

BACKGROUND: *A corporate body is an organization or group of persons that is identified by a particular name, and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, government agencies, religious bodies, local churches, and conferences. This instruction sheet provides guidelines for shelving materials issued by or written about corporate bodies. The provisions of this instruction sheet are not applied to items classed in Class K. Instead, each corporate name is given a separate Cutter number. For instructions on the treatment of conferences, see G 230. For instructions on the treatment of societies, see G 240.*

1. Corporate body in the IXX field.

a. General rule. For materials entered under a corporate body heading, Cutter for the name of the corporate body. Add the publication date to the call number to make each call number unique. For serials, see sec. 10. *Examples:*

Main entry: Centre de recherche d'urbanisme.

Title/date: Conception et instruments de la ... 1973.

050 00 \$a HT169.F7 \$b C44 1973

Main entry: Centre de recherche d'urbanisme.

Title/date: Conception et instruments de la ... 1975.

050 00 \$a HT169.F7 \$b C44 1975

Main entry: Centre de recherche d'urbanisme.

Title/date: Espaces verts et qualité de ... 1979.

050 00 \$a HT169.F7 \$b C44 1979

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1. Corporate body in the IXX field. (Continued)

b. Translations, selections, etc. Assign the same Cutter number to all publications with the same corporate body heading, including translations, selections, editions, etc.
Example:

Main entry: Musée d'Orsay.

Title/date: Mystère et l'éclat ... 2008.

050 00 \$a NC885 \$b .M864 2008

Main entry: Musée d'Orsay.

Uniform title: Mystère et l'éclat. English

Title/date: Mystery and glitter ... 2009.

050 00 \$a NC885 \$b .M864 2009

2. More than one publication in a given year.

a. Use of work letters. If a corporate body issues more than one publication in a given year, add a work letter to the date of publication starting with **b** and continuing through the alphabet in the order of receipt. *Example:*

Main entry: India. Parliament. Committee on Public Undertakings.

Title/date: Action taken by Government on ... 1979.

050 00 \$a HD4293 \$b .I515 1979

Main entry: India. Parliament. Committee on Public Undertakings.

Title/date: Report on prerequisites enjoyed by ... 1979.

050 00 \$a HD4293 \$b .I515 1979b

Main entry: India. Parliament. Committee on Public Undertakings.

Title/date: Report on public undertakings, delays ... 1979.

050 00 \$a HD4293 \$b .I515 1979c

2. *More than one publication in a given year.* (Continued)

b. Exact date of publication not known. When the exact date of publication is not known and is provided in the format **between [date] and [date]**, use the earlier date. Do not add the letter **z** to the date when the exact date of publication is not known.

Example:

Main entry: *Urbanistični inštitut SR Slovenije.*

Title/date: *Primerno število deagrariziranega kmečkega... [between 1970 and 1979]*

050 00 \$a HB2508.5.S58 \$b U72 1970

Main entry: *Urbanistični inštitut SR Slovenije.*

Title/date : *Projekcija kmečkega prebivalstva z upoštevanjem ... [between 1970 and 1979]*

050 00 \$a HB2508.5.S58 \$b U72 1970b

3. Subheadings in non-jurisdictional corporate names. Ignore all bodies entered subordinately in establishing the Cutter number. In the following example, the same Cutter number is used for the American Library Association, even though the entries are for different units of the association. *Example:*

Main entry: *American Library Association. Collection Management and Development Committee.*

Title/date: *Guidelines for collection development ... 1979.*

050 00 \$a Z687 \$b .A518 1979

Main entry: *American Library Association. Subcommittee on Guidelines for Collection Development.*

Title/date: *Guide for written ... 1989.*

050 00 \$a Z687 \$b .A518 1989

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4. Subheadings in jurisdictional corporate names.

a. General. If the name of a corporate body consists of the name of a country or other jurisdiction (e.g., states, provinces, etc.) followed by a subfield for a division or agency of that government, base the Cutter number on two elements: the jurisdiction and the first subordinate body. Ignore all further subdivisions. *Example:*

Main entry: *New York (State). Division of Equalization and Assessment.*
Title/date: *1978 revaluations ... 1979.*

050 00 \$a HJ4249 \$b .N44 1979

Main entry: *New York (State). Division of Equalization and Assessment.*
Title/date: *Full value programs during the ... 1979.*

050 00 \$a HJ4249 \$b .N44 1979b

New York (State). Legislature. Assembly. Task Force on School Finance and Real Property Taxation.

