FAST Quick Start Guide

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FAST Quick Start Guide

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Introduction

The FAST Quick Start Guide is intended to give you answers to some of the most frequently asked questions about FAST and offer instructions for getting up and running with FAST in any environment. It is intended for practitioners, administrators/managers, and anyone else who may be curious about why and how to use FAST as their subject vocabulary.

What is FAST?

FAST (Faceted Application of Subject Terminology) is derived from the Library of Congress Subject Headings (LCSH), one of the library domain's most widely used subject terminology schemas. The development of FAST has been a collaboration of OCLC Research and the Library of Congress. Work on FAST began in late 1998.

FAST has been developed in large part to meet the need for a general-use subject terminology scheme, which is:

- · simple to learn and apply
- faceted-navigation-friendly
- modern in its design
- maintains upward compatibility with LCSH

FAST is a family of nine modular, complementary vocabularies designed to support faceted retrieval. It represents a well-designed, professionally stewarded controlled vocabulary set that carries a modest initial training burden and operational overhead comparable to keyword indexing. This combination of attributes, along with a design and implementation that make FAST well-suited for linked data applications, provide a viable and superior alternative to keyword indexing or other uncontrolled approaches.

FAST is used by a variety of libraries and other organizations to provide subject indexing of print and digital resources. More information on FAST's history and development is available on the <u>FAST website</u>.

Why Use FAST?

Organizations use FAST for a variety of reasons. The following are just a few of the most commonly cited:

1. **FAST is Efficient and Intuitive.** Subject analysis is a resource-intensive and complex activity – particularly the application of Library of Congress Subject Headings (LCSH). Although LCSH allows for a much fuller and nuanced representation of subject material through the assignment of headings in combination with topical, geographic, form, or chronological subdivisions, the proper application of these subdivisions requires substantial training and experience.

FAST simplifies this experience so that each term is described separately without the need to consider how headings fit together. The terms are still available to be searched via keyword (the dominant form of user searching) and can be filtered by faceted value after the initial keyword search.

As opposed to other methods of subject analysis, searchFAST offers an intuitive interface for subject assignment and does not require extensive training. This allows for a much wider group of people (not just trained LCSH catalogers) to be able to assign FAST headings. This can broaden a library's

staffing options for projects or workflows involving, for example, highly specialized domain or language areas where experienced LCSH catalogers may be hard to find.

- 2. **FAST Aligns With LCSH**. Certain FAST vocabularies (such as Topical and Name headings) use the same vocabulary terms as LCSH where the terms have gone through an extensive editorial process. This allows for consistent application for existing metadata professionals and a more predictable interface for an organization's users.
- 3. **FAST Can Be Automatically Generated**. OCLC has created tools to suggest FAST terms based on any existing vocabulary term (<u>assignFAST</u>) and to batch convert LCSH to FAST headings (via the beta <u>FAST Converter</u>). If you use OCLC Worldcat for cataloguing services FAST headings are added to Bibliographic records in Worldcat automatically. Additionally, many library vendors provide FAST conversion and headings as part of their bibliographic and authority processing services.
- 4. **FAST is Flexible.** Any of the FAST vocabularies can be used individually or in combination with each other. Terms can be used in MARC records or any metadata schema that allows for subject values. Its availability as linked data means that FAST can be used in a **Linked Data** environment.
- 5. **FAST is Free.** No subscription is needed to use FAST making it one of the most comprehensive freely available set of subject terms in the world.

How Do I Start Using FAST?

FAST can be used in a wide variety of ways depending on the system you are using and your particular circumstance. The easiest way to get started is to go to searchFAST and look up terms - suggestions will appear that can be chosen (See Figure 1):

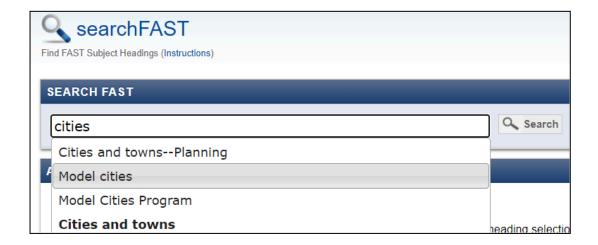


Figure 1. searchFAST keyword search

Bolded terms represent terms from the FAST vocabulary; non-bolded terms are non-preferred terms (i.e. cross-references within the FAST authority record).

