BACKGROUND: Materials selected for the Rare Book and Special Collections Division are given special treatment in the cataloging process. Included in the category of rare materials are:

- books and non-book materials having unusual monetary value, aesthetic significance (unusually good quality type or design), and/or potential rarity (certain limited editions);

- books and non-book materials of historical significance because of provenance, and early imprint date, or because they represent an important contribution to American or Western civilization (e.g., the first book on accounting in America, the first book on the telegraph, etc.)

Materials selected for the Rare Book and Special Collections Division are generally shelflisted by staff in the Special Materials Cataloging Division, following the provisions of the Classification and Shelflisting Manual as well as internal division procedures. This instruction sheet contains a list of the categories of materials that are assigned to the Rare Book and Special Collections Division, followed by the procedures that are used to shelflist those materials.

CATEGORIES OF MATERIALS:

1. *Pre-1801 imprints.* Books printed anywhere before 1801.

2. *American imprints.* American imprints published before the dates indicated.

   - Alabama 1840
   - Arizona 1890
   - Arkansas 1870
   - California 1875
   - Colorado 1876
   - Florida 1860
   - Hawaii 1860
   - Idaho 1890
   - Illinois (except Chicago, 1871) 1850
   - Indiana 1850
   - Iowa 1860
   - Kansas 1875
CATEGORIES OF MATERIALS:

2. American imprints. (Continued)

Kentucky 1830
Michigan 1850
Minnesota 1865
Mississippi 1840
Missouri 1850
Montana 1890
Nebraska 1875
Nevada 1890
New Mexico 1875
New York State (outside of New York City) 1830
North Dakota 1890
Ohio 1840
Oklahoma 1870
Oregon 1875
Pennsylvania (outside of Philadelphia) 1830
South Dakota 1890
Tennessee 1840
Texas 1860
Utah 1890
Washington 1875
West Virginia 1830
Wisconsin 1850
Wyoming 1890

3. Imprints of the Confederate states during the Civil War, 1861-1865.

Alabama North Carolina
Arkansas South Carolina
Georgia Tennessee
Florida Texas
Louisiana Virginia
Mississippi

**PROCEDURES FOR SHELFLISTING:**

1. **General shelflisting procedures.**

   a. **Unbound items.** Write the call number in the upper left quarter of the last page. Write the number on this page whether it is blank or not.

   b. **Bound items.** Write the call number in the upper left quarter of the inside back cover.

   c. **Variant form of title.** If the cataloged form varies from the publisher's title, write the title or statement of responsibility above the call number in the book.

   d. **Special attention slip.** Insert a Special Attention slip in the book and indicate the reference assignment.

2. **Pre-1801 imprints.** Pre-1801 imprints are cataloged and shelflisted by staff in the Special Materials Cataloging Division. Place all pre-1801 imprints on the appropriate shelves in the Special Materials Cataloging Division for processing.