Title/date: *The legislative response to the ... 1979.*

050 00 \$a HJ4249 \$b .N444 1979

Main entry: *New York (State). State Board of Equalization and Assessment.*
Title/date: *Educational finance and the New ... 1979.*

050 00 \$a HJ4249 \$b .N45 1979

Note: Do not use the document .A Cutter number that was used before 1975 for a country or a geopolitical area, unless provisions are made for it in the schedules.

b. Jurisdictional names as part of corporate body headings. If a jurisdictional name appears as the first word of a corporate name established as a phrase, treat it as a non-jurisdictional name according to the provisions of sec. 3.

Main entry: *Vancouver School Board.*
Title/date: *Evaluation of the modular schedule plan ... 1970.*

050 00 \$a LB3032.2 \$b .V35 1970

5. *Corporate bodies already established under earlier procedures.*

a. Corporate bodies with a Cutter number already established. When a Cutter number has been established for a corporate body under earlier procedures, a date was not added to the call number, and a new resource by the same corporate body is received, assign the next successive Cutter number to the new resource. *Example:*

Main entry: National Endowment for the Arts.
Title/date: The first five years ... 1970.

050 00 \$a NX22 \$b .N326

Main entry: National Endowment for the Arts.
Title/date: Five-year planning document ... 1984.

050 00 \$a NX22 \$b .N3262 1984

Main entry: National Endowment for the Arts. (a serial)
Title: Annual report ...

050 00 \$a NX22 \$b .N3262a

b. Corporate bodies previously established in abbreviated form. When a Cutter number has been established for a corporate body based on a heading that included an abbreviation, and the RDA form of heading does not use an abbreviation, continue to use the existing Cutter number. *Example:*

Main entry: Virginia Dept. of Environmental Quality.
Title/date: Reducing nutrients in Virginia's tidal tributaries ... 1993.

050 00 \$a TD224.V8 \$b V567 1993

Main entry: Virginia. Department of Environmental Quality.
Title/date: Study of nutrients in Virginia's tidal tributaries ... 2013.

050 00 \$a TD224.V8 \$b V567 2013

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6. Two or more bodies with the same name, but with different qualifiers. Use different Cutter numbers for two or more different bodies with the same name, but with different qualifiers. They are not the same corporate body. *Example:*

Main entry: Children's Hospital (New Orleans, La.)
Title/date: Manual of pediatric nursing policies ... 1990.

050 00 \$a RJ245 \$b .C45 1990

Main entry: Children's Hospital (Vancouver, B.C.)
Title/date: Assessment of the pediatric nursing ... 1985.

050 00 \$a RJ245 \$b .C46 1985

7. Significant changes in the heading. When there is a significant change in the heading for a corporate body because the body's name has changed, Cutter for the new heading. *Example:*

Main entry: Commission of the European Communities.
Title/date: Verslag over de ontwikkeling van de sociale ... 1971.

050 00 \$a HN380.5.A8 \$b C65 1971

Main entry: European Commission.
Title/date: Social Action Programme ... 1998.

050 00 \$a HN380.5.A8 \$b E88 1998

Note: The last example shows the later form of name and is Cuttered for the new heading.

8. Insignificant changes in the heading. When insignificant or minor changes occur in the heading, use the same Cutter number. *Example:*

AACR 1: Maryland. State Board for Community Colleges
AACR 2/RDA: Maryland State Board for Community Colleges

9. *Serials.* Formulate a unique call number for serials (periodicals and monographic series) cataloged under a corporate body heading, by adding successive work letters, beginning with **a**, to the Cutter number for the corporate heading in order of receipt of the serial. *Example:*

Main entry: New York (N.Y.). Fire Department.