After an initial search, results can be limited to a more specific index (i.e. authorized heading, related heading, etc.) (see Figure 2) and/or vocabulary (i.e. Topical, Geographic, etc.) (see Figure 3).

:



Figure 2. searchFAST index drop-down menu

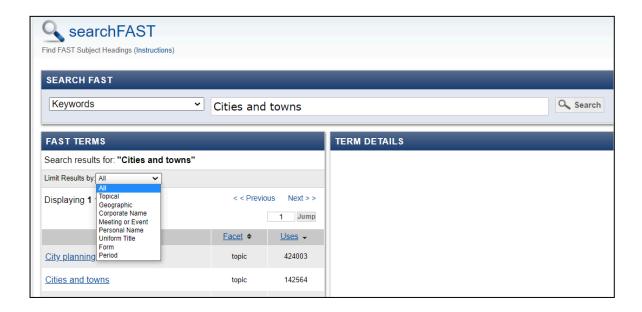


Figure 3. searchFAST limit search by vocabulary

When an appropriate term is found, you are free to use it in your metadata. The following describes pathways for use in various environments.

1. FAST in the Library Catalog

a. FAST and MARC

FAST headings can be used in MARC Bibliographic Records. Depending on the FAST vocabulary, headings are added to various 6XX MARC fields. Recommended coding for all FAST headings in MARC is 6XX with a second indicator of 7 and a subfield 2 of "fast."

FAST vocabulary	Recommended MARC Encoding	Example
Personal Names	MARC field: 600 2 nd indicator: 7 Subfield 2: fast	600 17 \$aDickens, Charles,\$d1812-1870\$2fast
Corporate Names	MARC field: 610 2 nd indicator: 7 Subfield 2: fast	610 27 \$aUniversity of Oxford\$2fast
Event	MARC field: 611 2 nd indicator: 7 Subfield 2: fast	611 27 \$aOlympic Winter Games\$2fast
Uniform Titles	MARC field: 630 2 nd indicator: 7 Subfield 2: fast	630 07 \$aHamlet (Shakespeare, William)\$2fast
Named Event	MARC field: 647 2 nd indicator: 7 Subfield 2: fast	647 /7 \$aFranco-Prussian War\$d(1870-1871)\$2fast
Chronologica I	MARC field: 648 2 nd indicator: 7 Subfield 2: fast	648 /7 \$a1870-1871\$2fast
Topic	MARC field: 650 2 nd indicator: 7 Subfield 2: fast	650 /7 \$aHummingbirds\$2fast
Geographic	MARC field: 651 2 nd indicator: 7 Subfield 2: fast	651 /7 \$aGuatemala\$zGuatemala\$2fast
Form	MARC field: 655 2 nd indicator: 7 Subfield 2: fast	655 /7 \$aPortraits\$2fast

Alternatively, after searching FAST using <u>searchFAST</u> you can simply click on "view MARC" under Term Details and copy the entire MARC string and paste it into your local system (Figure 4).

