

Fundamentals of Library of Congress Classification

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Developed by the ALCTS/CCS-PCC Task Force on Library of Congress Classification Training

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ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional training opportunities for the larger library community, including both PCC and non-PCC participants. The workshop focuses on the application of Library of Congress Classification numbers to bibliographic records. It is useful for general audiences and for member institutions of the PCC BIBCO and SACO Programs. *Institutions interested in contributing new or changed numbers to the Library of Congress Classification system are invited to read about PCC SACO membership on the web page: <http://www.loc.gov/catdir/pcc/saco/saco.html>*

(1) Instructor Manual – (2) Trainee Manual

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Table of Contents

	Foreword
	Introduction for Instructors
Session 1	Overview of Classification
Session 2	Brief History of the Library of Congress Classification
Session 3	Outline of LC Classification Exercises
Session 4	Tools for LC Classification
Session 5	Elements of LC Call Numbers Exercises
Session 6	Principles of LC Classification and Assigning Numbers Exercises
Session 7	Tables Exercises
Session 8	Schedule P: Language and Literature Exercises
Session 9	Special Types of Material Exercises
Session 10	Schedule H: Social Sciences Exercises
Session 11	Schedule N: Fine Arts Exercises
Session 12	Local Policy Decisions
Session 13	SACO: Subject Authority Cooperative Program Exercise

Appendices:

A:	Excerpt from QH540 Ecology
B:	Shelflisting Tables B.1 Cutter Table (G 63) B.2 Dates Table (G 140) B.3 Translation Table (G 150) B.4 Biography Table (G 320, F 275)
C:	Tables from Schedules C.1: P-PZ40 C.2: N6 and N7
D:	Additional Exercises
E:	Additional Resources E.1 Bibliography E.2 Other Classification Schemes E.3 Historical Data
F:	Answers to Exercises
G:	Workshop Evaluation Form

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Foreword

The Association for Library Collections and Technical Services (ALCTS) and the Program for Cooperative Cataloging (PCC) have joined forces to develop a program designed to teach skills in using Library of Congress Classification. This joint initiative is a logical outgrowth of the missions of both organizations. As reflected in their respective strategic plans, each has a strong commitment to training and continuing education.

The partnership to create training programs in basic cataloging skills began with a workshop on subject cataloging using Library of Congress Subject Headings. This was followed by a workshop on name and title authority work. In 2004, a task force was appointed to develop a new workshop on Library of Congress Classification. The task force was charged with: identifying the potential audience for the material; evaluating existing materials; determining the comprehensiveness of course materials; developing an outline of topics to be covered in the course; and writing and editing the training materials. The task force was also assigned to present one session of the training materials at the Annual Conference of the American Library Association in June 2006 and to present the entire suite of materials at an ALCTS preconference at the 2007 ALA Annual Conference in Washington, D.C.

The task force has used as its models the course *Basic Subject Cataloging Using LCSH* and the courses of the Serials Cataloging Cooperative Training Program (SCCTP), both of which provide standardized training materials and skilled professionals to deliver training to catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed.

The content developed for *Fundamentals of Library of Congress Classification* is jointly owned by ALCTS and the PCC, and will be maintained by a joint task group. The Library of Congress' Cataloger's Learning Workshop is the publisher and distributor of the workshop materials.

Lori Robare
Chair, ALCTS/CCS-PCC Task Force on Library of Congress Classification Training

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Introduction for Instructors

Fundamentals of Library of Congress Classification has been designed for an optimum class size of under 30. The full workshop requires two days and is best presented with a team of two trainers. It is possible to shorten the workshop slightly by omitting some of the later sessions, but it would be difficult to cover the most important concepts in working with LCC and allow sufficient time for exercises and discussion with less than a very full day and a half.

This workshop is based upon the SCCTP model, yet there are some differences from SCCTP courses. This workshop is less modular and does not lend itself to rearrangement of sessions as easily. Sessions build upon concepts introduced in earlier sessions. Instructors are free to do some tailoring of the workshop for specific audiences but in order to avoid gaps, instructors should use caution in rearranging or omitting material.

Sessions 3, 5-11, and 13 include exercises. Time is allotted in the schedule for completion and discussion of exercises, but instructors may wish to vary the approach depending upon the audience and time constraints. Participants may do the exercises individually or in small groups and come together to review results with the instructor, or the entire group may work through and discuss the exercises together. Two supplementary exercises for session 8 (Schedule P: Language and Literature) are provided in the Appendix, to give attendees more practice working with literary author tables. It is unlikely that there will be sufficient time to complete these within the time constraints of a two-day workshop, but attendees can complete them on their own.

Audience for this workshop:

The workshop is designed to cover basic skills: to give attendees a solid foundation in the principles and practices of the Library of Congress Classification, an introduction to the most important tools, and practice in working with tables and creating complete call numbers. Many topics were deliberately left out of the curriculum in order to cover the basics without overwhelming attendees and to allow time for active participation through exercises. Examples and exercises have been chosen to emphasize routine practices, not exceptions or especially complex issues.

Advertising for the workshop should make clear to potential attendees that this is a basic course. (Of course, it is often the case that experienced catalogers attend “basic” workshops in order to fill in gaps in their understanding.)

Explanation of the components of the workshop:

Instructors have each PowerPoint slide, along with the notes, printed one slide per page. Attendees have the slides only, printed two slides per page.

- **Session 1, Overview of Classification:** An introduction to classification in general, including introduction of terminology, brief overview of selected classification systems, and discussion of the value of classification.
- **Session 2, Brief History of the Library of Congress Classification:** Describes the origin and development of LCC.
- **Session 3, Outline of LC Classification:** Explains the outline and important features of the schedules, including the general pattern of subarrangement within classes.
 - **Exercises:** Two exercises in interpreting the class schedules. The first emphasizes form subdivisions and the second focuses on geographic divisions.
- **Session 4, Tools for LC Classification:** Describes the versions of the LC Classification schedules available (print and electronic) and auxiliary tools that are used with LCC. This session concludes with a brief overview of features in Classification Web.
- **Session 5, Elements of LC Call Numbers:** Explains the elements that make up a call number and how they are determined. Introduces basic shelflisting practice, additions to call numbers, and MARC coding of call numbers.
 - **Exercises:** The first exercise gives attendees practice formulating Cutter numbers using the LC Cutter table (this one is done mid-way through the session). The second asks attendees to identify MARC coding errors in call numbers.
- **Session 6, Principles of LC Classification and Assigning Numbers:** Outlines the general principles to apply when classifying works according to LCC and strategies for finding a class number, including a brief description of some search options in Classification Web.
 - **Exercise:** Gives attendees practice identifying the most specific number for a topic.
- **Session 7, Tables:** An overview of tables of general application, including geographic tables based on Cutter numbers, the translation table, and the biography table.
 - **Exercise:** Applying the biography table.
- **Session 8, Schedule P:** Focus on the language and literature schedules and tables.
 - **Exercises:** The first exercise focuses on the language tables; the second on the P-PZ40 table. Excerpts from tables are provided and attendees are asked to supply or complete call numbers for several titles. It is important to walk attendees through the process for each exercise, ideally by working on the first title as a group, because it may not be immediately clear how the different excerpts from tables relate to each other. Additional exercises (and answers) are provided in Appendix D for more practice with literary author tables.
- **Session 9, Special Types of Material:** An overview of classification and shelflisting practices for special types of material including editions, serials, congresses, and works entered under corporate body.

- **Exercises:** Three exercises, one done mid-way through the session and two at the end. The first focuses on editions; the second two on congresses and serials.
- **Sessions 10-11, Schedules H and N:** Each of these sessions focuses on a particular schedule and provides guidance in classifying and working with tables.
 - **Exercises:** Excerpts from tables are provided and attendees are asked to supply or complete call numbers for various titles using the tables. It is important to walk attendees through the process for each exercise, ideally by working on the first title as a group, because it may not be immediately clear how the different excerpts from tables relate to each other.
- **Session 12, Local Policy Decisions:** Discussion of local options related to choice of classification number (alternative numbers, classify or not) and shelflisting decisions (work marks, additions to call numbers). This session can be used to engage attendees in discussion about their own practices if desired.
- **Session 13, SACO: Subject Authority Cooperative Program:** Introduction to the process of proposing a new class number through SACO. Describes both paper and electronic means of submitting proposals, but focuses on using the online proposal system through Classification Web.
 - **Exercise:** Attendees walk through the process of creating a classification number proposal using the electronic submission method.
- **Answer slides:** Answer slides for all sessions are provided in a single file rather than integrated into each session. Many of the exercises are done at the mid-point of a session, and this method of providing answer slides allows the slide numbering for instructors and trainees to remain in synch. Plan ahead for opening the Answer slides file and switching to it at appropriate points using <Alt-Tab>. The answer slides with notes are printed in the instructor's manual following Session 13. Answer slides are reproduced two per page (without notes) in Appendix F.

Appendices:

- **Appendix A:** Excerpt from QH540 Ecology
- **Appendix B:** Shelflisting Tables (Cutter Table, Dates Table, Translation Table, Biography Table, Regions and Countries Table)
- **Appendix C:** Tables from Schedules (P-PZ40, N6, N7)
- **Appendix D:** Additional Exercises (including P-PZ tables used and answers)
- **Appendix E:** Bibliography; Other Classification Schemes; Historical Data
- **Appendix F:** Answers to Exercises
- **Appendix G:** Workshop Evaluation Form

Suggested Workshop Schedule:

Day One:

- | | |
|------------|---|
| 8:30-8:55 | Overview of Classification |
| 8:55-9:15 | Brief History of the Library of Congress Classification |
| 9:15-10:15 | Outline |

Instructor Manual

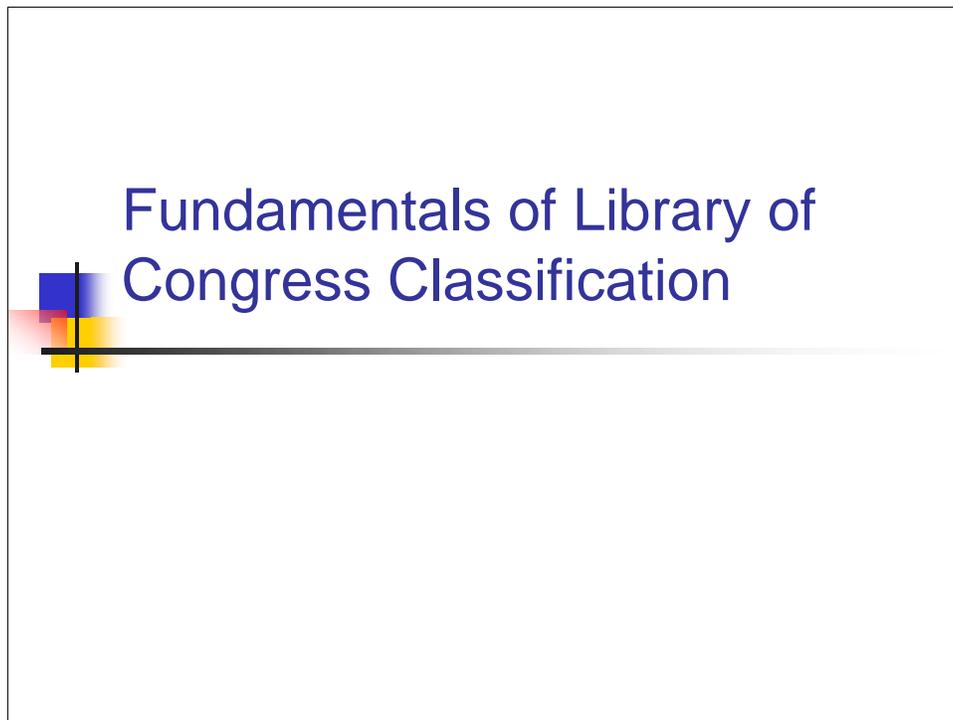
10:15-10:30	Break
10:30-11:00	Tools for LC Classification
11:00-12:00	Elements of LC Call Numbers
12:00-1:15	Lunch
1:15-2:45	Principles of LC Classification and Assigning Numbers
2:45-3:00	Break
3:00-3:30	Tables
3:30-5:00	Schedule P

Day Two:

8:30-10:15	Special Types of Material
10:15-10:30	Break
10:30-12:00	Schedule H
12:00-1:15	Lunch
1:15-3:00	Schedule N
3:00-3:15	Break
3:15-4:00	Local Policy Decisions
4:00-4:45	Introduction to SACO
4:45-5:00	Wrap-up; Questions and Discussion

Tips for preparing to teach the workshop:

- Study the Instructor Manual very carefully, practice with the slides, and work through the exercises ahead of time.
- Decide which tools you want to have available during the workshop and plan ahead for how you will refer to them. It is helpful, but not essential, to have access to the *SCM: Classification* and *SCM: Shelflisting*. If you use an electronic version (such as *Cataloger's Desktop*), practice making the transition from PowerPoint and back again.
- If you wish to make any modifications to slides, exercises, examples, etc., do so before the workshop. Be aware that the trainees' manuals will not reflect your changes.
- Plan ahead for how you will handle exercises, discussions, warm-ups, etc. Plan ahead for directing attendees to materials in the Appendices at appropriate points.
- Consider using a flip chart for recording participants' suggestions or illustrating concepts.
- Be aware of the full course outline. Some topics are mentioned briefly in earlier sessions but covered in depth in later sessions; attendees may raise questions that will be covered in materials in a later session. Be prepared to defer questions rather than getting sidetracked; this gives attendees the benefit of structured explanation of the topic and keeps the workshop on track.
- Think about the approach you will take to handle unexpected questions, off-topic discussions, topics too advanced for this audience, and to generally keeping the workshop on schedule.



[NOTE: Goals for the workshop are listed on the next slide]

Suggested activities for getting started:

- Introduce instructors
- Ask each participant to identify him/herself, his/her institution and position, and also, if they wish, say a little about their background
- Go over with participants the course outline and the contents of their manual. Point out the position of the exercises at the end of relevant sessions, the appendices, etc.
- Discuss the planned timing for the two days, for breaks, lunch, etc.
- Mention details such as location of restrooms if not yet covered (often the workshop sponsor will take care of this).



Goals of the workshop

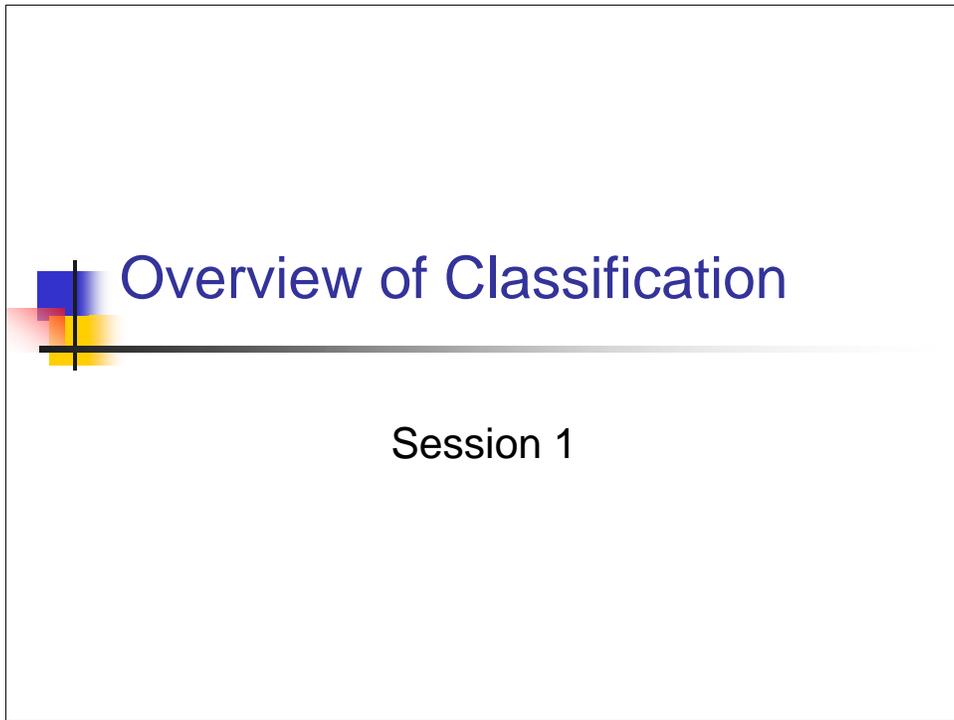
- Provide attendees with an understanding of the principles and practices of Library of Congress Classification
- Teach general skills in classification and shelisting
- Provide guidance in the use of classification tools
- Give attendees practice creating complete LC call numbers

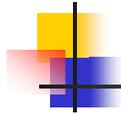
2

Welcome to Fundamentals of Library of Congress Classification!

The goals of this two-day workshop are: *[text from slide]*

[NOTE: Instructors may wish to note that the course is designed to cover basic skills. Experienced catalogers will find much that is familiar to them already. In order to focus on basic skills in areas most often used by generalists, some topics were deliberately left out of the curriculum; for example, the workshop does not cover classification of law, music, or cartographic materials.]





This session covers:

- What is classification?
- Basic classification terminology
- Selected classification systems
- Choosing a classification system
- Is classification necessary?

“Classification is everywhere. We classify birds and animals, languages and ethnic groups, stars, volcanoes, minerals and clouds, wine and blood, and colours and roses...

“It is natural to the human mind to classify, and essential if we want to make sense of the world, which is full of unique creatures and objects.”

from *Essential Classification*, by Vanda Broughton



What is classification?

- Classification in general
 - The placing of subjects into categories
 - Provides a system for organizing, categorizing knowledge
 - Roots of current classification systems go back to Aristotle's classical theory of categories

6

Aristotle: things are placed into the same category based on what they have in common – category is like an abstract container with things either inside or outside the container.

*[NOTE: Arlene Taylor's *The Organization of Information* has an excellent discussion of classification theory and overview of classification schemes.]*



Classification of books

If you were organizing a collection of books, how might you arrange them?

- Author's last name
- Title
- Subject "Public orderings"
- Size
- Color
- Hardback vs. paperback
- Publisher

7

Many people organize their personal libraries – some approaches listed here.

Henry Petroski's *The book on the bookshelf* includes an appendix called "Order, Order" in which he lists different approaches to arrangement of personal libraries. Those listed here he calls "public orderings" because the principle behind a grouping would be more or less evident to someone looking at the shelves.

ANIMATION: click to bring in text box



Classification of books (2)

- Read and unread books
- Order of acquisition *“Private orderings”*
- Provenance
- Sentimental value

- According to a classification system such as LCC or DDC

8

ANIMATION: click to bring in text box

The top four approaches here are “private orderings” – the arrangement would be very difficult for anyone but the owner of the library to discern. Petroski lists more in his book, such as arrangement by ISBN, by price, and by opening sentence.

Ask attendees if they have additional personal organization schemes?



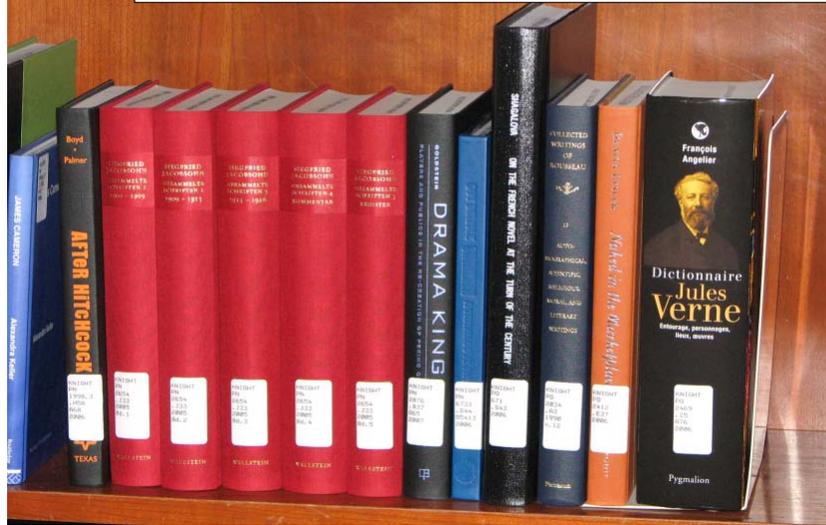
Classification in libraries

- Use of a systematic scheme for the arrangement of books and other materials
- Purpose:
 - Bring related items together in a useful sequence from the general to the specific
 - Provide a shelving location that patrons use to locate materials
 - Enable patrons to browse collections on a topic, either in person or online

9

In American libraries, classification has been used primarily as a shelving device, but it has great potential as an information retrieval tool as well.

One result of classification in libraries:
Books with call number labels on shelves



Call number labels on books are what many people think of when thinking of classification – we’ll talk more about all of the elements that go into the call number in a later session.



Early library classification systems

- Various types of arrangement: by broad subject, author, title, order of acquisition, size
- Often used “fixed location” – book assigned a spot on a particular shelf
- Starting in 16th century, librarians devised many classification schemes
 - Jefferson’s system (based on Francis Bacon’s outline of knowledge) most well known
 - None really caught on till end of 19th century

11

*[NOTE: for more information on early systems of organizing information and shelving books see (respectively) Arlene Taylor’s *The Organization of Information* and Henry Petrowski’s *The Book on the Bookshelf*, both listed in the bibliography.]*

Factors affecting the adoption of classification schemes:

In the 19th century, libraries were becoming more numerous and library collections were growing.

Before the end of the 19th century, it was more common for libraries to have closed stacks (patrons are not allowed to browse the shelves, but have books retrieved for them). Around the end of the 19th century, libraries increasingly moved toward open stacks, where patrons are able to go to the stacks themselves to browse and select materials. Arranging the books by subject made it easier for patrons to use the library.

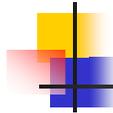


Some early developers & systems

- Francis Bacon
 - 1605, published his outline of knowledge
- Jean Le Rond d'Alembert
 - 1751, published ideas on how Diderot's Encyclopédie might be arranged
- Thomas Jefferson
 - System based on Bacon and d'Alembert
- Melvil Dewey
 - *Dewey Decimal Classification*
- Charles Ammi Cutter
 - *Expansive Classification*

12

Some of the early developers of classification schemes – names may be familiar.



Basic terminology

Classify:

To categorize, in order to arrange books on the shelves according to subject, using a classification system

Classification schedules:

The books (or files) that contain class numbers

Notation:

The system of symbols used to represent the classes in a classification system



General process for classification

- Analyze the subject content of the work
 - Summarize the primary subject focus of the work as a whole
 - Possible next step: Formulate subject headings that express what the work is about (not the focus of this workshop)
- Go to the classification schedules and determine where the item should be placed within that scheme
- Assign the class number
- As appropriate for the scheme, add additional elements to the class number

14

1st bullet: we're not covering the formulation of subject headings in this workshop, and this is certainly not a necessary step in classification. In practical terms, however, many catalogers follow this sequence of steps and assign subject headings before classifying an item. Copy catalogers may often work with copy that has subject headings but requires classification.



Types of classification schemes

- Hierarchical
 - Subjects are divided hierarchically, from general to specific
- Enumerative
 - All aspects of a subject are explicitly provided for in the schedules
- Analytico-synthetic
 - Commonly occurring concepts (place, form, etc.) are listed once and notation is used to build or synthesize numbers
- Faceted
 - Does not assign fixed numbers to subjects, but combines facets of a subject in a composite number

15

Now we'll talk briefly about types of classification schemes and some of the most common schemes in U.S. libraries.

[NOTE: this slide and the next are meant to raise awareness of other approaches to classification. Depending on the audience, the instructor may wish to spend little (or no) time on these concepts. Detail provided in the notes is primarily for the instructor's benefit and not necessarily intended to be covered in depth with the attendees.]

ANIMATION: click for each bullet

1st bullet: Most classification schemes are hierarchical, creating categories from general to specific. *[Colon Classification is an exception – mentioned later.]*

2nd bullet: Enumerative classification systems (such as LCC) often include lengthy lists of compound and complex subjects. Terms for aspects such as place, period, and form appear repeatedly throughout the schedules.

3rd bullet: Dewey Decimal Classification is one example of an analytico-synthetic scheme.

4th bullet: Colon Classification is an example of a faceted scheme -- we'll see an example of a Colon Classification number in slide 23. Many people are hearing about faceted displays in new interfaces to library catalogs – these typically make use of subject subdivisions to allow users to narrow a search by form, geographic treatment, or chronological period. Faceted classification is quite different.

[NOTE: a classification scheme can fit more than one of these types – for example, LCC is hierarchical and very enumerative. DDC is hierarchical and enumerative (though much less so than LCC) and has analytico-synthetic features.]

*[NOTE: see Arlene Taylor's *The Organization of Information*, p. 176-181, for an excellent explanation of these concepts.]*



Selected classification schemes

- Most common in U.S. libraries:
 - Dewey Decimal Classification (DDC)
 - Library of Congress Classification (LCC)
 - Superintendent of Documents (SuDocs)
 - National Library of Medicine (NLM)
- More common outside U.S.:
 - Universal Decimal Classification (UDC)
 - Colon Classification (CC)

16

We'll focus on LCC for the rest of the workshop, but first note that there are a number of different classification schemes used in libraries.

There is more information on these classification schemes in your appendix.



Brief look at DDC & LCC

City on the Seine: Paris in the time of Richelieu and Louis XIV / Andrew Trout, 1996.

DC
729
.T76
1996

DDC → 944.361033
T58c

LCC ←

17

LCC and Dewey are the most commonly used schemes in U.S. libraries. Here is an example of a call number for the same work in both Dewey and LCC. (pronunciation tip: Richelieu → Ree shell **you**)

Why might a library choose one over the other? This is likely a decision that was made long ago in your library, but it can be useful to know the general features of each scheme in case you are asked this question by staff or patrons, or in case your library considers using another classification for all or part of its collection.



Dewey Decimal Classification (DDC)

- Developed by Melvil Dewey in 1876
- Widely used by public and school libraries in the U.S.
- Used in more than 135 countries
- Translated into over 30 languages
- DDC now owned by OCLC, available in print and web editions

18

Currently in 22nd edition

One reason DDC has been widely adapted internationally is that it is a numeric system (as opposed to alphanumeric)



Library of Congress Classification (LCC)

- Designed to arrange LC's collections
- Widely used in academic libraries
- Enumerative – more is spelled out in the schedules
- Larger – over 40 separate volumes
- Economical notation (shorter numbers)

19

Just a few points about features of LCC in comparison to DDC – much more later



Considerations in choosing a classification scheme

- Focus of the collection to be classified
 - General or specialized?
- Maintenance of the schedules
 - Revised to accommodate new subjects?
 - Do revisions require reclassification?
- Cost
 - Availability of catalog copy using the scheme
 - Cost of the schedules, print and/or electronic
- Personnel issues
 - Professional/paraprofessional staff, students, volunteers?

20



Advantages to using LCC vs. DDC?

- Widely available on catalog copy with complete call number
- Relatively unlimited expansion, not requiring wholesale revision
- Shorter numbers
- Cooperative opportunity to introduce new numbers

21

1st bullet: Dewey numbers on LC copy do not include pre-assigned book number (trainers be aware that the concept of book numbers has not yet been explained)



Disadvantages of using LCC vs. DDC?

- Lack of consistency among schedules
- Too large for an individual to fully master
- No single index
- Too complex for children's collections
- Based on literary warrant from LC's collections
- Parts of its organization still reflect 19th/early 20th century worldview

22

3rd bullet: Although there is no single index, Classification Web serves as an overall index



Is classification necessary?

- Importance of classified shelving for browsing
 - It can be difficult to determine which books are most relevant solely from info in catalog records
 - Focused browsing within books organized by subject enables in-depth research
 - Enables discovery by serendipity or recognition
- Why classify:
 - Material in closed stacks?
 - Remote electronic resources?
 - “Call number = shelf location”

23

[Note: Thomas Mann has written extensively about the importance of classified shelving for research and about the threat to classified shelving at the Library of Congress. Some of his points are paraphrased here in the first bullet & notes. Citations to his writings are in the bibliography.]

ANIMATION: click to bring in each bullet

1st bullet: Paraphrasing from Thomas Mann: Having books shelved by subject, rather than by accession number, size, etc., gives researchers a major advantage in gaining subject access to their contents. When you search the library catalog, you are searching only brief records that cannot represent the full content of the works. Focused examination of books in a particular subject area -- the ability to see what is in chapters and indexes of books, to examine illustrations and figures -- enables in-depth research. Browsing classified stacks also enables scholars to simply recognize relevant texts whose keywords they cannot specify in advance. Mann cites user studies indicating that scholars throughout the country continue to regard browsing library book collections arranged in subject classified order as essential to their research.

2nd bullet: Why bother to classify materials that are not available for physical browsing and retrieval? Material in closed stacks could be given accession numbers only; cost would be reduced for both classification and shifting of shelves to accommodate new material. Many libraries decide not to classify Internet resources and other electronic resources, based on the view that patrons assume a call number is a shelf location only.



Is classification necessary? (2)

- Classification as collocation of all resources
 - Allow for browsing of all materials in collection, physical or intangible, on shelf or not
 - Benefits for collection analysis
 - Browsing e-journal or database lists
 - Used by some Internet resource directories as a means for organizing resources

24

Classification has many benefits as a collocation device – for bringing together like material whether it is tangible or not. Within a library collection, browsing by class number provides the user with a view of all resources on a specific topic, whether physical or electronic, whether on the shelf or checked out. Automated collection analysis programs make use of classification number ranges.

Classification also has great potential as a means of organizing networked resources. It can assist with browsing and with narrowing or broadening of searches.



Here are a few examples of using LCC to facilitate discovery of resources in an online environment.

New interfaces to OPAC displays have great potential to highlight the usefulness of classification for information retrieval. This screen shot is from the NCSU Libraries catalog; the interface was developed by Endeca. A keyword search provides a breakdown of search results by call number range – these are the main classes in LCC -- allowing the user to consider different perspectives from different disciplines. This was a very simple search on the term “global warming.”

There are results in all of the classes shown – the number of hits is shown for each in parentheses. We see that Q – Science has the greatest number of hits (277). At the top of the results list (ranked most relevant) are several books and videos classed in QC981.8.G56.

But notice that there are many hits in other classes as well: H – Social sciences, T – Technology, S – Agriculture. We’ll take a look at S Agriculture.

ANIMATION: click to bring in arrow to “S”

The screenshot shows a library catalog search interface. At the top, there is a search bar with the text "global warming" and a dropdown menu set to "Anywhere". Below the search bar, there are "Go" and "Start Over" buttons. To the right, there is a "Send search to:" dropdown and another "Go" button. Below the search bar, the search results are displayed as "Search 'global warming': S - Agriculture". A red circle highlights this text. Below this, it says "We found 30 matching items. Limit results to currently available items." There is a section titled "Narrow By Call Number Range:" with several links: "S1 - S946.50 Agriculture (General) (12)", "SB1 - SB1110 Plant culture (4)", "SD1 - SD669.50 Forestry (9)", "SF1 - SF1100 Animal culture (1)", and "SH1 - SH691 Aquaculture, Fisheries, Angling (4)". A red arrow points to the "SD1 - SD669.50 Forestry (9)" link. Below this, there is a "Narrow Results By:" section with "Subject: Topic" and "Subject: Genre" lists. To the right, there are "Brief View | Full View" links and a "Sort By:" dropdown set to "Relevance". The main results list shows two items:

1. **Crops and environmental change : an introduction to effects of global warming, increasing atmospheric CO₂ and O₂ concentrations, and soil salinization on crop physiology and yield**
 Author: Pritchard, Seth G.
 Published: c2005.
 Format: Book
 D.H. Hill Library
 SB112.5 .P75 2005 Stacks (8th floor) **Checked Out**
 SB112.5 .P75 2005 Stacks (8th floor) **Checked Out**
2. **Storing carbon in agricultural soils to help mitigate global warming**
 Published: [2000].
 Format: Book
 D.H. Hill Library
 S592.6 .C35 S76 2000 Stacks (8th floor) **Available**

Here we see a list of subclasses in S that have hits for the keywords “global warming”, along with a list of scope terms for the subclass.

We also see a list of titles classed in S, ranked by relevance.

If we wanted to focus on a particular branch of Agriculture, such as forestry, we could select the link for the subclass.

ANIMATION: click to bring in arrow

The screenshot shows a library catalog search interface. At the top, there is a search bar with the text "global warming" and a "Go" button. Below the search bar, there are filters for "Anywhere" and "Send search to:". The search results are displayed as "Search 'global warming': S - Agriculture > SD1 - SD669.50 Forestry". A red circle highlights the "SD1 - SD669.50 Forestry" part of the search results. Below this, it says "We found 9 matching items. Limit results to currently available items." There are two "Narrow By Call Number Range:" sections. The first section shows "SD390.50 - SD390.70 Forest meteorology. Forest microclimatol ... (5)" and "SD391 - SD410.90 Sylviculture (3)". The second section shows "SD390.7 .C55 R68 2004" and "SD409 .H84 1990". There is a "Narrow Results By:" section with filters for "Subject: Topic", "Subject: Genre", and "Format". The "Subject: Topic" filter includes "Climatic changes (5)", "Effect of global warming on (4)", and "Forest management (3)". The "Subject: Genre" filter includes "Congresses (2)". The "Format" filter includes "Book (9)". The "Sort By:" dropdown is set to "Relevance". The search results are listed in a table with columns for "Brief View | Full View", "Author", "Published", "Format", "Natural Resources Library", "Call Number", "Location", and "Availability".

Now we see hits related to global warming and forestry. Narrowing a broad search in this way, by LCC classification, can help identify different aspects of a topic and focus a search very effectively.

We could change the default sort (“sort by” box in top right corner) to a call number sort, which would make it possible to further refine the search.

If we had taken a different path by beginning in another of the top level classes (such as Q – Science or H – Social science) we would have seen a similar breakdown by topics specific to that discipline.

The screenshot shows the WNCLN (Western North Carolina Library Network) website. The header includes the logo and the names of the member institutions: Appalachian State University, University of North Carolina at Asheville, and Western Carolina University. A navigation menu contains links for Home, About WNCLN, Help, About ABC Express, and My Account. Below the menu, there are several search options: Basic, Advanced Keyword, Browse, Periodical Title, DVD/Video, and Reserves. The 'Browse' option is highlighted. Underneath, there is a section titled 'Other Searches' and a link to 'http://wncln.wncln.org/'. Below this, a section titled 'Browse catalog by Library of Congress Class:' lists various subject headings from A to S, such as 'A - General works (Reference books, Collections)', 'B - Philosophy, Psychology, Religion, Mythology', 'C - History of civilization. Archaeology, etc.', 'D - History (Europe, Asia, Africa, Oceania)', 'E - History (United States)', 'F - History (United States local history. Canada, Latin America)', 'G - Geography, Maps, Environmental Science, Anthropology, Recreation', 'H - Social sciences (Economics, Business, Finance, Sociology)', 'J - Political science', 'K - Law', 'L - Education', 'M - Music', 'N - Art', 'P - Languages and Literature', 'Q - Sciences (Mathematics, Computers, Astronomy, Physics, Chemistry, Biology)', 'R - Medicine', and 'S - Agriculture, Gardening, Veterinary medicine'.

The Western North Carolina Library Network has implemented a classified catalog browse option in its Innovative Interfaces catalog.

“The LCC Browse allows a user to navigate through LCC outline screens all the way through to the individual class number level, where s/he can click a link to search the catalog by the individual class number, search by the associated Library of Congress Subject Heading, retrieve records sorted by most popular in the class, and see other subject headings associated with that class number. Users can also search ranges of class numbers from the outline screens.”

Partial results, browsing H in WNCLN catalog

[HV1-HV9960](#)--Social pathology. Social welfare. Criminology ([more detail](#))

- [HV40-HV69](#) --Social service. Social work. Charity ([more detail](#))
- [HV85-HV525](#) --By region or country ([more detail](#))
- [HV530-HV530](#) --The church and charity ([more detail](#))
- [HV541-HV541](#) --Women and charity ([more detail](#))
- [HV544-HV544](#) --Charity fairs--bazaars--etc. ([more detail](#))
- [HV544.5-HV544.5](#) --International social work ([more detail](#))
- [HV547-HV547](#) --Self-help groups ([more detail](#))
- [HV551.2-HV639](#) --Emergency management ([more detail](#))
 - [HV553-HV639](#) --Relief in case of disasters ([more detail](#))
 - [HV560-HV583](#) --Red Cross. Red Crescent ([more detail](#))
 - [HV599-HV639](#) --Special types of disasters ([more detail](#))
- [HV640-HV645](#) --Refugee problems ([more detail](#))
- [HV650-HV670](#) --Life saving ([more detail](#))
- [HV675-HV677](#) --Accidents. Prevention of accidents ([more detail](#))
- [HV680-HV696](#) --Free professional services ([more detail](#))
- [HV697-HV4959](#) --Protection--assistance and relief ([more detail](#))

This is an example of a breakdown for HV in WNCLN's catalog.

Selecting any of the links results in a list of titles classed in that range, ranked by circulation.

<http://www.columbia.edu/cu/libraries/inside/projects/metadata/classify/>



Columbia University
Libraries Digital Program
Columbia HILCC
A Hierarchical Interface to LC Classification

Path: [Digital Library Projects](#) : [Metadata Projects](#)
: [Columbia HILCC](#)

Columbia's Hierarchical Interface to LC Classification (*Columbia HILCC*) interface uses the LC Classification numbers provided in standard catalog records to generate a structured menuing system for subject access on the web. The HILCC mapping table — jointly developed and maintained by the Libraries Digital Program Division and cataloging and reference staff — links each LC classification range with entry vocabulary in a three-or 4-level subject tree, for example:

HILCC Documentation

- [Subject Map](#) ↗
- [Sort by Categories](#) ↗
- [Sort by Classification](#) ↗
- [Subject Browse \(review\)](#)
- [Keyword A-Z \(review\)](#)
- [HILCC Update Log](#) ↗

LC Range:	GN 301.0000 - GN 674.9990
Maps to:	Social Sciences -- Anthropology -- Ethnology

Columbia University Libraries makes use of LCC to assist with subject browsing of e-journals, databases, and reference tools.

This web page describes the project. It uses LCC numbers in catalog records to create a hierarchical interface for browsing. Class number ranges are mapped to search terms. Those search terms display to the public in e-journal lists and interface to databases (“Find databases”).

ANIMATION: click to bring in arrow

On the next slide, we’ll see an example which uses the LC range shown here to show a list of e-journals on the topic.

