

## Assignment/Location of Materials G 620

**BACKGROUND:** According to Library of Congress Regulation 510, materials in the Library's collections are under the custody of specific divisions. Assignments reflect the location of an item in a particular custodial division or collection. Materials are assigned to the custodial divisions through the location given in the holdings record, 852 field, subfield \$b, with subfield \$m if appropriate. The location must also be indicated in the Permanent Location box of the item record.

The following are the codes for the custodial divisions for books named in LCR 510.

<i>c-AMED</i>	<i>African and Middle Eastern Division</i>
<i>c-Asian</i>	<i>Asian Division</i>
<i>c-GenColl</i>	<i>Collections Access, Loan and Management Division</i>
<i>c-G&amp;M</i>	<i>Geography and Map Division</i>
<i>c-LL</i>	<i>Law Library</i>
<i>c-Music</i>	<i>Music Division</i>
<i>c-RareBook</i>	<i>Rare Book and Special Collections Division</i>

This instruction sheet provides guidelines to be followed by Library of Congress catalogers for assigning materials to custodial divisions except for the Asian division and the African and Middle Eastern division. For information on assigning materials to those two divisions, see G 622.

See also ILS Workflow #15, *Volumes with Accompanying Material*

**1. Folios.** Assign to folio by adding the sublocation **\$m fol.** in the 852 field of the holdings record, any book meeting the following criteria:

- materials classed in A-J, L, P-Z in GenColl that are more than 33 centimeters in height and/or width
- materials classed in M that are 40 or more centimeters in height and/or width
- materials classed in N that are 36 or more centimeters in height and/or width.

## G 620 Assignment/Location of Materials

### 1. *Folios.* (Continued)

Materials classed in K and LAW do not receive folio assignments.

*Examples:*

852 0# \$b c-GenColl \$h DA577 \$i .A4 2000 \$t Copy 1 \$m fol.

852 0# \$b c-GenColl \$h Q183.3.A1 \$i .A788 2001 \$t Copy 1 #m fol

### 2. *Miniature books.*

*a. General rule.* Assign miniature books (10 cm. or less in height and 10 cm. or less in width) to **\$b c-SpecMat \$m Spec Format \$m Min**

*b. Rare materials.* Rare materials selected by Rare Books are located in **c-RareBook \$m Min Case**

*c. Law materials.* If a work is classed in LAW or class K and meets the criteria for a miniature case work, assign it to **\$b c-LL**.

3. *Children's Books.* Children's books not covered by the Spec Format instructions in sec. 5 below are kept in the General Collections, unless otherwise slipped.

### 4. *Special Materials, Special Format collection: Spec Format.*

*a. General.* General Collections materials are assigned to Special Materials, Special Format if they cannot be handled or stored easily on shelves and/or are too vulnerable by reason of fragility or value to be served in the Main Reading Room. To be considered for assignment to the Special Format sublocation, materials may have attachments, non-traditional structures, and insecure or unattached materials or some combination of these attributes. Custody decisions are made by the Binding Officer.

## Assignment/Location of Materials G 620

### 4. *Special Materials, Special Format collection: Spec Format. (Continued)*

**b. Special Format books (also referred to as folding, pop-up, toy, or moveable books).** Assign to \$b c-Spec Mat \$m Spec Format. Special Format books may include:

#### *Attachments -*

- *attachments to the physical item such as chains, bells, metal cut-outs, etc.*
- *books containing buttons, compasses or any other non-book item, or issued with an accompanying doll, toy, piece of jewelry, or similar item, whether issued in a box or a bag*
- *books with "texture" pages (cloth, sandpaper, etc.) and that teach activities (snaps, buttons, tying shoelaces)*
- *books with plastic overlays inside*
- *books with shifting and changing pictures (holograms, etc.)*
- *books with wheels*
- *books with soundboards*

#### *Non-traditional book structure -*

- *accordion-folded pages that are not attached to the spine except for the first or last fold*
- *board books (cardboard or very stiff paper pages with minimal binding)*
- *books made of non-paper materials (plastic, wood)*
- *books with pop-ups (e.g. open into dollhouses, panoramas, etc.)*
- *books whose pages scroll out into one long page*
- *books with flaps that unfold from the pages*
- *books with fuzzy/furry or padded textile covers or pages*

#### *Insecure/unattached materials -*

- *portfolios of loose plates that make binding impractical*
- *titles/materials with more than ten loose pieces (except scores with parts)*
- *books issued with puzzles*
- *books with sections of the pages cut or punched out (cut-out books)*
- *boxed sets (if they are not a standard book; includes sets with a holder that hangs on a doorknob)*
- *boxed sets with a book and multiple craft or toy parts, non-attached.*

### 5. **Books with accompanying electronic resources.** Consult the *Descriptive Cataloging*

## G 620 Assignment/Location of Materials

*Manual*, B18, *Books with Accompanying Electronic Resources*, for instructions.

**6. Books and scores with accompanying sound recordings.** Consult the *Descriptive Cataloging Manual*, B20, *Books and Scores with Accompanying Sound Recordings*, for instructions.

**7. Books with accompanying videorecordings.** Consult the *Descriptive Cataloging Manual*, B21, *Books with Accompanying Videorecordings*, for instructions.

**8. Books with accompanying slides and transparencies.**

**a. Slides not assigned to a custodial division.** Assign to **c-SpecMat \$m Spec Format** those slides and transparencies not assigned to a custodial division or to **c-Rec Sound**.

**b. Slides assigned to a custodial division.** Assign slides and transparencies to the division that has custodial responsibility for materials in those subjects or languages.

**c. Slides accompanied by sound recordings.** Assign these to **c-RecSound**.

**d. Multimedia publications.** Assign slides and transparencies that are part of a multimedia publication or a kit that does not include sound recordings to **c-SpecMat \$m Spec Format**.

**9. Materials accompanied by microforms.**

**a. General rule.** Assign materials accompanied by microforms to **c-MicRR**.

**b. Law materials.** Assign law materials accompanied by microforms to **\$b c-Law**.

**c. Music materials.** Assign music materials accompanied by microforms to **\$b c-Music**.