Motion pictures Find in WorldCat

MARC format to cut and paste entry

Delimiter selection ○\$ Dollar sign ○‡ Double Dagger ● ‡ Double-barred Pipe

650 7 ‡aMotion pictures‡2fast‡0(OCoLC)fst01027285

Figure 4. <u>Term details for Topical Heading "Motion Pictures"</u> in FAST. Note that searchFast offers a selection of delimiters to meet the needs of different editing environments.

b. FAST and BIBFRAME

As a general purpose subject vocabulary, FAST can easily be employed within BIBFRAME. The following are BIBFRAME classes and properties that can hold FAST values:

- bf:subject
 - o bf:Agent
 - bf:Person FAST Personal Names
 - bf:Organization FAST Corporate Names
 - bf:Jurisdiction: FAST Geographic
 - bf:Meeting: FAST Meeting
 - bf:Topic FAST Topical
 - o bf:GeographicalCoverage FAST Geographic
 - bf:Place FAST Geographic
 - bf:Temporal FAST Chronological
 - bf:Title: FAST Titlebf:Event: FAST Event
- bf:GenreForm: FAST Form

Note that values from FAST can easily be added within the <u>Sinopia</u> editor by selecting a value from the FAST lookup results (see Figure 5).

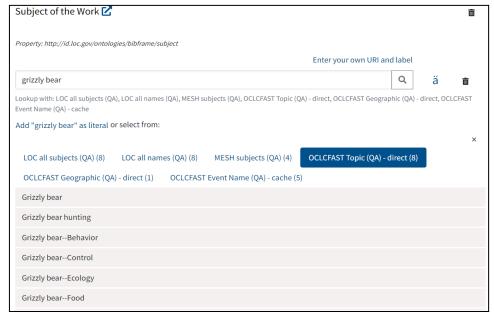


Figure 5. Sinopia Editor: Subject of the Work - OCLC FAST Lookup

And this pulls in the URI and the associated label for the FAST value (Figure 6).

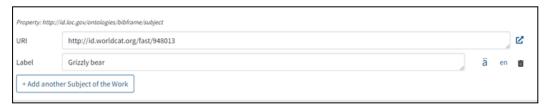


Figure 6.Sinopia Editor: Subject of the Work - URI and label assigned from FAST

c. FAST in Your Catalog: Add, Retain or Delete?

The copy cataloging environment makes it likely that bibliographic records will arrive with FAST headings already in them since OCLC populates all WorldCat records that have valid LCSH with the corresponding FAST subjects. Also, other libraries are increasingly retaining FAST in their catalogs. So should you add FAST headings, retain them, or delete them?

Add

The Why Use FAST? section above makes the case that there are good reasons to use FAST as a vocabulary on its own.

If FAST headings are not present in your records and you wish to use them, they can be added manually according to the encoding specified in 1.a) or via batch processing. The <u>OCLC FAST converter</u> converts single records or files of up to 500 records from LCSH to FAST.

If you wish to convert headings on a larger scale, there are vendors that can add FAST during their batch heading and authority processing. An OpenRefine reconciliation service for FAST is available for use with minimal local setup. MarcEdit also allows you to add FAST vocabularies via MarcNext to resolve access points to their linked data endpoints (Figure 7).

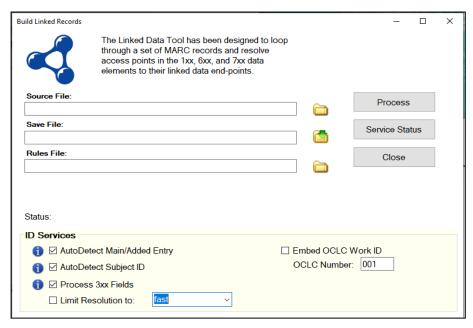


Figure 7. Screenshot of MarcEdit MarcNext tool with FAST vocabulary chosen

Retain

Even if you are undecided as to whether you wish to actively add FAST headings to your catalog you can choose to retain these headings for possible future use. Most library systems will allow their public displays to be configured so that fields with specific types of coding are suppressed from display. So, even if your library is not ready to implement FAST, there is usually no reason to delete the headings. If in doubt, consult your institution's systems office or your ILS vendor.

FAST is also largely compatible with LCSH for keyword searching purposes. This makes it possible to have FAST-only records coexist in the catalog with LCSH records.

