

Archival Inventories and Manuscript Catalogs F 495

BACKGROUND: For purposes of classification, archival inventories are defined as the records and papers of government bodies, families, and academic and religious institutions. The material inventoried may consist of such items as legal records, business records, government reports and papers, correspondence to or from an individual or institution, maps, news clippings, photographs, etc. Catalogs of manuscripts are defined as lists of the handwritten or typewritten writings of an author or authors. This instruction sheet provides guidelines for the classification of archival inventories and manuscript catalogs.

1. Comprehensive archival inventories. Assign the appropriate number number in CD to the following types of materials:

- Comprehensive inventories of the materials deposited in national, state, provincial, or municipal archives.
- Comprehensive inventories of the archives of government bodies, including government departments or ministries and the bureaus, divisions, or agencies within them.
- Inventories of the archives of several families or an individual family.
- Comprehensive inventories of the archives of academic or religious institutions.

2. Archival inventories limited to a particular topic. Assign the appropriate number in class K, M or Z to special catalogs of archival materials limited to a particular topic.

Ensure that a distinction is made between a comprehensive archival inventory that may incidentally have a broad topic and a selective inventory intentionally compiled to focus only on a special topic. *Examples:*

*Title: Catalog of the archives of the Bureau of Indian Affairs.
(CD3035.B8)*

*Title: Catalog of materials on the Seminole Indians located in the
archives of the Bureau of Indian Affairs. (Z1210.S5)*

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3. *Manuscript catalogs.* Assign the appropriate number in Z6605-6621 and alternate bracketed number in the regular classes to the following types of materials:

- Catalogs of manuscripts in one language.
- Catalogs of manuscripts held by an individual library.
- Catalogs of the manuscripts or archives of an individual.
- Catalogs of manuscripts limited to a particular subject.

Note: When Cuttering works classified in Z6611 by subject, Cutter for the broad topic involved, and not for its subtopics. Example:

.P5 Philosophy [not .L8 Logic]

4. *Documents from an archival or manuscript collection.* Assign the appropriate number for sources in the regular classes to works containing the text of documents from an archive or manuscript collection.