COLUMBIA UNIVERSITY LIBRARIES

E-JOURNALS Ethnology

Libraries & Collections Catalogs E-Resources Request It Ask Us Using the Libraries

Path: [Subjects](#) > [Social Sciences](#) > [Anthropology](#) > [Ethnology](#)

Search: Title : [Search Tips](#)

Display: 50 per page

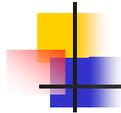
Results: 37 Displayed: 1-37 Time: 0.65 sec

[Anthropology of consciousness \(Online\)](#) —
 (also known as: *AOC*)
 —[Arlington, VA] : American Anthropological Association, c1990- — ISSN: 1556-3537
Bookmark as: <http://www.columbia.edu/cgi-bin/cul/resolve?clio5312082>
Note: Full text available from Anthrosource 03/01/1990 to 2003

[Anthropology of food \(Online\)](#) —
 (also known as: *Presentation anthropology of food webjournal, AoFood, AOF*)
 —Bordeaux, France : Anthropology of food, 2001- — ISSN: 1609-9168
Bookmark as: <http://www.columbia.edu/cgi-bin/cul/resolve?clio5511706>
Note: Full text available from Directory of Open Access Journals 2001 to present

[Anthropology of work newsletter \(Online\)](#) —
 (also known as: *Newsletter, anthropology of work, AWN*)
 —San Antonio, Tex. : Society for the Anthropology of Work, -1982.
Bookmark as: <http://www.columbia.edu/cgi-bin/cul/resolve?clio5611108>
Note: Full text available from Anthrosource 03/01/1980 to 11/30/1982

If you went to the library's subject browse for e-journals and selected "Ethnology" as your subject, you'd see a list of e-journals like this, retrieved because the LC Classification numbers provided in catalog records fell within the LC range GN 301.0000 – GN 674.9990 as shown on the previous screen. In the LCC Outline, this is the range for **Ethnology. Social and cultural anthropology**. In CUL's system, this range has been mapped to the term Ethnology (with the broader term Anthropology, then broader term Social Sciences).



Summary

- Classification provides a system for organizing and categorizing knowledge
- A number of different systems can be used for classification in libraries
- Classification of information resources is important:
 - As a shelving/location device
 - For collocation of resources
 - To facilitate discovery of resources, whether physical or electronic

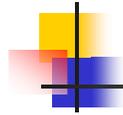
32



Brief History of the Library of Congress Classification (LCC)

Session 2

1



This session covers:

- Purpose
- Brief history of the development of LCC
- Publication history
- LCC schedules today

- Source: Lois Mai Chan, *A Guide to the Library of Congress Classification*, 5th edition (Englewood, CO: Libraries Unlimited, 1999)

2



Purpose

- Developed by the Library of Congress for organizing its own collections
- Adopted by other libraries, particularly academic and research libraries
- Initially a shelf-location device
- A useful retrieval tool in online systems
- Limited use as a tool for organizing web resources

3

The Library of Congress Classification (LCC) is the system used by the Library of Congress for organizing its own collections. First articulated more than one hundred years ago, it has been updated continuously ever since.

Although it was designed to accommodate the Library's own extensive research collections, many other large American academic and research libraries have adopted the system for their own use; so have many general libraries. Many foreign libraries use the system as well.

Although in American libraries classification has been used primarily as a shelving and location device, offering limited subject access through shelf browsing in the manual environment, it has been proven a useful retrieval tool also in online systems that offer sophisticated browsing and searching functions (as we saw in the previous session). And, to a limited extent, LCC is also being used as a tool for organizing Web resources.

Brief history

- The Library of Congress established in 1800 when the American legislature was preparing to move from Philadelphia to the new capital city of Washington, D.C.
- Section five of "An Act to Make Further Provision for the Removal and Accommodation of the Government of the United States," signed by President John Adams on April 24, 1800, provided a sum of \$5,000 "for the purchase of such books as may be necessary for the use of Congress and the said city of Washington, and for fitting up a suitable apartment for containing them."

(John Y. Cole, ed., *The Library of Congress in Perspective: A Volume Based on the Reports of the 1976 Librarian's Task Force and Advisory Groups*, 1978)

ANIMATION: click to bring in each bullet

The Library of Congress was established in 1800 when the American legislature was preparing to move from Philadelphia to the new capital city of Washington, D.C. Before that time, members of the U.S. Congress used libraries in New York and Philadelphia, namely, the New York Society Library and the Library Company of Philadelphia.

In the legislation that authorized the move of the nation's capital to Washington, DC, signed by President John Adams on April 24, 1800, a sum of \$5,000 was provided "for the purchase of such books as may be necessary for the use of Congress and the said city of Washington, and for fitting up a suitable apartment for containing them."[\[1\]](#)

[1]John Y. Cole, ed., *The Library of Congress in Perspective: A Volume Based on the Reports of the 1976 Librarian's Task Force and Advisory Groups* (New York: R.R. Bowker, 1978), 5.



Brief history (2)

- Early on, books were grouped by size and, within size groups, by accession number, as reflected in the first (1802) and the second (1804) LC catalogs
- The first recorded change in the arrangement of the collection reflected in the Library's third catalog (1808), showing added categories for special bibliographic forms such as plans, state laws, legislative and executive reports and papers, financial reports, and gazettes.

(Leo E. LaMontagne, *American Library Classification with Special Reference to the Library of Congress* (Hamden, CT: Shoe String Press, 1961), 44-45)

5

Early on, books at LC were organized by size and, within each size group, by accession number. The first catalog was issued by the Library in 1802, and the second, which shows the same arrangement, in 1804.

The first recorded change in the arrangement of the collection appears in the Library's third catalog, issued in 1808, which shows added categories for special bibliographic forms such as legal documents and executive papers.^[1]

[1]Leo E. LaMontagne, *American Library Classification with Special Reference to the Library of Congress* (Hamden, CT: Shoe String Press, 1961), 44-45.



Brief history (3)

- Burning of the US Capitol and the Library of Congress's collection in 1814 by British soldiers
- Purchase of Thomas Jefferson's personal library of 6,487 books, classified by Jefferson's own system
- Library of Congress retaining Jefferson's classification system

6

On the night of August 24, 1814, during the War of 1812, British soldiers set fire to the Capitol, and most of the Library of Congress's collection was destroyed.

Some time after, Thomas Jefferson offered to sell Congress his personal library; subsequently, in 1815, the Congress voted \$23,950 to purchase Jefferson's personal library of 6,487 books. The books arrived already classified by Jefferson's own system.

The Library adopted this system and used it with some modifications until the end of the nineteenth century.



Brief history (4)

- Expansion of the Library's collection from seven thousand books to nearly one million by 1890s
- LC's move to a new building in 1897
- Contemplation of a new classification scheme for the Library
- Decision for its development in 1900
- Provisional outline proposed in 1901

7

By the 1890s the Library's collection had grown from seven thousand books to nearly one million, and it became obvious that the Jeffersonian system was no longer adequate.

The move to the new library building in 1897 made this fact painfully apparent.

Contemplation of a new classification scheme for the Library began in the same year, and the decision for its development was made in 1900. A provisional outline was drawn up in 1901.



Brief history (5)

- James C. M. Hanson, Head of the Catalogue Division, and Charles Martel, the newly appointed Chief Classifier, responsible for new classification scheme
- Use of Cutter's *Expansive Classification* as a guide for the order of classes in the broad outline of the LC Classification
- Considerable changes made in notation

8

James C. M. Hanson, Head of the Catalogue Division, and Charles Martel, the newly appointed Chief Classifier, were responsible for developing the new scheme

Hanson and Martel concluded that the new classification should be based on Cutter's *Expansive Classification* as a guide for the order of classes, but that considerable changes in notation would be necessary.

Hanson's first outline (1899)

A	1-200	Polygraphy; Encyclopedias; General Periodicals; Societies &c.
A	201-3000	Philosophy
A	3001-B9999	Religion; Theology; Church history
C	1-9999	Biography; and studies auxiliary to history
D	1-9999	General history; periods; and local (except America) with geography
E-F		America; history and geography
G		Geography; general; and allied studies (e.g. Anthropology and Ethnology)
H	1-2000	Political science
H	2001-9999	Law
I	1-8000	Sociology
I	8001-9999	Women; Societies, clubs etc.
J	1-2000	Sports; amusements
J	2001-9999	Music
K		Fine arts
L-M		Philology & Literature
N		Science; Mathematics; Astronomy; Physics; Chemistry
O		Natural history; general; Geology
P		Zoology; Botany
Q		Medicine
R		Useful arts; Agriculture
S		Manufactures
T		Engineering
U		Military, Naval science; light houses; life saving; fire extinction
V-Y		Special collections
Z		Bibliography (Book arts)

(LaMontagne, *American Library Classification*, 228-29)

This slide shows the first outline of LCC devised by Hanson in 1899.

Current outline

A -- GENERAL WORKS
B -- PHILOSOPHY, PSYCHOLOGY, RELIGION
C -- AUXILIARY SCIENCES OF HISTORY
D -- HISTORY (GENERAL) AND HISTORY OF EUROPE
E -- HISTORY: AMERICA
F -- HISTORY: AMERICA
G -- GEOGRAPHY, ANTHROPOLOGY, RECREATION
H -- SOCIAL SCIENCES
J -- POLITICAL SCIENCE
K -- LAW
L -- EDUCATION
M -- MUSIC
N -- FINE ARTS
P -- LANGUAGE AND LITERATURE
Q -- SCIENCE
R -- MEDICINE
S -- AGRICULTURE
T -- TECHNOLOGY
U -- MILITARY SCIENCE
V -- NAVAL SCIENCE
Z -- BIBLIOGRAPHY, LIBRARY SCIENCE, INFORMATION
RESOURCES (GENERAL)

One difference between the two outlines is that the letters I, O, W, X, and Y are not used as main class notation in the current version. I and O were not used perhaps because these letters could be easily confused with the numerals 1 and 0. The letter W, as well as subclass symbols QS-QZ, was permanently excluded from LCC for use by the National Library of Medicine Classification. (In the NLM Classification, Class W covers Medicine and Related Subjects, and Classes QS-QZ represent preclinical sciences.)

Class X and Y are still vacant in LCC.



Order of publication of LCC schedules

1901	E-F	History: America (Western Hemisphere)
1902	Z	Bibliography. Library science

- Additional schedules were developed throughout the twentieth century
- Development of new schedules is ongoing

11

Although it often is assumed that the Library of Congress Classification schedules were developed and published in a comprehensive and logical order, that actually is not the case.

Class Z (Bibliography and Library Science) was chosen to be the first schedule to be developed because it covered the bibliographical works necessary as the groundwork for further classification development. The next schedules, E-F (American history and geography), were developed because of their particular subject relevance. (E-F were actually published first, in 1901, followed by Z in 1902.)

For more information on the order of publication of LCC schedules, as well as some interesting historical background, refer attendees to Appendix E3.



Brief history (6)

- Each schedule contains an entire class, a subclass, or a group of subclasses
- Individual schedules of LCC developed and maintained by subject experts
- Conversion from print to electronic format beginning in early 1990s
- Conversion using the *USMARC* (now called *MARC 21*) *Classification Format*

12

Each schedule of LCC contains an entire class, a subclass, or a group of subclasses

From the beginning, individual schedules of LCC have been developed and maintained by subject experts. Such experts continue to be responsible, or consulted about the need, for additions and changes. Unlike most other classification systems, LCC was not the product of one mastermind. Indeed, it has been called “a coordinated series of special classes.”

Currently, PCC libraries also contribute to the revision and updating of LCC schedules.

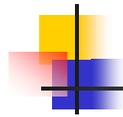
Until the early 1990s, LCC schedules existed mainly as a print product. Maintenance and revision remained basically manual tasks that proved to be extremely labor-intensive and time-consuming. For several reasons, the conversion to electronic form was an especially important development for LCC. That it greatly improves internal operating efficiency goes without saying. For one, it enables much more efficient production of the print schedules, which continue to be produced. More important, it facilitates revision, not only of whole schedules but also of tables and indexes.

The *USMARC* (now called *MARC 21*) *Classification Format* was used in the conversion.



Outline of LC
Classification

Session 3



This session covers:

- Outline of classes and subclasses
- Interpreting the classification schedules
 - Indention
 - Notes
- Format of the schedules
- General pattern of subarrangement within classes

2



General characteristics of schedules

- Developed independently by different groups of subject specialists
- Enumerative -- aspects of a subject explicitly provided by the schedules
- Based on literary warrant
- Unifying elements common to all schedules
 - Physical format (print schedules)
 - Internal arrangement of classes and subclasses
 - Notation
 - Auxiliary tables
- General to specific, creating a hierarchical display
 - Levels of hierarchy are indicated by indentation

3

ANIMATION: click for each bullet

“Developed independently” -- often called a “series of special classifications”; each schedule stands on its own with differences peculiar to the discipline(s) it represents. Despite the uniqueness of each schedule, they do have a number of common, unifying characteristics.

“Enumerative” -- Only those classifications listed in the schedules, or explicitly allowed by instructional notes (e.g., by topic, A-Z), are allowed -- if it’s not in the schedule, or explicitly allowed by instructions, it can’t be used. DDC, by contrast, allows classifiers to refine an enumerated subject by the addition of standard subdivisions.

“Physical format” refers to the print version.

Levels of the hierarchy are indicated by indentions.



Broad outline of LCC

- I. General Works (A)
- II. Humanistic Disciplines & Social Sciences (B-P)
 - Philosophy, Religion, History, Geography
Anthropology, Social Sciences, Music, Fine Arts, Language & Literature
- III. Natural Sciences & Technology (Q-V)
 - Math, Physical & Biological Sciences,
Medicine, Agriculture, Technology, Military & Naval Sciences
- IV. Bibliography & Library Science (Z)

4

A look at LCC as a whole.



Main classes (1)

- Entire field of knowledge divided into main classes
- Roughly equal to academic disciplines or areas of study
- Denoted by single capital letters

5

The first level of LCC includes the 21 main classes.
Main classes are listed on the next slide.



Main classes (2)

A General works	M Music
B Philosophy, Psychology, Religion	N Fine Arts
C History - Auxiliary	P Language & Literature
D History - Universal & Old World	Q Sciences
E-F History of the Americas	R Medicine
G Geography	S Agriculture
H Social Sciences	T Technology
J Political Science	U Military Science
K Law	V Naval Science
L Education	Z Bibliography & Library Science

6

To serve Congress with its need for an extensive collection in history and the social sciences, these disciplines received multiple classes and subclasses (as opposed to all the sciences in Q and technology in T, for example)

History -- C, D, E, F, G

Social Sciences -- H, J, K, L



Subclasses (1)

- Represent branches of the disciplines
- Denoted by double or triple capital letters

S – Agriculture
SB – Plant culture
SD – Forestry
SF – Animal culture
SH – Aquaculture. Fisheries. Angling
SK – Hunting sports

7

Main classes are further divided into subclasses, which represent branches of the disciplines

Most subclasses are denoted by double capital letter, as shown here for S Agriculture.



Subclasses (2)

- Schedules D and K use triple letters
 - DAW – History of Central Europe
 - KBP – Islamic law
 - KFA – Law of U.S. States, Alabama to Arkansas
- Schedules E and F use only single letters
 - E-F History: America
 - E – United States (General)
 - F – United States local history. Canada. Latin America

8

Class Z formerly used the single letter Z. Now we also have Subclass ZA, Information Resources (General).



Structure of LC Classification

- Basic arrangement is by discipline
- Various aspects of a subject are generally not grouped together, but are classed with the discipline
 - Agriculture:
 - technical aspects in S (Agriculture)
 - agricultural economics in HD (sub-class of Economics)

9



Structure of LC Classification (2)

- Railroads:
 - Railroad engineering in TF (sub-class of technology)
 - Organization and management of railroads in HE (transportation and communication, a sub-class of economics)

- Remember: LCC separates books on the same subject by discipline

10

2nd bullet: LCC separates books on the same subject by discipline: for example, books on the subject of global warming might be classed in QC if treated from the scientific perspective (meteorology/climatology); in H if treated from an economic perspective; in S if treated from an agricultural perspective (effect on crops); in RA if treated from a medical perspective (effect on health), etc.



Within each subclass...

- Subclasses further divided to specify form, place, time & subtopics
- Topical divisions often further subdivided by subtopics
- Denoted by integers 1-9999, some with decimal extensions
- Some subtopics may also be denoted by a Cutter number (e.g., .M84)

11

Now let's go back to the outline itself and discuss what happens in the subclasses.

3rd bullet: There are many unused numbers and letters within the schedules to allow for expansion of knowledge. This is a reflection of the “hospitality” of the schedules.

4th bullet: We'll explain Cutter numbers thoroughly in the Elements of LC Call Numbers session – for now, here is an example of what they look like (capital letter followed by numerals)



Some subject divisions in QH Biology (General)

- QH359-425 Evolution
- QH426-470 Genetics
- QH471-489 Reproduction
- QH501-531 Life
- QH540-549.5 Ecology
- QH573-671 Cytology
- QH705-705.5 Economic biology

12

Within QH Biology, these ranges of numbers are for some of the major subject divisions.

We're going to look at the schedule using Ecology, QH540-549.5.

QH	Biology (General)
	Ecology
	Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal
	For human ecology see GF1+
	For ecology of a particular topographic area see QH101+
	For plant ecology see QK900+
	Cf. BL65.E36 Ecology and religion
	Cf. HX550.E25 Communism and ecology
	Cf. QH546 Ecological genetics
540	Periodicals, societies, congresses, serial publications
540.3	Collected works (nonserial)
540.4	Dictionaries and encyclopedias
540.5	Philosophy
540.6	Nomenclature, terminology, notation, abbreviations
540.7	Classification

[NOTE: Attendees have QH540+ in Appendix A. It would be useful to have that out now. They also use it for an exercise at the end of this session.]

[NOTE: continues on the next slide with QH540.8-541.15.C44]

All schedules look very similar to this, although each have their own peculiarities.

[NOTE: point out the key areas and elements in the display as you go (subclass, notes, numbers, and captions) to be sure attendees are clear on where everything is.]

The subtopic is ecology, followed by notes pertaining to the subtopic. We will discuss the different types of notes and what they mean in the following slides.

The classification begins with “540 Periodicals ...”.

Notice the indention of the captions. All of these are all subordinate to Ecology, and all are at the same level of hierarchy.

QH	Biology (General)
	Ecology
	History
540.8	General works
540.83.A-Z	By region or country, A-Z
	Biography see QH26+
541	General works, treatises, and textbooks
541.13	Popular works
541.14	Juvenile works
541.142	Handbooks, tables, formulas, etc.
541.145	Addresses, essays, lectures
541.15.A-Z	Special aspects of the subject as a whole, A-Z:
541.15.A9	Autoradiographic techniques
541.15.B54	Biological assay
541.15.B56	Biological diversity
	For local, see QH84.1+
	For physiographic divisions see QH84.8+
	Cf. QH75+ Biological diversity conservation
	Cf. QH541.15.S64 Species diversity
	Cf. QK46.5.D58 Plant diversity
541.15.B84	Buffer zones
541.15.C44	Chemical ecology

Here we see more levels in the hierarchical arrangement of topics.

Each additional indention indicates a further refinement of the topic directly above. E.g., History is divided into the subtopics “General works” and “By region or country, A-Z.”



Interpreting the schedules

- Meaning is contained in the captions, not in the class numbers
- Class numbers merely serve to order the captions
- Subordination of topics is shown through indentation of captions

15

Class numbers are used as a means to preserve the subarrangement of disciplines throughout the various schedules. This subarrangement is maintained by the assignment of a number or numbers to a caption, adding decimal extensions when necessary.

For example: in Subclass QH Ecology, QH541 is the number assigned to the caption General works, treatises, and textbooks. The next number used in Subclass QH is QH541.13; the corresponding caption is Popular works.

Because of the decimal extension, it may appear that the number 541.13 is subordinate to 541. But in LC Classification terms, that is not the case. If we look at the caption for QH541.13, we see that it is aligned with the caption for General works, treatises, and textbooks.

In fact, it is in the captions that we find meaning and hierarchy, not in the numbers. The fact that QH541 General works, treatises, and textbooks and QH541.13 Popular works are hierarchically at the same level is identified by their alignment of their captions in the schedules, not by their corresponding numbers.

Once the need is identified to indent a new caption under any topic, the corresponding number for that caption will need to fit between the two numbers on either side of it; the choice of number is not important, as long as it files between the two. What is important is the position of the caption, with its indentation showing hierarchical relationships to the captions around it. So always look at the captions in the LC schedules to identify arrangement, and think of the numbers as a locator device.



Interpreting the schedules (2)

- Decimal numbers do not necessarily reflect subtopics of the whole number
- Decimal numbers do show that the class number was not part of the original schedule
- Parenthesized numbers are not to be used; represent class numbers that were valid in the past
- Angle brackets around a number or span of numbers indicate that LC provides this number as an option but does not use it

16

3rd bullet: there were no parenthesized numbers in the excerpt of QH540 that we just saw, but an example is coming up soon.

4th bullet: In most cases, an angle-bracketed number is accompanied by a see reference directing the user to the actual number that the Library of Congress uses or a note explaining Library of Congress practice.

[An example is <KE25-68> Law of Canada. Parliamentary publications; there is a see reference to J102 (General legislative and executive papers. Province of Canada) and J103 (General legislative and executive papers. Dominion of Canada)]



Notes used in schedules

- Scope notes
 - Explain what the classification covers
 - Used when similar topics occur in different areas
 - Designated by “Class here”
- Explanatory “see” notes
 - Used when a topic logically belongs in one division, but is covered elsewhere
 - Designated by “For”

17

“Prefer” notes were used in the past for explanatory “see” notes, but these have been discontinued.

QE	GEOLOGY
	Reptiles
861	General works, treatises, and textbooks
	Dinosaurs
	→ Class here works on dinosaurs in general
	→ For works on specific orders of dinosaurs see QE862.A-Z
861.2	Periodicals, societies, congresses
861.3	Dictionaries
861.35	Computer network resources Including the Internet
861.4	General works
861.5	Juvenile works

ANIMATION: click to bring in each arrow

Illustrates:

- Scope note
- Explanatory “see” note

Full hierarchy is: [Geology](#)--[Paleozoology](#)--[Chordata](#)--[Vertebrates](#)--Reptiles

Notes used in schedules (2)

- “See” notes
 - Used to indicate topics relocated to other parts of the schedule(s)
 - Former number removed or, often, parenthesized

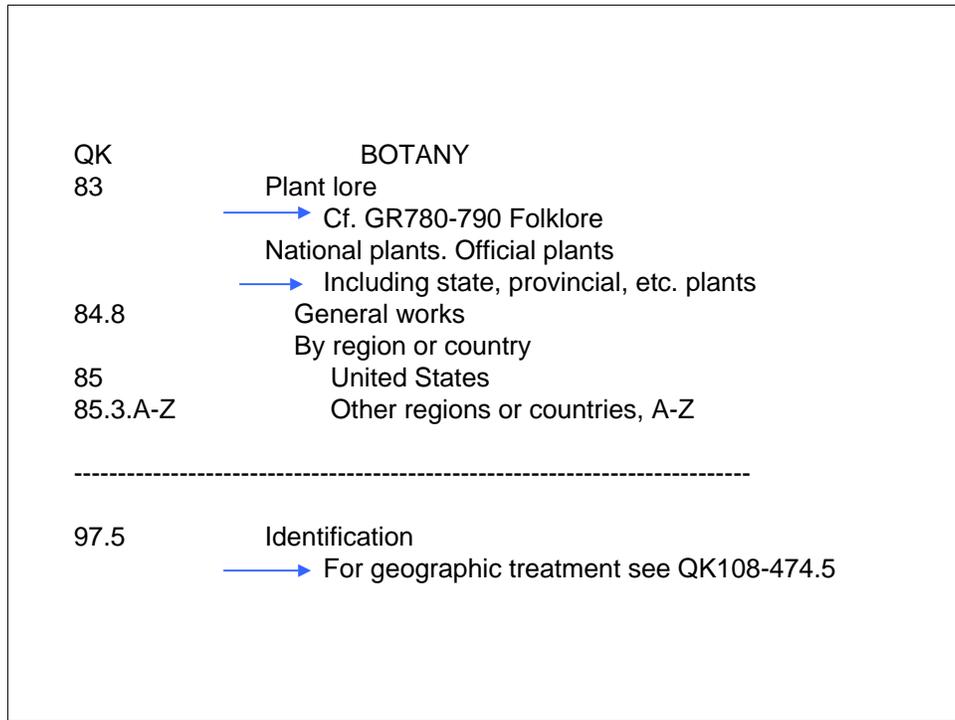
QE	GEOLOGY
	Reptiles
862.A-Z	Other systematic divisions, A-Z
862.C5	Chelonia. Testudinata
862.C7	Cotylosauria
862.C8	Crocodylia
→ (862.D4)	Dicynodontia see QE862.T5

ANIMATION: click to bring in arrow



Notes, cont.

- “Including” notes
 - Provides examples of the topics covered by a particular caption
- Confer notes
 - Designated by the abbreviation “Cf.”
 - Indicates other aspects of the topic may be found elsewhere in the schedule(s)



ANIMATION: click to bring in each arrow

Illustrates:

- Confer
- Including
- Explanatory see (“For”) note

[NOTE: Some lines of the schedule omitted, indicated by “-----”]



Physical format

- Each print schedule contains
 - Preface
 - Broad outline with subclasses
 - Detailed outline with 2 or 3 levels of hierarchy
 - Schedule (the actual class numbers)
 - Tables
 - Index

22

These are the components of the print schedules.

The print schedules are a more effective tool for learning the classification than the electronic version, Classification Web.

- The outline in each schedule gives a very useful overview of the organization of topics in the schedule.
- It is easier to grasp the context of a topic within the classification by browsing the print schedule (viewing two pages in each spread) and seeing the full expansion of each topic.
- When tables are applied, it is important for catalogers to understand the use of the table and how it affects the classification. In ClassWeb, it is possible to have table calculations done automatically – very useful for the experienced cataloger, but problematic for the beginner.



Q Science *Broad outline*

Science (General)	Q
Mathematics	QA
Astronomy	QB
Physics	QC
Chemistry	QD
Geology	QE

23

Part of the outline for class Q.

The broad outline also serves as the table of contents in the print schedules.

OUTLINE	
Q1-390	Science (General)
Q1-295	General
Q300-390	Cybernetics
Q350-390	Information theory
QA1-939	Mathematics
QA1-43	General
QA47-59	Tables
QA71-90	Instruments and machines
QA75-76.95	Calculating machines
QA75.5-76.95	Electronic computers. Computer science
QA76.75-76.765	Computer software
QA101-(145)	Elementary mathematics. Arithmetic
QA150-272.5	Algebra
QA273-280	Probabilities. Mathematical statistics
QA299.6-433	Analysis
QA440-699	Geometry. Trigonometry. Topology
QA801-939	Analytic mechanics

Detailed outline

This is a segment of a detailed outline from the print schedules showing several levels of the hierarchy, as indicated by the indentions.

Subclasses – Science (General), Mathematics

Broad subject divisions within the Mathematics subclass include:

- Instruments and machines (which has subtopic Calculating machines; subtopic Electronic computers. Computer science)
- Elementary mathematics. Arithmetic
- Algebra

The “outline” in ClassWeb is much less detailed, as illustrated in the next slide.

Outline view in Classification Web (1 st level)	
Q1-390	Science (General) [H R B L D S] For applied science and technology, see Class T
QA1-939	Mathematics [H R B L D S]
QB1-991	Astronomy [H R B L D S]
QC1-999	Physics [H R B L D S] Cf. QH505 Biophysics [H R] Cf. R895-920 Medical physics [H R] Cf. S588.4-.6 Agricultural physics [H R]
QD1-999	Chemistry [H R B L D S] For applications of chemistry in special fields, see the field, e.g. RS402+ Medical and pharmaceutical chemistry; S583+ Agricultural chemistry For chemical technology, including chemical engineering see TP1-1185 [H R]

This is a screen shot of Classification Web. We'll explain more about ClassWeb in the Tools session coming up next.

What you are looking at is a portion of the ClassWeb outline view of Class Q. Although the initial display shows much less detail at this level than the printed schedule, the ClassWeb outline view actually incorporates the detailed outline and links to tables within the main classification, and is intended to be expanded as needed.

[NOTE: mention that the letters following the captions [H R B L D S] are features of ClassWeb that lead to additional information – more about them in the Tools session. They do not appear in the print schedules.]

[NOTE: there are three browser options in ClassWeb: Standard, Enhanced, and Hierarchy. The hierarchy browser provides this overview of the schedule and displays more specific breakdowns of the schedule with each click on a link.]

Outline view in ClassWeb (2 nd level): expansion of Mathematics	
QA41.3	Nomenclature, terminology [H R B L D S]
QA41.4-42	Communication of mathematical information [H R B L D S]
QA43	Problems, exercises, examinations [H R B L D S]
QA47-59	Tables [H R B L D S] Cf. QA281 Interpolation. Extrapolation [H R]
QA63	Problem solving [H R B L D S]
QA71-90	Instruments and machines [H R B L D S] Including practical mathematics, graphical and numerical calculating
QA93	Popular works [H R B L D S]
QA95	Mathematical recreations [H R B L D S]
QA99	Miscellany and curiosa [H R B L D S] Elementary mathematics. Arithmetic [H R B L D S] Including basic mathematical concepts for the elementary gra Cf. QA248-248.5 Foundations of arithmetic [H R]
QA150-272	Algebra [H R B L D S]
QA273.A1-274.9	Probabilities [H R B L D S] Cf. T57.3-.33 Industrial engineering [H R] Cf. TA340 Engineering mathematics [H R]
QA275	Theory of errors. Least squares [H R B L D S]
QA276-280	Mathematical statistics [H R B L D S] Including statistical inference and fundamental concepts of statistics

Expanding the Mathematics caption leads to a second level of the outline.

Each of the captions that is underlined and in blue text can be further expanded by clicking (these each have ranges of numbers rather than a single number as well).



General arrangement within subclasses and subject divisions

- Form subdivisions
 - Periodicals, Societies, Congresses, Directories, Collections, Dictionaries, etc.
- Philosophy
- History
- Biography
- General works
- Study & teaching
- Subtopics

27

Now we'll discuss the general arrangement within each subclass and subject division. This general pattern is also followed for some "special aspects of the discipline as a whole" (e.g., Philosophy; example coming up in slide 31).

Form divisions generally precede all other divisions, but exceptions do occur.

Divisions usually appear in this order; "Congresses" may be included with "Periodicals, societies, etc." (so may some of the others).

Periodicals, societies, etc., may also each have their own number, sometimes with further geographic or language subdivisions.



Form subdivisions example 1

TC	Hydraulic engineering For municipal water supply see TD201-500.2 For hydraulic machinery see TJ840.A2-.A3
1	Periodicals, societies, etc.
5	Congresses Exhibitions. Museums
6.A1	General works
6.A2-Z	By region or country, A-Z Subarrange each country by Table T4b
7	Collected works (nonserial)
9	Dictionaries and encyclopedias
12	Directories

28

An example of form subdivisions under the subclass TC, Hydraulic engineering.

Some classifications may subdivide forms by place (as under Exhibitions. Museums) or language. Language divisions are usually found under periodicals and societies, as with T, Technology (next slide).



Form subdivisions example 2

T		Technology (General)	
		Periodicals and societies. By language of publication	
1		English	
2		French	
3		German	
4		Other languages (not A-Z)	
(5)		Yearbooks	
		see T1-4	
6		Congresses	
		Industrial museums, etc. see T179-183	
		International exhibitions see T391-995	
7		Collected works (nonserial)	
8		Symbols and abbreviations	
		Dictionaries and encyclopedias	
9		General works	
10		Bilingual and polyglot	

29

Another example of forms, showing language subdivision of periodicals & societies, as well as dictionaries and encyclopedias.



Philosophy

- Used primarily in main classes and subclasses
 - Generally not found below the level of subclass
- Often a single number, though may be expanded to many numbers

QH Natural history (General)

- 14 Authorship
- 14.3 Philosophy

30

With Philosophy, we're leaving Form subdivisions and going on to special aspects of the discipline as a whole.

A range of numbers for Philosophy	
Science (General) --Philosophy. Methodology	
	Philosophy. Methodology [H R B L D S]
	Cf. B67 Philosophy in relation to science [H R]
	Cf. BF1275.S3 Spiritualism and science [H R]
	Cf. BJ57 Ethics and science [H R]
	Cf. BL239-265 Religion and science [H R]
	Cf. BT590.S4 Christ and science [H R]
Q174	Periodicals, societies, congresses, serial publications [H R B L D S]
Q174.6	Collected works (nonserial) [H R B L D S]
Q174.7	Dictionaries and encyclopedias [H R B L D S]
Q174.8	History [H R B L D S]
Q175	General works, treatises, and advanced textbooks [H R B L D S]
Q175.2	Juvenile works [H R B L D S]
Q175.3	Addresses, essays, lectures [H R B L D S]
Q175.32.A-Z	Special topics, A-Z [H R B L D S]
Q175.32.A24	Abduction (Logic) [H R B L D S]
Q175.32.C65	Complexity (Philosophy) [H R B L D S]

An example of a philosophy classification which is fairly complex -- note the additional form subdivisions found under the main subdivision "Philosophy."

Many classifications have a single number for Philosophy, as shown on the previous slide, QH, Natural History (General):

QH14.3 Philosophy



History

- The history of a topic is often broken down into specific time periods, e.g.,
 - 1945-1971
 - 1971-2000
 - 2000-
- Dates refer to the period of time covered in the work being classified
- Some spans written as “Through [date]” when start is undefined
- Often combined with breakdown by region or country

32

Each period is closed off before beginning a new span.

Each span is interpreted to mean “1945 up to, but not including, 1971”; “1971 up to, but not including, 2000”; “beginning with 2000”.

As with “Philosophy,” generally not found below the level of subclass.

If questions arise about the assignment of numbers – it is covered in the session on Principles/Assigning Numbers. Here is the relevant excerpt from SCM F320:

General rule (SCM F 320). Assign the class number that corresponds to the earliest period on which the work focuses when the work in hand covers several of the time spans listed under the topic in question. Ignore brief coverage of earlier periods that serves only to introduce the principal time period(s) being discussed.

[NOTE: there is information on date spans representing date of publication coming up, under discussion of General works]



History examples

- **Example 1, subdivision by place:**

QH	Natural history (General)
14.3	Philosophy
	History
15	General works
21.A-Z	By region or country, A-Z
- **Example 2, subdivision by time period:**

TD	Environmental technology. Sanitary engineering
	History
15	General works
16	Ancient
17	Medieval
18	Modern to 1800
19	Nineteenth century
20	Twentieth century

33

Some history subdivisions are very complex, depending on the topic/subtopic, for example, in S, Agriculture (General), History and conditions is allotted the class numbers S419-482, with subdivisions for both time period and place.

History examples (2)

[History of France--History--By period--19th century](#)

19th century [H R B L D S]	
DC251	General works [H R B L D S]
DC252	General special [H R B L D S]
DC252.5	Pamphlets, etc. [H R B L D S]
DC252.7	Military history [H R B L D S]
	Biography and memoirs [H R B L D S]
	19th century as a whole [H R B L D S]
DC254.A2	Collective [H R B L D S]
DC254.A3-Z	Individual, A-Z [H R B L D S]
	e.g.
DC254.C7	Crémieux, Adolphe Isaac M. [H R B L D S]
	Early 19th century [H R B L D S]
DC255.A2	Collective [H R B L D S]
DC255.A3-Z	Individual, A-Z [H R B L D S]
	e.g.
DC255.C4	Chateaubriand, François Auguste R., vicomte de [H R B L D S]
	For literary criticism of his Mémoires d'outre-tombe see [H R]
DC255.C7	Constant de Rebecque, Henri Benjamin [H R B L D S]
DC255.G8	Guizot, François Pierre G. [H R B L D S]
DC255.L4	Lamennais, Hugues Félicité R. de [H R B L D S]

History subdivisions in the history classes are even more complex.



Biography

- Biography numbers are generally provided under disciplines, subclasses, and broad subjects
 - Separate numbers for collective & individual

QE	Geology
	Biography
21	Collective
22.A-Z	Individual, A-Z
	e.g.
22.D25	Dana, James Dwight
22.L8	Lyell, Charles
22.S77	Steno, Nicolaus

35



General works

- “General works” -- comprehensive works covering a topic
 - May also be listed as “Treatises” or “General”
 - Always found when there are any subtopics under a topic
- Earlier schedules also included “General special” or “Special aspects of the subject as a whole”
 - No new numbers of this type are being established
- Other divisions in this category include “Popular works,” “Juvenile works,” “Addresses, essays, lectures”

36

Earlier schedules also included “General special” or “Special aspects of the subject as a whole” separately from “General works.”

Refers specifically to special aspects of the subject as a whole, without any hierarchical divisions or branches

These divisions are no longer being added to schedules

“General works” may also be subarranged chronologically, by date of publication (example coming up).

Class numbers with the caption “Addresses, essays and lectures” (or a slight variation) sometimes appear under major topics. Works that consist of collected papers, miscellaneous articles, anthologies of readings, etc., are classed in these numbers.

In 1986, the subdivision --**Addresses, essays, lectures** was discontinued in subject heading practice. That change, however, did not affect classification practice. (SCM F 300)

General works example 1

GV	RECREATION. LEISURE
	Games and amusements
	Indoor games and amusements
	Board games. Move games
	Checkers. Draughts
1461	Periodicals. Societies. Serials
	Biography
1462	Collective
1462.2.A-Z	Individual, A-Z
1463	General works ←
	Strategies and tactics
1463.5	General works ←
1463.7	Openings
1463.9	End games

ANIMATION: click to bring in each arrow

A simple example, one number for General Works under Checkers.

Note that there is also a General Works number under a subtopic of Checkers, Strategies and tactics.



General works & date spans

- Date spans used under “General works” are based on publication date rather than historical period
 - Through 1800
 - 1801-1859
 - 1860-1900
 - 1901-
- This is done to separate more recent material from older material
- Dates in captions refer to imprint date

38



Example: dates of publication

HF	COMMERCE
	Business
	Accounting. Bookkeeping
	General works
	English and American
5631	Through 1800
5633	1801-1850
5635	1851-2005
5636	2006-

39

Why might it make sense to separate recent material from older material?
Next slide has an example.

Remember these class numbers are not for the **history** of accounting and bookkeeping, but for general works on accounting and bookkeeping (often “how-to”).