Delete

One of the issues with libraries that use LCSH is a perception that FAST (if not actively added or maintained) produces a cluttered and confusing record (and display if the choice has been to display these headings publicly). FAST headings can easily be deleted if your institution does not anticipate moving to a more faceted environment in the future. They are easily identifiable via the MARC encoding indicated in 1 a).

2. FAST in Other Systems

Due to its flexibility, ease of use, and modularity, FAST has also been used extensively in non-library catalog environments. These include digital libraries and repositories, archival management systems, and as a vocabulary for indexing systems.

a. FAST in Digital Libraries and Repositories

Much like the catalog environment, FAST can be used in digital repositories as a value within a subject field.

- Dublin Core
 - dc:subject can be used to hold FAST values from the Topical, Personal,
 Corporate Name or Uniform Title vocabularies
 - dc:coverage
 - dc:spatial can contain values from the FAST Geographic vocabulary
 - dc:temporal can contain values from the FAST Chronological vocabulary

MODS

- o **subject** and its sub-elements
 - topic use FAST Topical
 - **geographic** use FAST Geographic
 - temporal use FAST Chronological
 - titleInfo use FAST Title
 - name use FAST Personal Name, FAST Corporate Name
 - genre use FAST Form

Other schema

 Most metadata schema will have a "subject"-like field that can appropriately house FAST vocabularies.

b. FAST as an Indexing Vocabulary

Faceted approaches are also routinely employed as an indexing vocabulary within Abstract and Indexing systems such as the <u>American Theological Library Association's Religion Database</u>. This system (and others) use terms from FAST vocabularies for some or all of their indexing values.

c. FAST Linked Data: URIs, Text, or Both?

Since FAST is available as a <u>linked data vocabulary</u>, URIs can be used instead of/in addition to textual values for FAST vocabulary terms. URIs may be assigned locally and the label/value pulled into your local system for index and display OR URIs can be placed in the \$0 of particular MARC fields. Advice on the use of URIs in MARC can be found on the <u>PCC Task Group on URIs in MARC</u> page.

The form of URI is http://id.worldcat.org/fast/[FAST Identifier] - for example the FAST heading *Hospital* (FAST ID 961166) has a URI of http://id.worldcat.org/fast/961166.

FAST linked data authorities are formatted using <u>schema.org</u> and <u>SKOS (Simple Knowledge Organization System)</u>. In the spirit of linked data, the FAST Authority file also contains links to LCSH Authorities as well as other authoritative sources such as <u>VIAF</u>, <u>GeoNames</u>, and <u>Wikipedia</u>. The <u>FAST Data Ontology</u> is openly available for a more detailed view of the FAST data structure.

3. FAST Maintenance

As FAST headings are added to catalogs and other systems, you will likely want to ensure that they are maintained and updated over time as the FAST vocabulary evolves.

a. Download FAST authority records

It is not strictly necessary to download authority records in order to implement FAST. There are two main reasons for loading an authority file into your system:

- In order to provide references from non-preferred terms that can be made available to patrons searching the catalog
- In order to provide an internal index against which headings in new records can be matched for validation and maintenance purposes – this is less important if your library outsources maintenance to a vendor, or introduces processes that take advantage of the presence of \$0 to facilitate headings updates.

If your system accommodates authority records, the full FAST dataset <u>download</u>, as full files or in smaller subsets by facet types is available. The metadata is available in MARC XML, RDF, or ISO MARC.

b. FAST change files

FAST change files are available for <u>download</u> in the MARC format or as a spreadsheet. These files can be used to update your database or used for other analysis.

c. WorldCat Updates

If your workflows are integrated with Worldcat, OCLC automatically adds FAST headings to records in Worldcat and updates them as FAST headings are added and changed. Bibliographic records with updated FAST headings can be exported to your catalog.

d. Access FAST via the API

The FAST API provides another alternative to keeping your database updated. Developers can <u>access FAST as linked data</u> in order to maintain or update their FAST headings or authority records.

e. Use a Vendor

Vendors (such as <u>Backstage Library Works</u>) provide services that batch process your metadata so that all headings and authority records are regularly updated to reflect the current state of the FAST vocabulary.

