BACKGROUND: Because the Library of Congress classification schedules were developed over a long period of time, few schedules contain the same order of topics and the same wording in captions, each schedule having its own idiosyncrasies. Informal “models” for the development of some of the schedules have existed and been followed for several years. This instruction sheet standardizes the various versions of those models. It also provides other guidance in establishing new class numbers to achieve a consistent arrangement and wording of topics in the schedules.

1. General rule. For an orderly arrangement of topics in an individual discipline, provide first for a preliminary section specifying forms of publication and special aspects of the discipline as a whole, then for a logical breakdown of the discipline into subtopics.

2. Preliminary captions vs. subtopics. Do not position subtopics of the discipline in the preliminary section, and do not intersperse preliminary captions among the subtopics, unless it is characteristic of a particular class to locate certain material contrary to these instructions. For example, in some classes provision for place is characteristically located at the end of a section for the discipline after all subtopics.

3. Adding form captions. Add standard form captions under a topic upon receipt of the first appropriate item but only when one or more standard form captions already exist for the discipline in question or when preparing a major development. Examples of major developments are DK4000+, Poland; TJ807+, Solar energy; and TD1020+, Hazardous substance disposal.

4. Classification models. Insofar as feasible, follow the models on the next several pages, adopting the same order and captions within the specified schedules. The presence of topics on a model list does not mean that all topics must be established for a major development. The most important topics may be selected and other topics added later if needed.

If no model for a class exists, follow precedent within the class for the order and captions.
F 195 Subarrangement Within Disciplines

MODEL FOR THE D SCHEDULE
(not to be used for development in E and F)

Part 1 - General

Periodicals. Societies. Serials
Museums, exhibitions, etc.
   General works
   Individual. By place, A-Z
Congresses
Sources and documents
Gazetteers. Dictionaries, etc.
Place names (General)
Directories
Guidebooks
General works
Pictorial works
Historic monuments, landmarks, etc. (General)
   For local, see [...] General works
   Preservation
Historical geography
Geography
Description and travel
   General works
   History of travel
   Early through [...] [individual periods]
Antiquities
   For local antiquities, see [number for local history and description]
Social life and customs. Civilization. Intellectual life
   By period, see the specific period or reign
Ethnography
   General works
   National characteristics
   Individual elements in the population, A-Z
   [...] in foreign countries (General)
   For [...] in a particular country, see the country
MODEL FOR THE D SCHEDULE
(not to be used for development in E and F)

Part 1 - General (Continued)

History
   Periodicals. Societies. Serials, see [number for periodicals above]
   Dictionaries. Chronological tables, outlines, etc.
   Biography (Collective)
      For individual biography, see the specific period, reign, or place
   Rulers, kings, etc.
   Houses, noble families, etc.
   Individual, A-Z

Historiography
   General works
   Biography of historians, area studies specialists, archaeologists, etc.
      Collective
      Individual, A-Z

Study and teaching
   General works
   Local, A-Z

General works
   Through 1800
   1801-

Pictorial works

Philosophy of [...] history

Military history
   For individual campaigns and engagements, see the period or reign

Naval history
   For individual campaigns and engagements, see the period or reign

Political history
   Sources and documents
   General works
   By period, see the specific period or reign

Foreign and general relations
   Class general works on the diplomatic history of a period with the period, e.g. [...].
   For works on relations with a specific country regardless of period, see [number below for relations with individual countries].
F 195  Subarrangement Within Disciplines

MODEL FOR THE D SCHEDULE
(not to be used for development in E and F)

Part 1 - General

History
  Foreign and general relations  (Continued)
    Sources and documents
    General works
    Relations with individual countries, A-Z
      For list of countries, see pp. [...]
  By period

Part 2 - Major periods or centuries

Periodicals.  Societies.  Serials
Congress
Sources and documents
Dictionaries
Historiography
General works
Social life and customs.  Civilization.  Intellectual life
Military history
Naval history
Political history
Foreign and general relations
Biography and memoirs
  Collective
  Individual, A-Z
[individual periods or reigns]

Part 3 - Major cities

Periodicals.  Societies.  Serials
Museums, exhibitions, etc.
  Subarranged by author
Sources and documents
MODEL FOR THE D SCHEDULE
(not to be used for development in E and F)