From LC's catalog:
a few books classed in HF5631

HF5631 .M77	Monteage, Stephen, 1623?-1687. [from old catalog]	Debtor and creditor made easie;	1682
HF5631 .M77	[Monteage, Stephen] [from old catalog]	Instructions for rent-gatherers accompts, &c. made easie.	1683
HF5631 .N8	North, Roger, 1653-1734.	Gentleman accomptant: or, An essay to unfold the mystery of accompts. By way of debtor and creditor, commonly called merchants accompts ... By a person of honour.	1715

An example of why it makes sense to separate older material on some topics – accounting and bookkeeping practices of the 17th & 18 centuries are better NOT mixed in with contemporary works.



Study & teaching

- Often a single number, but may receive a span of numbers
- Example from QH Ecology:

541.2	Study and teaching. Research
541.215	General works
	Outlines, syllabi
	Special teaching methods and aids
541.22	General works
541.23	Audiovisual aids
541.235.A-Z	Other methods, A-Z
541.235.G34	Games

41

An example of study and teaching, greatly abbreviated.



Topics & subtopics

- Comprise the bulk of individual developments or expansions of classes and subclasses
- Each class, subclass & discipline developed independently
- Arranged logically where possible
- Alphabetical arrangement of subtopics often found, as well

42

Contrast with Subject Divisions.

Topics & Subtopics are lists, sometimes further subarranged with more specific lists. The full range of form/special aspects arrangement is generally not used under topics.

Examples of logical & alphabetical arrangements follow.

Logical arrangement	
QE	GEOLOGY
840.5-882	Chordata
840.5	Cephalochordata. Tunicata. Hemichordata. Enteropneusta. Pterobranchia. Graptolithina
841-882	Vertebrates
841	General works, treatises, and textbooks
842	Juvenile works
845	Fossil footprints
846	Fossil teeth
847	Amniotes
851-853	Fishes
861-862	Reptiles
867-868	Amphibians. Batrachia
871-875	Birds
881-882	Mammals

A greatly abbreviated example of logical arrangement. The arrangement is from simple to complex animals. This arrangement is used in all classes that describe the relationships of living organisms (e.g., zoology, botany).

The logical arrangement of simple to complex is maintained for each systematic level from phylum (e.g., Chordata), subphylum (e.g., Vertebrates), and class (e.g., Mammals, the next hierarchical level down from vertebrates).

Classes* are arranged logically, from primitive (i.e., they appeared earlier in time) animals (or plants, in QK) to advanced animals, which appeared more recently.

Below the level of class, orders and families are arranged alphabetically. (next slide)

*[*Classes here refers to science classification, not the LCC classes.]*

Alphabetical arrangement: orders

QE	GEOLOGY
881-882	Mammals
881	General works, treatises, and textbooks
882.A-Z	Systematic divisions, A-Z
882.C15	Carnivora
882.C5	Cetacea
882.C8	Chiroptera
882.C84	Cimolesta
882.C9	Creodonta
882.D4	Deltatheridia
882.D45	Desmostylia
882.D6	Docodonta
882.E2	Edentata. Xenarthra
882.E86	Eupantotheria
882.H47	Herbivora
882.I5	Insectivora

An example of alphabetical arrangement: orders are the lowest systematic division in QE.

[NOTE: QL & QK go down a level to family; also arranged alphabetically.]

Geographic divisions

- Topics may be subdivided geographically in two ways:
 - Alphabetical arrangement under one number, e.g., “By region or country, A-Z”
 - It is common to assign a separate number or numbers to the U.S.
 - A span of numbers, with preferred order:
 - New World -- Northern Hemisphere, followed by Southern Hemisphere
 - Old World -- Northern Hemisphere, followed by Southern Hemisphere; west to east
 - Pacific Islands, Arctic & Antarctic regions last
 - Further subdivision within each region either naturally or alphabetically

Two ways geographic subdivisions are added to the schedules

- Strictly alphabetical arrangements are generally not printed explicitly, but by the phrase, “By region or country, A-Z.”
Exception: sometimes the U.S. is singled out with its own number(s) and the phrase “By state, A-Z”; followed by “Other regions and countries, A-Z.”
- Classes and subclasses generally use a span of numbers for a classified arrangement of countries by continent
“Natural order” groups countries by region, e.g., all Western European countries before Eastern European countries

Preferred order --

- America
 - North America
 - United States
 - British N.A. Canada
 - Mexico
 - Central America
 - West Indies
 - South America
- Europe
 - Great Britain
 - Continental Countries (A-Z, often)
- Asia
- Africa
- Australia & New Zealand
- Pacific Islands
- Arctic regions
- Antarctic regions



By region or country, A-Z

SF	ANIMAL CULTURE
	Pets
	Dogs
	Dog breeders, owners etc.
422.7	General works
422.73.A-Z	By region or country, A-Z

46

Simplest example.

Mention that there is a table (SCM G 300) that gives guidance on what to do for each country in the A-Z arrangement (covered in an upcoming session).



U.S. with breakdown by state

	Special countries
	United States
T55.7	General works
T55.72.A-W	By state, A-W
T55.74.A-Z	Other American countries, A-Z
T55.75.A-Z	Europe. By country, A-Z
T55.76.A-Z	Asia. By country, A-Z
T55.775	Australia
T55.778	New Zealand

47



U.S with breakdown by city

HT	COMMUNITIES. CLASSES. RACES	
	City planning	
166	General works	
	By region or country	
	United States	
167	General works	
167.2	Dept. of Housing and Urban Development	
167.5.A-Z	By region or state, A-Z	
168.A-Z	By city, A-Z	
169.A-Z	Other regions or countries, A-Z	48

Sometimes possible to give a breakdown by city, as here with HT168, City planning by city A-Z.

There is no table for cities of the U.S.

Also note that classification here is directly to the city, not through the state.

[NOTE: instructor could give an example of a Cutter number for the city in which the workshop is held.]

TG	BRIDGE ENGINEERING
21-127	Country divisions
21-54	America
55-95	Europe
72.P23	Paris. Alexander III Bridge
99-113.5	Asia
114	Arab countries
114.5	Islamic countries
115-119	Africa
120-120.5	Indian Ocean islands
120.7-122.7	Australasia
123-124	Pacific Islands
125-125.5	Arctic regions
126	Antarctica
126.5	Tropics

Span of numbers,
Preferred order

Place divisions in preferred order.



Place divided by topic

- Differs from usual LCC practice (classify by topic, sub-arrange by place)
- Place divided by topic is characteristic of history schedules (D,E,F), laws of countries (KD-KWX) and some areas of the social sciences
- Class or subclass divided geographically, with further subdivisions by form, topic, or period
- Allows more specific enumeration of topics appropriate to each country

50

Preference is to divide topics by place, as with LCSH.

2nd bullet: for example, in schedule D, each country has its own subclass with appropriate topical subdivisions, e.g., History by period, Description and travel, etc. (C, Auxiliary sciences of history, follows the usual pattern of topic subdivided by place).

Place divided by topic

DA	HISTORY OF GREAT BRITAIN
1-3	Historiography
4	Study and teaching
10-18.2	British Empire. Commonwealth of Nations. The Commonwealth Including Great Britain, the dominions, and the colonies. For individual dominions and colonies, see DS-DU, F, etc.
20-690	England
700-745	Wales
750-890	Scotland
900-995	Ireland
900	Periodicals. Societies. Serials
905	Sources and documents
906	General works Biography (Collective) see DA916
908-908.7	Historiography
909-965	History
969	Description and travel

A greatly abbreviated example of place divided by topic.

Place divided by topic

[History of Great Britain--Ireland--History--General special--Antiquities](#)

DA920	Antiquities [H R B L D S] Including pre-Celtic Cf. DA990.A-Z Local history and description [H R] Social life and customs. Civilization. National characteristics
DA925	General works [H R B L D S]
DA926.A-Z	Special topics, A-Z [H R B L D S]
DA927	Ethnography [H R B L D S]
DA927.4.A-Z	General works [H R B L D S]
DA927.4.T72	Individual elements in the population, A-Z [H R B L D S] Travellers (Nomadic people) [H R B L D S]
	By period [H R B L D S]
	To 1172 [H R B L D S]
DA930	General works [H R B L D S]
DA930.5	Social life and customs. Civilization. Intellectual life [H R]
DA931	Pagan Ireland, to 433 [H R B L D S] Christian Ireland, 433-1172 [H R B L D S]
DA932	General works [H R B L D S]
DA932.2.A-Z	Biography and memoirs, A-Z [H R B L D S]
DA932.4	433-795 [H R B L D S]
DA932.6	Danish wars, 795-1014 [H R B L D S]
	1172-1603 [H R B L D S]
DA933	General works [H R B L D S]
DA933.2	Social life and customs. Civilization. Intellectual life [H R]

Another example, showing more of the topical and chronological breakdown under Ireland.



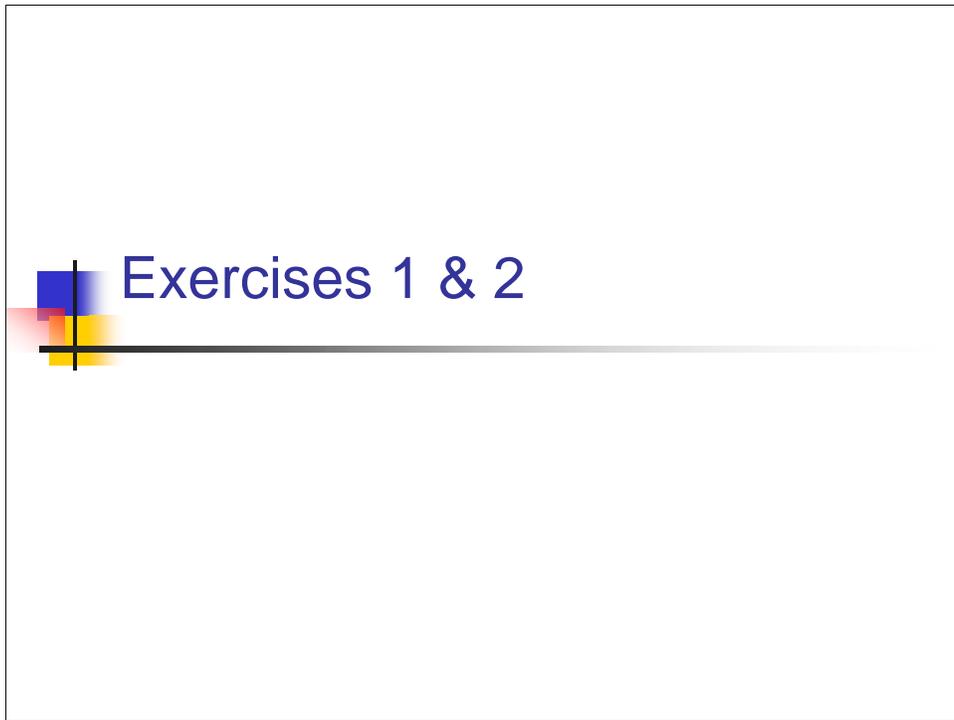
Tables

- Tables are used extensively in LCC
- Allow for subarrangement of similar topics without the need to print the same information repeatedly
- Some tables apply to very limited topics, some are used throughout the system
- Lots of help with tables throughout the workshop

53

Tables are discussed in the session on Principles and Assigning Numbers (tables of general application in particular).

Sessions on Schedules H, N, and P include a great deal of practice working with the tables in those schedules.



Outline: Exercise 1

Using the QH540 Ecology schedule from Appendix A, select a classification number for the following topics:

Where would you class:

1. A dictionary of ecology
2. A collection of speeches on ecology
3. A history of ecology in the U.S.
4. A work on the ecology of Costa Rica
5. A textbook on ecology
6. A book on teaching ecology

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Outline: Exercise 2

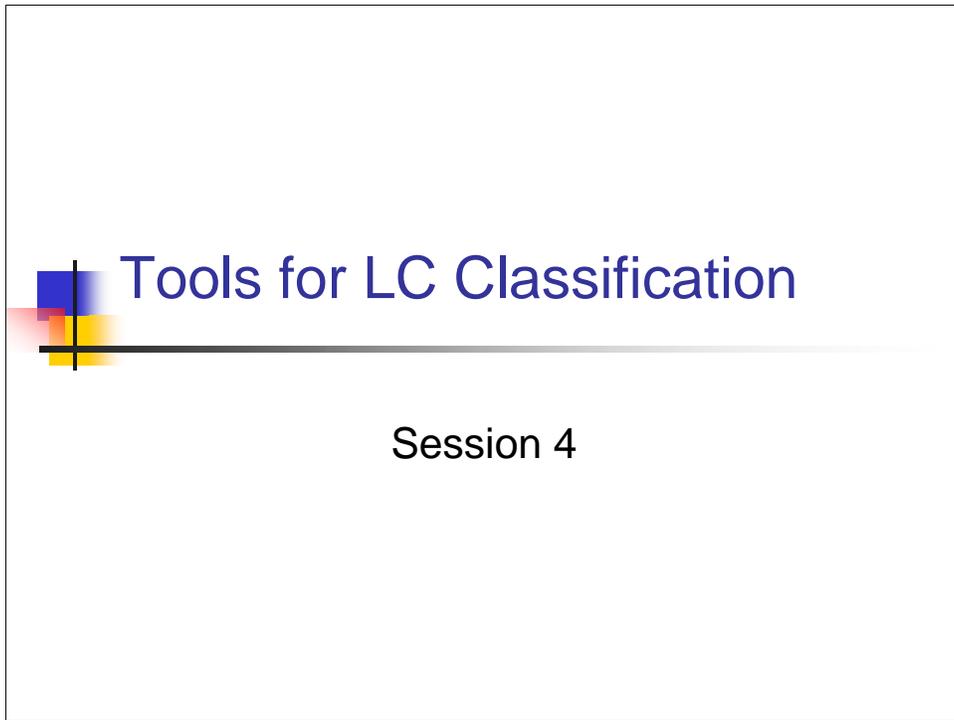
LC Class # RA576+

Public aspects of medicine--Public health. Hygiene. Preventive medicine--Environmental health--Air--Air pollution (General) --By region or country	
	Air pollution (General) [H R B L D S] Including gases, odors, and smoke For economic aspects, see HC , e.g. HC110 , United States; HC120 , Canada For nuisances see RA580-583 [H R] Cf. QP82.2.A3 Physiological effect [H R] Cf. TD881-890 Sanitary engineering [H R]
RA576.A1	Periodicals. Societies. Serials [H R B L D S]
RA576.A2	Congresses [H R B L D S]
RA576.A3-Z	General works [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]
RA576.5	General works [H R B L D S]
RA576.6.A-Z	By region or state, A-Z [H R B L D S]
RA576.7.A-Z	Other regions or countries, A-Z [H R B L D S]
RA577.A-Z	By substance, A-Z [H R B L D S]

Where would you class a book on the impact of air pollution on public health in...

1. The United States
2. Virginia
3. Richmond, Virginia
4. France
5. Central America
6. Paris, France

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FOR DOUBLE SIDED COPY*





This session covers:

- Versions of LC Classification available
 - Print and electronic
- Primary tools for understanding and applying LC Classification
- Additional resources useful in applying LC Classification
- Overview of features in Classification Web

2

To use LC Classification, you of course need to have the classification schedules, in print or electronic format.

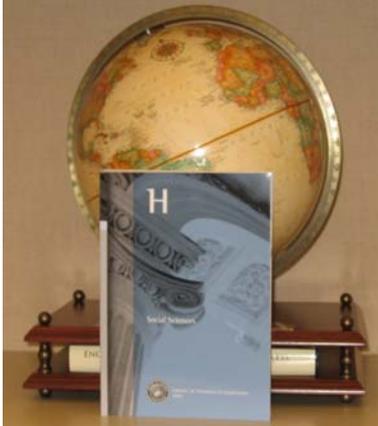
There are also auxiliary tools that are important for understanding and applying LC Classification in accordance with LC policies and practices.

In this session, we'll identify these tools and also some additional resources that are very useful in applying LC Classification.

We'll also take a brief look at some of the features in Classification Web.

LCC schedules: print

- Issued in 41 separate volumes by Cataloging Distribution Service
- Available as individual volumes or as a set
- Each schedule revised on its own timetable



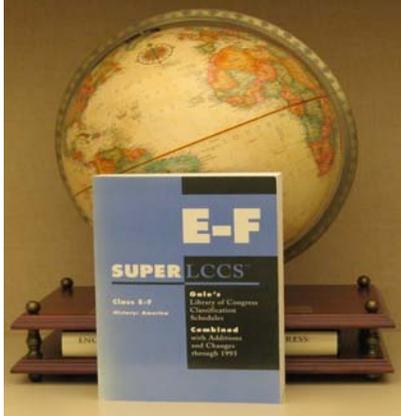
3

3rd bullet: LCC is being revised continuously. Numbers are added or revised weekly. Additions and changes are communicated to users through Weekly Lists of updates posted on the LC web page as they are approved.

For the print version, a new edition of a particular schedule is issued when there are sufficient changes and available personnel to prepare the new edition.

LCC schedules: print (2)

- *SuperLCCS* issued by Thomson Gale
- LC Classification schedules combined with additions, changes, deletions
- Updated annually



4

Thomson Gale also issues a print version of the LCC schedules, *SuperLCCS*, which is updated annually. It combines in one sequence the current edition of every LC classification schedule and all of the additions, changes, and deletions.

[NOTE: Super LCCS also includes some explanatory notes, such as “GALE NOTE: “.x” represents the cutter number for the state” and “GALE NOTE: to develop this number range, integrate the subtopics into the table structure.” In some cases, SuperLCCS incorporates numbers from tables into number ranges in the text of the schedule.]



LCC schedules: electronic

- Classification Web
 - <http://classificationweb.net/>
 - Web-based tool for access to LC Classification and LC Subject Headings
 - Updated daily – most up-to-date version
- MARC Distribution Service (MDS) Classification
 - Full set of LC Classification records in MARC 21 or MARCXML format, distributed weekly
 - Includes records only; no software for display

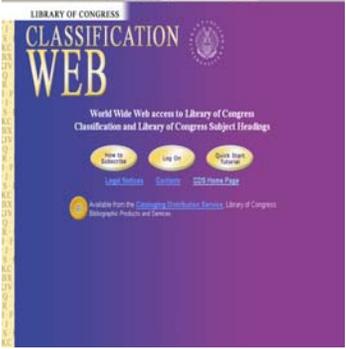
5

More on ClassWeb in following slides.

Worth emphasizing that ClassWeb is now updated daily.

Classification Web

- Full-text display of all LCC schedules
- LCSH, with links to schedules
- Correlations between class numbers and LCSH
- Automatic calculation of table numbers
- Available by subscription
- “Quick Start Tutorial” for help with searching and other features



6

4th bullet: Available by subscription; price based on number of concurrent users.

5th bullet: At the end of this session, we take a brief look at the Tutorial and some of the ClassWeb features (not in-depth training!!)

[NOTE: if you are training a group of attendees who do not have access to ClassWeb at their home institutions, you can omit the slides at the end of this session. It's still useful to give this brief overview of ClassWeb here.]



Main menu of ClassWeb.

Example of Classification Web display

Refresh Menu Search Tables Logout Close Help

LC Class # e838

Go

United States--Later twentieth century, 1961-2000--Periodicals. Societies

E838	Periodicals. Societies [H R B L D S]
	Collections [H R B L D S]
E838.3	Sources and documents [H R B L D S]
E838.5.A-Z	Collected works of American statesmen, A-Z [H R B L D S]
E838.5.K4-.K49	Kennedy, John Fitzgerald Table E3 [H R B L D S]
E838.6	Dictionaries and encyclopedias [H R B L D S]
E839	General works [H R B L D S]
E839.3	Minor works. Pamphlets [H R B L D S]
E839.4	Addresses, essays, lectures, etc. (Collected) [H R B L D S] By several authors or an individual author
	Political history [H R B L D S]
E839.5	General works [H R B L D S]
E839.8	Un-American activities [H R B L D S] Including propaganda, spies and espionage, subversive activities
	Diplomatic history. Foreign and general relations [H R B L D S] For relations with individual countries or groups of countries see E183.8.A-Z [H R]
E840	General works [H R B L D S]
E840.2	Cultural relations (General) [H R B L D S]

An example of the display of a schedule in ClassWeb – here a portion of the E schedule (History of the U.S.).

Notice the letters [H R B L D S] following each caption. These letters are features of ClassWeb and do not appear in the print schedules. For example, H show the full classification hierarchy for that line at the top of the screen; R shows the MARC 21 classification record that is used to produce the display. There is a fuller explanation of the letters and features at the end of this session (slide 40).



Tools for applying the schedules

- Manuals
- Outline
- Authority records
- Auxiliary tools

9

Now we'll talk about the tools that help catalogers understand and assign LC classification in accordance with LC policies and practices.



Manuals

- *Subject Cataloging Manual: Classification*
 - guidelines for assigning LC classification numbers following LC policy and standards
- *Subject Cataloging Manual: Shelflisting*
 - guidelines for formulating the unique book number portion of call numbers
- Available in electronic form (Cataloger's Desktop) or loose-leaf print versions
- We will reference these tools often during the workshop

10

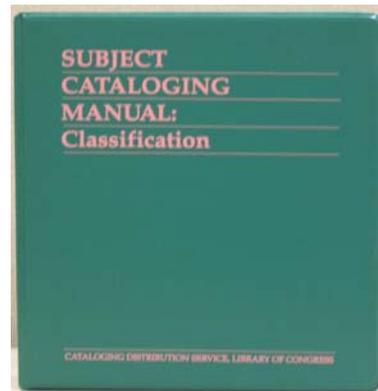
ANIMATION: click to bring in each bullet

Began as internal manuals for LC staff.

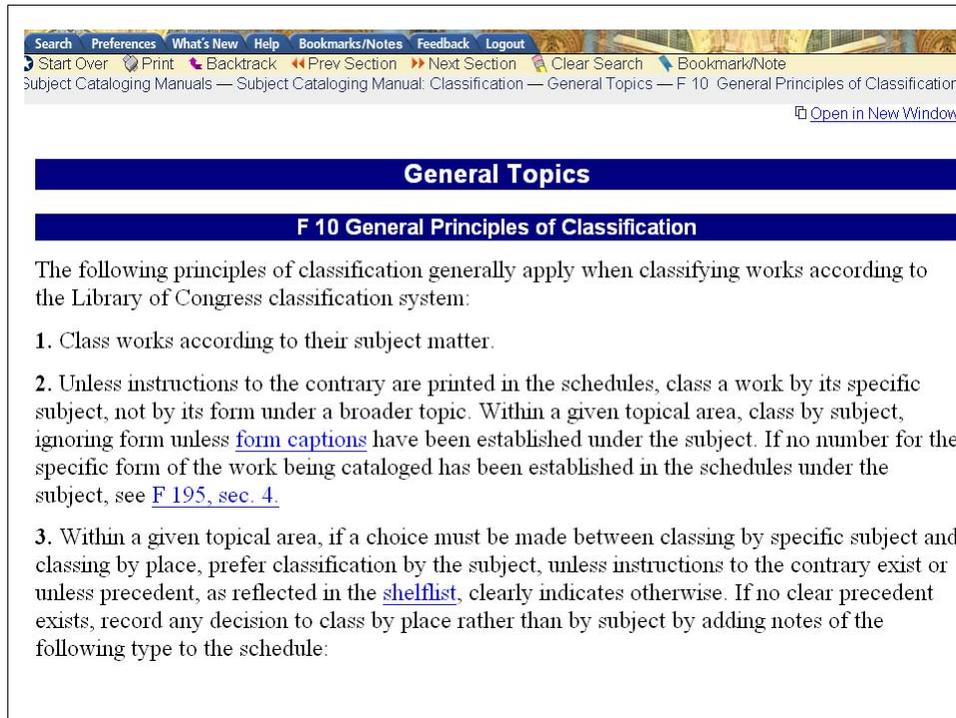
Not intended to be comprehensive explanations of the systems, but rather to help with common recurring questions.

SCM: Classification

- 1st ed., 1992 (with 1995 update)
- Instruction sheets prefaced with “F”
- Useful for guidance on:
 - Choosing a class number
 - Understanding use of form captions
 - Classifying special topics or categories of material (folklore, genealogy, literary authors, etc.)



When we refer to “the Classification Manual” or mention an instruction sheet prefaced with “F”, this is what we’re talking about.



Search Preferences What's New Help Bookmarks/Notes Feedback Logout

Start Over Print Backtrack Prev Section Next Section Clear Search Bookmark/Note

Subject Cataloging Manuals — Subject Cataloging Manual: Classification — General Topics — F 10 General Principles of Classification

[Open in New Window](#)

General Topics

F 10 General Principles of Classification

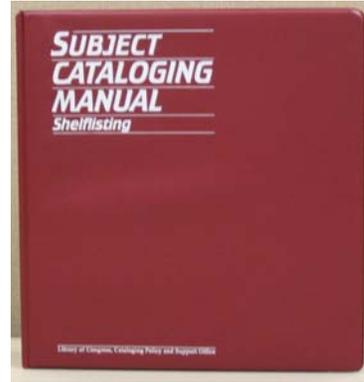
The following principles of classification generally apply when classifying works according to the Library of Congress classification system:

1. Class works according to their subject matter.
2. Unless instructions to the contrary are printed in the schedules, class a work by its specific subject, not by its form under a broader topic. Within a given topical area, class by subject, ignoring form unless [form captions](#) have been established under the subject. If no number for the specific form of the work being cataloged has been established in the schedules under the subject, see [F 195, sec. 4](#).
3. Within a given topical area, if a choice must be made between classing by specific subject and classing by place, prefer classification by the subject, unless instructions to the contrary exist or unless precedent, as reflected in the [shelflist](#), clearly indicates otherwise. If no clear precedent exists, record any decision to class by place rather than by subject by adding notes of the following type to the schedule:

Example of guidance found in the Classification manual.

SCM: Shelflisting

- 2nd ed., 1995 (out of print, available through Cataloger's Desktop only)
- Instruction sheets prefaced with "G"
- Includes tables used throughout the LCC schedules
 - Including "By region or country, A-Z"
- Useful for guidance on:
 - Completing the call number
 - Cutter numbers
 - Dates in call numbers



When we refer to “the Shelflisting Manual” or mention instruction sheets prefaced with “G”, this is what we’re talking about.

3rd bullet: the regions and countries Cutter table (G 300) is only one of the general tables in the manual – also includes the translation and biography tables (discussed more fully in the Principles/Assigning Numbers session)

4th bullet: there is much more in the Shelflisting Manual than shown here – also has guidance on interpreting the class schedules, filing rules, shelflisting practices for special types of material, etc.

The screenshot shows a web browser window with a breadcrumb trail: "Subject Cataloging Manuals — Subject Cataloging Manual: Shelving — General — G 300 Regions and Countries Table". The table below lists various regions and countries with their corresponding LC classification numbers.

Gibraltar	G5
Gilbert Islands <i>see</i> Kiribati	
Great Britain	G7
Greece	G8
Greenland	G83
Grenada	G84
Guadeloupe	G845
Guam	G85
Guatemala	G9
Guiana	G915
Guinea	G92
Guinea-Bissau	G93
Guyana	G95

Example of a table found in the Shelving Manual: G 300 Regions and Countries Table



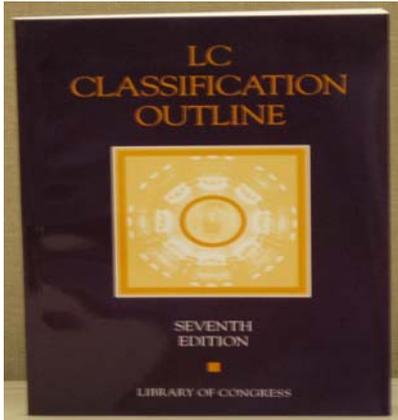
New combined manual: coming soon

- *Subject Cataloging Manual: LC Classification and Shelving* (in progress)
 - New ed of *SCM: Shelving*
 - To be combined with *SCM: Classification* in one physical volume
 - Much of the new & revised material now available in Cataloger's Desktop
 - Two sections: General & LC-Specific
 - Information:
<http://www.loc.gov/catdir/cpsd/scmsl.html>

15

Outline

- Detailed outline of LCC
- Helps classifiers understand the system and locate appropriate schedules
- Available in print from CDS (7th ed., 2003)
- Available online:
www.loc.gov/catdir/cpso/lcco/



The image shows the front cover of the 'LC Classification Outline' book. The cover is dark blue with gold text and a central gold square containing a circular diagram of the Library of Congress Classification system. The text on the cover includes 'LC CLASSIFICATION OUTLINE' at the top, 'SEVENTH EDITION' in the middle, and 'LIBRARY OF CONGRESS' at the bottom.

16

The outline contains more than just the captions of the subclasses, but less than the full text of the schedules.

[NOTE: instructors may wish to have a print copy of the Outline available for the workshop; ask workshop hosts if they can provide it.]

<http://www.loc.gov/catdir/cpsolcco/>

CATALOGING AND ACQUISITIONS



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- [News](#)
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- [Cataloging Tools, Documentation](#)
- [Catalogs, Authority Records](#)
- [Classification](#)
- [Cooperative Programs](#)
- [General, Descriptive Cataloging](#)
- [Products for Purchase](#)
- [Professional Activities](#)
- [Publications, Reports](#)
- [Subject Headings](#)

Subscribe
Receive an e-mail when a new issue of the *Library of Congress Cataloging Newsline* is available.
[More about this feature](#)

Library of Congress Classification Outline

Download the Adobe Acrobat Reader to view PDF documents. 

Listed below are the letters and titles of the main classes of the Library of Congress Classification. Click on any class to view an outline of its subclasses. The complete text of the classification schedules in printed volumes may be purchased from the [Cataloging Distribution Service](#). Online access to the complete text of the schedules is available in Classification Web, a subscription product that may also be purchased from the Cataloging Distribution Service.

The files are also available in WordPerfect 8 format (noted as WP version) for downloading. WordPerfect files may also be opened in most versions of Microsoft Word.

- > [A -- GENERAL WORKS - WP version](#)
- > [B -- PHILOSOPHY, PSYCHOLOGY, RELIGION - WP version](#)
- > [C -- AUXILIARY SCIENCES OF HISTORY - WP version](#)
- > [D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC. - WP version](#)
- > [E -- HISTORY OF THE AMERICAS - WP version](#)
- > [F -- HISTORY OF THE AMERICAS - WP version](#)
- > [G -- GEOGRAPHY, ANTHROPOLOGY, RECREATION - WP version](#)
- > [H -- SOCIAL SCIENCES - WP version](#)
- > [J -- POLITICAL SCIENCE - WP version](#)
- > [K -- LAW - WP version](#)
- > [L -- EDUCATION - WP version](#)
- > [M -- MUSIC AND BOOKS ON MUSIC - WP version](#)
- > [N -- FINE ARTS - WP version](#)

The main page of the online version, showing the main classes.

Files of the individual class outlines are available in PDF (Adobe Acrobat Reader required; available for download from this page) or in WordPerfect 8 format.

 CLASS L - EDUCATION 	
<i>(Click each subclass for details)</i>	
Subclass L	Education (General)
Subclass LA	History of education
Subclass LB	Theory and practice of education
Subclass LC	Special aspects of education
Subclass LD	Individual institutions - United States
Subclass LE	Individual institutions - America (except United States)
Subclass LF	Individual institutions - Europe
Subclass LG	Individual institutions - Asia, Africa, Indian Ocean islands, Australia, New Zealand, Pacific islands
Subclass LH	College and school magazines and papers
Subclass LJ	Student fraternities and societies, United States
Subclass LT	Textbooks

This is the broad outline of Class L – Education. (PDF format)

Subclass LC	
LC8-6691	Special aspects of education
LC8-59	Forms of education
LC8	General works
LC15	Conversation and culture
LC25-33	Self-education. Self-culture
LC37-44.3	Home education
LC45-45.8	Nonformal education
LC47-58.7	Private school education
LC58-58.7	Preparatory schools. Preparatory school education
LC59	Public school education
LC65-245	Social aspects of education
LC65-67.68	Economic aspects of education
LC68-70	Demographic aspects of education
LC71-120.4	Education and the state
LC72-72.5	Academic freedom
LC107-120.4	Public school question. Secularization. Religious instruction in the public schools
LC129-139	Compulsory education
LC142-148.5	Attendance. Dropouts
LC149-161	Literacy. Illiteracy
LC165-182	Higher education and the state
LC184-188	Taxation of schools and colleges

Detailed outline of subclass LC – Special aspects of education. This is the final level in the outline (cannot further expand the number ranges).



Library of Congress Subject Headings

- Entries in LCSH sometimes include suggested LC Classification numbers for the heading
 - Class numbers represent the most common aspects of the topic
 - Added only if very close correspondence between subject heading & LCC schedules
 - Class numbers are not always kept up-to-date
 - Use as a starting point only! Always consult the LCC schedules

20

4th & 5th sub-bullets: emphasize that class numbers in LCSH entries are created at the time the heading is established. No effort is made to maintain the currency of the numbers as the classification develops.

**LCSH entry for Learning disabilities:
class numbers in different disciplines**

Learning disabilities (May Subd Geog) [[R](#) [S](#) [D](#)]
 [\[LC4704-4706](#) (Education)] [[B](#) [L](#) [S](#) [D](#)]
 [\[RC394.L37](#) (Neurology)] [[B](#) [L](#) [S](#) [D](#)]
 [\[RJ496.L4](#) (Pediatric neurology)] [[B](#) [L](#) [S](#) [D](#)]
 [\[RJ506.L4](#) (Child psychopathology)] [[B](#) [L](#) [S](#) [D](#)]
 UF Learning disorders
 BT [Cognition disorders](#)
 [Disabilities](#)
 RT [Minimal brain dysfunction in children](#)
 NT [Nonverbal learning disabilities](#) [[R](#)]
 [Reading disability](#) [[R](#)]



Authority records

- Subject authority records
 - contain the same information as LCSH entries
- Name authority records
 - Literary authors have specific LC Class numbers
 - Many appear in name authority records
- LC Class number appears in 053 field
- Caution: as noted for class numbers in LCSH, not kept up-to-date. Use as a starting point only!

22

[NOTE: 053s are also being added to name authority records for composers now. These are for biography and criticism only, not for works by the composer.

Example, on authority record for Franz Liszt:

053 #0 \$a ML410.L7 \$c Biography]

Subject authority record with class numbers

Rec stat	c	Entered	20030605	Replaced	20030715140353.0
Type	z	Upd status	a	Enc lvl	n
Roman		Ref status	a	Mod rec	
Govt agn		Auth status	a	Subj	a
Series	n	Auth/ref	a	Geo subd	i
Ser num	n	Name	n	Subdiv tp	n
010	sh 85075538				
040	DLC ‡b eng ‡c DLC ‡d DLC				
053	_0 LC4704 ‡b LC4706 ‡c Education				
053	_0 RC394.L37 ‡c Neurology				
053	_0 RJ496.L4 ‡c Pediatric neurology				
053	_0 RJ506.L4 ‡c Child psychopathology				
150	Learning disabilities				
450	Learning disorders				
550	Cognition disorders ‡w g				
550	Disabilities ‡w g				
550	Minimal brain dysfunction in children				

This is a screen shot from the OCLC Connexion Browser.

Name authority record: literary author

ARN 3267442				
Rec stat	c	Entered	19921105	Replaced 20020207052244.0
Type	z	Upd status	a	Enc lvl n
Roman		Ref status	a	Mod rec
Govt agn		Auth status	a	Subj a
Series	n	Auth/ref	a	Geo subd n
Ser num	n	Name	a	Subdiv tp n
010	n 92108317			
040	DLC †b eng †c DLC †d OCoLC			
053	_0 PS3551.B895 ←			
100	1_ Abu-Jaber, Diana			
400	1_ Jaber, Diana Abu-			
670	Her Arabian jazz, c1992:: †b CIP t.p. (Diana Abu-Jaber)			

[MARC Help](#)

This is a screen shot from the OCLC Connexion Browser.

Caution: class numbers for juvenile literary authors are not entered in 053.

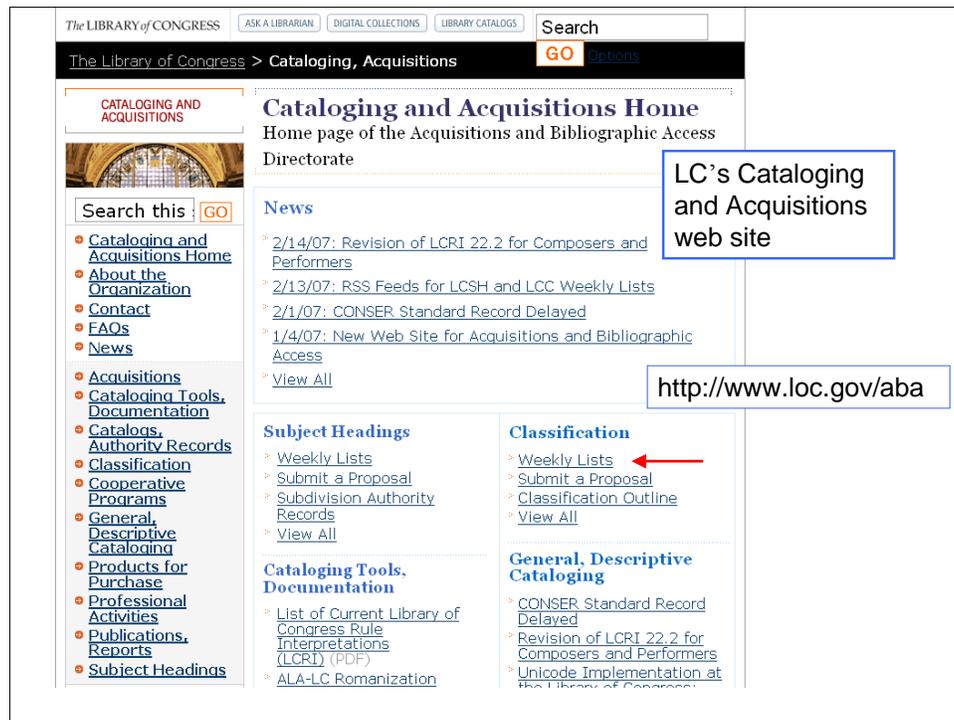
Snicket, Lemony [PZ7.S6795] has the 053 number for Handler, Daniel [PS3558.A4636]



Auxiliary tools

- Useful for:
 - Learning more about LC Classification
 - Keeping up with changes
 - Proposing new or revised class numbers

25



LC's Cataloging and Acquisitions web site has a wealth of information and news about cataloging, organized by category.

Resources related to classification are easily accessible here.