What FAST headings do you want to use?

FAST adopts a modular approach in that each facet forms a distinct controlled vocabulary set. Each facet set can be used separately, grouped together, or even combined with other vocabularies.

All FAST headings are derived from 3 sources:

- Established headings contained in the LCSH authority file
- Name headings established in LCNAF (Library of Congress Name Authority File) and used as a subject heading in WorldCat
- Subject headings created based on LCSH rules and used in WorldCat

Although FAST is, in part, derived from LCSH - there are some key differences.

FAST	LCSH
9 facets	6 categories
One facet per heading	Allows multiple categories within a single heading
Consolidation of duplicate subject headings by facet within the bibliographic record 650 \$aDogs\$2fast 651 \$aCanada\$2fast 651 \$aUnited States\$2fast	Repetition of subject headings from one category when combined with a different category may occur within a bibliographic record 650 \$aDogs\$zCanada 650 \$aDogs\$zUnited States
FAST is a fully enumerated scheme where all concepts are explicitly established and each concept has its own URI	Subset of permitted headings is found in LCSH. Complex rules for constructing headings not found in LCSH.
Cross reference structure	Cross reference structure

The following outlines what the 9 facets are, how they are derived and updated, and how terms may (or may not be) added to each of the vocabularies.

Topical

FAST topical headings represent objects or concepts, relationships between objects, or a particular aspect of an object or concept. FAST topical headings are derived from LCSH topical terms (650 \$a) and general subdivisions (\$x).

LCSH topical headings differ from FAST topical headings because LCSH is a pre-coordinated vocabulary that allows the combining of subdivisions from different facets when formulating headings while FAST topical headings are limited to main terms and subdivisions that are topical in nature.

Note that most topical headings with topical subdivisions in LCSH come over to FAST as is (if they are already pre-coordinated in LCSH). An example is LCSH's "English language—Etymology." Which appears in FAST identically as "English language—Etymology." The general rule is if the topical heading and its topical subdivision are pre-coordinated in LCSH it will be incorporated into FAST in the same way.

Every month, newly established LCSH topical headings are added to the FAST authority file and changes made to LCSH topical headings are applied to FAST headings.

New FAST topical headings are able to be added to FAST Authorities via the ImportFAST tool.

Personal Names

FAST personal name headings are constructed from the same descriptive subfields as personal name headings in LCNAF (personal name, fuller form of name, numeration, titles and other words associated with a name and the dates associated with the name).

FAST personal name headings are the subset of the personal name headings found in LCNAF that have been used as an LC Subject in WorldCat. Most personal names found in LCNAF have never been written about, so these are not included in the FAST personal names facet.

Under LCSH cataloging rules, personal name headings are combined with terms from other facets (geographic, form/genre, chronology, title of a work, and/or general terms) to represent the subject of the item. In FAST, these terms that further describe the person are found in their corresponding facet, keeping the personal name facet strictly describing the person.

Currently, new personal name headings used as subjects in WorldCat are added to FAST annually, but libraries are able to contribute to FAST any personal name that has been established in LCNAF using the ImportFAST tool.

Note that, at present, the FAST personal name authority file does not diverge from the LCNAF so any names you wish to see in FAST would need to first go through the <u>NACO</u> program for adding personal name authorities to FAST.

Corporate Names

FAST corporate name headings are constructed from the same descriptive subfields as corporate name headings in LCNAF (Corporate name or jurisdiction name and subordinate units).

FAST corporate names are the subset of LCNAF corporate names that have been used as an LC subject in WorldCat. Most corporate names found in LCNAF have never been written about, so these are not included in the FAST corporate names facet.

Under LCSH cataloging rules, corporate name headings are combined with terms from other facets (geographic, form/genre, chronology, title of a work, and/or general terms) to represent the subject of the item. In FAST, these terms that further describe the corporation or jurisdiction are found in their corresponding facet, keeping the corporate name facet strictly describing the corporate name or jurisdiction.