Part 3 - Major cities   (Continued)
Directories.  Dictionaries.  Gazetteers
Guidebooks
General works
Description.  Geography
   Early and medieval
   [other individual periods]
Pictorial works
Antiquities
Social life and customs.  Civilization.  Intellectual life
Ethnography
   General works
   Individual elements in the population, A-Z
History
   Biography (Collective)
      For individual biography, see the specific period
   General works
By period
   Early and medieval
      [other individual periods]
Sections, districts, suburbs, etc.
   General works
   Individual, A-Z
Monuments, statues, etc.
   General works
   Individual, A-Z
Parks, squares, cemeteries, etc.
   General works
   Individual, A-Z
Streets, bridges, gates, etc.
   General works
   Individual, A-Z
Buildings
   General works
   Individual, A-Z
Other cities, towns, etc., A-Z
F 195  Subarrangement Within Disciplines

MODEL FOR THE H SCHEDULE

Periodicals.  Societies.  Serials
Congresses
Dictionaries.  Encyclopedias
Terminology.  Abbreviations.  Notation
Directories
Theory.  Method.  Relations to other subjects
  Classification
  Relation to [individual named subjects]
Communication of information
  General works
  Information services
  Computer networks.  Electronic information resources
    Including the Internet and digital libraries
Study and teaching.  Research
  General works
  Audiovisual aids
  Problems, exercises, examinations
  By region or country
    United States
    Other regions or countries, A-Z
Museums. Exhibitions
  General works
  By region or country, A-Z
    Under each country:
      .x   General works
      .x2  Individual, by name, A-Z
History
  By period
  Special schools
  By region or country, A-Z
Biography
  Collective
  Individual, A-Z  [if individual biography classes with the country, omit this line and create only one line: Biography (Collective)]
General works, treatises, and advanced textbooks
Pictorial works
Juvenile works
Policy (General)
Statistics
  Collections of statistics
  Theory
Handbooks, manuals, etc.
Charts, diagrams, etc.
Forms
[subtopics]
By region or country, A-Z
F 195  Subarrangement Within Disciplines

MODEL FOR THE Q SCHEDULE

Periodicals, societies, congresses, serial publications
Voyages and expeditions
Dictionaries and encyclopedias
Communication of [...] information
   Information services
      Computer network resources
         Including the Internet
      [...] literature
      Abstracting and indexing
      Language.  Authorship
      Translating.  Translating services
Philosophy
Nomenclature, terminology, notation, abbreviations
Classification
History
   General works
      By region or country, A-Z
Biography
   Collective
   Individual, A-Z
Directories
Early works [...] General works, treatises, and advanced textbooks
Elementary textbooks
Pictorial works and atlases
 [...] illustration
Popular works
Juvenile works
Recreations
 [...] as a profession.  Vocational guidance
Study and teaching.  Research
   General works
   Outlines, syllabi
   Problems, exercises, examinations
   Experiments
   Laboratory manuals
MODEL FOR THE Q SCHEDULE  (Continued)

Laboratories
   General works
   Individual laboratories, A-Z
Technique
Instruments and apparatus
Collecting and preservation
Museums, Exhibitions
Handbooks, tables, formulas, etc.
Miscellany and curiosa
MODEL FOR THE R SCHEDULE

Periodicals. Societies. Serials
Hospitals, clinics, etc.
   General works
   By region or country, A-Z
Congress
Nomenclature. Terminology. Abbreviations
Dictionaries and encyclopedias
Communication in [...]  
   Information centers
   [...] archives
   [...] literature
Directories
Laboratories, institutes, etc.
   General works
   Individual. By city, A-Z
Museums. Exhibitions
   General works
   By region or country, A-Z
   Under each country:
      .x General works
      .x2 Special. By city, A-Z
History
   General works
   By region or country, A-Z
Biography
   Collective
   Individual, A-Z
General works
Handbooks, manuals, etc.
Problems, exercises, examinations
Outlines, syllabi, etc.
Popular works
Juvenile works
Atlases. Pictorial works
[... as a profession
Study and teaching
  Audiovisual aids
    By region or country, A-Z
Research. Experimentation
Clinical cases
Statistics and surveys
  General works
    By region or country, A-Z
Practice of [...] [. . .] economics
  Including business methods and employment surveys
Instruments, apparatus and appliances
Pathology
Examination. Diagnosis
Therapeutics
[\textit{special subtopics}]