One of the most important resources is right at the top of the list: the Weekly Lists [shown in next slide]



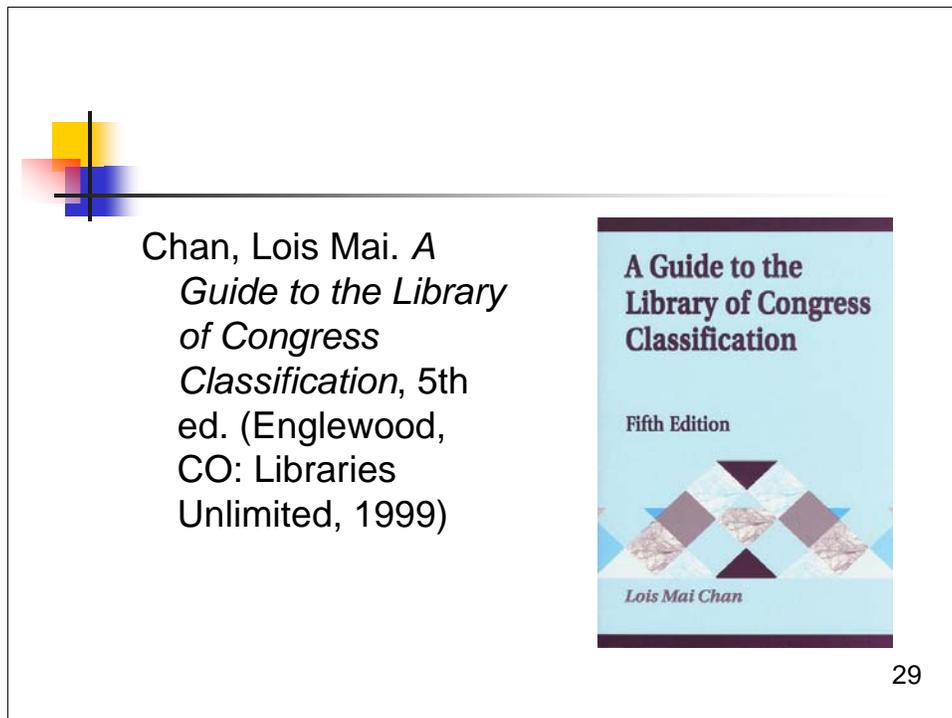
This is where you find weekly lists of additions and changes to the LC Classification schedules.

New class numbers from Weekly List 05 (2007)
--

SF459.C47	<ul style="list-style-type: none"> Animal culture Pets Other animals, A-Z Chimpanzees
V883	<ul style="list-style-type: none"> Naval science (General) War vessels: Construction, armament, etc. Special types Minor craft Littoral combat ships
Z692.E4215	<ul style="list-style-type: none"> Libraries Library science. Information science The collections. The books Special classes of materials Other classes, A-Z Electronic games

The entire hierarchy of the proposal is included in the weekly list now. (Former practice, before November 2006, was to print only the caption and anchor point.)

Weekly lists are now available as RSS feeds – details are on the Cataloging and Acquisitions web site (slide 26).



Lois Chan's *A Guide to the Library of Congress Classification* is a comprehensive textbook and reference guide to LC Classification. It outlines the principles, structure, and format of the classification, and provides a detailed examination of tables, individual schedules, and special types of material. Throughout the book, examples of application are given. Chan's work has long been used as an authoritative training tool; much of the material in this workshop was drawn from this book.

This edition is based on the 4th edition of *Immroth's Guide to the Library of Congress Classification* (1990, also by Chan), updated to reflect many developments in the 1990s. Given that it was published in 1999, catalogers should be aware that *A Guide to the Library of Congress Classification* may not always reflect current LC practice.

<http://www.loc.gov/catdir/pcc/saco.saco.html>

The Library of Congress >> Cataloging >> PCC Home

The LIBRARY of CONGRESS Program for Cooperative Cataloging

SACO Subject Authority Cooperative Program of the PCC

SACO Home >> Find in SACO Pages

About SACO (the subject authority component of the PCC)

- FAQ about [joining SACO](#)
- General information on the [SACO workshops](#)
- About the [SACO listserv](#) and how to subscribe
- [SACO Program Application](#)

[Task Group on SACO](#) Program Development

- [Final report](#) submitted to PoCo, Oct. 24th 2003
 - PCC Steering Committee response & [SACO program restructuring](#) May 2004

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

Subject/Classification Proposal Forms and Guidelines

- LCSH [Web form](#) for proposing new headings
- E-mail [Form](#) for proposing new headings
- LCSH Proposal [Guidelines](#) for new headings
- LCSH Sample Proposal Forms with Annotated Instructions:
 - [General](#) proposal form
 - [Geographic](#) headings proposal form
 - [Biological](#) organisms proposal form
- [Web LCSH](#) Change Proposal Form
- E-mail LCSH [Change Proposal Form](#)

The final session in this workshop explains how to propose new class numbers or changes to existing numbers. The SACO home page has a wealth of information on this topic. This is the top of the screen – to see pertinent information about classification in particular, scroll down [shown in next slide].

SACO home page (2)

<p>For more information, contact the Cooperative Cataloging Team at the Library of Congress</p> <p>NEW! SACO-At-Large Meeting Summary ALA Annual 2006</p> <p>NEW! SACO-At-Large Meeting Agenda ALA Midwinter 2007</p> <p>Documentation, Tools, FAQ, etc.</p> <ul style="list-style-type: none"> ▶ FAQ on SACO Heading Proposals ▶ Alphabetic list of ambiguous entities ▶ SACO Participants' Manual (PDF) <ul style="list-style-type: none"> > NEW!(en Español: Manual para participantes del Programa Cooperativo de Autoridades de Materias ▶ Canadian Subject Headings ▶ List of Web resources for use in preparing SACO proposals 	<ul style="list-style-type: none"> ▶ Web LCSH Change Proposal Form ▶ E-mail LCSH Change Proposal Form ▶ LCSH Change Proposal Guidelines ▶ LC Classification Proposal Guidelines ← ▶ Classification Web information (New from CDS) ▶ NEW! New LC Classification Proposal Procedures: Using Class Web ← <p>Proposal Status</p> <ul style="list-style-type: none"> ▶ Tentative (unapproved) weekly lists of subject headings ▶ Approved weekly lists of Library of Congress Subject Headings and Classification Numbers ▶ Search subject authorities (including proposed headings) via the LC web catalog ▶ NEW! CPSO Summary of Decisions - Weekly Editorial Meetings
---	--

Further down the page, we see LC Classification Proposal Guidelines and a link to new procedures for submitting classification proposals through ClassWeb (lots more on this in SACO session). There is also a link to the SACO Participants' Manual by Adam Schiff, a very useful resource for classification proposals, with many examples.

<http://catalog.loc.gov/>

The Library of Congress
>> Switch to [Library of Congress Authorities](#)

LIBRARY OF CONGRESS ONLINE CATALOG

New Feature [08/17/06] -- [Session Timeout Alert](#)

[About Displaying and Searching Using Non-Roman Characters](#)
[Frequently Asked Questions - Help Table of Contents - What's New](#)

Basic Search	Guided Search	Other Online Catalogs:
<p>Using a fill-in box, search by:</p> <ul style="list-style-type: none"> Title or Author/Creator Subject Call number LCCN, ISSN, or ISBN Keywords <p style="font-size: x-small; color: gray;">Note: Search limits are available only for title and keyword searches.</p>	<p>Using a series of forms and menus:</p> <ul style="list-style-type: none"> Construct keyword searches Restrict all or part of the search to a particular index Combine search words or phrases with Boolean operators 	<p>Prints and Photographs Online Catalog (PPOC) About - Start Searching</p> <p>Sound Online Inventory & Catalog (SONIC) About - Start Searching</p> <p>Alternative Interface to the</p>

The Library of Congress' online catalog can be a very useful resource for identifying possible class numbers for a topic or for exploring the types of resources LC has classed under a particular number.

To use LC's catalog effectively, you need to be aware of some caveats. It is not a substitute for learning to use the classification schedules. Never use class numbers from LC catalog records without checking the numbers in the class schedules. The records in the online catalog span over a century and many of them do not exemplify policies and practices currently in use.

LC Call Number browse

Help Search Search History Headings List Titles List Request an Item Account Status Other Databases Start Over

DATABASE: Library of Congress Online Catalog

Basic Search Guided Search

Search Text:

Search Type:

- Title*
- Author/Creator Browse
- Subject Browse
- Keyword*
- Command Keyword*
- Call Number Browse (LC Class)**
- Call Number Browse (Other)
- LCCN-ISBN-ISSN*
- Series/Uniform Title Browse
- Author/Creator Sorted by Title

[*] indicates search limits available

Scroll down for Search Hints

25 records per page

Basic search on LC Class number

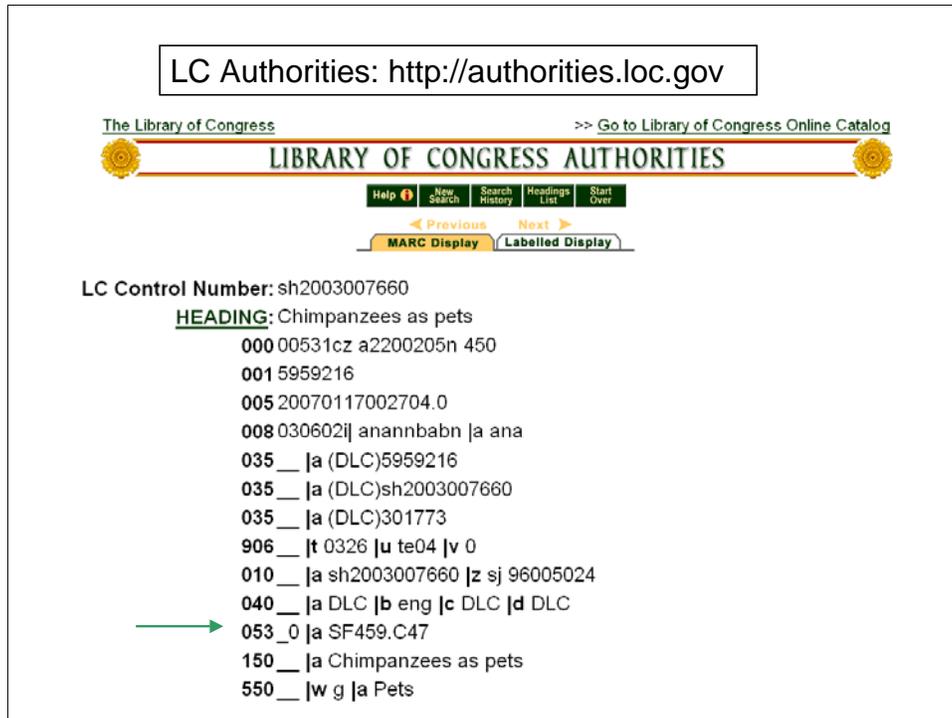
LC Call Number browse results			
◀ Previous Next ▶			
Call Number	Name: Main Author, Creator, etc.	Full Title	Date
RJ496.L4 P46 1991	Pennington, Bruce Franklin, 1946-	Diagnosing learning disorders : a neuropsychological framework / Bruce F. Pennington ; foreword by Martha Bridge Denckla.	1991
RJ496.L4 R68 1994	Rourke, Byron P. (Byron Patrick), 1939-	Learning disabilities : a neuropsychological perspective / Byron P. Rourke, Jerel E. Del Dotto.	1994
RJ496.L4 R68 1994 FT MEADE	Rourke, Byron P. (Byron Patrick), 1939-	Learning disabilities : a neuropsychological perspective / Byron P. Rourke, Jerel E. Del Dotto.	1994
RJ496.L4 S6 1982	Sobotowicz, William S.	Cortical dysfunctioning in children with specific reading disability / by William S. Sobotowicz and James R. Evans.	1982
RJ496.L4 S96 1995		Syndrome of nonverbal learning disabilities : neurodevelopmental manifestations / edited by Byron P. Rourke.	1995

An example of selected results of the call number browse.

Caution: class numbers may be obsolete.

LC Authorities: <http://authorities.loc.gov>

The Library of Congress >> Go to Library of Congress Online Catalog



LIBRARY OF CONGRESS AUTHORITIES

Help New Search Search History Headings List Start Over

< Previous Next >

MARC Display Labelled Display

LC Control Number: sh2003007660

HEADING: Chimpanzees as pets

000 00531cz a2200205n 450

001 5959216

005 20070117002704.0

008 030602ij anannbavn ja ana

035 __ ja (DLC)5959216

035 __ ja (DLC)sh2003007660

035 __ ja (DLC)301773

906 __ |t 0326 |u te04 |v 0

010 __ |a sh2003007660 |z sj 96005024

040 __ |a DLC |b eng |c DLC |d DLC

→ 053 _0 |a SF459.C47

150 __ |a Chimpanzees as pets

550 __ |w g |a Pets

LC Authorities is another resource that can be useful for classification. It includes subject, name, title, and name/title authority records (including in-process subject proposal records). Users can browse and display authority headings and download authority records in MARC format, free of charge.

Here we see the authority record for Chimpanzees as pets, including the class number (SF459.C47) that we saw on the Weekly List (slide 28).



ClassWeb Quick Start Tutorial

- Available in ClassWeb and at <http://www.loc.gov/cds/classweb/>
- Help with:
 - Browsing class numbers
 - Searching (captions, keywords, index terms, etc.)
 - Customizing
 - Correlating subject headings and class numbers
 - And more....

36

[NOTE: if you are training a group of attendees who do not have access to ClassWeb at their home institutions, you can omit most of these slides. However, you should still go over the information in slide 40 that explains the ClassWeb features [H R B L S]. Examples of ClassWeb displays are used throughout the workshop and it's useful for people to know what these mean.]

CLASSIFICATION WEB LIBRARY OF CONGRESS

Quick Start Tutorial

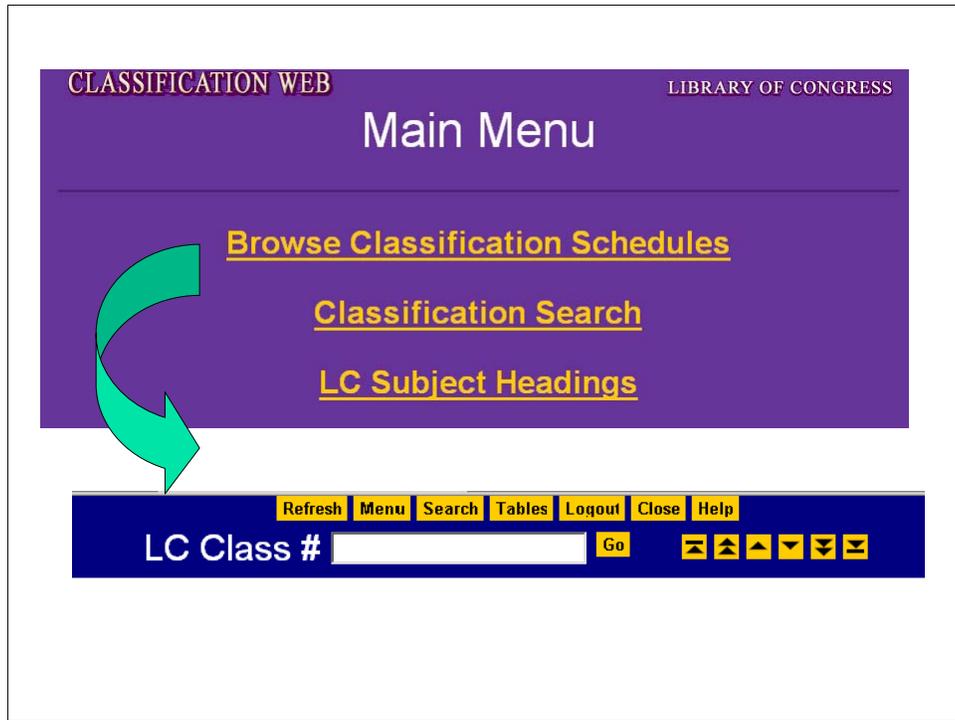
[\[Introduction \]](#) [\[Getting Started \]](#) [\[Searching \]](#) [\[Enhanced Browser \]](#) [\[Hierarchy Browser \]](#)
[\[Personal Notes and Hot Links \]](#) [\[Subject Heading & Classification Number Correlations \]](#)
[\[Subject Headings \]](#) [\[LC/Dewey Correlations \]](#) [\[CLASSIFICATION WEB Main Menu \]](#)

Getting Started - Browsing and Navigating

- [Main Menu](#)
- [Browser Display](#)
- [Special Functions](#)
- [Navigation Buttons](#)
- [Hot Links to Confer Notes and See References](#)
- [Hot Links to Primary Tables](#)
- [Hot Links to Secondary Tables](#)
- [Parenthesized and Bracketed Classification Numbers](#)
- [Browsers without Frames](#)

Main Menu

The URL for Classification Web is <http://classificationweb.net/>. Once you have registered for access, go to this screen and click the **Main Menu** button.



You can begin with a class number and browse the schedules – when you select “Browse Classification Schedules” you get the input box shown here. Type in a class number and click “Go” (or hit Enter)

Results: browsing GV854.9

Refresh Menu Search Tables Logout Close Help	
LC Class # <input style="width: 150px;" type="text" value="gv854.9"/> Go ⏪ ⏩ ⏴ ⏵ ⏶ ⏷ ⏸	
Recreation. Leisure -- Sports -- Winter sports -- Skiing. Downhill skiing --Other special topics, A-Z	
GV854.85	Training. Conditioning. Exercises [H R B L D S]
GV854.87	Rules, records, etc. [H R B L D S]
GV854.875	Competitions. Special events [H R B L D S]
GV854.88	Alpine combined contests [H R B L D S]
GV854.89	Nordic combined contests [H R B L D S]
GV854.9.A-Z	Other special topics, A-Z [H R B L D S]
GV854.9.A25	Acrobatics [H R B L D S] Cf. GV854.9.F74 Freestyle skiing [H R]
GV854.9.B5	Biathlon [H R B L D S] Cf. GV1177 Rifleshooting [H R]
GV854.9.D78	Cross-country skiing see GV855-855.52 [H R]
GV854.9.E6	Dry slope skiing [H R B L D S]
GV854.9.E6	Equipment and supplies [H R B L D S]
GV854.9.F74	Freestyle skiing [H R B L D S] Cf. GV854.9.A25 Acrobatics [H R]
GV854.9.G7	Grass skiing [H R B L D S]

The Cf. notes are hot links to the class numbers referenced.

The tutorial also explains the [H R B L D S] letters we see in ClassWeb displays [next slide]



Some ClassWeb features

- **H** (display classification hierarchy)
 - shows the full hierarchy for that line at the top of the screen
- **R** (display classification record)
 - shows the MARC 21 record that is used to build the database
- **B** (display bibliographic records with this number)
 - shows links to several library catalogs; when you select one, you see records in that catalog classed under that number
- **L** (display LC subject headings for this number)
 - displays subject authority records that have that class number in the 053
- **S** (display subject correlations for this number)
 - shows subject headings in LC's catalog that are closely associated with the class number

40

ANIMATION: click to bring in each bullet

[NOTE: there is an example of “B – display bibliographic records with this number” in the next slide.]

ClassWeb actually consists of three separate databases:

- LC Classification schedules
- LCSH
- Bibliographic records

The three databases are linked.

Checkers. Draughts.

Strategies and tactics [H R **B** L D S]

GV1463.5 General works [H R **B** L D S]

GV1463.7 Openings [H R B L D S]

GV1463.9 End games [H R B L D S]

Bibliographic links for GV1463.5

The following links perform a bibliographic call number search for GV1463.5 at these respective libraries:

- [University of Oregon](#)
- [Library of Congress OPAC \(live OPAC\)](#) ←
- [Alliant International University](#)
- [Bowling Green State University](#)
- [California State University, Fullerton](#)
- [Canada Institute for Scientific and Technical Information](#)
- [Capitol University Law Library](#)
- [Cornell University](#)

Clicking the “B” next to the caption takes you to a list of library catalogs you can search by call number – ClassWeb comes with a default list and you can add others (University of Oregon added here to top of list by UO staff member)

ANIMATION: click to bring in arrow by Library of Congress OPAC

We’ll search LC’s catalog

Call number search in LC's catalog

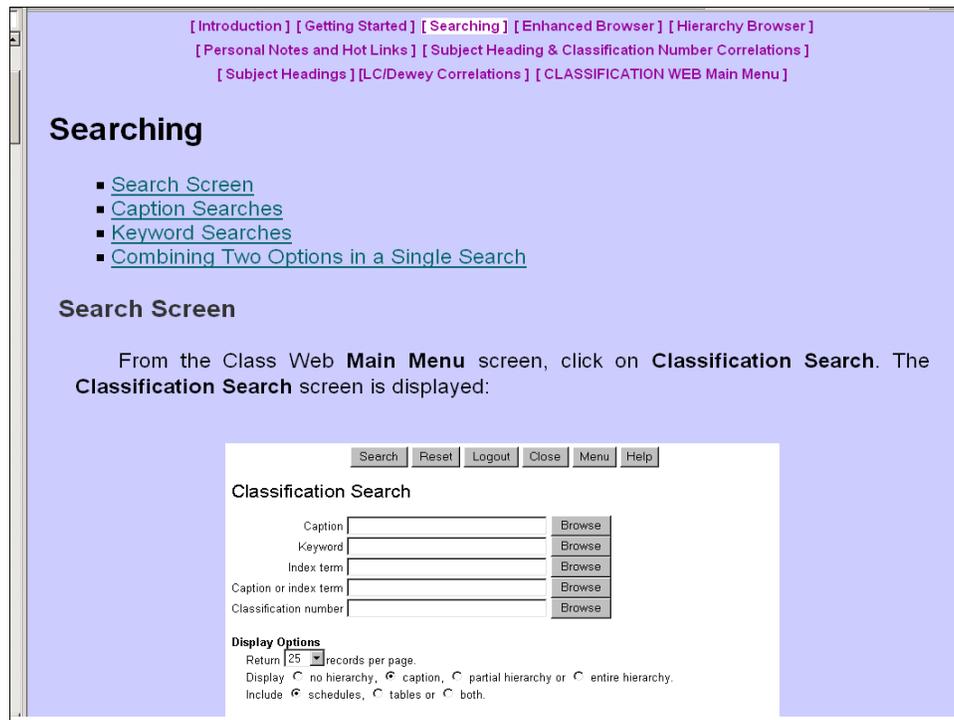
DATABASE: Library of Congress Online Catalog
YOU SEARCHED: Call Number Browse = GV1463.5
SEARCH RESULTS: Displaying 1 through 25 of 25.

◀ Previous Next ▶

#	Call Number	Name: Main Author, Creator, etc.	Full Title	
<input type="checkbox"/> 1	GV1463.5 .P55 1997	Pike, Robert W., 1931-	Checker power : a game of problem solving / by Robert W. Pike.	1997
<input type="checkbox"/> 2	GV1463.7 .F73 1887	Frazer, R. (Robert)	International draughtplayer / arranged by R. Frazer.	1887
<input type="checkbox"/> 3	GV1463.7 .K37 1994	Kaplan, Vladimir M.	Strive to be superior at American checkers : complete course of opening, basis of tactics and strategy / by Vladimir Kaplan.	1994
<input type="checkbox"/> 4	GV1463.7 .L57 1985	Litvinovich, V. S. (Viktor Sergeevich)	Kurs shashechnykh debiŭtov / V.S. Litvinovich, N.N. Negra.	1985

We see books that have been classed under this number in LC's catalog (this is the same type of search we did earlier, when beginning from LC's catalog home page, but here we went directly from the ClassWeb display).

There are many other useful features in ClassWeb, some of which we'll highlight in the workshop. Anyone can explore the features from the URL given in the slide (no subscription required for the tutorial).



Search options are explained in this part of the tutorial -- we won't go over them here. We do go over some of the basics (caption vs. keyword searching) in a later session (Principles/Assigning Numbers).



Summary

- Have essential tools at hand
- Ensure that you have up to date versions of schedules and manuals
- Make use of auxiliary tools to increase skill and efficiency

44

There are many ways to access the tools. Often they are found in more than one location or format – LCC schedules are found in print and in electronic format via ClassWeb; LCSH is found in print, in electronic format via ClassWeb and LC Authorities.



Elements of LC Call Numbers

Session 5



This session covers:

- The elements that make up a call number (notation)
- Use of Cutter numbers
- Basics of shelving
- Additions to call numbers
- MARC coding of call numbers

2

Intro: This session describes the elements that make up a call number and how they are determined.

There are many factors that come into play as a cataloger decides **where** to classify an item. That decision process will be covered in the next session (Principles of LC Classification and Assigning Numbers).

In this session, we'll talk about what you do once you've made the decision about where to class your item – how you complete the call number – so you'll have an idea of what the entire process is like.

We introduce the basic concepts in this session and go into more detail about specialized practices in other sessions.

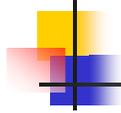


What is a call number?

- Call number = class number + book number
- Class number
 - alphanumeric
 - taken or derived from schedules
- Book number
 - also called Item number or Author number
 - distinguishes among items classed under the same number
 - usually begins with Cutter number

3

A call number consists of two main parts: a class number and a book number. The class number reflects the subject matter of the work being cataloged. It is alphanumeric and is taken or derived from the classification schedules. The book number (or item number, or author number) distinguishes among items classed under the same number and organizes works on a subject, generally in alphabetical order by main entry (author or title). Since 1982, call numbers for monographs also include the date of publication.



Overview: example 1

Animals in translation : using the mysteries of autism to decode animal behavior / Temple Grandin and Catherine Johnson, 2005.

Class number:	QL	Zoology
	751	Animal behavior
Book number:	.G73	Cutter for Grandin
	2005	Year of publication



Overview: example 2

Essential Brittany / by Lindsay Hunt,
1997.

Class number:	DC	History of France
	611	Regions
	.B848	Brittany
Book number:	H84	Cutter for Hunt
	1997	Year of publication

5

Some class numbers contain Cutters that reflect subject matter, a geographic area, or a name.

[NOTE: in case anyone asks – the Cutter number for Brittany (.B848) comes from the classification schedule (range of B841-.B9173 is for the history of Brittany, .B848 is Description and travel) . Some Cutters for places are based on G 300 Regions and Countries Table. The Cutter table is not used to formulate these (an attendee asked why the Cutter for Brittany was not .B75 as it would be if derived from the the Cutter table).]



Cutter numbers

- Named for Charles Ammi Cutter
 - developed several tables using letters and numbers to achieve an alphabetical arrangement
- Capital letter followed by Arabic numerals
- Cutter numbers may be based on:
 - Personal or corporate names
 - Geographic names
 - Topics
 - Titles
- Cutters used as book numbers generally correspond to main entry (name or title)
- The first Cutter in a call number is preceded by a decimal

6

We refer to Cutter numbers throughout this session so here is an explanation of the term.



Class numbers **must** contain:

- one, two, or three capital letters

D	History
DG	History of Italy
DJK	History of Eastern Europe
K	Law
KF	Law of the United States
KFP	Law of Pennsylvania

7

Now we'll take a closer look at the parts of the call number – first the class number.

[NOTE: this was covered in the Outline session, quick review]

A single letter denotes a main class and most subclasses are designated by double letters.

Classes E and F do not use double letters.

Triple-letter combinations have been used only for some subclasses in D and K.

[If more detail is wanted:

D only uses three letters for DAW (History of Central Europe) and DJK (above)

K frequently uses the third letter. In KE (Law of Canada) and KF (Law of the United States) the third letter represents province or state names mnemonically, for example, KFL, Law of Louisiana.]

(Could give example of state or province where workshop is held)



Class numbers **must** contain: (2)

- whole numbers (1-9999)

HV875	Adoption
TK7881	Industrial electronics
- may have decimal extensions

HV875.5	Intercountry adoption
TK7881.85	Automobile sound systems and equipment

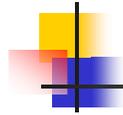
8

A decimal extension is used when it is necessary to insert a topic between two consecutive whole numbers.

HV876 was already used for Children's villages, so the half-page expansion under Adoption required numerous decimals.

TK area for electronics was squeezed into a small space and requires several pages of decimal expansions.

Decimals **MAY** represent a subtopic of the whole number, as is the case with the two numbers shown here, but this is not always the case.



Class numbers: decimal extensions

- Decimals do not necessarily represent subtopics of a whole number:

Water sports

GV836	Houseboats and houseboating
GV836.2	Swimming. Periodicals

Horse racing

SF357	Individual running races, A-Z
SF357.3	Quarter racing. Periodicals



Class numbers may contain:

- single Cutter number extension
 - BQ5075.P73 **Prayer wheels** in Buddhism
 - HN79.M3 Social conditions in **Maryland**
 - HV5824.C42 Drug use by **celebrities**
- double Cutter number extension
 - HF5382.5.U6 F64 Vocational guidance in **Florida**
 - N6530.N72 C646 History of art in **Columbia County, New York**

10

Cutter numbers shown in these examples have topical significance; they extend the class number.

Cutters numbers may represent topics (prayer wheels, celebrities) or places (Maryland, United States, Florida, New York, Columbia County)

LCC is usually arranged in a logical or hierarchical order, but in many cases, an alphabetical order is used instead. This is common for names of countries, regions, states, cities, etc., for individual biography, and in other cases where a series of topics does not lend itself to a logical or hierarchical order.

Notice that the first Cutter is preceded by a decimal.



Book numbers

- Used to arrange material in a given class
 - generally by main entry (primary access point)
- Usually begin with a Cutter number
 - single capital letter, followed by Arabic numerals
G73 for Grandin H84 for Hunt
 - preceded by decimal, **if** this is the first Cutter
- Arabic numerals represent remainder of name or title, derived from Cutter table
- Table is in *SCM: Shelflisting G 63*
 - also in appendix for this workshop

11

ANIMATION: click to bring in each bullet

Once you have assigned a class number, you need to determine a book number for the work you're cataloging, to place it in the appropriate order among other items with that class number. Generally that order is by main entry (or primary access point, in the terminology that is proposed for RDA), though the schedules specify otherwise in some cases.

[NOTE: Alert attendees that they should get the Cutter table out of the appendix at this time.]



Cutter Table examples

After initial vowels

for the second letter:	b	d	l-m	n	p
use number:	2	3	4	5	6

*After initial letter **S***

for the second letter:	a	ch	e	h-i	m-p
use number:	2	3	4	5	6

12

Partial view of table, does not show r, s-t, u-y for initial vowels or t, u, w-z for initial letter S



Cutter Table examples (2)

*After other initial **consonants***

for the second letter:	a	e	i	o	r	u
use number:	3	4	5	6	7	8

*For **expansion***

for the letter:	a-d	e-h	i-l	m-o	p-s	t-v
use number:	3	4	5	6	7	9

13

Partial view, does not show letters y for other initial consonants or w-z for expansion

These slides also do not show the portion of the table for initial letters Qu and Qa-Qt

“For **expansion**” : adding another digit

Can show how the Cutter for Grandin was determined using the table -- G73

Also show what you would find in the table for Hunt -- H86 – and note that it is different from the Cutter assigned in the example given (Essential Brittany, by Lindsay Hunt, Cutter for Hunt is H84). Note that the table is a guide only – it may be helpful in determining the book numbers, but it is just one piece of the process.



Shelflisting

- The process of determining the book number is called shelflisting
- Shelflist:
 - a file of cards or bibliographic records arranged in the same order as the corresponding materials on the shelves
- Shelflisting:
 - to arrange materials within a subject, normally by author; to determine the book number

14

Shelflist can be physical or virtual (call number browse in online catalog); both represent the order of materials on the shelf.

The goal is to arrange materials systematically within a subject. A book number calculated from the Cutter tables often needs to be adjusted based on the works already in the shelflist to achieve this arrangement and to avoid duplicating call numbers.

We'll go over the basic process of shelflisting in this session; more detail on special situations or types of material follows in later sessions.



Using the Cutter Table: first letter is a consonant

- Main entry: Campbell, Joseph
 - begin with **C**
 - for 2nd letter a, use number 3: **C3**
 - expansion row : 3rd letter m-o, use 6: **C36**
- Main entry: French political parties...
 - begin with **F**
 - for 2nd letter r, use number 7: **F7**
 - expansion row: 3rd letter e-h, use 4: **F74**

15

First, just practice using the table to come up with a Cutter number
Have attendees follow along looking at the Cutter tables

ANIMATION: click to bring in each bullet



Using the Cutter Table: initial vowel, initial letter “S”

- Main entry: The “other” eighteenth century
 - begin with O
 - for 2nd letter s-t, use number 8: O8
 - expansion row: 3rd letter e-h, use 4: O84
- Main entry: Schreiber, Daniel
 - begin with S
 - for 2nd letters ch, use number 3: S3
 - expansion row: next letter p-s, use 7: S37

16

ANIMATION: click to bring in each bullet



Determining the Cutter

- Find the filing position in the shelflist
 - search by class number and view main entries
 - in most cases, arrangement is alphabetical order by main entry
- Consider whether use of the Cutter table will achieve the proper position
 - if so, use the Cutter table
 - if not, adjust by using different numbers or by expanding with additional numbers
- The shelflist always takes precedence

17

In the examples just given, we built the Cutter number entirely using the numbers given in the table. However, the goal is to fit your item into the arrangement already in the shelflist.

First, find the filing position in the shelflist.

In many cases, Cutters must be adjusted to file correctly and to allow room for later entries.

Numbers can be expanded decimally – there is no limit.



Where should a new entry file?

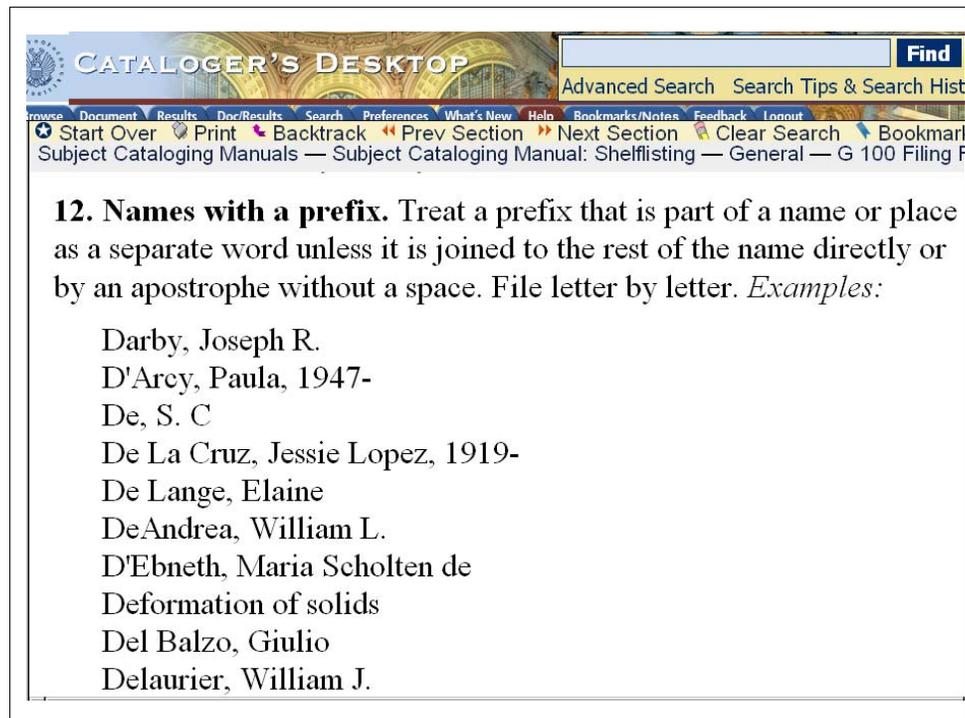
- G 100 Filing Rules has complete information
- General principle: File elements exactly as they appear, word by word, then character by character
- File abbreviations exactly as written
- Treat hyphenated words as separate words
- Ignore initial articles (such as a, an, the)
 - list of articles in many languages is in G 100
- BUT do not ignore initial articles in personal and place names

18

ANIMATION: click to bring in each bullet

G 100 has many examples of correct practice as well.

This is a much simplified summary of some filing rules.



The screenshot shows a web-based interface titled "CATALOGER'S DESKTOP". At the top right, there is a search bar with a "Find" button. Below the search bar, there are navigation links: "Advanced Search", "Search Tips & Search Hist", "Start Over", "Print", "Backtrack", "Prev Section", "Next Section", "Clear Search", and "Bookmark". The main content area displays the following text:

12. Names with a prefix. Treat a prefix that is part of a name or place as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space. File letter by letter. *Examples:*

- Darby, Joseph R.
- D'Arcy, Paula, 1947-
- De, S. C
- De La Cruz, Jessie Lopez, 1919-
- De Lange, Elaine
- DeAndrea, William L.
- D'Ebneth, Maria Scholten de
- Deformation of solids
- Del Balzo, Giulio
- Delaurier, William J.

An example of the instructions in G100, here for names with a prefix.



Adjusting the Cutter: expanding numbers

- In order to permit infinite expansion between numbers, Cutters are treated as decimals

.B3

.B47

.B56

.B564

.B583

.B66

.B7

Do not end a Cutter with 1 or 0

20

Given that you may need to “adjust” the Cutter to fit your item into its place in the filing order – how do you do that?

Cutter numbers are treated as decimals, so **.B66** files after **.B583**, **.B7** files after **.B66**, etc.

This makes it possible to insert new numbers into the existing arrangement at any point by adding additional digits to a number and maintain the order.

ANIMATION: click to bring in text box

A zero is not used at the end of a Cutter because it adds no filing value and takes up space.

1 is avoided because to file something before it requires a zero, which can look like a capital O.

Generally speaking, when shelflisting, try to avoid blocking a future work.

[NOTE: spoiler alert: the next three slides pose questions we’ll work through together – the answers are already printed in the manual, so people may want to just watch the screen if they want to try and figure out the answer]



Adjusting the Cutter: expanding numbers

- What Cutter would fit between these two?

.S39

.S392
.S395
.S396
.S3965
.S39995

.S4

21

ANIMATION: click to bring in each set of numbers – in the order listed in notes:

Good choices for filing between the two numbers:

.S395
.S396
.S3965

Extremes that might occasionally be required:

.S3922
.S39995

Main entry: letter not given in table

- For: Gladwell, Malcolm *Cutter table*: “L” not specified
- *Shelflist shows*:

BF448 .G35 2002	Galotti, Kathleen	Making decisions that matter
BF448 .G45 2003	Gelatt, H. B.	Creative decision making
		
BF448 .G57 1993	Glaser, Rollin O.	Groupthink index

Could use: .G53

Many letters are not included in the Cutter table. For example, when Cuttering for the name “Gladwell”, we find that the second letter “L” is not included in the table for letters after initial consonants.