Currently, new corporate name headings used as subjects in WorldCat are added to FAST annually, but libraries are able to contribute any corporate name that has been established in LCNAF via the ImportFAST tool.

Note that, at present, the FAST corporate name authority file does not diverge from the LCNAF so any names you wish to see in FAST would need to first go through the NACO program for adding corporate names to FAST.

Meetings

FAST meeting headings represent meetings, conferences, congresses, and sporting events. This facet is similar to the meeting names category in LCNAF.

FAST meeting headings are derived from headings established as meeting names in LCNAF and have been used as a subject in WorldCat. Only the meeting name or jurisdiction name is used to create the FAST heading.

In LCNAF meeting names may be constructed by combining the meeting name/jurisdiction name with a date and geographic location.

FAST is updated with new meeting names on an annual basis, by searching for WorldCat meeting subject headings that are not in FAST but have been established in LCNAF. These headings are reviewed and then added to the FAST authority file.

Presently new meeting headings may be added to the FAST authority file by emailing the <u>FAST team</u> the LC control number of the requested heading.

Named Events

FAST named events are events associated with a particular date, and possibly a particular geographic location, and that are well known by a recognized name. These typically include military events (wars, battles, revolutions and coups d'etat), natural disasters (earthquakes, eruptions and hurricanes) and other notable events such as trials, airplane accidents, strikes and demonstrations.

There is no equivalent category in LCSH.

FAST named events are derived from LCSH topical headings, chronological subheadings and geographic headings. Because LCSH does not have a named event category, one must know the LCSH rules for constructing these headings in order to know how to search for the headings in LCSH indexes, whereas in FAST, all events are collocated under the Named Event facet. For example, the American Civil War is an historical period under an LCSH *geographic* heading with the *chronological* subfield indicating the period during which the war occurred, but World War II is found under an LCSH *topical* main heading and has no *chronological* subfield.

FAST named event headings are added to the FAST authority file on a monthly basis, when these events are identified in newly established LCSH headings.

Uniform Titles

Titles are established in FAST using the same guidelines as with the other FAST headings from LCNAF - they must be established and they must have been used as an LC subject in WorldCat.

FAST titles are constructed either from uniform title headings in LCNAF or from the title subdivision in personal name or corporate name headings and qualified by the author.

Example:

Library of Congress Name-Title Heading:

600 \$aVonnegut, Kurt.\$tSlaughterhouse-five

FAST Uniform Title:

630 \$aSlaughterhouse-five (Vonnegut, Kurt)

Titles in LCNAF are found either in the personal name category as a subdivision or in the uniform titles category. One must know LC cataloging rules to understand where to look for title headings when searching an LCNAF index.

FAST is updated with new title headings annually, by searching for WorldCat for name/title combinations or uniform titles that are not in FAST but have been established in LCNAF. These headings are reviewed and then added to the FAST authority file.

Presently new title headings may be added to the FAST authority file by emailing the <u>FAST</u> team the LC control number of the requested heading.

Chronological

Chronological headings in FAST represent the actual time period covered by the resource being described. They consist of a beginning date and ending date. Because there are an infinite number of date combinations that could be constructed, FAST does not create authority headings for most time periods. Some significant time periods with well known names have FAST authority records for their date range, so that a reference structure could be established for these headings.

Chronological headings in LCSH are represented in the chronology subdivision in any LC subject heading. They may consist of year ranges, events such as wars or riots (which are found in the named events facet in FAST), or well known time periods.

LC chronological headings often represent a defined time span, regardless of whether the resource being described covers the same time span.

It is not necessary to request new chronology headings be added to FAST authorities because the only requisite to creating and using a FAST chronological heading is that it follows the guidelines for establishing the time period (beginning date must be before the ending date).

Geographic

The FAST geographic facet contains place names that are common subjects of works. They may be continents, countries, populated places or geographic features.

