

BACKGROUND: Form captions at the head of major topics in the classification schedules normally provide for society publications, usually in a number with the caption **Periodicals. Societies. Serials**, or some variant thereof. Sometimes there is a separate number just for societies. This instruction sheet provides guidelines for classing society publications. These guidelines replace those that appeared in *Cataloging Service Bulletin 124* (Winter 1978).

1. Publications of a society consisting of substantive material on a topic. Class such publications in the appropriate topical area of the schedule. If the publication is a serial, class it in the periodicals number. If it is a monograph, class it in the number appropriate to its form, e.g., the general works number, the handbooks number, etc. Do not class these publications in the number for societies. For example, if an American medical society issues a serial consisting of substantive material on the topic of general medicine, class it in the number for medical periodicals, not in the number for medical societies.

2. Publications consisting of material about a society. Class such publications, including a society's own publications about itself, such as official business publications, membership lists, constitutions, histories, reports of business meetings, etc., as follows:

a. Society number established. If there is a separate number for societies under the topic, class both serials and monographs about the society in that number.

b. No society number established. If there is not a separate number for societies under the topic, class both monographs and periodicals about the society in the number with the caption **Periodicals. Societies. Serials** (or its equivalent).

c. Using a General works number. If neither a separate number for societies nor a number for **Periodicals. Societies. Serials** exists under the topic, class societies in **General works**.

3. Publications that include both substantive material on a topic and material about a society. Class these publications as substantive publications, as described in sec. 1.