In such cases, you will likely assign the next higher or lower number, adjusting as necessary to fit within the numbers already assigned in the shelflist.

When we look at the shelflist in this case, we see that Gladwell needs to come after Gelatt and before Glaser

ANIMATION: click to bring in arrow

click again to bring in text box

[NOTE: Work shelisted is Gladwell, Malcom. Blink : the power of thinking without thinking. BF448 = Psychology -- Consciousness. Cognition -- Thought and thinking -- Decision making]

Example: inserting the number

- For: Levitt, Stephen *Cutter table suggests:* L48

- *Shelflist shows:*

HB74.P8	Levine, David P.	Normative political
L477 2001		economy.

HB74.P8	Levine, David P.	Subjectivity in political
L478 1998		economy.



HB74.P8	Lewis, Alan.	New economic mind
L48 1995		

Could use: L479

ANIMATION: click to bring in arrow

click again to bring in text box

*[NOTE: work shelved is Levitt, Stephen D. **Freakonomics: a rogue economist explores the hidden side of everything.** HB74.P8 = Economic theory -- Economics as a science -- Relation to psychology]*



Cuttering for numerals: SCM G 63

- When Cuttering for Roman or Arabic numerals, use the Cutters .A12-.A19
 - PR8858 .A17 1995
The 1916 poets / edited with an introduction by Desmond Ryan, 1995.
- When numerals are expressed as words, Cutter like any other word:
 - BM723 .F48 1996
Fifty-eighth century : a Jewish renewal sourcebook / edited by Shohama Harris Wiener, 1996.

24

1st bullet: Choose a number toward the center of the available span when Cuttering for the first numeral in a class. The middle of the range is used for the first numeral Cuttered because no matter what number you have, there is an infinite number of possible larger and smaller numbers. LC staff are instructed to use .A15 automatically for the first entry beginning with a date. Reserved Cutters .A12-.A19 use a numerical sort, not an ASCII sort.

Note: If entries already in the shelflist have been assigned "document numbers" (.A5 for the corporate heading United States. Dept. of...) Cutter numerals to file directly after those entries. Examples:

UF523

.A5

U.S. Ordnance Dept.

1918a

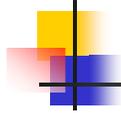
Handbook of ordnance data ... 1918.

UF523

.A53

1880's American arms ... 1981.

1981



Exercise 1

Elements of LC Call Numbers
Exercise 1: Applying the Cutter Table

is at the end of this session

25



More on class numbers...MAY contain:

- a date as an extension of the class number:

JK1968 2004 .R63 2005

Election returns. By date of election

HV600 1746 .L55 P47 2001

Disaster relief. Earthquakes. By date of occurrence

26

Now that you've had some practice applying the Cutter table, let's talk more about what can go into a call number.

Class number is shown in blue.

The next slides demonstrate guidance in how to subarrange such numbers.

Example from Classification Web

LC Class # <input type="text" value="jk1968"/>	
Political institutions and public administration (United States)--United States--Political institutions and public administration--Practical politics--Electoral system. Elections. Voting--Statistics. Election returns behavior--By date of election	
JK1965 (JK1966)	General [H R B L D S] By state [H R B L D S] see JK2701-9595
JK1967	Statistics. Election returns. Voting behavior General works [H R B L D S]
JK1968	By date of election [H R B L D S] Subarrange by main entry By state see JK2701-9593 [H R]
JK1976	General works [H R B L D S]
JK1978 (JK1982)	Juvenile works [H R B L D S] Election districts. Voting districts [H R B L D S] see JK1341-1343

The schedules provide instructions in such cases, including instructions on how to subarrange items within the class number.

Example from Classification Web

LC Class # hv600

[Social pathology. Social and public welfare. Criminology--Emergency management--Relief in case of disasters--Special types of disasters--Earthquakes](#)--By date of occurrence

Special types of disasters [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Including organizations of relief, reports of committees, etc., and including works on the longer term economic and social consequences of specific disasters

For description, narratives, etc., see [D-F](#), [HC](#)

For societies see [HV555.A-Z](#) [[H](#) [R](#)]

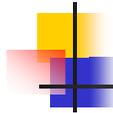
Earthquakes [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

HV599

HV600 By date of occurrence [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]
Subarrange by place, A-Z, and by author, A-Z

Floods [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]



Example of complete call number

- For a work about the 1746 earthquake in Lima, Peru with main entry Pérez:

HV	Social pathology. Social and public welfare
600	Earthquake relief
1746	Date of occurrence
.L55	Subarranged by place Lima
P47	Cutter for Pérez
2001	Date of publication



How many Cutter numbers?

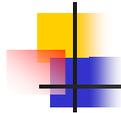
- Schedules may provide instructions for sub-arrangement
 - these always take precedence over general practices
- No more than two Cutter numbers in a call number (except G schedule)
- No special instructions in the schedules?:
 - assign single Cutter for main entry

QL751.**G73** Grandin, Temple

30

2nd bullet: Call numbers for maps in class G may in some cases contain three Cutters – very specialized practices in G, not covered in this basic workshop

FYI: a Cutter for a geographic area (local areas), a subject letter number representing the subject focus of the map (such as .P2 for a road map), and a Cutter for main entry.



How many Cutter numbers?

- If class number includes a Cutter (representing topic, place, etc.):
 - assign an additional Cutter for the main entry:

DC611.B848 H84	Hunt, Lindsey
HN79.M3 C37	Carr, Lois
HV5824.C42 K87	Kusinitz, Marc

31

Again, this assumes there are no special instructions in the schedules

Examples:

DC611.B848 - History of France, Brittany

HN79.M3 - Social conditions in Maryland

HV5824.C42 – Drug use by celebrities



How many Cutter numbers?

- If class number requires two Cutter numbers to express the topic:
 - add digits to the second number to achieve alphabetical arrangement by main entry

HF5382.5.U6	F6+	Florida
	F62	one work about Florida
	F64	another work about Florida
	F645	yet another...
	F67	and another

32

Topic here is vocational guidance in Florida.

Many shelflisters use the “expansion” part of the Cutter table for selecting a digit expansion of the second Cutter.

FYI: examples are from the LC shelflist:

F62 Florida Industrial Commission. Florida job guide for young workers ... 1959.

F64 Florida State Employment Service. Florida job guide for young workers ... 1957.

F645 Florida VIEW. Careers. 1994.

F67 Smith, Tom Q. 47 ways to make money in Florida. 1952.



A-Z Topical Cutters

- Topical Cutters are used in a schedule when a series of topics does not lend itself to a logical or hierarchical order:

TX557	Vegetables, cereals, fruits, etc.
558	Special, A-Z
	.A3 Acorns
	.A6 Apples
	.B3 Bananas
	.B35 Barley

33

We've seen some examples of topical Cutters already; here is more information about them.

There is more on formation of topical Cutters in the sections on individual schedules such as H.

[NOTE: TX557 -- Dietary studies, food values, experiments, tests, etc. for vegetables, cereals, fruits, etc.]



A-Z Topical Cutters (2)

- Most topical Cutters are printed in the schedules
 - Previous practice: in some areas, only representative or sample Cutter numbers were given, preceded by “e.g.”
 - Some types of Cutters are not printed: personal, corporate, geographic names, languages (when topic is subarranged by language)
- New topical Cutters can be proposed through SACO

34

If the question comes up: can I use a topical Cutter that is not in the schedules without proposing it?

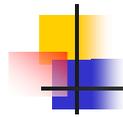
Here are some considerations:

Cutters should be established in the schedule if not preceded by “e.g.”

Some libraries create their own topical Cutters based on what makes sense in their own catalog.

Disadvantages to creating your own topical Cutter without proposing it include:

- LC may later establish a topical Cutter for that topic that is different from the one you used
- Most catalogers using your record as copy would assume the Cutter has been established, unless you code your call number as a non-LC call number
- Different libraries could use different terminology for the topic, so different Cutters could be used for the same concept
- Keeping track of Cutters assigned locally can be challenging



Reserved Cutter numbers

- A span of Cutter numbers at the beginning (“A”) or end (“Z”) of the sequence set aside for special purposes
- “A” Cutters are often for form divisions (periodicals, congresses)
- “Z” Cutters are often for special divisions of the subject (biography and criticism of a literary author)

35

LC Class # [Navigation icons]

[Public aspects of medicine--Medical centers. Hospitals. Dispensaries. Clinics--Nursin Long-term care facilities--By region or country](#)

Nursing homes. Long-term care facilities [[H](#) [R](#) [B](#) [L](#) [C](#)]

Cf. [RA975.C64](#) Subacute care facilities [[H](#) [R](#)]

Cf. [RA975.5.E9](#) Hospitals [[H](#) [R](#)]

Cf. [RC954.3-.6](#) Nursing home care [[H](#) [R](#)]

Cf. [RT120.L64](#) Nursing [[H](#) [R](#)]

.A1, .A15, .A2 are reserved

By region or country [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

General and United States [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Periodicals. Societies. Serials [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Congresses [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Directories [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

→ General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

By region or state, A-Z [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

RA997.A1

RA997.A15

RA997.A2

RA997.A3-Z

RA997.5.A-Z

For general works, Cutter for main entry
"Abell" should be greater than .A3

For reserved Cutters, add a second Cutter
based on main entry

Cutter numbers .A1, .A15, and .A2 have been assigned special meanings here.

What if you had a general work:

ANIMATION: click to bring in arrow

and you needed to assign a Cutter for an author named Abell? According to the Cutter table this would be .A23, but you would need to assign a Cutter greater than A3 because .A2 has a specific meaning.

ANIMATION: click again to bring in text box "For general works..."

Also, notice that you cannot follow the general practice for Cuttering for numerals (using A12-19) in this situation. Entries beginning with numerals need to appear before entries beginning with the letter A, so space should be left for numerals.

ANIMATION: click to bring in "For reserved Cutters..." text box

When you assign one of the reserved Cutters (for a periodical or a congress or a directory, for example), you add a second Cutter based on main entry.



Additions to call numbers

- Date of publication is added in most cases
- Work letter (or mark)
- Volume number
- Terms such as Index or Suppl.
- Local decisions:
 - Copy 1, 2, etc.
 - Oversize designation

37

We've talked about class numbers and book numbers, and how Cutter numbers are used in each.

These are some additional elements you may see in call numbers.

Date of publication is added in most cases, but the others will be added only in certain situations. We'll see examples of these throughout the workshop, but will address the general practice for adding dates now.



Date of publication: G 140

- General rule: add the date of imprint to all monographs
 - prior to 1982, not done routinely
- Dates are not added to the call numbers for serials and certain loose-leaf publications associated with legal materials
- G 140 includes instructions on handling multiple or complex dates
 - and exceptions to the general rule

38

LC practice: an imprint date is routinely added to book numbers for monographs (policy established in 1982)

Note that the practice of adding dates to the call numbers of monographic works applies to cataloging performed since 1982, not items published since 1982. A title cataloged today for a 1975 imprint would include a date in the call number.

The screenshot shows a web page with a navigation menu at the top including 'Doc/Results', 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'. Below the menu is a breadcrumb trail: 'Subject Cataloging Manuals — Subject Cataloging Manual: Shelflisting — General — G 140 Dates'. The main heading is 'G 140 Dates'. The text below reads: 'BACKGROUND: In 1982, the decision was made to add the imprint date to the call number of all monographic works. Prior to that date, several formal and informal memos were used as guidelines to determine if a date was needed in the call number. This instruction sheet provides guidelines on adding the date to the call number for monographic works.' Below this is a section titled '1. General rule. Add the date of imprint to all monographs. Examples:' followed by a table of examples.

1976?	use 1976
ca. 1976	use 1976
1981, c1980	use 1981
1971, c1972	use 1972
1979 [i.e. 1978]	use 1978
1962 or 1963	use 1962
1969 (1973 printing)	use 1969
1980 printing, c1957	use 1957

This is just a partial view of the list – there are many more examples of types of dates and what to use in G140.

More on use of dates (conference dates, work letters, etc.) in a later session



Display of the notation

- The same LC call number may be displayed in numerous ways

RC	RC	RC569	RC569.5
569.5	569.5	.5	.S56B36
.S56	.S56B36	.S56B36	1988
B36	1988	1988	
1988			

40

Once you've created your call number, what might you want to do with it?

Get it into a bibliographic record

Print a label

Display it in your catalog



MARC 21 Coding

- In a bibliographic record, the LC call number appears in field 050
 - 050 00 \$a QL751 \$b .G73 2005
 - 050 00 \$a RC569.5.S56 \$b B36 1988
- Subfield codes:
 - \$a Classification number
 - \$b Item number

41

Subfield \$a contains the classification number portion of the call number.
Subfield \$a may be repeated to record an alternative class number.

Subfield \$b contains the item number portion of the call numbers (“item number” here is MARC 21 terminology)

FYI: other subfields are defined in the MARC 21 format but are not commonly used in general cataloging so not covered here (\$3, \$6, \$8)



050 field: indicators

- First indicator: existence in LC collection
 - _ No information provided
 - 0 Item is in LC
 - 1 Item is not in LC
- Second indicator: source of call number
 - 0 Assigned by LC
 - 4 Assigned by agency other than LC

42

Both of the examples in the previous slide had indicators “00” – held by LC, assigned by LC.



MARC 21 Coding

- Reminder: classification number portion of the call number may include a Cutter
 - 050 00 \$a QL751 \$b .G73 2005
 - 050 00 \$a DC611.B848 \$b H84 1997
- First Cutter is preceded by decimal
- General rule: delimiter for the item number (**\$b**) precedes the last capital letter

43

2st bullet:

ANIMATION: click to bring in arrows

In addition, sometimes the Cutter in the item number portion is actually part of the class number, when two Cutters are needed to express a topic.

\$b delimiter also precedes the decimal before that letter, if present



MARC Coding in OCLC

- 090 field: Locally assigned LC-type call number
 - based on LC classification schedules but assigned locally
 - both indicators are blank
090 ## RM735.7.K54 \$b P373 2005
- When transcribing LC copy, use 050 field for LC call number
- When assigning LC call number, libraries may use:
090 **OR** 050 #4
- 090 field is not retained in master record if record also contains 050 field

44

050 #4 = no information about LC holdings, number assigned by agency other than LC

If you are assigning a local number that does not conform to the LC class numbers, use field 099 (Local free-text call number)

[FYI: 4th bullet: exception is if 050 field contains a word or phrase – LAW, NOT IN LC – in such cases, 090 is retained in master record]

A graphic consisting of overlapping colored squares (yellow, red, blue) and a black crosshair.

BIBCO usage

- LC call number is assigned in 050 field
 - 050 #4
 - 1st indicator blank (no information provided about existence in LC collection)
 - 2nd indicator 4 (assigned by agency other than LC)
- When/if a BIBCO record is used by LC, the indicators are changed to “00”
- For more information:
<http://www.loc.gov/catdir/pcc/bibco/classfaq.html>

45

BIBCO is the bibliographic record component program of the PCC through which participants create cataloging records using mutually agreed upon standards. The hallmark of the BIBCO record is that authorized headings support those access points which call for established forms.

BIBCO participants agree to assign a classification number on BIBCO-designated bibliographic records (excluding those exempted in the core record standards) from an established classification system supported by the MARC 21 format e.g., Dewey, LC Classification (LCC).

Those participants using LC Classification (LCC) assign a classification number that adheres to LC practice and that includes the data that represents the topic. The number is input in field 050 using the value “blank” (no information provided) in the first indicator position and value “4” (assigned by an agency other than LC) in the second indicator position. Setting the first indicator to “blank” prevents the need to determine whether LC holds the item and improves the efficiency of supplying a classification number.

[FYI, only a classification number is required, not a full call number, though many BIBCO participants supply full call numbers.]



Exercise 2

46

Elements of LC Call Numbers Exercise 1: Applying the Cutter Table

1. Apply the Cutter table to the following names or words, and write the Cutter number in the space provided.

Wycliff _____ Anderson _____

Shrimp _____ Quality _____

Your last name _____

2. For the names Blades and Dwyer, the second letter is not given specifically in the table and it is more difficult to create a good Cutter. What might you do?

- Library of Congress practice in this situation is to “move left and add 8;” in other words, for the second letter of the name, select the number from the Cutter Table that corresponds to the letter to the left of the second letter in the name, and then add the numeral 8 as the expansion; it also is possible to:
- Use the earlier number from the table and expansion
- Use the later number from the table and expansion
- Use something in between
- Remember that the existing arrangement in the shelflist must always be taken into account before formulating Cutter numbers

Blades *earlier number:* B53 *later number:* B63 ? _____

Dwyer *earlier number:* D89 *later number:* D99 ? _____

In making your choice, consider the shelflist below. Other entries already in the shelflist are given in bold type. Also think about other words that might later need to fit in (some possibilities given in italics):

Bizness	.B59	Duzhnikov	.D89
<i>Bjorn</i>		<i>Dwight</i>	
Blades		Dwyer	
<i>Blyth</i>		<i>Dying</i>	
Board ofB63	Dzurko	.D98

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Elements of LC Call Numbers Exercise 2: Identify the coding errors

Find the errors in the MARC coding of these call numbers. Write the call number with the correct coding.

TS191.8 \$b Z34 1990

T55.3 \$b H3C353 1991

QP34.5. \$b H625 1989

B3279.H49 B696 2000

B 8313 \$b F35 2000

TR646 .G32 \$b W653 1999

HE558 \$b .G48 \$b G56 2003

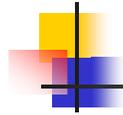
TX716.M4 \$b .K44 1989

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Principles of Classification and Assigning Class Numbers

Session 6



This session covers:

- *SCM: Classification F 10*
 - Principles that generally apply when using LC classification
 - Principles applicable in all schedules
- Finding a number
 - Strategies
 - Works on a single topic, on multiple topics

2



General principles

- Class works according to their subject matter
- Class a work by its specific subject, not by its form under a broader topic
- Within given topical area, ignore form unless form captions have been established

3

Intro: first we'll talk about the general principles outlined in F 10.

2nd bullet: Specific instructions in the shelflist take precedence. Also, there is an important exception for serials that will be covered in the next session, Special Types of Material

SCM F 10 was created to codify existing LC practice. It is a guideline only. Often an existing classification arrangement may appear to be in violation of the principles outlined in the instruction sheet. However, LC's policy is to not reclass items when an existing arrangement may not conform to the guidance in SCM F 10.

[NOTE: SCM F 210 Periodicals, section 4 says: Unless there are other specific provisions printed in the schedule, class all serial publications, including periodicals, numbered monographic series, and topical serial society publications in this number (i.e., the class number for periodicals at the head of an important topic).]

General principles (2)

LC Class # Go

Plant culture--Pests and diseases--Weeds, parasitic plants, etc.--Congresses

Weeds, parasitic plants, etc. [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

For works on weed control of special plants see [SB608.A-Z](#) [[H](#) [R](#)]

For forest weeds and their control see [SB761-795](#) [[H](#) [R](#)]

Cf. [SB951.4-.45](#) Herbicides [[H](#) [R](#)]

SB610 Periodicals. Societies. Serials [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB610.2 → Congresses [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611 General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Study and teaching. Research [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611.3 General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611.34.A-Z By region or country, A-Z [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611.4 Economic aspects (General) [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

Biological control (General) [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611.5 → General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

SB611.6 Microbiological methods. Microbial herbicides [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

By region or country, A-Z [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

United States [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

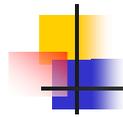
SB612.A2 General works [[H](#) [R](#) [B](#) [L](#) [D](#) [S](#)]

A work on a congress on weed control would be classed under SB610.2

ANIMATION: click to bring in first arrow

But: A work on a congress devoted to biological control of weeds would be classed under SB611.5

ANIMATION: click to bring in second arrow



General principles (3)

- Within a given topical area, prefer classing by subject over classing by place

- Exceptions
 - Instructions in schedules take precedence
 - Clear precedent in shelflist takes precedence

5

General principles (4)

LC Class #
Go

[Social pathology. Social and public welfare. Criminology--Criminology--Crimes and offenses--Crimes against the person--Sex crimes](#)

	Sex crimes [H R B L D S]
HV6556	General works [H R B L D S]
HV6557	By region or country see HV6592-6593 [H R]
HV6558	Female sex offenders [H R B L D S]
	Rape [H R B L D S]
	General works [H R B L D S]

A work on female sex offenders in Germany would be classed at:

HV6557

not at HV6592-6593 (By region or country)

ANIMATION: click to bring in each text box



General principles (5)

- Use the most specific number available
- Use a broader number if:
 - No specific number is available, and
 - It is not feasible to propose a new number

7

Instructions for proposing new numbers will be covered in the session on the SACO Program.



General principles (6)

- When several subjects are discussed in a work, choose a class number according to the most appropriate of these guidelines:
 - Class according to instructions in schedules
 - Class according to dominant subject
 - If no subject is dominant, class under first subject mentioned in the work
 - Class with a broader subject, if the work deals with several subjects that, taken together, constitute a major part of a larger subject

8

Choose a classification number according to the most appropriate of these guidelines.

ANIMATION: click to bring in each sub-bullet



General principles (7)

- When several numbers appear satisfactory:
 - Class according to the intent of the author

 - Alternatively, class where it appears the work would be most usefully located

9

First bullet: Often “author’s intent” may be swayed by the academic degree held by the author.



General principles (8)

- Influence of one subject on another:
 - Class with the subject influenced
 - But, instructions in the schedules and past practices take precedence

Example:
How to use social norms marketing to prevent driving after drinking / Jeffrey W. Linkenbach. 2006.
Class in:

- HE5620.D7 Drunk driving. Drinking and traffic accidents

10

ANIMATION: click to bring in each bullet

Example: NOT classed with Social norms, Marketing, etc.



General principles (9)

- Relationship between order of subject headings and class number
 - *Subject Cataloging Manual: Subject Headings H 80*
 - Class number and first subject heading usually match

11

An exact match is not always possible since the classification system and the subject heading system have different conventions.

Class numbers may be more or less specific than subject headings

In some cases, it requires several subject headings collectively to designate what the classification expresses in a single caption.



Exercise 1

[Biology \(General\)](#)--Ecology

Ecology [\[H R B L D S\]](#)
Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal

For human ecology see [GF1-900](#) [\[H R\]](#)
For ecology of a particular topographic area see [QH101-199.52](#) [\[H R\]](#)
For plant ecology see [QK900-989](#) [\[H R\]](#)
Cf. [BL65.E36](#) Ecology and religion [\[H R\]](#)
Cf. [HX550.E25](#) Communism and ecology [\[H R\]](#)
Cf. [QH546](#) Ecological genetics [\[H R\]](#)

12

Exercise 1: attendees have the exercise at the end of this session in the manual. The complete class listing of QH540 Ecology (Appendix A) should be consulted when completing the exercise.

The goal of the exercise is to supply the class number for the titles given, using the most specific number available.



Finding a number

- General principles
 - Choose the most specific number possible
 - Locate the item with related materials
- Some strategies
 - Classification Web
 - Other bibliographic records
 - LCSH, authority records
 - Schedules

13

Intro: Next we'll talk about some strategies for finding an appropriate class number, keeping in mind the general principles.

There can be more than one appropriate number for a given item. In such cases, compare similar items for consistency.



Finding a number (2)

- Classification Web
 - Classification search
 - Captions
 - Keywords
 - Index terms
 - LC Subject Heading & LC Classification Number Correlations

14

ANIMATION: click to bring in each sub-bullet

In ClassWeb, you can search by captions, keywords, or index terms. (More complex searches are possible, but we're focusing here on the basic search options.)

You can also search correlations between LC Subject Headings and LC Class numbers.



ClassWeb search options

- **Caption**
 - Searches text in captions only
 - Left match: retrieves only captions that begin with the search term
 - *Caution:* easy to miss relevant numbers
- **Keyword**
 - Word or phrase anywhere
 - Searches notes, multiple captions

15

The next few slides illustrate and compare these two options.

Caption Search

Search Reset Logout Close Menu Help

Classification Search

Caption	<input type="text" value="plate tectonics"/>	<input type="button" value="Browse"/>	
Keyword	<input type="text"/>	<input type="button" value="Browse"/>	
Index term	<input type="text"/>	<input type="button" value="Browse"/>	
Caption or index term	<input type="text"/>	<input type="button" value="Browse"/>	
Classification number	<input type="text"/>	<input type="button" value="Browse"/>	

Display Options

Return records per page.

Display no hierarchy, caption, partial hierarchy or entire hierarchy.

Include schedules, tables or both ("both" option not available for Classification number searches).

Search Options (only apply when you click on the "Search" button)

Find all matching terms (AND search) or any matching term (OR search).

Run a simple or boolean search (requires quotes around your search terms).

- Case sensitive search (capital letters and accent marks must match).
- Exact match (don't perform a truncation search that returns alternate word endings)

Simple caption search on “plate tectonics”.

ANIMATION: click to bring in arrow

Caption search results

[Plate tectonics \(2\)](#)
[Z6033.P713](#) Plate tectonics [H R B L S D C]
[\[QE511.4-.46\]](#) Plate tectonics [H R B L S D C]

[Plate towers \(1\)](#)
[TP159.P6](#) Plate towers [H R B L S D C]

Geology--Dynamic and structural geology--Plate tectonics	
QE509.4	Mantle [H R B L S D S]
QE509.5	Temperature [H R B L S D S]
QE511	Earth's crust. Isostasy [H R B L S D S] Cf. QB331 Gravity determinations
QE511.2	Island arcs [H R B L S D S] Plate tectonics [H R B L S D S]
QE511.4	General works [H R B L S D S]
QE511.42	Neotectonics [H R B L S D S]
QE511.44	Morphotectonics [H R B L S D S]
QE511.46	Subduction zones [H R B L S D S]

Search retrieved two numbers: Z6033.P713 (subject bibliography) and a range of numbers in QE511.4-.46.

The brackets indicate that a range of numbers was retrieved rather than a single number. We click on the numbers to go to that schedule.

In order to use the caption search effectively, you need to know the schedules well and be able to predict the exact terms that are used in captions. This is not an especially good approach for beginners because it's easy to miss relevant numbers. In this case, it worked fine.

[NOTE: next slides show examples of the limitations of caption search].

Home economics--Hospitality industry. Hotels, clubs, restaurants, etc. Food service--Special topics, A-Z--Safety measures	
TX911.3.R3	Rates [H R B L D S]
TX911.3.R47	Reservations [H R B L D S]
TX911.3.R48	Restrooms [H R B L D S]
TX911.3.R57	Risk management [H R B L D S] Room service see TX943-946.5 [H R]
TX911.3.S24	Safety measures [H R B L D S]
TX911.3.S3	Sanitation [H R B L D S]
TX911.3.S4	Security [H R B L D S]

Chemical technology--Food processing and manufacture--Safety measures	
TP373	Food processing plants and equipment [H R B L D S] Cf. TH4526 Building construction [H R]
TP373.2	Transportation [H R B L D S]
TP373.3	Storage [H R B L D S] Including food storage pests Cf. SB937 Farm insect pests [H R]
TP373.5	Safety measures [H R B L D S]
TP373.6	Sanitation [H R B L D S]
TP373.8	By-products [H R B L D S]

[Only the first search results box displays]

Look at the top of the screen to see the hierarchy for this caption – this one is for safety measures in the food service and hospitality industry.

ANIMATION: click TWICE to bring in arrows in first box

Keyword search retrieves words anywhere in the schedules – in the full hierarchy for the term, in notes, etc.

ANIMATION: click to bring in second search results box
click TWICE to bring in arrows in second box

If we went back to the search results screen and selected the TP373.5 number, we'd see that TP373.5 is for safety measures relating to food processing.

Class/Subject Correlations

LC Class/Subject Correlations Search

[LC classification number](#)

[Subject heading](#)

- To find the subject headings most frequently used with a specific LC classification number, enter the number in the LC classification number field.
- To find the LC classification numbers most frequently used with a specific subject heading or subject heading string, enter the heading in the Subject heading field.

[Display Options](#)

Return records per page.

Intro: Now we'll take a look at the Class/Subject Correlations feature.

This can be a very useful tool for finding a class number. When you enter a subject heading, it retrieves records in LC's catalog which have that heading as the **first** subject heading in the record and shows the LC Classification numbers used on those records. Remember that the first subject heading and the class number usually match.

An important limitation: the correlations search does not show 600 or 610 tagged entities, even if one is the first subject heading in the record.

Keep in mind that this search simply reflects what is on bib records in LC's database – it does not provide any qualitative assessment of the “best” class number to use with that heading. It's a great feature, but must be used with caution.

Here we're looking for the class number correlation with the subject heading “Sociology--Dictionaries--German.”

When keying a subject heading, hyphens between elements are optional

Class/Subject Correlations (2)

|< < > >| Reset Logout Close Menu Help

LC Class/Subject Correlations Search: All Records

[Sociology--Dictionaries--German.](#) [L D]
→ [HM17](#) (17) [B L D S]
[HM425](#) (2) [B L D S]

[Sociology--Dictionaries--Greek, Modern.](#) [L D]
[HM17](#) (1) [B L D S]

[Sociology--Dictionaries--Hindi.](#) [L D]
[HM17](#) (1) [B L D S]

Always check numbers
for currency!

The numbers in parentheses indicate the number of LC records in the database with that class number where “Sociology--Dictionaries--German” is the first heading.

ANIMATION: click to bring in arrow

In this case it would appear that HM17 is probably the number to use.

ANIMATION: click to bring in text box

But, numbers should always be checked for currency.

The underlined call numbers are hot links to the classification schedules. We’ll take a look at HM17.

Class/Subject Correlations (3)

Sociology--Dictionaries. Encyclopedias

	see HM421
(HM15)	Collected works (nonserial) [H R B L D S] see HM585-606
(HM17)	Dictionaries. Encyclopedias [H R B L D S] see HM425
	History [H R B L D S] see HM435-477
(HM19)	General works [H R B L D S] see HM435
(HM22.A-Z)	By region or country, A-Z [H R B L D S] Under each country: (.x) General works (.x2A-.x2Z) Biography, A-Z see HM477.A-Z

HM17 is in parentheses, meaning that it is no longer a valid number. There is a “see” reference to HM425.

Class/Subject Correlations (4)

LC Class #

Go

Sociology

Sociology--Dictionaries. Encyclopedias

HM417.A-Z	Other languages, A-Z [H R B L D S]
HM419	Societies [H R B L D S] Cf. H10-19 Social sciences [H R]
HM421	Congresses [H R B L D S] Collected works (nonserial) see HM585-606
HM425	Dictionaries. Encyclopedias [H R B L D S]
HM427	Terminology. Abbreviations. Notation [H R]
HM429	Directories [H R B L D S]

HM425 is the currently valid number

HM425 is the number we should use for a dictionary of sociology.



Finding a number (3)

- Consult other bibliographic records
 - Prefer recent LC records
 - Searching LC's online catalog is a good strategy
 - Remember that the first subject heading usually matches the call number
 - Remember that catalog records may include obsolete numbers or reflect obsolete practices

25

Consulting other bibliographic records is a good way to explore possible class numbers for a topic. An advantage to this approach is that it promotes consistency – we want to class a work with similar works already in the collection.



Subject search on “identity theft” in LC’s catalog – selected results:

HV6675 .N48 1999
Identity theft : the cybercrime of the millennium / by John Q. Newman .
1999.
SUBJECT: Identity theft.
Internet fraud.
Computer crimes.

KF9367.Z9 J37 2006
Identify theft and how to protect yourself / by Margaret C. Jasper. 2006.
SUBJECTS: Identity theft--United States--Popular works.
Identification cards--Forgeries--United States--Popular works.
SERIES: Law for the layperson

26

Here’s an example of a situation in which searching LC’s catalog can be very helpful.

If you were cataloging a book on identity theft and thinking about where to classify it, where would you start?

Searching “identify theft” in ClassWeb turns up no results, by caption or keyword.

When you search the subject “Identity theft” in LC’s catalog, you get over 100 hits (including heading with subdivisions for form, place, narrower topic).

Here are a few of the results, showing several different class numbers.



Subject search on “identity theft” in LC’s catalog – selected results:

QA76.9.A25 T96 2005

Computer privacy annoyances : how to avoid the most annoying invasions of your personal and online privacy / Dan Tyan. 2005.

SUBJECTS: Computer security.
Computers--Access control.
Data protection.
Identity theft.

HV6679 .C49 2004

Save your identity : ID theft awareness, prevention, and recovery / Michael Chesbro. 2004.

SUBJECT: Identity theft--United States.
Identity theft--United States--Prevention.

27

Checking the schedule: HV6675+	
Social pathology. Social and public welfare. Criminology--Criminology--Crimes and offenses--Crimes against property--Embezzlement. Forgery, etc.--General works	
	Embezzlement. Forgery, etc. [H R B L D S]
HV6675	General works [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]
HV6679	General works [H R B L D S]
HV6684.A-Z	By place, A-Z [H R B L D S]
HV6685.A-Z	Other regions or countries, A-Z [H R B L D S]
	Subarrange each country by Table H73
HV6688	Extortion [H R B L D S]
	Fraud. Swindling. Confidence games [H R B L D S]
HV6691	General works [H R B L D S]
HV6692.A-Z	Biography of swindlers, A-Z [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]

A general work on identity theft would be classed at HV6675.

A work focusing on identity theft in the U.S. would be classed at HV6679.

This might be a good candidate for a SACO proposal.



Finding a number (4)

- LCSH and subject authority records
 - Suggested class numbers are included for some headings
 - only if very close correspondence between subject heading & LCC schedules
 - Not kept up-to-date
 - Never use these numbers without checking
- In subject authority records, class number is in 053 field

29

Some subject headings in LCSH, and their associated authority records, include suggested class numbers.

Class numbers are added at the time of creation. No attempt is made to keep them up to date.

Example: class numbers in LCSH

Green movement (May Subd Geog) [[R S D](#)]
[[GE195-199](#) (Environmental sciences)] [[B L S D](#)]
[[JA75.8](#) (Political science)] [[B L S D](#)]

Here are entered works on the movement that embraces a political culture and lifestyle focused on environmental and other issues, such as ecological accountability, grass roots democracy, and pacifism, often based in a separate political party.

UF Ecologism

Environmental action groups

Environmental groups

BT [Environmentalism](#)

RT [Political ecology](#)

A heading may have more than one suggested class number, for different aspects of the topic.

Sometimes a range of numbers is suggested, as we see here: GE195-199.

Example: 053 field in subject authority record

Authority File: Green movement		MARC Help	
ARN	2709406		
Rec stat	c	Entered	19900202
Type	z	Replaced	19980326123702.2
Roman		Upd status	a
Govt agn		Ref status	a
Series	n	Auth status	a
Ser num	n	Auth/ref	a
		Name	n
		Enc lvl	n
		Mod rec	
		Subj	a
		Geo subd	i
		Subdiv tp	n
		Source	
		Name use	b
		Subj use	a
		Ser use	b
		Rules	n
010	sh 90000587		
040	DLC †b eng †c DLC †d DLC		
053	GE195 †b GE199 †c Environmental sciences ←		
053	JA75.8 †c Political science ←		
150	Green movement		
450	Ecologism		
450	Environmental action groups		
450	Environmental groups		
550	Environmentalism †w g		
550	Political ecology		

This is a display of the subject authority record in the OCLC Connexion Browser. The 053 field is repeatable.

When numbers are given in both subfield a and subfield b, a range of numbers is indicated.

Captions are given in subfield c to differentiate multiple numbers or ranges of numbers.



Finding a number (5)

- Go directly to the schedules
 - Often difficult for the beginner
 - May be the best approach for those working in specialized subject areas
- Consult the outline for guidance on where to start
- Use the index of the appropriate schedule

32

Catalogers working with specialized collections become quite familiar with the schedule(s) used.

Generalist catalogers may find it difficult to gain this type of familiarity with multiple schedules.

Using the index

Strategic marketing : an applied perspective / Karel Jan Alsem.

SUBJECT: Marketing--Management.

From Schedule H Index:

Market share: HD2757.15

Market surveys: HF5415.3

Marketing: HF5410+ ←

Accident insurance: HG9321

Accounting: HF5686.M35

Accounting business: HF5628.5

Banks: HG1616.M3

Example of using the index to locate a number for this work, *Strategic marketing : an applied perspective*, with the subject heading Marketing--Management.

We see that the range of numbers beginning with HF5410 is for the topic of Marketing.

We also see other numbers for different aspects of marketing.

While there is not an entry for marketing management, the index indicates that HF5410+ is a good place to begin looking in the schedules.

HF	COMMERCE
	Business
	Marketing
5410	Periodicals. Societies. Serials
5411	Congresses

5415	General works
	By region or country
5415.1	United States
54415.12	Other regions or countries, A-Z

	Marketing management
5415.13	General works
5415.135	Decision making
	Product management
5415.15	General works
5415.152	Bundling

When we go to HF5410 and browse the subtopics, we see the subtopic “Marketing management”. The general works number under this subtopic, HF5415.13, is a good fit for the book.

[NOTE: lines indicate where some portions of the schedule have been omitted.]

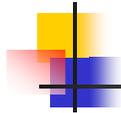


Works on a single topic

- Choose a number for the topic or a facet of the topic
- If a breakdown is not provided, use the General Works number

35

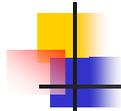
Intro: now that we've considered different strategies for finding a class number, we'll talk about assigning numbers in the context of the general principles of LC classification.



Works on a single topic (2)

- General special:
 - *SCM: Classification F 290*
 - No longer used in newly published schedules, but continues to appear in older schedules
 - Used for “amorphous” works for which it is impossible to determine precisely the actual concepts discussed

36



Works on a single topic (3)

- General special (cont'd)
 - Used for works involving subjects so new that it cannot be immediately determined where they fit in a classification hierarchy
 - Do not use when number can be determined and designated. Propose a new number if necessary
 - Do not propose new General special numbers

37

Works on a single topic (4)

LC Class #
Go

Anthropology--Physical anthropology. Somatology--Human evolution--General special

GN281	Human evolution [H R B L D S] Including the origin of man Cf. BF698.95 Evolutionary psychology [H R] Cf. BL263 Natural theology [H R] Cf. QH359-425 Biology [H R]
GN281.4	General works [H R B L D S] General special [H R B L D S] Fossil man. Human paleontology [H R B L D S] Class here works on physical remains only, including particular parts of the skeleton. For works on physical remains and associated cultural remains see GN768-776.52 [H R]
GN282	General works [H R B L D S]
GN282.5	General special [H R B L D S] e.g. Piltdown man

Works on a single topic (5)

◀ Previous Next ▶
Brief Record
Subjects/Content
Full Record
MARC Tags

Perfect planet, clever species : how unique are we? / William C. Burger.

