

Biography G 320

BACKGROUND: *The cataloger classes biographical works under the topic with which the biographee, the person about whom a biography is written, is most closely identified. For example, works written about Henry Ford are usually classed in HD9710, which represents the history of the automobile industry. However, when an individual who has contributed to several different fields is the subject of a biography, the work is assigned a classification number determined by the topic covered in that particular work. For example, a book about Thomas Jefferson as an architect is classed in NA737, which represents the history of American architecture, whereas Jefferson as a musician is classed in ML429. If a biography treats multiple aspects of an individual's life, the cataloger classes the work with the topic with which the biographee is most commonly associated. Thus, works that present several aspects of Jefferson's career are classed in E (American history).*

For the purposes of this instruction sheet, it is important to recognize the different kinds of class numbers where a biography may be classed. A Biography Table may be applied only to an individual biography class number where the name of the biographee is on the first Cutter.

- **Collective biography.** *No special rules are required to create Cutter numbers for works classed in a collective biography number.*
- **General class numbers.** *Any class number other than a biography class number. The note "Includes biographies" under a general topic does not make the number a biography number.*
- **Biography class numbers.** *Any class number established specifically for biographical works. A collection of an individual's letters or compilation of a person's speeches may be classed in a biography class number. Sometimes separate class numbers are provided for these topics, as well as for autobiography or dictionaries and indexes.*
- **Individual biography, A-Z.** *This caption indicates that these numbers are biography numbers, and therefore that the Biography Table is used if the biographee is on the first Cutter. Collected works, selected works, autobiographical works, letters, and speeches of the biographee may be classed here.*

For a work to be covered by the guidelines in this instruction sheet, the name of the biographee must be given as the first subject heading.

This instruction sheet provides guidelines on shelflisting procedures. For instructions on the assignment of subject headings, see H 1330. For classification instructions, see F 275.

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1. Determining whether the class number represents a general number or a biography number. This decision is important because the Biography Table is used only under a biography number in which the biographee is on the first Cutter. Some class numbers in the schedules contain information that makes them appear to be biography numbers, but they are not to be treated as such.

a. General numbers. The following characteristics denote general numbers.

- The caption indicates a general topic. Biographies may be classed there. *Example:*

D568.4 Arabia *[works about T.E. Lawrence as Lawrence of Arabia are classed here]*

- A note indicates that biographies are also classed in that number. The class number, however, is a general works number. *Example:*

F53 By period
 1771-1865
 Including admission as a state: March 4, 1791.
 Biography: Jacob Collamer, etc.

HD9011.5 Great Britain
 General works. History.
 Including biography

- Personal narratives may seem to suggest biographies. However, these numbers are considered to be general numbers. *Example:*

D811.A3-Z Personal narratives and other accounts
 Individual, A-Z

- "Life and reign" appears as a caption in the history schedules. However, these numbers have special rules: Cutter all works by the 1XX and/or 245 fields, including works by the ruler.

DA539 General works on life and reign of William IV, 1830-1837.

1. Determining whether the class number represents a general number or a biography number. (Continued)

b. Biography classes. The following characteristics denote biography numbers:

- The caption is **Individual biography, A-Z.**

	Biography
TD139	Collective
TD140	Individual, A-Z

- The caption for personal narratives appears as part of a caption for biography.

E444	Biography. Personal narratives of slaves.
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2. Shelflisting biographies in biography classes.

a. Individual biographee on the first Cutter. Subarrange materials according to the Biography Table unless the schedule provides otherwise.

BIOGRAPHY TABLE	
.x	Cutter for the biographee
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date Including quotations
.xA3	Autobiography, diaries, etc. By date
.xA4	Letters. By date
.xA5	Speeches, essays, and lectures. By date Including interviews
.xA6-Z	Individual biography and criticism. By main entry Including criticism of selected works, autobiography, quotations, letters, speeches, interviews, etc.
In .xA6-Z, do not Cutter lower than A6. The suggested Cutter numbers for entries beginning with A are:	
Aa-Af	A6-699
Ag-AI	A7-799
Am-Ar	A8-899
As-Az	A9-999

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2. *Shelflisting biographies in biography classes.* (Continued)

b. *Translations.* The Translation Table can be applied to the .xA6-Z of the Biography Table. Do not use the Translation Table with the .xA2-.xA5 area of the Biography Table.

c. *Extended example of application of the Biography Table*

in classification schedule: E185.97 Individual A-Z

.x = Cutter for biographee.

E185.97.K5 King, Martin Luther.

.xA2 = *Collected works. By date*

E185.97.K5 A2 1967 King, Martin Luther. Works
Papers of Martin Luther King, Jr. ... 1967

.xA25 = *Selected works. By date*

E185.97.K5 A25 1970 King, Martin Luther. Words & wisdom of
Martin ... 1970

.xA3 = *Autobiography. By date*

E185.97.K5 A3 1975 King, Martin Luther. Freedom's course ... 1957
[first subject heading: King, Martin Luther]

Note: Previously, the Biography Table specified that autobiographies be Cuttered .xA3-39. The added digit represented the title of the autobiographical work. This practice, illustrated below, has been discontinued.

3. *Shelflisting biographies in general classes.*

a. General rule. Apply the preferred shelflist order (see G 65). File all works about a person after all works by that person. If any works by the biographee have already been shelflisted and a biography is classed in the same class, create a Cutter so that the biography files after the works of the biographee.

b. Biography on the first Cutter. Establish a first Cutter for the biographee and a second Cutter for the 1XX and/or 245 fields of the biography.

in the classification schedule:

	Vermont	
	By period	
F53	1791-1865	Biography: Jacob Collamer, etc.

in the shelflist:

F53.T95	Twilight, Alexander Lucius, 1795-1857. Vermont's politics in the 19 th century. <i>[hypothetical example]</i>
F53.T95 H34 1998	Hahn, Michael T., 1953- Alexander Twilight; Vermont's ... 1998.

c. Biography on the second Cutter. If no works by the biographee exist in that class, establish a Cutter for the biographee and add a digit or digits to represent the 1XX and/or 245 fields. If any works by the biographee have already been shelflisted and a biography is classed in the same class, create a successive Cutter so that the biography files after the works of the biographee and add a digit or digits to represent the 1XX and/or 245 fields. *Example:*

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3. *Shelflisting biographies in general classes.*

c. Biography on the second Cutter. (Continued)

in the classification schedule:

	World War (1939-1945)
	Other special topics, A-Z
D810.C2	Camouflage

in the shelflist:

D810.C2 M35	Maskelyne, Jasper. Magic--top secret ... [1949]. <i>[subject heading: Camouflage (Military science)]</i>
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D810.C2 M363 1983	Fisher, David, 1946- The war magician / David Fisher ... c1983. <i>[biography of Maskelyne]</i>
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D810.C2 M365 1988	Landers, Andrew. Jasper Maskelyne / Andrew Landers ... 1988. <i>[biography of Maskelyne]</i>
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4. *Other tables for biographical works.* If an individual class specifies a table other than the Biography Table, apply that table. *Example:*

LB475.A-Z	Individual educators, A-Z Subarrange each by Table L14
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E664.A-Z	Individual, A-Z
E664.A19	Adams, Charles Francis, 1835-1915 (Table E2A)