Title: Annual statistics ...

050 00 \$a TH9505.N501 \$b N48a

Main entry: New York (N.Y.). Fire Department.

Title: FDNY strategic plan ...

050 00 \$a TH9505.N501 \$b N48b

10. *Collected sets and other major arrangements.* Do not change the Cutter numbers of existing collected sets or other major arrangements that appear in the shelflist and are at variance with the corporate body guidelines of this instruction sheet. Instead, arrange the entries in the shelflist in alphabetical order by the 1XX and/or 245 fields.

11. *Comparisons between monographs and serials.* When a corporate body publishes both monographic and serial works, use the same Cutter number for both, following the appropriate guidelines for monographs and serials. *Example:*

Main entry: Housing Corporation.

Title/date: Practice notes for housing associations ... 1976.

050 00 \$a HD7333.A3 \$b H68 1976

Main entry: Housing Corporation.

(a serial)

Title: Report of the Housing Corporation ...

050 00 \$a HD7333.A3 \$b H68a

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12. Works about corporate bodies. In a class where there are works about a corporate body, use the same Cutter number for works *about* the corporate body as is used for works *by* the corporate body. Double Cutter by main entry. *Example:*

Main entry: National Organization for Public Health Nursing (U.S.)
Title/date: Cost analysis for public health nursing services ... [1950]

050 00 \$a RT97 \$b .N34 1950

Main entry: Fitzpatrick, M. Louise.
Title/date: The National Organization for Public Health Nursing ... [1975]
Subject: National Organization for Public Health Nursing (U.S.)

050 00 \$a RT97.N34 \$b F58 1975

13. Commentaries. See G 340.

14. Supplements and indexes. See G 155.

15. Official documents. When the entire classification number is for the official documents of a specific country, disregard the name of the country or state appearing at the beginning of the entry. Base the Cutter number on the name of the division and ignore further subheadings.

15. *Official documents. (Continued)*

Example:

information from classification schedule:

Forestry

Documents

Class here serial documents

For special documents of a monographic character see ...

United States

SD11 Federal documents

SD12 States, A-W

arrangement of call numbers:

Main entry: United States. Forest Service. Intermountain Region.

Title: Intermountain Region annual quality plan.

050 00 \$a SD11 \$b .F67f

Main entry: United States. Forest Service.

Title: Forest Service report ...

050 00 \$a SD11 \$b .F67g

Main entry: Oregon. Department of Forestry. Astoria District.

Title: Astoria District annual report.

050 00 \$a SD12.07 \$b D46d

Main entry: Oregon. Department of Forestry.

Title: Fiscal financial report.

050 00 \$a SD12.07 \$b D46i

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16. Special schedule provisions. When the schedules have special provisions regarding corporate headings, follow the provisions of the schedule rather than the provisions of this instruction sheet. *Example:*

information from classification schedule:

LD3248.M5 Michigan. State University, East Lansing (Table L7a)

Table L7a:

	Official publications
.xA1-4	Serial
.xA5-7	Nonserial
.xA8-Z	Other works. By author Including student yearbooks, etc.

arrangement of call numbers:

Main entry: Michigan State University. (a serial)

Title: Financial report ...

050 00 \$a LD3248.M5 \$b A24

Main entry: Michigan State University. Office of the Registrar. (a serial)

Title: Report of the registrar ...

050 00 \$a LD3248.M5 \$b A3

*Main entry: Michigan State University. Commission on Admissions
and Student Body Composition.*

Title/date: The report to the President ... 1971.

050 00 \$a LD3248.M5 \$b A53 1971

*Main entry: Michigan. State University. Provost's Ad Hoc Committee on the
Residence Halls.*

Title/date: The residence hall study ... 1969.

050 00 \$a LD3248.M5 \$b A6 1969