LC Control No.: 2002068117

Type of Material: Book (Print, Microform, Electronic, etc.)

Personal Name: [Burger, William C.](#)

Main Title: Perfect planet, clever species : how unique are we? / William C. Burger.

Published/Created: Amherst, N.Y. : Prometheus Books, 2003.

Description: 345 p. : ill. (some col.) ; 24 cm.

ISBN: 1591020166 (alk. paper)

Notes: Includes bibliographical references (p. 295-328) and index.

Subjects: [Human evolution.](#)

[Life on other planets.](#)

[Exobiology.](#)

LC Classification: GN281.4 .B87 2003

Dewey Class No.: 599.93/8 21

General special is sometimes qualified by the phrase Special aspects of the subject as a whole.

This work on the relationship between human evolution and life on other planets represents a concept deemed too new or unique to warrant its own number.

Other examples of titles classed in General special:

HV8706 [Social pathology. Social and public welfare. Criminology--Criminal justice administration--Penology. Prisons. Corrections--Forms of punishment \(Modern\)--Imprisonment. Penal servitude](#)--General special. Special aspects of the subject as a whole

Prisons and their moral performance: a study of values, quality, and prison life / Alison Liebling ; assisted by Helen Arnold. 2004.

Changing attitudes to punishment : public opinion, crime and justice / edited by Julian V. Roberts and Mike Hough. 2002.

GV1043.7 [Recreation. Leisure--Sports--Cycling. Bicycling](#)--General special

Critical mass : bicycling's defiant celebration / edited by Chris Carlsson. 2002.

Cycling past 50 / Joe Friel. 1998.

The art of urban cycling : lessons from the street / Robert Hurst ; [foreword by Marla Streb]. 2004.



Works on a single topic (6)

- Form numbers:
 - Periodicals, societies, congresses, dictionaries, etc.
 - Use form numbers if given, otherwise class with General works

40

Special numbers for societies are for works about the society, e.g. news of the society, membership lists, etc.

Publications by a society dealing with topics of interest to the society are classed for the topic.

Works on a Single Topic (7)

Commerce--Business education. Commercial education--General special

	Business education. Commercial education [H R B L D S]
	Cf. HD30.4-42 Management study and teaching [H]
	Cf. HF5415.4 Distributive education [H R]
	Cf. HF5630 Accounting education [H R]
	Cf. LC2780.4 Business education of African American [R]
HF1101	Periodicals. Societies. Serials [H R B L D S]
HF1102	Congresses [H R B L D S]
(HF1103-1104)	Collected works [H R B L D S] see HF1106
HF1106	General works [H R B L D S]
HF1108	History [H R B L D S]
HF1111	Higher commercial education [H R B L D S]
HF1116	Correspondence schools, home-study courses, etc. [L D S]
HF1118	Problems, exercises, examinations [H R B L D S] Including Graduate Management Admission Test
(HF1121)	General special [H R B L D S] see the specific subject
	By region or country [H R B L D S]
	United States [H R B L D S]
HF1131	General works [H R B L D S]

This screen shows examples of form numbers under the subject Business education.

If you had a congress on Business education, you would class it at HF1102.

If you had a directory of programs of business education in the U.S., where would you class it? HF1131 – by country, United States, General works. We would use the General works number because there is no form number for directories.

The Collected works form number is now obsolete; collected works should now be classed in HF1106, the General works number.

Also note that the General special number is now obsolete.



Works on a single topic (8)

- Place numbers:
 - For a work treating a topic with regard to a particular place:
 - class with a number that brings out both topic and place, if available
 - if there are no geographic provisions under the specific topic, class with the specific topic

42

Home economics--Nutrition. Foods and food supply--Diet, food supply, nutrition policy of special countries	
	Diet, food supply, nutrition policy of special countries [H R L D S]
TX360.A-Z	By region or country, A-Z [H R B L D S] Under each country: .x General works .x2A-.x2Z By state, province, etc., A-Z .x3A-.x3Z Special. By city, A-Z e.g. United States [H R B L D S] General works [H R B L D S] By state, A-W [H R B L D S] By city, A-Z [H R B L D S] Developing countries [H R B L D S]
TX360.U6 TX360.U62A-.U62W TX360.U63A-.U63Z TX360.5 TX361.A-Z	Diet and nutrition of special classes and groups, A-Z [H R L D S]
TX361.A27 TX361.A3 TX361.A4	African Americans [H R B L D S] Aged. Older people [H R B L D S] Agricultural laborers [H R B L D S] Astronauts see TX361.S63 [H R]
TX361.A8 TX361.B64 TX361.C5	Athletes [H R B L D S] Bodybuilders [H R B L D S] Children [H R B L D S]
Where would you class a work on the diet of athletes in China?	

A work on the diet of athletes in China would be classed under TX361.A8. The place is not reflected in the class number.



Works on a single topic (10)

- Period numbers:
 - Class in period numbers if provided
 - If work covers several time spans listed, select the earliest

44

However, if the coverage of the earlier time spans serves only to introduce the principle time period covered, class for the period emphasized.

Works on a single topic (11)

Manners and customs (General) -- Costume. Dress. Fashion -- By region or country -- Europe -- France -- General works	
GT847.A-Z	By division, A-Z [H R B L D S]
GT849.A-Z	By city, A-Z [H R B L D S]
	France [H R B L D S]
GT850	General works [H R B L D S]
	By period [H R B L D S]
GT851	Ancient [H R B L D S]
GT852	Medieval [H R B L D S]
	Modern [H R B L D S]
GT853	General works [H R B L D S]
GT855	15th-16th centuries [H R B L D S]
GT857	17th century. Reign of Louis XIV [H R B L D S]
	18th century. Early 19th century [H R B L D S]
GT860	General works [H R B L D S]
GT863	Reign of Louis XV [H R B L D S]
GT865	Reign of Louis XVI [H R B L D S]
GT867	French Revolution [H R B L D S]
	19th century [H R B L D S]
GT871	General works [H R B L D S]
GT873	First Empire [H R B L D S]
GT875	Second Empire [H R B L D S]
GT880	20th century [H R B L D S]

Here we see the beginning range of class numbers for fashion design in France by period.

Works on a single topic (12)

◀ Previous Next ▶

[Brief Record](#) [Subjects/Content](#) [Full Record](#) [MARC Tags](#)

Illusion and reality : fashion in France, 1700-1900 : the Museum of Fine...

LC Control No.: 86018079

Type of Material: Book (Print, Microform, Electronic, etc.)

Personal Name: [Blum, Dilys, 1947-](#)

Main Title: Illusion and reality : fashion in France, 1700-1900 : the Museum of Fine Arts, Houston, September 10, 1986-January 11, 1987 / Dilys Blum.

Published/Created: Houston, Tex. : The Museum, c1986.

Related Names: [Museum of Fine Arts, Houston.](#)

Description: 46 p. : ill. (some col.) ; 28 cm.

ISBN: 0890900396 (pbk.)

Notes: Bibliography: p. 42-44.

Subjects: [Clothing and dress--France--History--18th century--Exhibitions.](#)
[Clothing and dress--France--History--19th century--Exhibitions.](#)

LC Classification: GT860 .B57 1986

This work covers fashion in France from 1700-1900 (18th and 19th centuries), so the number for the earlier century (18th) is used – GT860.

[NOTE: Instructor may want to emphasize that 18th century refers to 1701-1800, and 19th century refers to 1801-1900.]

Works on multiple topics

- If there are two or more topics:
 - Follow instructions in schedule

	Human anatomy [H R B L D S]
	Class here only works that deal with human anatomy
	For physical anthropology see GN49-298 [H R]
	For comparative anatomy see QL801-950.9 [H R]
	→ For works that include both human physiology and anatomy see QP1-981 [H R]
QM1	Periodicals, societies, congresses, serial publications [H R B L D S]
QM5	Collected works (nonserial) [H R B L D S]

- No instructions in the schedule: class for the dominant topic

Works on multiple topics (2)

Personal Name: [Tillman, Earl.](#)

Main Title: How to get a raise or promotion without asking : and how to make the most of what you make / Earl Tillman.

Edition Information: 1st ed.

Published/Created: Rome, Ga. : Wealth Communications, 1997.

Description: 154 p. : ill. ; 24 cm.

ISBN: 0965902609

Subjects: [Promotions.](#) ← Promotions is the dominant topic
[Wages.](#)
[Career development.](#)
[Negotiation in business.](#)
[Finance, Personal.](#)
[Managing *your boss*.](#)

LC Classification: [HF5549.5.P7 T55 1997](#)

↓

Commerce—Business—Personnel management.
Employment management—By topic—Promotions

Example of classing for the dominant topic.

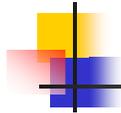
The title is *How to get a raise or promotion without asking : and how to make the most of what you make.*

Multiple topics including getting a promotion, getting a raise, and managing your finances. Promotions appears to be the dominant topic as it is the first subject heading assigned.

ANIMATION: click to bring in “Promotions is the dominant topic” text box & arrow

The class number assigned is HF5549.5.P7, for Promotions

ANIMATION: click to bring in underline of class number, arrow, and full hierarchy



Works on multiple topics (3)

- If there is no dominant topic:
 - Class under the first topic mentioned in the work
 - Choose the broader topic if the two or three topics constitute the whole of the topic
 - If there are four or more topics, choose the general number

49



No dominant topic

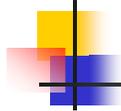
- Class under first topic mentioned in the work
Chemistry of arsenic, antimony, and bismuth. 1998.
QD Chemistry
181 Special elements, A-Z
.A7 Cutter for Arsenic
- Class under broader topic if the two or three topics constitute the whole of the broader topic
 - for a work on the management of beef cattle and dairy cattle, class under the broader topic, Cattle

50

2nd bullet: Beef cattle is classed at SF207

Dairy cattle is classed at SF208

Cattle—General works is SF197



Relationships among topics

- Use the number for the relationship if available, e.g., BL239-265 Religion and science
- When the work treats the influence of one topic on another, class for the topic being influenced

51



Relationships among topics (2)

- When the work treats the application of one topic to another, class with the topic being acted upon
 - Computers and the history of art, class in N
 - Cable television and education, class in L

52

Practice

[Social pathology. Social and public welfare. Criminology--Substance abuse--Periodicals. Societies. Serials](#)

	Substance abuse [H R B L D S]
HV4997	Periodicals. Societies. Serials [H R B L D S]
HV4998	General works [H R B L D S]
HV4999.A-Z	Special classes of people, A-Z [H R B L D S]
HV4999.C45	Children [H R B L D S]
HV4999.D43	Deaf [H R B L D S]
HV4999.H64	Homeless [H R B L D S]
HV4999.P37	Parents [H R B L D S]
HV4999.W65	Women [H R B L D S]
HV4999.Y68	Youth [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]
HV4999.2	General works [H R B L D S]
HV4999.3.A-Z	By region or state, A-Z [H R B L D S]
HV4999.4.A-Z	By city, A-Z [H R B L D S]
HV5000.A-Z	Other regions or countries, A-Z [H R B L D S]

This practice exercise is intended for group discussion (not a written exercise).

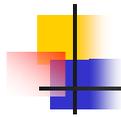
Where would you class:

An annual report on substance abuse control in Wyoming? **HV4999.3.W8**

A book on adolescent substance abuse? **HV4999.Y68**

A book on parental substance abuse in the U.S.? **HV4999.P37**

A work on Zambia's plan to control illicit drugs? **HV5000.Z33**



Summary

- Remember the general principles outlined in SCM F 10
- There are many strategies used to find a number, using many different tools
- Keep the focus of the work in mind when determining an appropriate class number

Principles of LC Classification: Exercise 1

LC Class # **QH540+** (Appendix A)

Principle: Use the most specific number available.

Supply the class number (not complete call number) for the following titles:

1. Nature's economy : a history of ecological ideas.
2. Dictionary of the environment.
3. Economy of nature : a textbook in basic ecology.
4. Ecological research strategy.
5. Performing ecological risk assessments.
6. Philosophy of ecology : from science to synthesis.
7. Survey methods for ecosystem management.

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Tables

Session 7



Tables

- Tables are used extensively in LCC
- Some tables apply to very limited topics, some are used throughout the system
- In this session:
 - Overview of the types of tables
 - Tables of general application
- Later sessions: tables used in H, N, P

2

This session covers the use of tables in LCC. Often when you assign a class number, you need to apply a table.

We'll give an overview of the types of tables found in LCC, but in this session we'll focus specifically on the use of tables that apply throughout the schedules.

Later sessions will include explanation of the tables in schedules H, N, and P, with lots of practice.

Where are tables found?

Tables that apply:	Appear:
To a specific subject or span of numbers	In the text of the schedule: "Internal tables"
To various subjects in a class or subclass	At the end of the schedule, before the index: "External tables"
Throughout the schedules	In <i>SCM: Shelflisting</i>

External tables for classes K and P are published in separate volumes.

Internal table : class T

T	TECHNOLOGY (GENERAL)
	Industrial directories
11.95	General works
	By region or country
	United States
12	General works
12.3.A-Z	By region or state, A-Z
	<i>Under each state:</i>
	.x <i>General works</i>
	.x2A-Z <i>Local, A-Z</i>

Example of an internal table.

Lots of help with applying such tables coming up.

This is the first time attendees see the notation .x, .x2A-Z, etc.

It is important to mention here the meaning of this shorthand notation used in LCC.

It will be referred to later in this session as “the call number up to here,” but it should be mentioned here as an introduction to the later slides. It is an important concept that will reappear throughout the remainder of the sessions.

External table in Class H (Social Sciences) : H16

Table for economic history and conditions, by country (5 nos.)

Table for economic history and conditions, by country (5 nos.) [H R]	
	Documents [H R]
H16 1.A1-.A3	Serial documents [H R]
H16 1.A4-.A42	Separate documents [H R]
H16 1.A5-Z	Periodicals. Societies. Serials [H R]
	Biography [H R]
	For particular industries, see HD
H16 1.5.A2	Collective [H R]
H16 1.5.A3-Z	Individual, A-Z [H R]
H16 2	General works [H R]
H16 2.5	Natural resources [H R]
H16 3.A-Z	Local, A-Z [H R]
H16 4	Colonies [H R]
	Including exploitation and economic conditions
	For colonial administration and policy, see JV
H16 5.A-Z	Special topics (not otherwise provided for), A-Z [H R]
	For list of topics, see HC79.A-Z
	For special topics in areas within a country, see "Local," above

Example of an external table.



Tables of general application

- These tables may be used in any schedule
 - Tables are not used if the particular schedule has its own provisions
- Geographic tables based on Cutter numbers
- Biography table
- Translation table

6



Regions and Countries Table (G 300)

- Provides Cutter numbers for regions, countries, historical jurisdictions or entities, and islands
- Used when caption in classification schedule reads: By region or country, A-Z

7

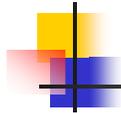
1st bullet: “regions” here means regions larger than a country or crossing national boundaries.

Regions and Countries Table (2)

Abyssinia <i>see</i> Ethiopia	
Afghanistan	A3
Africa	A35
Africa, Central	A352
Africa, East	A353
Africa, Eastern	A354
Africa, French-Speaking West	A3545
Africa, North	A355
Africa, Northeast	A3553
Africa, Northwest	A3554
Africa, South <i>see</i> South Africa	
Africa, Southern	A356
Africa, Sub-Saharan	A357
Africa, West	A358
Albania	A38

Provides Cutter numbers for countries, historical jurisdictions or entities, and islands

Used when caption in classification schedule reads: By region or country, A-Z



Regions and Countries Table (3)

- Not used when Cutter number for place has already been established in the shelflist or classification schedule
- If a conflict exists with adjacent Cutter numbers, continue the existing Cutter arrangement, adjusting the new Cutter to maintain proper alphabetic arrangement

9



American States and Canadian Provinces Table: G 302

- Used when caption in classification schedule reads: By state, A-W or By province, A-Z
- Same restrictions apply to G 302 as to G 300

10

Second bullet: it is a good idea to point out here that a work on a region within a US state or a Canadian province will be Cuttered for the state or the province, not for the region within the state or province. A work on a region larger than a US state or Canadian province also would not be a candidate for this table (remind attendees that “regions” in this case means regions larger than a US state or a Canadian province, the first order political divisions).

American States and Canadian Provinces Table: G 302

The screenshot shows a web browser window titled "Cataloger's Desktop" with a search bar and navigation menu. Below the browser window, a table lists the following data:

United States (States)	
Alabama	A2
Alaska	A4
Arizona	A6
Arkansas	A8
California	C2
Colorado	C6
Connecticut	C8
Delaware	D3
District of Columbia	<i>see</i> Washington (D.C.)
Florida	F6
Georgia	G4
Hawaii	H3
Idaho	I2
Illinois	I3
Indiana	I6
Iowa	I8



Translation table

.x	Original work
.x12	Polyglot (3 or more languages)
.x13	English translation
.x14	French translation
.x15	German translation
.x16	Italian translation
.x17	Russian translation
.x18	Spanish translation

12

The expansion is added to the first Cutter if there is only one Cutter, or to the second Cutter if there are two Cutters.



Translation table (2)

- Used only when a uniform title plus language(s) is provided
- If two languages are specified in the uniform title, Cutter for the first language
- If the language is not listed in the table, select a number that agrees alphabetically with the table and the shelflist
- Former practice was to omit the 1, e.g., .x3 for an English translation

13

ANIMATION: click to bring in each bullet

3rd bullet: For example, a Swedish translation might use the number .x19.

4th bullet: Continue the old practice only when there is a well established pattern in the shelflist.



Translation table (3)

- Do not use the translation table:
 - When the main entry is under the heading for a corporate body or a conference
 - When there are specific provisions for translations in the schedules
 - When the caption for the class number is “By language A-Z”
 - Use a Cutter based on the name of the language, e.g., E5 for English, G4 for German, etc.
 - In class M, Music
 - The Music Translation Table is used

14



Translation table examples

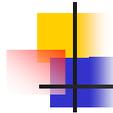
[RC532 .F73813 2004](#)
Freud, Sigmund, 1856-1939.
Studien über Hysteria. English
Studies in hysteria / Sigmund Freud and Josef Breuer ;
translated by Nicola Luckhurst. 2004.

[E169.Z8 B42313 1999](#)
Beauvoir, Simone de, 1908-1986.
Amérique au jour le jour. English
America day by day / Simone de Beauvoir ; translated
by Carol Cosman. 1999.

15

1st example: the digits 13 at the end of the Cutter number indicate that this is a translation into English.

2nd example: When there are two Cutters, the two-digit translation expansion is appended to the second Cutter.



Translation table examples (2)

F2513 .L65167 2001

Levasseur, Emile, 1828-1911.

Brésil. Portuguese

O Brasil / por E. Levasseur. 2001.

From translation table:

.x16 Italian translation

.x17 Russian translation

- Cataloger chose the expansion 167 to fit the Portuguese translation between the numbers for Italian and Russian

16



Biography table: G 320

- Used when biography numbers are specified in the schedule, i.e., Biography A-Z
- Used when the biographee is on the first Cutter
- Not used in classes N and P, which have their own biography tables

17



Biography table: G 320

.x = "the call number up to here"

.x	Cutter for the biographee
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date
.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.

18

The Biography table is found in both the Shelflisting Manual (G 320) and the Classification Manual (F 275).

Remind attendees that “.x” = the Cutter you start with “the call number up to here” or “the call number up to this point” – in this case, the class number plus the Cutter for the biographee.

ANIMATION: click to bring in text box & arrow

There are provisions in the table for Collected works, selected works, autobiography, speeches, and for individual biography.

Picture the resulting shelf arrangement – use of this table gathers works **by** the biographee in a particular order, followed by works **about** the person, arranged by main entry.

Second Cutters A2-A5 are used for the works by the biographee. Individual biography and criticism must fit within the range of A6-Z.

Note that there is no provision for separate works in the biography table.



Biography table (2)

- Biography and criticism are limited to the range .xA6-Z
- 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

19

The suggested range is necessary because you cannot use a Cutter number below A6. If you had an individual biography with the main entry “Adams” you might use this guide and class it within the A6-699 range, assuming that fits with your shelflist.

[NOTE: The Translation Table may be used for the .xA6-Z range of the Biography Table, but not with the .xA2-.xA5 area.]



Classifying biographies: F 275

- Class biographical works, individual or collective, under the topic with which the biographee is most closely identified
 - For persons with multi-faceted careers, but one facet is emphasized, class with that facet
- Class in CT (Biography):
 - Works on individuals not identified with a specific topic
 - Individual biography of a person with multiple careers, no particular one emphasized

20

Though we are focusing on the use of the Biography table in this session, here is some context for the choice of classification number for biographies. This is explained in the Classification manual, F 275.



Collective vs. individual biography

- **Collective biography:**
 - discusses the lives and/or contributions of two or more persons with a discrete section of the work devoted to each
 - the biography table is not used for collective biography
- **Individual biography:**
 - discusses the life and/or contributions of an individual to a given field
 - an autobiography

21



No biography number?

- If no biography number is provided:
 - Class biographies of individuals closely associated with a particular topic in the General works number for the topic
 - Use double Cutter numbers, first for biographee, second for main entry

22

When the first Cutter represents a topical or geographical aspect and the biographee's name is represented by the second Cutter, do not use the biography table. Use instead a series of Cutter numbers to interfile works by and about the person according to the main entry.

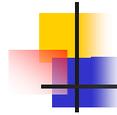
If biography numbers have not been established under subdisciplines, but there is a biography number under the broader discipline, use the biography number.

Biography table examples

LC Class # <input type="text" value="gn21"/> <input type="button" value="Go"/>	
Anthropology--Biography--Individual, A-Z	
GN14	Anthropological archives [H R B L D S]
GN17	History [H R B L D S]
GN17.3.A-Z	By region or country, A-Z [H R B L D S]
	Biography [H R B L D S]
GN20	Collective [H R B L D S]
GN21.A-Z	Individual, A-Z [H R B L D S]
	General works, treatises, and textbooks [H R B L D S]
GN23	Early through 1870 [H R B L D S]
GN24	1871-1974 [H R B L D S]
GN25	1975- [H R B L D S]
GN27	General special (Special aspects of the subject as a whole) [D S]

The next three examples all use this biography number.

Alert attendees that they should have their copy of the biography table (from the appendix) handy.



Individual biography

GN21.B45 Y68 2005

Young, Virginia Heyer.

Ruth Benedict : beyond relativity, beyond pattern. 2005.

SUBJECTS:

Benedict, Ruth, 1887-1948.

Women anthropologists--United States--Biography.

- Biography table: .xA6-Z, Individual biography, by main entry
- First Cutter for the biographee (Benedict): .B45
- Second Cutter for main entry (Young): Y68
- Add date of publication

24



Autobiography

GN21.F6 A3 2004
Fox, Robin, 1934-
Participant observer : memoir of a transatlantic life. 2004.
SUBJECTS: Fox, Robin, 1934-
Anthropologists--England--Biography.
Anthropologists--United States--Biography.

- Biography table: .xA3 Autobiography, diaries, etc. By date
- First Cutter for the biographee (Fox): .F6
- Second Cutter A3 from the biography table: A3
- Add date of publication

25

This is an example of an autobiography.

The first Cutter is for the biographee.

The second Cutter is for Autobiography from the biography table.

The table further says by date, so the date is added.

When the table indicates “by date”, no further Cuttering is done.



Selected works

GN21.M25 A25 1993
 Malinowski, Bronislaw, 1884-1942.
 The early writings of Bronislaw Malinowski / edited by Robert J. Thornton and Peter Skalnik
SUBJECTS: Malinowski, Bronislaw, 1884-1942.
 Ethnology.

- Biography table: .xA25 Selected works. Selections. By date
- First Cutter for the biographee (Malinowski): .M25
- Second Cutter A25 from the biography table: A25
- Add date of publication

26

This is an example of the selected works of an author.

The first Cutter is for Malinowski.

The second Cutter is the Cutter for Selected works, selections, by date.

The table indicates by date, so no further Cuttering is done and the date is added.

Note that Collected works and Selected works are provided for in the table, but there is no provision for individual works.

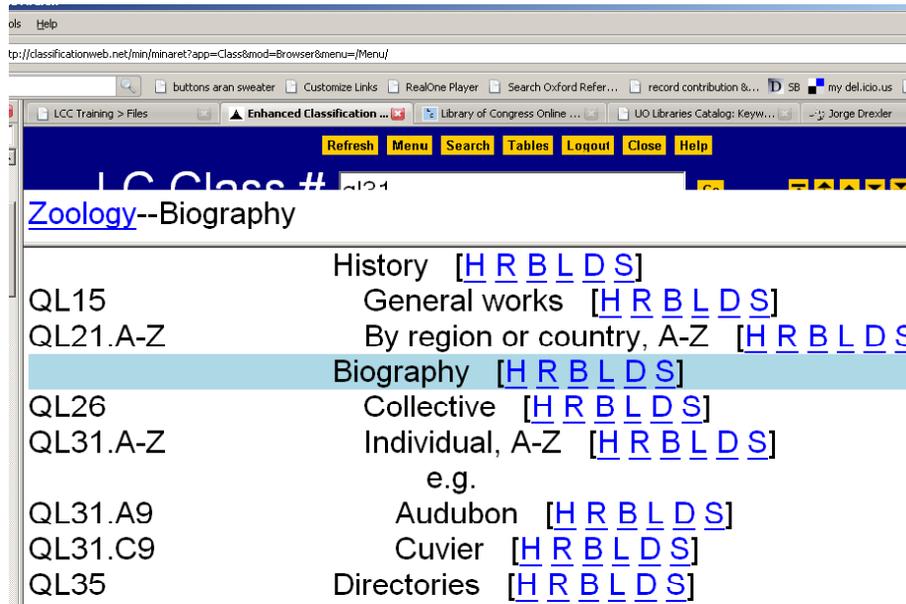
Exercise 1

Zoology--Biography

	History [H R B L D S]
QL15	General works [H R B L D S]
QL21.A-Z	By region or country, A-Z [H R B L D S]
	Biography [H R B L D S]
QL26	Collective [H R B L D S]
QL31.A-Z	Individual, A-Z [H R B L D S] e.g.
QL31.A9	Audubon [H R B L D S]
QL31.C9	Cuvier [H R B L D S]
QL35	Directories [H R B L D S]

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Tables: Exercise 1



Supply the complete call number for the titles below. Use the LC Cutter table where necessary.

Cutter for Jane Goodall: .G58

Call Number	Record. Main Entry in Bold
	Goodall, Jane, 1934- . Through a window : my thirty years with the chimpanzees of Gombe. 1990. SUBJECTS: Goodall, Jane, 1934- Chimpanzees--Behavior--Tanzania--Gombe Stream National Park. Zoologists--Biography.
	Goodall, Jane, 1934- . Africa in my blood : an autobiography in letters : the early years. 2000. SUBJECTS: Goodall, Jane, 1934- --Correspondence. Primatologists--Correspondence.
	Goodall, Jane, 1934- . Beyond innocence : an autobiography in letters : the later years. 2001. SUBJECTS: Goodall, Jane, 1934- --Correspondence. Primatologists--Correspondence.

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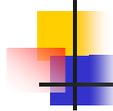
	<p>Greene, Meg. Jane Goodall : a biography. 2005. SUBJECTS: Goodall, Jane, 1934- Primatologists--England--Biography.</p>
	<p>Koebner, Linda. Tickled by a gorilla, kissed by a whale : career paths of women who work to save wildlife. 1997. SUBJECTS: Animal specialists--New York (State)--New York--Biography--Juvenile literature. Women animal specialists--New York (State)--New York--Biography--Juvenile literature.</p>

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Schedule P:
Language and Literature

Session 8



Overview

- General: background, features, outline, and tables
- Languages
- Literature
 - General
 - Individual
 - History and criticism
 - Individual authors



Background

- Began development in 1909; completed in 1948
- Includes 19 subclasses
- Published in thirteen different schedules and tables

3

Much of the development was done by Walter Koenig. Individual schedules were published on completion; the first to be published was *PR, PS, PZ, English and American Literature, Juvenile Belles Lettres* in 1915 and the last was *PG Russian Literature* in 1948. (From Lois Mai Chan. *A guide to the Library of Congress Classification*. 5th ed. 1999.)



Features of Schedule P

- General pattern: language and literature in the same subclass
 - EXCEPTION: Literatures in major Western European languages are represented by subclasses
- Extensive use of tables
- Classification of literature: languages and forms take precedence over topic

4

ANIMATION: click to bring in each bullet

Outline of Subclasses (1)

- P Philology. Linguistics
- PA Greek and Latin languages and literatures
- PB Modern languages (General). Celtic languages
- PC Romance languages
- PD Germanic languages (General). Scandinavian languages
- PE English language
- PF West Germanic languages
- PG Slavic, Baltic, Albanian languages and literature
- PH Uralic, Basque languages and literature
- PJ Oriental philology and literature (General). Semitic languages and literature

Outline of Subclasses (2)

PK	Indo-Iranian languages and literatures
PL	Languages and literatures of Eastern Asia, Africa, Oceania
PM	Hyperborean, Indian, and artificial languages
PN	Literature (General)
PQ	French, Italian, Spanish, and Portuguese literatures
PR	English literature
PS	American literature
PT	Germanic literatures
PZ	Fiction and juvenile belles lettres

Although the language and literature subclasses PC-PF do address the literary aspect of some languages, the literature aspect is not developed in great detail.

For the major European languages, there is no literature development in PC-PF. The literature schedules for Romance, English, American, and Germanic literature are reserved for the subclasses PQ-PT.

Note that there is also a subclass for general literature, which we will discuss in more detail later in the session.

[Note: in case attendees ask, artificial languages include such languages as Esperanto and Klingon.]



Print schedules and tables

- Many schedules in P are published with multiple subclasses in one volume
 - PB-PH *Modern European Languages*
 - PR, PS, PZ *English and American Literature, Juvenile Belles Lettres*
- Tables for all schedules were consolidated, renumbered, and published in a single volume, *P-PZ Tables*, in 1982
- References to tables in older editions of P schedules may not correspond to current numbering

7

ANIMATION: click to bring in each bullet

2nd bullet As we have indicated in earlier sessions, the external tables in most of the other schedules are located at the end of the book. For the P schedules, on the other hand, the collected external tables are now printed separately.

3rd bullet: current editions of P schedules have the correct numbering of tables in references. However if your library uses older print schedules, you may need to convert references to tables to the correct table number. The 1982 edition of *P-PZ Tables* included a conversion table showing the old table numbers and the corresponding new table numbers. The conversion table has not been included in recent editions of *P-PZ Tables* because the new tables have been in effect for so long (and catalogers should be using current editions of the schedules).



Selected P-PZ Tables for Languages

P-PZ1 Languages (599 nos.)

P-PZ2 Languages (431 nos.)

P-PZ3 Languages (199 nos.)

P-PZ4 Languages (99 nos.)

P-PZ5 Languages (46 nos.)

...

P-PZ15 Languages (1 no.)

P-PZ16 Languages (Decimal no. or Cutter no.)

8

The P-PZ tables are divided into several broad categories: language, literature, authors, and works. Here is a selection of tables for languages.



Typical broad outline of language tables

- Periodicals
 - (Societies, Serials, Collections)
 - (Encyclopedias, Study and teaching)
- General works
 - (Language acquisition, History of the language)
- Grammar
 - (Textbooks, Readers, Syntax)
- Dictionaries
 - (same language, two or more languages)
- Dialects

9

The language tables arrange material on a particular language generally in the order shown here, beginning with periodicals, then general works, grammar, dictionaries, and dialects.

The shorter (later) tables include very few numbers (or few decimal extensions or Cutters) and so the categories are broad.

The larger (earlier) tables include much more detail, such as specific numbers or number ranges for the kinds of topics shown in parentheses, as well as many more. For example, in these more detailed tables, you can sometimes assign a specific number or Cutter number for topics such as:

- manuals for special classes of students (like .S57 Social workers)
- parts of speech (noun, article, pronoun, verb)
- slang spoken by various groups (students, prisoners, etc.).



Applying the language tables

Beginning Manx Gaelic : lessons in Manx / [Mona Douglas]. 2002
SUBJECT: Manx language--Textbooks for foreign speakers--English.

PB Modern languages. Celtic languages
 Manx

1801-1846 Language (Table P-PZ5)

Note the range is 46 numbers

10

If you use ClassWeb, selecting the Enhanced or Hierarchy Browser options will automatically supply the table-derived numbers for you. You only need to determine the table number derivations if you use ClassWeb's Standard Classification Browser or if you are relying on a printed LC schedule.

To demonstrate how a number is derived from a table, let's assume you're working from the Standard Browser or a printed version of the schedule. In the schedule, you will find a range of numbers, 1801-1846, assigned to the Manx language, with the table to be applied following the caption.

ANIMATION: click to bring in box & arrow



Table P-PZ5

Table for languages (46 nos.)

....

10.5	Script
	Grammar
11	General works
12	General special
	Textbooks
13.A2	History and criticism
→ 13.A3-Z	Textbooks
....	

11

As noted earlier, there is a separate publication of external tables for language and literature. Find the P-PZ5 table, and browse through the list of 46 captions to find the one that is most appropriate--**Textbooks** in this case, a form topic. Note the number and Cutter range assigned to **Textbooks**.



Applying the language tables (2)

Base number from schedule:	1800
Add number from table:	<u>13</u>
	1813

Cutter for main entry (Douglas) within A3-Z range (D68)

PB1813.D68 2002

12

ANIMATION: click to bring in box

There are two ways to determine the derived number from the table. You can add the table number to a base number. The base number in this case is the initial range number minus one; the last digit of the base number is always 0. That's what we did here. Or you can remove the last 2 digits of either number in the range and replace with the table number 13. In either case you will end up with PB1813.

The table Cutter range A3-Z is for your main entry. Based on the LC Cutter table, you get .D68, but you may need to adjust the number to be consistent with your shelflist.



Lexicography: Monolingual vs. Bilingual

- Diccionario de la lengua española. 2005.
PC4625 .D478 2005
 - HIERARCHY: Romance philology and languages – Spanish – Language – Lexicography – Dictionaries – **Spanish only** – 1800- -- General

- The American Heritage pocket Spanish dictionary. 2001.
PC4640 .A46 2001
 - HIERARCHY: Romance philology and languages – Spanish – Language – Lexicography – Dictionaries – **Bilingual** – Spanish-English; English-Spanish

13

For many languages, sections that were once derived from external tables have been shifted into the schedules. The numbers for Spanish dictionaries formerly derived from the P-PZ1 tables are now integrated into the PC schedule. It's important to remember that in most cases separate numbers are assigned for dictionaries with definitions in the home language and dictionaries with definitions in other languages, since you don't want to assign the number for a monolingual dictionary to a bilingual dictionary.



Lexicography vs. Subject

- Vocabulaire trilingue des véhicules de transport routier = Trilingual vocabulary of road transport vehicles = Vocabulario trilingüe de autotransporte de carga.
- CALL NUMBER: HE141 .V63 1995
HIERARCHY: Transportation and communications. Dictionaries. Encyclopedias.
 - **SUBJECTS:**
Trucking--Dictionaries.
Trucking--Dictionaries--French.
Trucking--Dictionaries--Spanish.

14

Although for the classification of literature the language and form take precedence over the topic, this is not the case with subject dictionaries. Class a subject dictionary to the subject, not to the language.



Exercise 1

Schedule P
Exercise 1:
P-PZ1b (German language)
is at the end of this session

Stop at this point and do the language exercise (P-PZ1b).

Attendees will need to have the LC Cutter Table out.

Go over the instructions with attendees.

It is wise to work through the first title in each exercise as a group, so that everyone is clear on what they need to do. After that, instructors may wish to give attendees time to complete the exercises on their own, or to continue working through as a group.

Answers are given in slides in a separate file. Manuals also have answers printed in the appendix.



PN: Literature (General) Plus--

PN1-6790	Literature (General) [H R B L D S]
PN1560-1590	The Performing arts. Show business [H R B L D S]
	Cf. M, Music
	Cf. BP190.5.P4 Islam and the performing arts
	Cf. GV1580-1799.4 Dance [H R]
	Cf. PN1600-3307.2 Drama [H R]
PN1600-3307.2	Drama [H R B L D S]
PN3311-3503	Prose [H R B L D S]
PN4001-4500.2	Oratory [H R B L D S]
PN4699-5650	Journalism [H R B L D S]
PN6010-6790	Collections of general literature [H R B L D S]

16

PN addresses topics in general literature. However, as you can see from this ClassWeb screenshot, PN also includes subject divisions that are not general literature such as Journalism and Performing Arts.

In case you're wondering why you don't see a subject division for Poetry, it can be found in the Literature (General) range under PN1010-1551. The range for Prose PN3311-3503 includes fiction.



PN: Examples (1)

- Radiant textuality : literature after the World Wide Web / Jerome McGann. New York : Palgrave, 2004.
SUBJECT: **Criticism--Data processing.**
- CALL NUMBER: **PN98.E4 M39 2004**
HIERARCHY: Literature (General) – **Criticism** – Special Topics. By subject A-Z – **Electronic Data Processing**

17

An example of general literature criticism.



PN: Examples (2)

- Hangin' with Lindsay Lohan / by Michael-Anne Johns. New York, Scholastic, c2004.
ALTERNATE TITLE: Hanging with Lindsay Lohan
- CALL NUMBER: **PN2287.L623 J64 2004**
HIERARCHY: Drama – Dramatic representation.
The theater – Special regions and countries –
America – North America – United States –
Biography – Individual, A-Z

18

The classification number for movie star biographies is not particularly intuitive. You probably wouldn't expect to find movie stars under General Literature, and even within the PN subclass, movie stars are not classed under PN1560-1590 for Performing arts and Show business, but rather in the Drama subdivision range PN1600-3307.2.

(This example begs the question whether any user who would include the "g" in the title would be searching for this book!)



Literature: Subarrangement

- Under each individual literature:
 - History and criticism
 - Collections or anthologies of more than one author
 - Individual authors
 - Non-national (local) literature

19

Now we'll move on to discuss the literature of individual languages. Remember that general topics in literature are addressed by subclass PN. For the literature of individual languages, we will consider subarrangement in the schedules, how to assign numbers for literary authors, and how to use the literature tables.

2nd sub-bullet: Collections consist of two or more independent literary works by different authors not specifically written for the publication in hand.

