc.) and appropriate descriptors for the type of entity (e.g. DECLARATIONS (TEXT), TREATIES (TEXT)).

For more information about UNBIS indexing policy for title subjects, see tag 630 Guidelines in the UNBIS Manual for Bibliographic Description]

E. Bodies, conferences and texts not yet in existence (tags 610, 611, 630)

When the subject of a document is a body or conference proposed to be established or convened, or when the subject is a treaty, declaration, etc. in the process of being drafted, the indexer should assign a term to specify the type of entity as precisely as the Thesaurus permits (CONFERENCES, GROUPS OF EXPERTS, TASK FORCES, WORKING GROUPS, DECLARATIONS, GUIDELINES, PRINCIPLES, TREATIES, etc.) in addition to topical subject terms (tag 650) reflecting the main subjects of the body, conference, treaty, etc.

Example 1:
A document discussing a proposed declaration concerning cultural heritage:
Tag 650 17: CULTURAL HERITAGE DECLARATIONS

Example 2:
A document discussing establishment of a new task force on genetically modified organisms:
Tag 650 17: GENETICALLY MODIFIED ORGANISMS TASK FORCES

If the text or body has a provisional name, an authority record may be created and the provisional name entered in the appropriate subject field: title subject (tag 630), corporate subject (tag 610), or conference subject (tag 611). However, the name is subject to change during the drafting process or upon final adoption of the text or establishment of the body. Earlier versions of the name are recorded as cross-references in the authority record. Therefore it is important for indexers to be aware of progress made in drafting texts, establishing new bodies and convening new conferences, and to ensure that authority records are updated accordingly.

If draft text for a title subject exists, the word “Draft” is added to the name as a qualifier between parentheses; if draft text does not yet exist, the word “Proposed” is added as a qualifier. The qualifier “Proposed” is replaced by “Draft” as soon as draft text exists. When the text is adopted, the qualifier “Proposed” or “Draft” is replaced by the year of adoption after the name in the title subject.

The word “Proposed” is added as a qualifier between parentheses after the name of a body or conference that has not yet been established. When the body or conference is established, the qualifier “Proposed” is deleted; it may be replaced by the year and place of meeting in case of a specific conference.

In case of a conference, meeting or session that will probably take place, but the year and/or place of the meeting cannot be determined by the indexer, instead of the qualifier “Proposed” the unknown year and/or place are recorded as ### after the name.

Example 3:
Tag 630: PACIFIC ISLAND COUNTRIES FREE TRADE AGREEMENT (PROPOSED)
[Draft text of the Agreement does not yet exist]

Example 4:
Tag 630: UN FRAMEWORK CONVENTION AGAINST ORGANIZED CRIME (DRAFT)
[Draft text of the Convention exists]

Example 5:
Tag 611: INTERNATIONAL CONFERENCE ON INDIGENOUS ISSUES (PROPOSED)

Example 6:
Tag 610: UNCTAD (12th sess. : 2008 : ####)
[The session is scheduled to take place in 2008, but the meeting place is not yet known]