FAST geographics follow a hierarchical structure based on the MARC Code List for Geographic Areas (GACs). The headings contain from 1 to 3 levels, with the first level being the largest geographic designation identified in the GAC list. The GAC [f-sa] represents South Africa and its FAST heading is:

South Africa

First level names may contain up to two additional levels which lie within or are part of the first level geographic entity. For example, a heading which expresses a city in South Africa would be:

South Africa—Johannesburg

A 3rd level heading is added to indicate a city section:

South Africa—Johannesburg--Alexandra

Other differences between FAST and LCSH geographic headings include:

FAST	LCSH
Geographic names are in natural order 651 \$aJapan\$zMount Fuji	Geographic names are sometimes inverted 651 \$aFuji, Mount (Japan)
Geographic names are not abbreviated	Rules are established for when to abbreviate and which abbreviations are used. The same geographic location might be abbreviated when used as a main entry but the subdivision form is

651 \$aCalifornia \$zBurbank (Los Angeles County)	not abbreviated. 651 \$aBurbank (Los Angeles County, Calif.) or \$zCalifornia \$zBurbank (Los Angeles County)
Geographic names are always in indirect order 651 \$aEngland \$zRiver Tyne	Geographic names may be in direct order or indirect order, depending on their location in the heading 651 \$aTyne, River (England) or \$zEngland \$zTyne, River
Geographic qualifiers are retained in the established heading 651 \$aKorea (South) \$zTaegu	Geographic qualifiers are dropped from the main entry form: 651 \$a Taegu (Korea)

Headings for geographic features are added to the FAST Authority file monthly. FAST geographic headings from LCNAF which are used as subject headings in WorldCat are added to the FAST Authority file annually.

At present it is not possible to request that new terms are added to the FAST Geographic vocabulary.

Form/Genre

FAST form/genre headings are constructed from the LCGFT and from form subdivisions in LCSH. They are used to represent what the resource is, not what the resource is about. When near equivalent concepts occur in LCGFT and in form subdivisions in LCSH, FAST merges the information found in the two headings and favors the LCGFT version of the heading.

LCGFT is a subset of the FAST form/genre facet because LCGFT does not include terms from LCSH form subdivisions.

The FAST form/genre file is updated monthly with new terms from either LCGFT or LCSH form subdivisions.

It is not possible to add new terms to the FAST Form/Genre facet.

FAST in WorldCat vs. searchFAST

FAST headings are added to WorldCat records either manually by catalogers or in an automated process based on the LCSH headings present in the WorldCat record. With few exceptions, algorithms convert the LCSH headings of a record to FAST headings and update the record with the indicated FAST headings. This update procedure occurs monthly. When changes are made to FAST headings, often due to changes in LCSH headings, the changes are systematically applied to the affected FAST headings in WorldCat.

It is possible to see a beta prototype that demonstrates the conversion of a set of LCSH headings to FAST headings using the beta <u>FAST Converter</u>.

Statistics

		2022	2024
•	Number of active FAST authority headings:	1,820,355	1,853,063
•	Number of active LCSH authority/lcgft headings:	449,092	467,530
•	WorldCat records with LC Subject Headings:	150,603,300	162,267,930
•	WorldCat records with FAST Subject Headings:	145,416, 400	162,692,499
•	WorldCat headings with FAST headings and no LCSH:	342,574	1,114,739

Examples of FAST usage by various systems/organizations

- Brown University Theses and Dissertations <u>digital repository</u>
 - o Example A Mirror to Turke / Laura Ann Perille
- Cornell University <u>Library</u> or <u>Digital Collections</u>
 - o Example: Geology / Aurèle Parriaux
- Harvard University <u>Library</u> (recent publication dates)
 - o Example: Making sense of weather and climate / Mark Denny
- University of Victoria Vault Digital Library
 - o Example: <u>Itinerary for Johnny Cash tour, 10-20 May 1961</u>

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