4th sub-bullet: Non-national (local) literature – typically includes, for example, Spanish literature outside of Spain, including Spanish colonies, countries other than Spain where Spanish is the national language, and Spanish-language literature written in countries where Spanish is not the national language. We'll see an example later on.



Selected P-PZ Tables for Literature

- P-PZ20 Literature (194 nos.)
- P-PZ25 Literature (1 no.)
- P-PZ28 Anonymous works (1 no.)
- P-PZ31 Authors (49 nos.)
- P-PZ32 Authors (19 nos.)
- P-PZ34 Separate works (5 nos.)
- P-PZ39 Authors (1 no.)
- P-PZ40 Authors (Cutter no.)
- P-PZ43 Separate works (Successive Cutter nos.)

20

The tables for literature are another major category. Here are some examples. Note that different tables are applied for the literature of a language, for individual authors in a given language, and individual works in a given language.

As is the case with the language tables, the ClassWeb Enhanced and Hierarchy browsers will provide the table derived numbers in the schedules if the tables are a range of numbers. If the Standard Browser or the LC printed schedules are used, the number must be constructed from the appropriate table.

However, if a table is based on a Cutter number, as is the case with P-PZ40, the number is not supplied in the ClassWeb Enhanced/Hierarchy browsers.



Example 1: History and criticism

- The Cambridge history of Spanish literature.

SUBJECT: Spanish literature--History and criticism.

PQ6001-8929	Spanish literature
PQ6001-6168	Literary history and criticism
PQ6031-6168	History of Spanish literature
PQ6032-6036	1801-
PQ6033	English

21

This is an example of History and criticism of a national literature. A table is not used in this instance.



Example 2: History and criticism

Historia de la literatura mexicana : desde sus
orígenes hasta nuestros días. 1996-2002

SUBJECT: Mexican literature--History and criticism

PQ7020-8929	Spanish literature outside of Spain
PQ7081-7087	Spanish America
PQ7100-7298.436	Mexico (Table P-PZ20 modified)

22

In this example, a table is used.

Translation of title: History of Mexican literature : from its origins to our days.

Note the word “modified” after the table reference – more on that in a minute.



Table for literature (194 nos.)	
History	
10	Early works
	Modern treatises
→ 11	<u>General works</u>
12	Textbooks

23

We have a modern treatise on the history of Mexican literature, so 11 is the number to apply from this table.

However, remember that the table reference in the schedule included the word “modified”. This means that the actual numbers used in the range for Mexican literature may be slightly different than they would be if you simply applied the numbers from the table. The schedule itself will specify any changes.



Table P-PZ20 modified

Base number from schedule:	7100
Add number from table:	<u>11</u>
	7111

Cutter for (title) main entry (Historia)

PQ7111.H57 1996

24

There are two ways to determine the derived number from the table. You can add the table number to a base number. The base number in this case is the initial range number minus one; the last digit of the base number is always 0. That's what we did here. Or you can remove the last 2 digits of either number in the range and replace with the table number 11. In either case you will end up with PQ7111.

There is no specified Cutter range for the main entry, so you can construct your number from the LC Cutter table and adjust the number to be consistent with your shelflist.

ANIMATION: click to bring in box



Example: Collections

- The best winners of the Booker Prize. 1991.
PR1105 .B47 1991
 - Hierarchy: English literature--**Collections** of English literature--General collections--Collections published after 1801

- The Columbia anthology of American poetry. 1995.
PS584 .C66 1995
 - HIERARCHY: American literature--**Collections** of American literature--Poetry--Collections published 1961-

25



Individual authors

- Works by a literary author and about that author are arranged in a single group
- Individual authors are grouped by period under each national literature
- *Example: American literature*

PS700-893	Colonial period
PS991-3390	19th century
PS3500-3549	1900-1960
PS3550-3576	1961-2000
PS3600-3626	2001-

26

Periods reflect the time period during which the author was productive – not when he/she was born.



Literary author numbers (F 632)

- Normally all works by & about an author classed in one number (or range)
 - Determined by language in which author writes and author's nationality (and period if applicable)
- Authors who write in a language most commonly associated with a different country may be classed in the non-national area for that literature
 - Arundhati Roy, author from India writing in English, classed in PR9499.3 (English literature outside of Great Britain)

27

ANIMATION: click to bring in each sub-bullet

1st bullet: Translations and critical studies of the author's works are classed with works by the author.

Simplest situation for determining location: author writes in one language only and is a citizen of the country associated with that language (author writes in French and is a French citizen). Authors living in the country most commonly associated with a particular language are classed with the general literature area for that language. But what about an author who writes in a language not commonly associated with the country in which she lives?

2nd bullet: the schedule for English literature, for example, has PR9080-9680 for English literature outside of Great Britain. Many literatures, however, have no geographic development, may be only partially expanded (such as literature of former colonies), or may have special locations for collections but not individual authors.

Literature of the United States is the exception to the standard arrangement of keeping the literature of a particular language together in the same subclass.



Literary author numbers (F 632)

- Many authors write in more than one language or are associated with more than one country
- Authors who write in more than one language: a number is established under the literature of each language
 - Vladimir Nabokov:
 - PG3476.N3 Russian language works
 - PS3527.A15 English language works
 - PG3476.N3 General criticism and biography

28

2nd bullet: translations and critical studies of individual works are classed with the original works. Collective criticism of several works is classed with the language of the group of works studied. General criticism and biography of the author is classed in the one number that best represents the total literary output of the author.



Literary author numbers (F 632)

- Authors associated with more than one country
 - One number only: class with the country of citizenship
 - Citizen of several countries? – prefer country of author's most productive years, where scholars associate the author
 - Once a decision is made, only changed if clearly in error
- Scarce information? Use what is available

29

1st bullet: from SCM F 632: Class a literary author with the country of citizenship, if the literature of his or her language provides for arrangement of authors by country. If the author was a citizen of several countries, prefer the country in which the author's most productive years were spent or under the country usually associated with the author by scholars in the field. If no preference can be determined, make an arbitrary selection of a country....*Note: Once a decision has been made to class an author with a particular country, this number will usually continue to be used. Do not change the number unless the original choice was clearly in error.*

2nd bullet: For living authors about whom little information is known, select a country based on available information (i.e. birthplace, parentage, residences, place of publication of the work(s) being cataloged).



Individual authors (Notation)

- Most authors receive one number or a Cutter number
- Major authors have been assigned very large ranges
 - William Shakespeare, PR2750-3112
- Other prolific authors may have smaller ranges
 - Mark Twain, PS1300-1348
 - Oscar Wilde, PR5810-5828
 - Louisa May Alcott, PS1015-1018

30

We'll discuss how to deal with these ranges of numbers, but first more information on how class numbers for literary authors are determined.



20th and 21st century authors

- Assigned a Cutter number each, regardless of amount of material published
 - PS3511.A86 William Faulkner
 - PS3551.N464 Maya Angelou
- Cutter number generally based on the second letter of author's last name
- Class number based on the first letter of author's last name



Example: Where is William Faulkner (PS3511.A86)?

[American literature--Individual authors--1900-1960--F--Fair, A.A.](#)

PS3511.A738	Fair, A.A. see PS3513.A6322 [HR]
	Farrell, James T. (James Thomas), 1904-1979 [HRBLDS]
	Fast, Govard see PS3511.A784 [HR]
PS3511.A784	Fast, Howard, 1914- [HRBLDS]
	Fast, Khauard see PS3511.A784 [HR]
PS3511.A87	Faust, Frederick, 1892-1944 [HRBLDS]
	Feikema, Feike see PS3525.A52233 [HR]
	Feikema, Frederick see PS3525.A52233 [HR]
PS3511.E56	Fernald, Chester Bailey Table P-PZ40 [HRBLDS]
	Fever, Buck see PS3501.N4 [HR]
	Field, Peter, 1900- see PS3535.E745 [HR]
PS3511.I557	Finger, Charles Joseph, 1869-1941 Table P-PZ40 [HRBLDS]
	Finkelstein, Mark Harris, 1922- see PS3515.A757 [HR]
PS3511.I5847	Finley, Harry T., 1866-1940 Table P-PZ40 [HRBLDS]

32

In this example, PS3511 = early 20th century American author beginning with “F”

Note that Faulkner is not listed here (PR3511.A86)

Take a look at the captions for the authors listed – do you notice anything?

Most of the captions are “see” references to another number. (explanation of current policy on next slide)



Printing literary author numbers

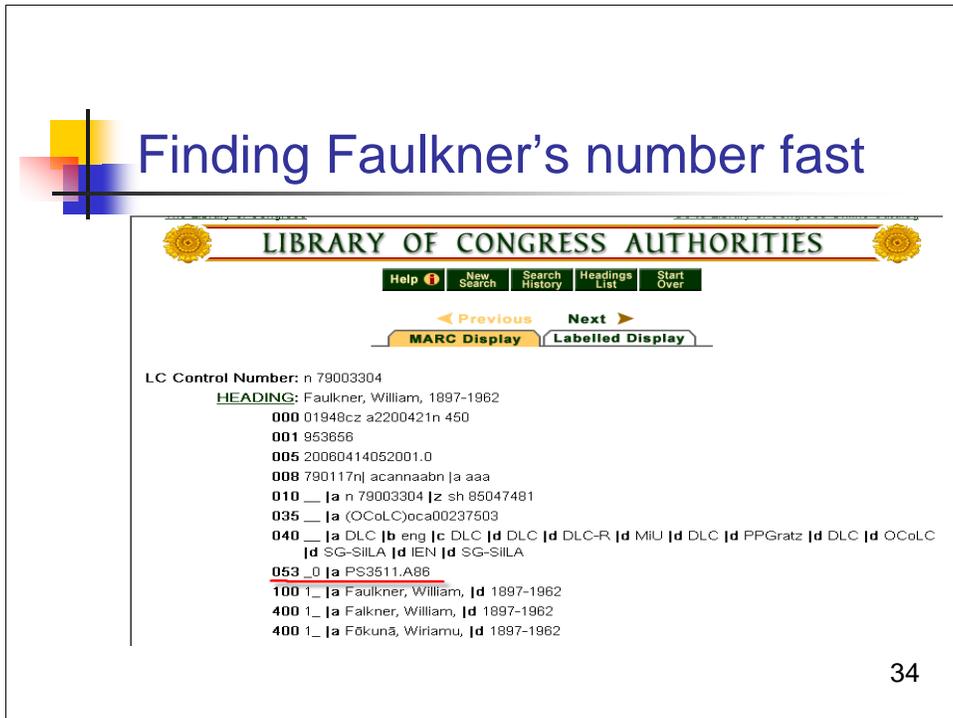
- Policy for printing literary author numbers in the P schedules:
 - Author's name changes significantly
 - Authors born before 1875
 - Authors with pseudonyms
 - Anonymous works published before 1899
- How to find an author number
 - Check the author's authority record
 - Check a library catalog (LC's, your own)

33

When the Cutter is based on an author's last name, the schedules do not establish each author Cutter. Some author numbers are listed, primarily as references to different numbers, or in some rare cases because they have been expanded with a table application. Here are listed the conditions for printing a literary author number in the schedules.

Name change may be due to a change in marital status, etc., or to a change in cataloging rules.

William Faulkner is not listed under PS3511 because his number does not require a reference or a table expansion.



Finding Faulkner's number fast


LIBRARY OF CONGRESS AUTHORITIES


Help New Search Search History Headings List Start Over

Previous Next

MARC Display Labelled Display

LC Control Number: n 79003304
HEADING: Faulkner, William, 1897-1962
000 01948cz a2200421n 450
001 953656
005 20060414052001.0
008 790117n| acannaabn |a aaa
010 _ |a n 79003304 |z sh 85047481
035 _ |a (OCoLC)oca00237503
040 _ |a DLC |b eng |c DLC |d DLC |d DLC-R |d MIU |d DLC |d PPGrazt |d DLC |d OCoLC
 |d SG-SILA |d IEN |d SG-SILA
053 _0 |a PS3511.A86
100 1_ |a Faulkner, William, |d 1897-1962
400 1_ |a Falkner, William, |d 1897-1962
400 1_ |a Fölkunä, Wirlamu, |d 1897-1962

34

So, where in the world is William Faulkner's number?

For most well-known twentieth-century authors, LC has recorded the established author number in field 053 of the author's name authority record. Searching the Library of Congress Authorities database is free. If you have access to OCLC, you can also search for Faulkner's name authority record there.

If a 053 field has not been added to the authority record, you can sometimes determine the established number by finding LC-cataloged records for the author's works and examining the 050 field.

Whether you use the same Cutter used by LC is local policy. Some libraries record the number used locally in their authority records. If you catalog for PCC, your 050 field should use the number established by LC.



Cutter to first or second letter?

- Not all schedules base the Cutter number for individual authors on the second letter of the author's last name!
 - Vladimir Nabokov:
 - PG3476.N3 Russian language works
 - PS3527.A15 English language works

35

Remember the Vladimir Nabokov example from the earlier discussion on where to classify authors who write in more than one language? Did you notice that his individual number for Russian literature uses a Cutter based on the first letter of his last name, while his individual number for American literature Cutters to the second letter?

If most of your cataloging is in Anglo-American literature, you need to remember that not all literature schedules follow the same notation practice for individual authors when you classify individual authors.



Using tables for literary authors

- Once you have located a literary author in the schedules, determine which table to use
- For authors listed in the schedules, specific table references are given
 - PS815-819 Paine, Thomas (Table P-PZ35)
- For modern authors with one Cutter number, use Table P-PZ40 unless instructed otherwise

36

ANIMATION: click to bring in each bullet

If you use ClassWeb, keep in mind that ClassWeb will do table calculations for numbers, but not for Cutter numbers. For authors with one Cutter number, you will have to determine the Cutter without software support.



Literary author: individual work

At terror street and agony way : [poems] /
Charles Bukowski.

The author was born in Germany but
grew up and published in the U.S.;
published after 1961.

37

Let's start by considering one of the most common types of literary authors you will encounter, a modern author with a single Cutter number.



Classification

[American literature--Individual authors--1961-2000--B](#)

PS3550-3576	1961-2000 [HRBLDS] Subarrange individual authors by Table P-PZ40 unless otherwise specified Including usually authors beginning to publish about 1950, flourishing after 1960 For works of fiction cataloged before July 1, 1980, except limited editions and works in the Rare Book Collections see PZ4 [HR]
PS3550	Anonymous works Table P-PZ28 [HRBLDS]
PS3551.A-Z	A [HRBLDS] The author number is determined by the second letter of the name
PS3552.A-Z	B [HRBLDS] The author number is determined by the second letter of the name
PS3553.A-Z	C [HRBLDS] The author number is determined by the second letter of the name

38

Four elements determine Bukowski’s individual author class number: he is a literary author, he is a U.S. literary author, his publications were issued during the 1961-2000 period, and his last name begins with B.

The schedule indicates that the first Cutter number will be based on the author’s last name, but beginning, in this case, with the second letter of that name. The exact number will be determined by examining the shelflist to make sure that the number assigned to Bukowski is consistent with the alphabetical order of author Cutters previously assigned.

The scope note instructs the cataloger to use the P-PZ40 table to complete the call number.



Shelflisting the author Cutter

PS3552.U399 Bukoski, Anthony

PS3552.U4 Bukowski, Charles

PS3552.U52 Bulgin, Bess

39

The Cutter for the author must first be determined to fit within the alphabetical sequence of previously established author Cutters.

You can skip this step if other literary works by Bukowski are already represented in your shelflist; in that case, you would just assign the number that has been “established” for Bukowski.

If you are cataloging for PCC, the author number in the 050 of your record must match the author number in the 053 of the national authority record for Charles Bukowski.

Once the author Cutter number has been determined, the cataloger needs to consult the P-PZ40 table to complete the call number.



P-PZ40

[Table for authors \(1 Cutter no.\)--Collected works](#)

P-PZ40 .x date-.xA13	Collected works [H R] Including collected works in specific genres
P-PZ40 .xA199-.xA59	Translations (Collected or selected) [H R]
P-PZ40 .xA6	Selected works. Selections. By date [H R]
P-PZ40 .xA61-.xZ458	Separate works. By title [H R]
P-PZ40 .xZ4581-.xZ999	Biography and criticism [H R]

40

Here is a compressed view of the P-PZ40 table, indicating the main categories.

Note that the range A199-A59 is applied to collected or selected works in translation and not to translations of individual works.

The applicable caption in this case is Separate works. By title. This means that the cataloger needs to construct a Cutter number for the title of the work within the range A61-Z458.

Before we apply the number range to the separate work *At terror street and agony way*, let's clarify what the table means by *Collected works*, *Selected works*, and *Separate works*.



P-PZ40: Works

- P-PZ40 revised in 2005
- **Collected works/Selections:** apply for collections of works that were previously published in book form or never published in the author's lifetime
- **Collected works** is now used for either complete collected works or collected works in a particular genre
- **Separate works:** use also for collections published in book form while the author is still living

41

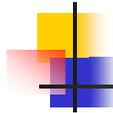
More detail is provided in SCM: Classification, F 633. This instruction sheet is being revised, so use it with care.

One area catalogers may find confusing is the distinction between collections as collected works vs. collections as separate works.

An author like Charles Bukowski can publish 20 poems in various magazines and journals. When these poems are collected and printed in book form for the first time, the collection is Cuttered as a separate work, i.e., to the title of the collection, At terror street...

If some or all of the poems first published in the collection At terror street... are then republished in a collection with some other poems published by Bukowski in earlier books, the collection is Cuttered as a selection: **A6**. (*A number of posthumous collections of Bukowski's poems have been Cuttered as separate works by LC; an apparent oversight.*)

If all of Bukowski's published poems are republished as a collection, then the collected works section of the P-PZ40 table applies. In that case, a second Cutter is not assigned, only a date. *<the A13 in the hierarchical compressed display is obsolete; trainees should refer to the P-PZ40 table in the appendix>*



Shelflisting the book number

PS3552.U4 **A67** Another academy /
[Charles Bukowski].

PS3552.U4 **A9** 1968 At terror street and
agony way : [poems] / Charles
Bukowski.

PS3552.U4 **B7** 1983 Bring me your love /
Charles Bukowski ...

42

Just as the author Cutter must fit into the sequence of author Cutters under PS3552, so the Cutter for the work must fit into the sequence under the number for Bukowski, PS3552.U4. Bukowski was fairly prolific, and he published more than one title beginning with A.

Keep in mind that the P-PZ40 table restricts separate works to the range of numbers between **A61-Z458**. That's why the previous title could not be assigned A5.



Applying P-PZ40: individual work

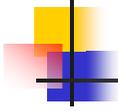
PS	American literature
3552	Individual authors who published between 1961-2000, last name B
.U4	Author Cutter constructed from 2 nd letter of last name
A9	Book number [for “At terror street”] from LC Cutter table, but must be within the range .A61-Z458
1968	Date of publication

43

To summarize, here is the completed call number.

Note that book numbers for the individual works of literary authors cutter to the title of the work and not to the main entry. The book number for most call numbers, on the other hand, generally maps to the main entry.

Why does the range for individual works have an upper limit at Z458? We'll see in the next slide, where we will open up the P-PZ40 table for Biography and Criticism.



P-PZ40: biography and criticism

Table for authors (1 Cutter no.)--Biography and criticism--Periodicals. Societies. Serials	
P-PZ40 .xZ4581-.xZ4589	Periodicals. Societies. Serials [H R]
P-PZ40 .xZ459	Dictionaries, indexes, etc. By date [H R]
P-PZ40 .xZ46	Autobiography, journals, memoirs. By date [H R]
P-PZ40 .xZ48	Letters (Collections). By date [H R] Including collections of letters to and from particular individuals
P-PZ40 .xZ5-.xZ999	General works [H R]

44

The range for the second Cutter from Z4581 through Z999 has been reserved for several categories of biography and criticism.

Note that the captions for Dictionaries, Autobiography, and Letters have the additional instruction “By date.” This means that different works falling into any of these categories are differentiated by date and not by adding digits to the Cutter. This represents a fairly recent change in practice, and you may see LC records for autobiography and letters where extra digits have been added to the form Cutter.



P-PZ40: Correspondence

Beerspit night and cursing : the correspondence of Charles Bukowski and Sheri Martinelli, 1960-1967 / edited by Steven Moore. 2001.

PS3552.U4 Z48 2001

SUBJECTS (selected):

- Bukowski, Charles--Correspondence.
- Authors, American--20th century--Correspondence.
- Martinelli, Sheri--Correspondence.

45

Here is an example of Bukowski's correspondence. We will break it down in the following slide.



Applying P-PZ40: Correspondence

PS	American literature
3552	Individual authors, last name B
.U4	Author Cutter constructed from 2 nd letter of last name
Z48	Z48 for correspondence (from table)
2000	Date of publication

46

Different correspondence collections should be differentiated by date and (if necessary) work letter, not by adding additional digits to Z48. (The LC cataloging for this record added a 9 to Z48)

Until recently the P-PZ40 table had an additional range .xZ481-xZ499 for letters to and from particular individuals, arranged alphabetically. The table was significantly abridged in 2005, and this is no longer current practice.



P-PZ40: Biography

Drinking with Bukowski : recollections of the poet laureate of Skid Row / edited by Daniel Weizmann. 2000.

PS3552.U4 Z627 2000

SUBJECTS (selected):

- Bukowski, Charles.
- Bukowski, Charles--Friends and associates.
- Authors, American--20th century--Biography.

47

Although the numbers for forms such as autobiography are invariant, this is not the case with biography and criticism. If you check back to your P-PZ40 table, you see that there is a range Z5-Z999. How did the cataloger arrive at Z627 for this book?



Shelflisting the book number: biography

050	Author	Title/Imprint
PS3552.U4 Z62 1997	Christy, Jim, 1945-	Buk book : musings on Charles Bukowski... Toronto : ECW Press, 1997.
PS3552.U4 Z627 2000		Drinking with Bukowski ... New York : Thunder's Mouth Press, c2000.
PS3552.U4 Z63 1998	Duval, Jean- Francois	Buk et les Beats ... Paris : Editions Michalon, c1998.

48

The cataloger needs to slide the book number between two previously cataloged titles.

Note that with biography/criticism, the book number is mapped to the main entry rather than to the title of the book, unless the title is the main entry. There is no published table for mapping numbers in the range Z5-Z999 to letters in the alphabet; the P-PZ40 table in your handouts includes LC's in-house table for mapping this range.

Charles Dickens: 49 numbers

English literature--19th century, 1770/1800-1890/1900--Individual authors--Dickens, Charles--Collected works	
PR4550.A00-4551	Collected works [H R B L D S]
PR4552	Selected works [H R B L D S] Subarrange by editor, if given, or date
PR4553	Selections. Anthologies. Extracts [H R B L D S] Subarrange by editor, if given, or date
PR4554.A-Z	Translations (Collected or selected). By language, A-Z [H R B L D S] Subarrange by translator, if given, or date
PR4555-4572	Separate works [H R B L D S]
PR4573	Doubtful, spurious works (Collections only) [H R B L D S]
PR4574	Imitations. Adaptations. Parodies (Collections only) [H R B L D S]
PR4575	Relation to the drama and the stage. Dramatization [H R B L D S]
PR4576	Translations (Comparative studies, etc.) [H R B L D S] Illustrations (Portfolios, etc. without text, illustrations with quotations) [H R B L D S] Class at N8215 , or with the special artists in NC-NE as the case may be Class illustrated editions with other editions Class portraits, etc. of the author with his biography
PR4579-4585	Biography, criticism, etc. [H R B L D S]
PR4586-4587	Authorship [H R B L D S] Including manuscripts, sources, etc. For textual criticism see PR4593 [H R]
PR4587.3-4592	Criticism and interpretation [H R B L D S]
PR4593	Textual criticism, commentaries, etc. [H R B L D S]
PR4594-4598	Language, style, etc. [H R B L D S]

While 20th and 21st century authors are generally assigned a single Cutter, authors from the 19th century and earlier are sometimes assigned an extensive range of numbers.

As you recall from the brief history of LCC, most of the schedules were conceived in the early 20th century. The schedule for PR was initially published in 1915, when the great authors of the 19th century still loomed large, and literary warrant required a wide range of numbers to organize the publications by and about the most popular 19th century authors.

Over the past 100 years, some of these authors may have declined significantly in popularity and fame, but this is probably not the case with Charles Dickens.

Charles Dickens: individual works

English literature--19th century, 1770/1800-1890/1900--Individual authors--Dickens, Charles	
PR4549.D5	Dibdin, Thomas John, 1771-1841 TABLE P-PZ40 [H R B L D S]
PR4550-4598	Dickens, Charles TABLE P-PZ31 modified [H R B L D S]
	Separate works [H R B L D S]
PR4555	Barnaby Rudge TABLE P-PZ41 [H R B L D S]
PR4556	Bleak House TABLE P-PZ41 [H R B L D S]
PR4557	Christmas books and Christmas stories TABLE P-PZ41 B L D S
	For special books and stories see PR4572.A-Z [H R B L D S]
PR4558	David Copperfield TABLE P-PZ41 [H R B L D S]
PR4559	Dombey and son TABLE P-PZ41 [H R B L D S]
PR4560	Great expectations TABLE P-PZ41 [H R B L D S]
PR4561	Hard times TABLE P-PZ41 [H R B L D S]
PR4562	Little Dorrit TABLE P-PZ41 [H R B L D S]
PR4563	Martin Chuzzlewit TABLE P-PZ41 [H R B L D S]
PR4564	Mystery of Edwin Drood TABLE P-PZ41 [H R B L D S]
PR4565	Nicholas Nickleby TABLE P-PZ41 [H R B L D S]
PR4566	Old curiosity shop TABLE P-PZ41 [H R B L D S]
PR4567	Oliver Twist TABLE P-PZ41 [H R B L D S]
PR4568	Our mutual friend TABLE P-PZ41 [H R B L D S]
PR4569	Pickwick papers TABLE P-PZ41 [H R B L D S]
PR4570	Sketches by Boz TABLE P-PZ41 [H R B L D S]
PR4571	Tale of two cities TABLE P-PZ41 [H R B L D S]

Although the ClassWeb view on the previous slide did not show this, the Charles Dickens number range as a whole is subarranged by Table P-PZ31 modified, as indicated by this view from the Standard ClassWeb browser. Individual works by Dickens are assigned whole numbers and are further subarranged by Table P-PZ41.

Here we see that the work David Copperfield has the class number PR4558.
ANIMATION: click to bring in red circle & arrow

Charles Dickens: individual work, P-PZ41

Table for separate works (1 no.)	
Table for separate works (1 no.) [H] [R]	
	Texts [H] [R]
P-PZ41 0.A1	By date [H] [R]
P-PZ41 0.A2A-.A2Z	By editor, if given, A-Z [H] [R]
P-PZ41 0.A21-.A29	Modern versions of early works in the same language. By translator, if given, or date [H] [R]
P-PZ41 0.A3	Selections. By date [H] [R]
	Translations [H] [R]
	Where the original language is English, French or German, omit numbers for original language in .A31-.A59 below
P-PZ41 0.A31-.A39	English. By translator, if given, or date [H] [R]
P-PZ41 0.A4-.A49	French. By translator, if given, or date [H] [R]
P-PZ41 0.A5-.A59	German. By translator, if given, or date [H] [R]
P-PZ41 0.A6-.A69	Other. By language [H] [R]
P-PZ41 0.A7-Z	Criticism [H] [R]



Charles Dickens: Applying P-PZ41

A Routledge literary sourcebook on Charles Dickens's *David Copperfield* / edited by Richard J. Dunn. New York : Routledge, 2004.

PR4558 David Copperfield

.R68 P-PZ41. Criticism .A7-Z [Cutter to Routledge]

2004 Date of publication

52

The Cutter to the main entry would need to be adjusted, if necessary, to fit the shelflist.



Charles Dickens: general criticism and interpretation

Charles Dickens' quarrel with America /
Sidney P. Moss. Troy, N.Y. : Whitston
Pub. Co., 1984.

SUBJECTS (selected):

Dickens, Charles, 1812-1870--Knowledge--
America.

Dickens, Charles, 1812-1870--Travel--United
States.

53

For Charles Dickens, constructing a call number for criticism of an individual work is relatively simple, since you are using the table P-PZ41. The construction is more complex when the criticism is more general.

Charles Dickens: Applying P-PZ31

Table for authors (49 nos.)--Collected works	
P-PZ31 0.A00-1	Collected works [H R]
P-PZ31 2	Selected works [H R] Subarrange by editor, if given, or date
P-PZ31 3	Selections. Anthologies. Extracts [H R] Subarrange by editor, if given, or date
P-PZ31 4.A-Z	Translations (Collected or selected). By language, A-Z [H R] Subarrange by translator, if given, or date
P-PZ31 5-22	Separate works. By title [H R] Subarrange each title by Table P-PZ41 or P-PZ43
P-PZ31 23	Doubtful, spurious works (Collections only) [H R]
P-PZ31 24	Imitations. Adaptations. Parodies (Collections only) [H R]
P-PZ31 25	Relation to the drama and the stage. Dramatization [H R]
P-PZ31 26	Translations (Comparative studies, etc.) [H R] Illustrations (Portfolios, etc. without text, illustrations with quotations) [H R] Class at N8215 , or with the special artists in NC-NE as the case may be Class illustrated editions with other editions Class portraits, etc. of the author with his biography
P-PZ31 29-35	Biography, criticism, etc. [H R]
P-PZ31 36-37	Authorship [H R] Including manuscripts, sources, etc. For textual criticism see P-PZ31 43 [H R]
P-PZ31 37.3-42	Criticism and interpretation [H R]
P-PZ31 43	Textual criticism, commentaries, etc. [H R]
P-PZ31 44-48	Language, style, etc. [H R]

For criticism in general, you will need to apply table P-PZ31, since Dickens is a 49 number author. This is a very large table which is displayed here in compressed form. If you use the ClassWeb Enhanced or Hierarchy browser, the entire range of numbers derived from the table will be supplied in the schedule. If you use the Standard browser, the printed schedule, or SuperLCCs, you will have to derive the number from the table.

For criticism and interpretation, there is a range of numbers (37.3-42)

ANIMATION: click to bring in red circle & arrow

Charles Dickens: Applying P-PZ31: Special subjects

Table for authors (49 nos.)--Criticism and interpretation--Treatment and knowledge of special subjects, A-Z--America	
	Criticism and interpretation [H R]
	History [H R]
P-PZ31 37.3	General works [H R]
P-PZ31 37.4.A-Z	By region or country, A-Z [H R]
P-PZ31 38	General works [H R]
P-PZ31 39	Characters [H R]
P-PZ31 41	Technique, plots, scenes, time, etc. [H R]
P-PZ31 42.A-Z	Treatment and knowledge of special subjects, A-Z [H R]
P-PZ31 42.A34	Aesthetics [H R]
P-PZ31 42.A4	Allegory [H R]
P-PZ31 42.A43	Allusions [H R]
P-PZ31 42.A54	America [H R]
P-PZ31 42.A56	Animism [H R]
P-PZ31 42.A6	Arab countries [H R]

Although it might be tempting to classify the book as general criticism (38) and stop there, note that the PZ31 table has many specific options, in particular a list of topics under Treatment and knowledge of special subjects. The caption “America” seems to be the most appropriate.

How to translate this into a number? Note that the table gives you 42.A54.



Charles Dickens: Applying P- PZ31 42.A54

PR4550 Base number
+ 42 Treatment and knowledge of
special subjects
PR4592
.A54 America [Cutter from table]
M67 Moss (Main entry)
1984 Date of publication

56

To apply the table, add the number to the base class number, and then use the table Cutter as the topical (first Cutter). Complete the call number by constructing a second Cutter for the main entry and adding the publication date.



Selected literary authors sorted by quantity of numbers assigned

Quantity	Author	Class no. range
363	William Shakespeare	PR2750-3112
49	Edward Bulwer-Lytton	PR4900-4948
19	George William Curtis	PS1480-1498
9	Jane Austen	PR4030-4038
9	Thomas Bailey Aldrich	PS1020-1028
1	Emily Dickinson	PS1541
1 Cutter	Marcel Proust	PR2631.R63

57

We've analyzed a literary author represented by a single Cutter, and another represented by 49 numbers. The quantity of numbers assigned to authors varies across the schedules. Again, because the schedules were conceived in the early 20th century, the quantity may not reflect early 21st century assessments, as you can probably infer from this table.

If Bulwer-Lytton is still remembered, it is probably for the novel *The last days of Pompeii*, and perhaps for the opening line from another work: "It was a dark and stormy night."*

The Library of Congress has cataloged over a hundred titles by George William Curtis, but only about 20 books about him. In contrast, LC has cataloged over 200 books about Emily Dickinson, who has been assigned a single number. And LC has cataloged over 700 books about Marcel Proust, who, like Charles Bukowski, has been assigned a single Cutter number. (LC has cataloged around 30 books about Bukowski, about 10 more than Thomas Bailey Aldrich)

*Per the Yale book of quotations, c2006, the work is: Paul Clifford (1830).



Different numbers, different tables

Jane Austen. PR4030-4038 (9 numbers)

Subarranged by Table P-PZ33

Emily Dickinson. PS1541 (1 number)

Subarranged by Table P-PZ39

William Shakespeare. PR2750-3112 (363 no.)

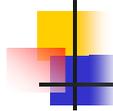
No comprehensive table, but tables are applied to individual numbers and Cutter ranges

PR2823 Macbeth. Subarr. by Table PR4

58

As we have seen with the two Charles's, Dickens and Bukowski, the schedules rely on different tables to subarrange the class numbers, or in the case of Bukowski, the Cutter number. Dickens, you recall, was subarranged by Table P-PZ31, while Bukowski was subarranged by Table P-PZ40.

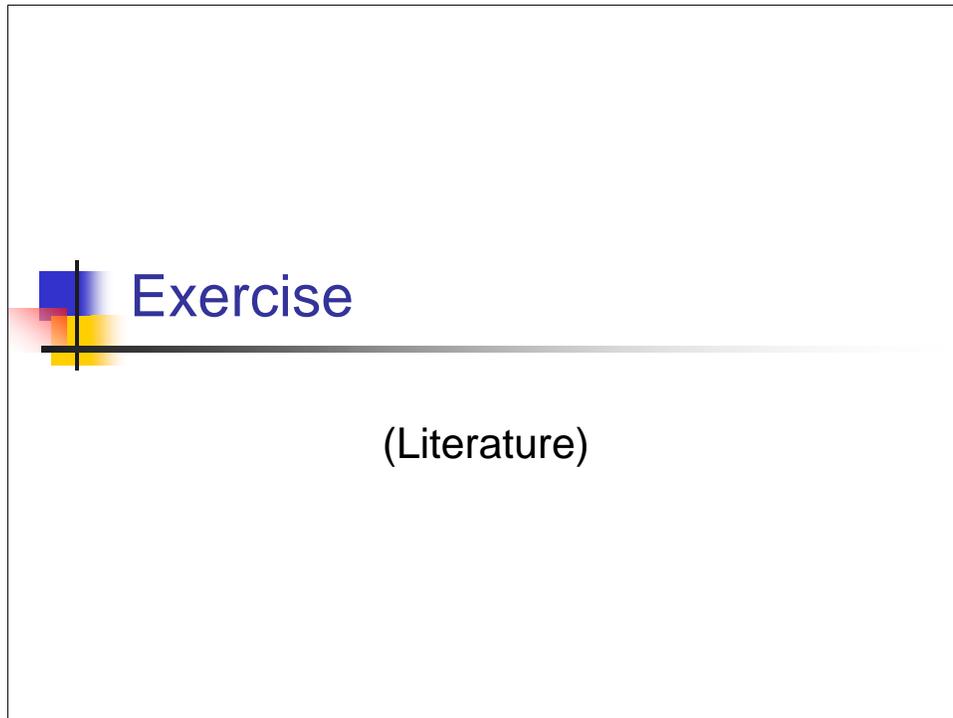
Emily Dickinson's single number is subarranged by table P-PZ39; Jane Austen's numbers are subarranged by table P-PZ33. Shakespeare's class number range as a whole is not assigned by table, but tables are applied to individual numbers.



General reminders

- Language and literature are not always together
- PN includes a number of popular non-literary topics (journalism, show business)
- Most 20/21st century literary authors
 - Are not in the published schedules
 - Are assigned a single Cutter, often to the second letter of the last name
 - Generally use the P-PZ40 table
- The range of numbers for pre-20th century literary authors is unpredictable!

59



Do the P-PZ40 exercise (V. S. Pritchett).

Appendix D includes two additional exercises for working with the literary author tables. Given time constraints, it is generally not feasible to do these as part of a two-day workshop. Attendees can complete them on their own; answers with explanations are included in the appendix. Encourage attendees to email you later with any questions about these exercises.

Schedule P: Exercise 1, P-PZ1b (German language)

[West Germanic philology and languages--German--Language](#)

PF3001-3071	Philology Table P-PZ1a modified [H R B L D S] Class here works devoted entirely or prevailinglly to German philology and language; for Germanic (Teutonic) philology, see PD1-777 , PD1001-1068
PF3073-3693	Language Table P-PZ1b modified [H R B L D S] Add number in table to PF3000

Works on the German language are classed in the span PF3073-PF3693; Table P-PZ1b modified is applied; the number or span of numbers chosen from the table is added to the base number PF3000. Here is the outline of Table P-PZ1b:

Table P-PZ1b (Outline)

P-PZ1b 73	General works [H R]
P-PZ1b 74	Relation to other languages [H R]
P-PZ1b 74.5	Language data processing [H R]
P-PZ1b 74.7	Language standardization and variation [H R]
P-PZ1b 74.73	Political aspects [H R] Cf. P-PZ1b 479.P6 Rhetoric [H R]
P-PZ1b 74.75	Social aspects [H R]
P-PZ1b 74.8	Spoken language [H R]
P-PZ1b 74.85	Language acquisition [H R]
P-PZ1b 75-88	 History of the language [H R] For history of the language in a specific place see numbers for linguistic geography of the language
P-PZ1b 93	Outlines [H R]
P-PZ1b 95	Popular [H R]
P-PZ1b 97	Script [H R]
P-PZ1b 99-400	 Grammar [H R]
P-PZ1b 410-497	 Style. Composition. Rhetoric [H R]
P-PZ1b 498-499	 Translating [H R] For special subjects, see classes B-Z, e.g. T11.5 Technology
P-PZ1b 501-561	Prosody. Metrics. Rhythmics [H R]
P-PZ1b 567	Lexicology [H R]
P-PZ1b 571-599	Etymology [H R]

Here is an expansion of the span P-PZ1b 75-88, History of the language, from Table P-PZ1b:

 **Table P-PZ1b History of the language (75-88)**

	History of the language [H R] For history of the language in a specific place see numbers for linguistic geography of the language
P-PZ1b 75	General works [H R] By period [H R]
P-PZ1b 77	Middle Ages [H R]
P-PZ1b 79	(15th)-16th century [H R]
P-PZ1b 81	(16th)-17th century [H R]
P-PZ1b 83	(17th)-18th century [H R]
P-PZ1b 85	19th century [H R]
P-PZ1b 87	20th century [H R]
P-PZ1b 88	21st centurv [H R]

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Here is an expansion of the span P-PZ1b 498-499, Translating, from Table P-PZ1b:

→ **Table P-PZ1b Translating (498-499)**

P-PZ1b 498	General works [H R]
P-PZ1b 499	Machine translating [H R] Including research

Here is an expansion of the span P-PZ1b 108-123 from Table P-PZ1b. This span is contained within the span P-PZ1b 99-400, Grammar:

→ **Table P-PZ1b (108-123)**

P-PZ1b 108-112	Textbooks [H R]
P-PZ1b 108	History and criticism [H R]
P-PZ1b 109	Early to 1870 [H R]
P-PZ1b 111	1870-1949 [H R]
P-PZ1b 112	1950- [H R]
P-PZ1b 112.5	Self-instructors [H R]
P-PZ1b 112.7	Audiovisual instructors [H R]
P-PZ1b 112.9-117	Readers [H R]
P-PZ1b 112.9	History and criticism [H R]
P-PZ1b 113	Series [H R]
P-PZ1b 115	Primers. Primary grade readers [H R]
P-PZ1b 117	Intermediate and advanced [H R] Phonetic readers see P-PZ1b 152 [H R]
P-PZ1b 118	Outlines, syllabi, tables, etc. [H R]
P-PZ1b 119	Examination questions, etc. [H R]
P-PZ1b 120.A-Z	Manuals for special classes of students, A-Z [H R] For list of Cutter numbers, see Table P-PZ1 120.A-Z Self-instructors see P-PZ1b 112.5 [H R]
P-PZ1b 121	Conversation. Phrase books [H R]
P-PZ1b 123	Plays for acting in schools and colleges [H R] Idioms, errors, etc. see P-PZ1b 460 [H R]

Construct the call number (base number is PF3000). Use the LC Cutter table for the book number; assume no conflict. The trainer will walk you through the first exercise.

Call Number	Main Entry	Title	Imprint
	Hervey, Sándor G. J.	Thinking German translation : a course in translation method, German to English.	New York : Routledge, c2005.
		The German language and the real world : sociolinguistic, cultural, and pragmatic perspectives on contemporary German / edited by Patrick Stevenson. SUBJECT: German language--20th century.	Oxford : Clarendon Press, 1995.

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	Coggle, Paul.	Improve your German. SERIES: Teach yourself books (Lincolnwood, Ill.)	Chicago, Ill. : McGraw- Hill, 2004
		Easy German phrase book : over 740 basic phrases for everyday use.	New York : Dover Publications, c1994.

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Schedule P : Exercise 2, P-PZ40 Table (V. S. Pritchett)

V. S. Pritchett's literary author number is PR6031.R7, subarranged by table P-PZ40. Use the table to complete the call numbers. Numbers in **bold/underlined** are already in the shelflist. Otherwise, assume no conflict. Use the LC Cutter table where applicable. In the **Title** column, uniform titles are in brackets.

Call Number	Main Entry	Title	Imprint
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	[Essays] Complete collected essays.	New York : Random House, 1991.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	[Short stories] Complete collected stories.	New York : Vintage Books, 1992.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	The other side of a frontier : a V.S. Pritchett reader.	London : Robin Clark, 1984.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	A man of letters : selected essays.	New York : Random House, c1985.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	[Short stories. Selections] Essential stories.	New York : Modern Library, 1985.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	Blind love, and other stories.	London : Chatto & Windus, 1969.
PR6031.R7	Pritchett, V. S. (Victor Sawdon), 1900-1997.	A cab at the door : a memoir.	New York : Random House, 1968.
<u>PR6031.R7 Z59 1987</u>	Baldwin, Dean R., 1942-	V.S. Pritchett.	Boston, Mass. : Twayne Publishers, 1987.
PR6031.R7	Bloom, Jonathan, 1960-	The art of revision in the short stories of V.S. Pritchett and William Trevor.	New York : Palgrave Macmillan, 2006.
PR6031.R7	Stinson, John J.	V.S. Pritchett : a study of the short fiction.	New York : Twayne Publishers, c1992.
<u>PR6031.R7 Z897 2004</u>	Treglown, Jeremy.	V.S. Pritchett : a working life.	New York : Random House, 2004.

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Special Types of Material

Session 9



Outline: special types

- Editions
- Work letters
- Corporate main entry
- Volume numbers
- Juvenile materials
- Congresses
- Serials

2

We've covered general principles, including tables, along with notation. They say the devil is in the details, however, and there are certain details that can occur across all of the schedules that sometimes succeed in bedeviling catalogers. We've gathered them in this session all for you.

We'll first consider some elements in call numbers that are used to relate works (first column) on the shelf; then we'll consider certain recurrent publication categories—juvenile materials, and congresses. Finally, we'll consider the use of call numbers when the mode of issuance is not monographic, i.e., serials.



Editions (G 145)

- Unless otherwise indicated in the schedules, generally keep editions together if the same class number is appropriate
- To keep editions together under the same class number, assign the same book number and differentiate by date and (if necessary) by work letter
- Do not keep editions together if a different class number is appropriate

3

Intro: The standard procedures for processing editions are found in SCM:Shelflisting (G 145).

3rd bullet: Examples where editions are not kept together under the same class number in the schedules can often be found under sacred works, where a separate number may be assigned to each distinct edition.



Editions: same author & title (G 145)

- If a subsequent edition has the same author, title, & class number, assign the same Cutter number as the previous editions. A date is used to distinguish between the earlier and later editions.
 - **PN1995 .K23 1970**
Going steady / Pauline Kael. -- 1st ed. -- Boston : Little, Brown, 1970.
 - **PN1995 .K23 1994**
Going steady : film writing, 1968-1969 / Pauline Kael. -- New York : M. Boyars, 1994.

4

Here we have an example of the most common situation, where the later edition has the same author and title, and the class number has not become obsolete

Editions: variation in title (G 145)

- If the title changes on the subsequent edition, but the author and class number are the same, assign the same Cutter number as the previous edition
 - PE1408 .F478
The way to write / by Rudolf Flesch. -- New York : Harper, 1947.
 - PE1408 .F478 1949
A new guide to better writing / by Rudolf Flesch & A.H. Lass. -- New York : Harper & Row, 1949.
 - PE1408 .F478 1996
The classic guide to better writing / by Rudolf Flesch and A.H. Lass. -- 50th anniversary ed. -- New York : HarperPerennial, c1996.
Rev. ed. of: A new guide to better writing, which was originally published as The way to write.

ANIMATION: click to bring in each bullet

In this example, although Rudolf Flesch was the main entry in each of these editions, you can see that the title changed significantly from the 1947 edition to the “50th anniversary ed.” in 1996. Of course, it is the cataloger’s responsibility to decide whether these different titles represent different expressions of the same work.

[Hierarchy: English philology and language—Modern English—Language—Rhetoric. Style. Composition—Treatises. Compendis. Textbooks—Later (than 1860)—English]



Editions: changes in author and/or title (G 145)

- If the authorship and/or title of a work changes from one edition to another, but the classification number remains the same, maintain the same book number

6

What if not just the title changes, but the author as well? If you judge that the underlying work is the same, you would normally assign the same book number as long as there is no need to change the classification.

[NOTE: LC makes an exception for authorship changes if the earlier edition was cataloged using preAACR2 rules, but this is now probably too rare to be of much concern.]



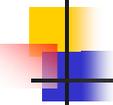
Example: author/title change

- **RC280.B6 D33 1986**
Dahlin, David C. (David Carl), 1917-
Bone tumors : general aspects and data on 8,542 cases / by David C. Dahlin and Krishnan K. Unni. 4th ed. c1986.
- **RC280.B6 D33 1996**
Unni, K. Krishnan, 1941-
Dahlin's bone tumors : general aspects and data on 11,087 cases / K. Krishnan Unni. 5th ed. c1996.

7

Cutter is not adjusted for the later edition even though the author has changed.

[NOTE: yes, the "K" appears after Krishnan in the 4th ed. and before Krishnan in the 5th ed.]



Editions: class number change

- If a subsequent edition should be assigned a different class number, the editions are not kept together
- **Z694.M35**
Handbook for AACR2 : explaining and illustrating Anglo-American cataloguing rules, second edition / by Margaret F. Maxwell. Chicago : American Library Association, 1980.
- **Z694.15.A56 M39 1989**
Handbook for AACR2 : explaining and illustrating the Anglo-American cataloguing rules / by Margaret Maxwell ; with a new chapter by Judith A. Carter. 1988 rev. Chicago : American Library Association, 1989.

8

2nd bullet: The 1980 edition of Handbook for AACR2 was classed as a general work on descriptive cataloging.

3rd bullet: When the 1989 edition was published, a specific number for the Anglo-American Cataloging Rules had been added to the schedules. The new, more specific number, was assigned to the later edition of the Handbook.

This is not stated explicitly in G 145, but the principle of specificity in classification normally trumps *SCM:Shelflisting* procedures for editions.



Editions: class number change (2)

- Chemistry—General works, treatises, and advanced textbooks

QD28	1761-1860
QD31	1861-1969
QD31.2	1970-2000
QD31.3	2001-

9

An even more common reason for a class number change is when a number for a new imprint range is added to the schedules. Many of these have been introduced for textbook numbers at the beginning of the new millennium.



Example

- **QD31.2 .E22 1996**
General chemistry / Darrell D. Ebbing ... 5th ed. Boston : Houghton Mifflin, c1996.
- **QD31.3 .E22 2002**
General chemistry / Darrell D. Ebbing, Steven D. Gammon. 7th ed. Boston : Houghton Mifflin, c2002.

10

The standard practice is to assign the number for the appropriate imprint range to the later edition, as we see in this example, although this may be trumped by local policies and procedures.

Although the same Cutter has been assigned in these examples, using the same book number is not necessary if the classification changes, because using the same book number will not collocate the editions.



Work Letters (G 140)

- Editions published in the same year are usually differentiated by work letters, b-y
- When the main entry is a corporate name, work letters a-z are used to distinguish different works published in the same year

11

Sometimes you need to differentiate editions published in the same year, and work letters are used for this purpose. Work letters are used both to distinguish the same work where the call number would otherwise be the same, and to differentiate different works using the same call number.

Letters are used to distinguish different works published in the same year when a corporate main entry is used.

Should all the available work letters be used up in the course of a year, the standard practice is to double the letters, e.g. “bb” <*this doesn't seem to be documented under G 140*>

Work letters: example

- [DA591.A45 D5326 2000](#)
Jephson, P. D.
Shadows of a princess : Diana, Princess of Wales, 1987-1996 : an intimate account by her private secretary / P.D. Jephson. London : HarperCollins, 2000.
vii, 392 p., [8] p. of plates ...
- [DA591.A45 D5326 2000b](#)
Jephson, P. D.
Shadows of a princess : Diana, Princess of Wales, 1987-1996 : an intimate account by her private secretary / P.D. Jephson. 1st ed. New York : HarperCollins Publishers, c2000.
456 p. : ill. ...

Here is a typical example of a work letter used to distinguish different editions published in the same year.

Apparently the same publisher, but the pagination (extent) indicates that these are different editions.

In LC cataloging, you will frequently see the b work letter with large print editions published in the same year as the regular print edition. (LCCN 2005023467, 2005008226, 2005010239)

Examples of work letters used when the main entry is a corporate name will be shown later in the session.



Work letters with “a” and “z”

- [TX723.3 .P38 1860a](#)
Petit, Alphonse. La gastronomie en Russie ...
[Paris : L'Arche du livre, 1970]
NOTE: Facsim. of original, published Paris :
Chez l'auteur : Émile Mellier, 1860.
- [DS798.9.K37 A53 1990z](#)
The ancient city of Kharakhorum. Beijing :
New World Press, [199-]

13

The letter “a” is generally reserved for photocopies and facsimile reproductions. Note that the date is the date of the original, not the date of publication (SCM G 140, 2.c). *CAUTION*: LC practice defines “facsimile” narrowly, according to the AACR2 definition (“A reproduction simulating the physical appearance of the original in addition to reproducing its content exactly”). Many, if not most, books with edition statements like “Facsimile ed.” would not be assigned the work letter “a” by LC shelisting staff.

The letter “z” is reserved for questionable dates.

Corporate names are treated differently – “a” and “z” do not have these meanings.

Even if only one work is published in a given year, it cannot be assigned the work letter “a” for facsimile/photocopy or “z” for questionable date. An example of corporate name practice is on slide 16.



Related works

- Sometimes the same classification and book number is used to bring together different but related works
- Examples:
 - Corporate main entry
 - Series (Classed together)

14

Intro: Although we use the term “work” letters, sometimes these work letters are not used to collocate manifestations or expressions of the same bibliographic work. From this point, we will be considering how LC sometimes uses call numbers to show the relationship between works that may be related but are not bibliographically equivalent.

[NOTE: other examples include supplementary works and commentaries, not addressed in this workshop.]



Corporate main entry (G 220)

- 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
- For materials entered under a corporate body heading, Cutter for the name of the corporate body
- For monographic items, add the imprint date to the call number to make each call number unique
- Do not apply G 220 to materials in class K

15

ANIMATION: click to bring in each bullet

3rd bullet: When a corporate name is used as the main entry, Cutter numbers do not really differentiate or collocate works with the same class number. This often doesn't seem intuitive to catalogers, who will sometimes vary the Cutter number in an effort to differentiate works.

4th bullet: Monographic examples using corporate name main entry might include: commercial sales catalogs, catalogs of objects owned by a museum, and reports of expeditions.

A typical example of a serial entered under a corporate body heading would be an annual report. (For more on serials with corporate main entries, see the last slides of this session)



Corporate main entry example:

Call no.	Main entry	Title	Date
TP937.B46 1900	Benjamin Moore & Co.	Moore's floor paint.	[190-?]
TP937.B46 1900a	Benjamin Moore & Co.	Home decorative interior suggestions.	[19--?]
TP937.B46 1920	Benjamin Moore & Co.	Muresco for wall and ceiling decoration.	[ca. 1920]
TP937.B46 1983	Benjamin Moore & Co.	100 years of exterior colors.	[1983?]

16

The subarrangement used when a corporate name is the main entry is an exception to general practice.

If the corporate name is the main entry, the same book number is used for all works entered under the corporate name. Different works are distinguished by date, or, if necessary, a work letter.

The work letter a is **not** reserved for photocopies or facsimiles.

Note that although the work letter z is ordinarily used when a decade or century is replaced by a hyphen in the description (as in the first two examples), the rule is not applied when the corporate name is the main entry. When a decade or century is uncertain, the hyphen(s) is replaced by a zero in the call number.

*[NOTE: these were local catalog examples, modified to a degree;
TP937=paint catalogs]*



Series volume numbers

- Volume numbers are used to differentiate call numbers for analytics of series.
- For monographic series, no date is used:
HT101 .R393 no. 181
HT101 .R393 no. 185
- For multipart item series, the initial date of the series precedes the volume number:
PN4855 .H57 1994 no. 2
PN4855 .H57 1994 no. 3

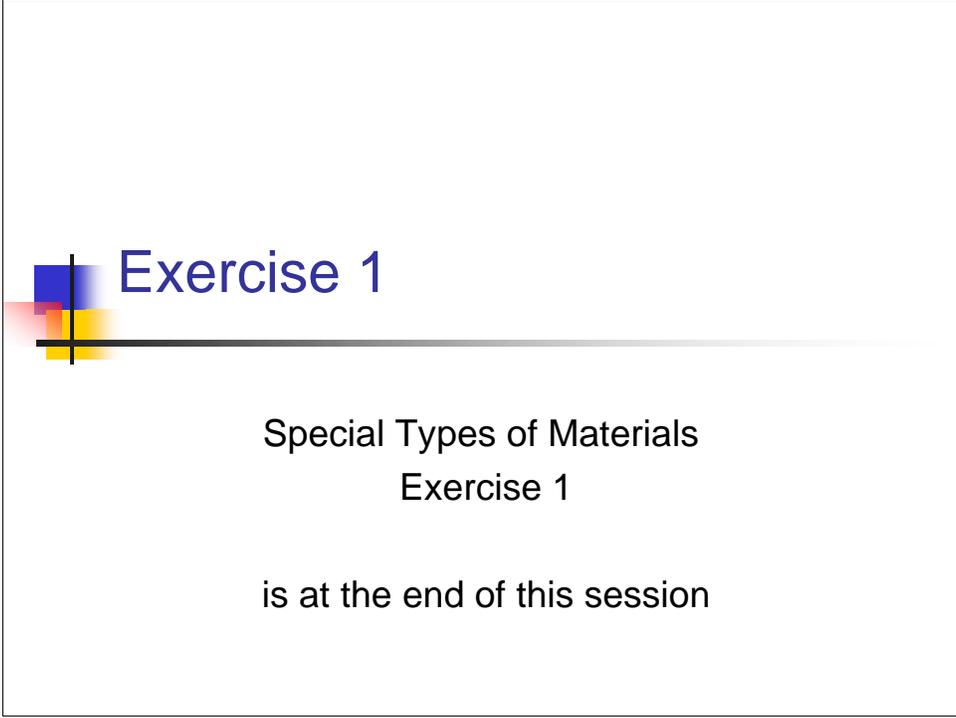
17

Call numbers for analytics of series are another way to bring together related works, in this case works related by the relatively broad content gathered under the series heading. Yes, sometimes the relationship among works in a series is more the publisher's imagination than a reflection of reality.

Since LC won't be classing together most series any more, you aren't likely to see numbers thus formatted in LC cataloging unless you specialize in music. However, many libraries will continue to class series together, either because it cuts down on time spent classifying, or because selectors believe this arrangement is a convenience for their user community.

2nd bullet: Classification is ... Urban sociology. Periodicals. Serials, cuttered to the series title. The established form of the series is: Research paper (University of Toronto. Centre for Urban and Community Studies).

3rd bullet: The est. form of the series is: History of American journalism. This is a multipart (note the date in the call number), although interestingly an ISSN is provided in the 440 of each record.



Exercise 1

Special Types of Materials
Exercise 1

is at the end of this session

Stop at this point and do exercise 1 (editions).

Attendees will need to have the LC Cutter Table out.

Go over the instructions with attendees. Point out that the main entry for each title is in bold.

It is wise to work through the first title as a group, so that everyone is clear on what they need to do. After that, instructors may wish to give attendees time to complete the exercise on their own, or to continue working through as a group.

Answers are given in slides in a separate file. Manuals also have answers printed in the appendix.



Forms of publication

- Subjects have certain characteristic types of publication and the schedules usually have numbers at the beginning of each subject
- Some forms of publication include:
 - Juvenile materials
 - Congresses (conferences)
 - Serials

19

Now let's consider how the schedules handle some common types of publications. We'll consider juvenile materials, conferences, and, finally, serials.



Juvenile materials (F 615)

- Belles-lettres PZ5-90
 - Juvenile & YA fiction
 - Collections
 - Picture storybooks
 - Alphabet & counting books
 - Stories in rhyme
 - Song texts illustrated for children
 - Juvenile folk tales
 - Traditional nursery rhymes
- Belles-lettres P-PT
 - Poetry
 - Drama
 - Humor
 - Comic books

20

Most juvenile belles-lettres is classed in PZ. PZ is organized by language, and each language is subarranged following roughly the same structure.

On the other hand, class juvenile poetry, drama, humor, and comic books in the standard P-PT numbers. (Too difficult to distinguish from works in the adult genres?!)

Historical note: PZ was at one time used also for works of popular fiction.



Examples

- **PZ7.B1135 \$b Tu 2003**
Babbitt, Natalie. Tuck everlasting. 2003.
- **PZ8.B115 \$b Ou 1998**
Babbitt, Natalie. Ouch! : a tale from Grimm. 1998.
- **PZ8.1 \$b .T245 1997**
Teeny tiny witch / [illustrated by Stephanie Peterson]. 1997.
- **PS627.C57 \$b A15 2000**
5 Christmas plays for children. c2000.

21

1st & 2nd bullets: if there is an author main entry, standard Cuttering is used for the author, but, exceptionally, the book number is an abbreviated title; only the first letter is upper case.

3rd bullet: on the other hand, if the resource is entered under title, standard Cuttering is used.

4th bullet: The last example falls into the category of juvenile belletristic material that does not use PZ; again, standard Cuttering procedures are used.

[NOTE: The author Cutter for Babbitt is different in PZ7 and PZ8 because the range of entries in the shelflist in each class number is different.]

PZ7 -- General juvenile belles lettres, 1870-

PZ8 -- Fairy tales

PZ8.1 -- Folklore, legends, romance

*PS627.C57 -- American literature — Collections of American literature—
Drama—Special forms and topics, A-Z—Christmas.*



Topical juvenile materials

- Formerly classed in PZ9-10 & PZ15-16
- Now classed in regular subject classes
- Under the regular subject class, use the Juvenile Works number, if present
- If there is no Juvenile Works number, use the General number (or make a SACO proposal)

22

For anything other than belle-lettres, the regular subject classes are applied, but be on the lookout for a juvenile works or materials number.

Examples

- ... **Lexicography—Dictionaries—English only—
Juvenile, school dictionaries**
PE1628.5 .M44 2004
Merriam-Webster's intermediate dictionary.
SUBJECT: English language--Dictionaries, Juvenile.
- ...**African languages and literature—Special languages
(Alphabetically)—Zulu—Language—Dictionaries**
PL8843 .W55 1998
Wilson-Max, Ken. Halala means welcome : a book of
Zulu words.
SUBJECT: Zulu language--Dictionaries, Juvenile--
English.

In the first example, there is a separate number for juvenile English language dictionaries.

In the second example, there is not a separate number for juvenile Zulu language dictionaries, so the work is classed with other Zulu language dictionaries.



Congresses (F 240)

- Use congress numbers to class:
 - Collected papers delivered or published for one or more named or unnamed congresses, symposia, conferences, meetings, etc.
 - Condensations of these papers
 - Reports of proceedings and discussions, program statements, lists of delegates, etc.
 - Combinations of the above

24

Intro: Most of the major topics in the schedules will have a congresses number near the beginning of the range, grouped with other numbers for form (e.g. Periodicals, Dictionaries).

Congresses under Economic history and conditions

LC Class # Go

[Economic history and conditions](#)—Congresses

	Economic history and conditions [H R B L D S] Including economics of natural resources
HC10	Periodicals. Societies. Serials [H R B L D S]
HC13	Congresses [H R B L D S]
(HC13.2-.3)	Collected works (nonserial) [H R B L D S] see HC21
(HC14)	Yearbooks [H R B L D S] see HC10
HC15	Dictionaries. Encyclopedias [H R B L D S]
HC21	General works [H R B L D S]
HC26	Theory. Method. Relation to other subjects [H R B L D S]

Here is a screen shot from ClassWeb highlighting the Congresses number HC13 under Economic history and conditions. Typically, the number appears toward the top of the hierarchy of numbers under the subject.



Congresses (established number)

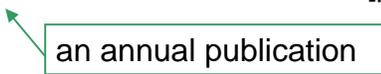
- **HC13. Economic history and conditions—Congresses**
- HC13 .I48 1984
Indiana University International Business Forum (1984)
Managing amidst tensions and conflicts in a global economy : background papers for the Indiana University International Business Forum ...

26

Here's an example applying HC13. Although in this case the main entry is the name of the conference, this is not a requirement for classifying by the congress number.



Congress vs. serial number

- If a number has been established, class both monographic and serial congresses in that number
- TL1-4. Periodicals and societies.
TL6. Congresses.
- **TL6 .S78**
The ... Stapp Automotive Crash and Field Demonstration Conference : [proceedings] ...


27

In most cases, a topic with a Congresses number will also have a number for Periodicals, so keep in mind that if the the conference papers are issued serially, the congress rather than the periodical number should be used.

In the example, the Stapp Conference is an annual, but the record is assigned the Congresses number rather than the Periodicals and societies number. (TL1-4050: Motor vehicles. Aeronautics. Astronautics)

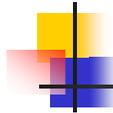


Congress vs. serial number (2)

- Do not class congresses in the number for periodicals unless congresses are explicitly included in the caption for that number (as in class Q)
 - QP474. Periodicals, societies, congresses, serial publications.

28

Note that when a number applies to both congresses and periodicals, the congress can be either a serial or a monograph.



Congresses: no form number

- If no number has been established for congresses, class congresses in the General Works number, or in the periodical number if the congress is cataloged as a serial
- Class each monographic congress according to its subject matter

Congresses (General works)

LB2331.63. Theory and practice of education—Higher education—Special aspects of higher education—Evaluation and ranking of universities and colleges—By region or country—United States—General works

- **LB2331.63 .S95 1978**
Summer Conference on Accreditation (1978 : California State Polytechnic Association, Pomona)
Evaluating educational quality : a conference summary ...
- Not classed with form number under broader topic:
LB2301 Theory and practice of education—Higher education—Associations, conferences, congresses

Here we have a conference summary entered under the name of the conference.

Given the choice between classing to a broader education topic with a congresses number* or the more specific topic with only a general works number, you should class to the more specific topic. (“Class each monographic congress to its subject matter.”)

*Presumably this would be LB2301 [Theory and practice of Education--Higher Education—Associations, conferences, congresses]



Congress dates (G 230)

- Significant exception to the use of the imprint date for monograph call numbers: conference main entry (use the date of the conference):
 - **PE1068.G5 B75 2001**
British Association of Lecturers in English
for Academic Purposes. Conference (**2001**
: University of Strathclyde)
Directions for the future ... -- Bern ; New
York : Peter Lang, **2004**.

31

However, if the heading does not have a date, use the imprint date. (G 230b)



Congress Cutters (G 230)

- For works with the same conference main entry and the same class number, assign the same Cutter number & differentiate by date
- Use a work letter to differentiate different works with the same conference date
- Use the same Cutter even if the work is a translation or selection
- If the conference is entered under title, Cutter by title

32

Here is another instance of the use of call numbers to bring together related but different works. The practice is similar to the practice where, under the same class number, different works entered under the same corporate name are gathered.

[NOTE: with the 2001 Amendments to AACR2, entry under title would be unusual, since rule 21.1B now provides for main entry under the name of the congress if it is named anywhere on the item. (Previously, the conference name had to appear prominently.)]



Example:

- **QA76.9.A25 I555 2001**
International Conference on the Theory and Application of Cryptology and Information Security (7th : 2001 : Gold Coast, Qld.)
Advances in cryptology--ASIACRYPT 2001 ...
- **QA76.9.A25 I555 2002**
International Conference on the Theory and Application of Cryptology and Information Security (8th : 2002 : Queenstown, N.Z.)
Advances in cryptology-ASIACRYPT 2002 ...

33

The primary subject for both works is Computer security—Congresses. [A25 is the topical Cutter for Computers. Access. Computer security.] Since the same class number is assigned, the same Cutter should also be assigned; even though these are different collections of papers from conferences held on different dates, the Cutter is not varied.

The call number date is taken from the date in the heading, although in this case the heading and imprint dates are the same.



Serials (F 210)

- Like conferences, there will usually be a class number or group of numbers at the beginning of major topics in the schedules for serials
- Caption examples:
 - Periodicals. Societies. Serials
 - Periodicals
 - Periodicals, etc.
 - Periodicals and societies
 - Periodicals, societies, congresses, and serial collections
- No classification schedule has been developed for newspapers

34



Serials (F 210)

- Unless there are other specific provisions in the schedule, class all serial publications, including periodicals, numbered monographic series, and topical serial society publications on the number at the beginning of the topic

35

In some ways, this seems to contradict the principle of specificity, F 10, #2: “class a work by its specific subject, not by its form under a broader topic,” but remember that F10 #2 qualifies this by stating “unless instructions to the contrary are printed in the schedules.” Possible insurance in case the scope of the serial is broader than it first appears?

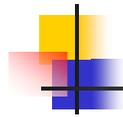
[NOTE: slide with examples of specific provisions coming up]

Schedule example: N1 Periodicals

N1.A1	Visual arts
N1.A12-Z	Periodicals
N2	Polyglot
N3	American and English
N4	French
N5	German
N6	Italian
N6.5	Dutch and Flemish
N7	Russian. Slavic
N8.A-Z	Scandinavian
N9.A1	Spanish and Portuguese
	Other(including Oriental), A-Z
	—Yearbooks
	—Polyglot ...

Here is an example of the range assigned to periodicals at the beginning of the topic, in this case visual arts.

Sometimes the range assigned to Periodicals is followed by a range for Yearbooks. Per F 210 and F 230, consider **all** Yearbook ranges to be obsolete. Assign the appropriate periodical number to yearbooks. Numbers for congresses and directories are not obsolete.



Serial examples (general rule)

- **N1.A12-Z.** Visual arts—Periodicals—American and English
 - **N1.T583**
Today's art and graphics.
SUBJECT: Art--Periodicals.
- **N4.** Visual arts—Periodicals—Italian.
 - **N4.C7**
La critica d'arte.
SUBJECTS: 1. Art--Periodicals. 2. Art--Italy--Periodicals.

Serial examples (specific provisions)

- **N328.** Visual arts—Study and teaching. Research—Art schools. Special regions or countries. United States. General works.
 - N328.D57
Directory of MFA programs in the visual arts.
SUBJECT: Art schools--United States--
Directories.
- **N6480.** Visual arts—History—Modern art—By century—19th and 20th centuries—20th century—Periodicals.
 - N6480.C65
Contemporanea (New York, N.Y.)
SUBJECT: Art, Modern--20th century--
Periodicals.

Here are two examples where the serial would not be classed at the beginning of the topic.

1st example: If the schedule provides for the geographic aspect of the topic, classify a serial with a geographic focus as a general work under the appropriate topic.

[NOTE: F 210 doesn't mention this and there is no Periodical annotation in the schedules in these situations. The SCCTP Serial workshop refers to this practice, however.]

2nd example: this is an instance of specific provision in the schedules that would override the general rule to class at the beginning of the topic.

Serial title changes (linear)

- **N1 .A243**
Art instruction. [Stamford, Conn. : Watson-Guptill Publications, c1937-c1939.
Continued by: American artist (Stamford, Conn.)
- **N1 .A243**
American artist (Stamford, Conn.)
American artist. [Stamford, Conn. : Watson-Guptill Publications, c1940-
Continues: Art instruction.

It's a fairly common practice to assign the same class and Cutter to a serial when there is a linear title change and there is no major change in scope.

Some libraries do not classify serials; they simply arrange them by title. One of the advantages of classification is that for most serial title changes, volumes issued under the earlier and later titles can be kept together on the shelf.

Serial title changes (non-linear)

- **N8554 .A77**
Art research news.
Merged with: Stolen art alert, to form: IFAR reports.
- **N8795 .S76**
Stolen art alert.
Merged with: Art research news, **to form:** IFAR reports.
- **N8554 .I34**
IFAR reports.
Formed by the union of: Stolen art alert,
and: Art research news.

For non-linear title changes, the Cutter and sometimes the classification number will be changed.



Serials: corporate body as main entry (G 220, 11)

- As with monographs, when a corporate body is the main entry and the same class number is used, the Cutter number for the main entry is not adjusted to differentiate works
- For serials, a work letter should be used to differentiate works

41

The use of the work letter for serials is particularly common for the subset of corporate main entry serials where the corporate name is a conference, because the conference will often publish both a proceedings issue and an abstracts issue, and the proceedings and abstract are cataloged as separate serials.

[NOTE: it is LC practice to add a work letter, starting with “a,” to serial publications entered under corporate body (G 220, 9). Other libraries may follow this practice or not, or may follow it only in certain situations (e.g., only for serial government publications entered under corporate body). The instructions and examples here follow LC practice.]



Serial example: work numbers

Call no.	Main entry	Title	Imprint
Q11 .S79a	Smithsonian Institution. Traveling Exhibition Service.	Update.	[Washington : Smithsonian Institution Traveling Exhibition Service]
Q11 .S79b	Smithsonian Institution.	Smithsonian year : annual report of the Smithsonian Institution for the year ended Sept. 30 ...	City of Washington : Smithsonian Institution Press : For sale by the Supt. of Docs., U.S. G.P.O., 1980-

42

Note that subheadings are ignored when establishing the Cutter number, per G 220 #3.

G 220 does not address this, but presumably the usual practice for name changes would apply in this situation also. A linear title change would use the same work letter; a non-linear change, assuming the classification and main entry are the same, would have the same Cutter with a different work letter.

[NOTE: LC used to do separate Cutters for all levels of the corporate name hierarchy, but it was a lot of work. The decision was made to ignore all subheadings in creating Cutters for non-jurisdictional corporate names.

The next slide shows the practice for creating Cutters for jurisdictional corporate names; in this case the main heading and first subheading are taken into account.]

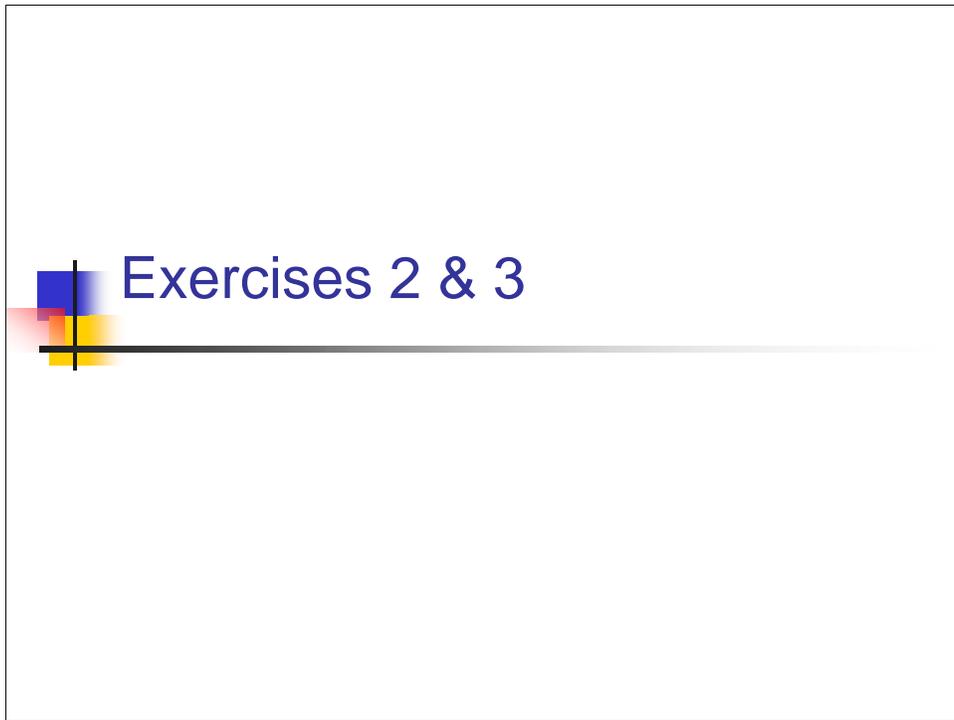


Serial example: work numbers (2)

Call no.	Main entry	Title	Cutter from:
HJ11 .A842a	Arkansas. Dept. of Finance and Management.	Arkansas financial management system.	Arkansas + Dept. of Finance and Management
HJ11 .A842b	Arkansas. Dept. of Finance and Management. Office of Budget.	Budget preparation manual.	Arkansas + Dept. of Finance and Management (but NOT Office of Budget)
HJ11 .A87a	Arkansas. Dept. of Revenues.	Biennial report.	Arkansas + Dept. of Revenues

43

Note that if the main entry is a jurisdiction, the Cutter number is based on the main element and the first subheading, but all further subheadings are ignored. (Many examples for states under HJ11; see also HJ10.3 U55 for United States. General Accounting Office)



Special Types of Material: Exercise 1

[Chemistry](#)--[Organic chemistry](#)--Nomenclature, terminology, notation, abbreviations

QD248	General works
QD248.5.A-Z	By region or country, A-Z
	General works, treatises, and advanced textbooks
QD251	Through 1970
QD251.2	1971-2000
QD251.3	2001-

Supply the call number, based on the original edition. If necessary, construct any new or additional Cutter based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist)

Call Number	Record. Main entry is in bold .
QD251 .C38	Channing, Margo, 1937- . All about organic chemistry. Margo Channing. 1st ed. Paterson, N.J. Prentice Hall, 1968.
	Channing, Margo, 1937- . All about organic chemistry / Margo Channing. 2nd ed. Englewood Cliffs, N.J. : Prentice Hall, 1975. [Cataloged June 1983]
	Channing, Margo, 1937- . Basic organic chemistry / Margo Channing. 3rd ed. Victoria, N.S.W. : Macmillan, 1984. NOTE: Previous ed. published under title: All about organic chemistry.
	Channing, Margo, 1937- . Essential organic chemistry / Margo Channing. 3rd ed. Paterson, N.J. : Pearson Prentice Hall, 1984. NOTE: Previous ed. published under title: All about organic chemistry.
	Channing, Margo, 1937- . Basic organic chemistry / Margo Channing. 3rd ed. London : Hutchinson, 1984.
	Harrington, Eve, 1954- . Essentials of organic chemistry / Eve Harrington and Margo Channing. 4th ed. Upper Saddle River, N.J. : Pearson Prentice Hall, 2000.
	Harrington, Eve, 1954- . Channing's Essentials of organic chemistry / Eve Harrington. 5th ed. Upper Saddle River, N.J. : Pearson Prentice Hall, 2004.

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Special Types of Material: Exercise 2

Internal medicine--Specialities of internal medicine--Immunologic diseases--Immunodeficiency--Individual diseases, A-Z--AIDS	
RC606.7	Chemotherapy. Antiretroviral therapy [H R B L D S]
RC607.A-Z	Other immunodeficiency diseases, A-Z [H R B L D S]
	Acquired immune deficiency syndrome see RC606.5-7 [H R]
(RC607.A26)	AIDS [H R B L D S] see RC606.5-65
RC607.A83	Ataxia telangiectasia [H R B L D S]
Internal medicine--Specialities of internal medicine--Immunologic diseases--Immunodeficiency--AIDS. HIV infections--Congresses	
RC606.5	Periodicals. Societies. Serials [H R B L D S]
RC606.53	Congresses [H R B L D S]
	Biography [H R B L D S]
RC606.54	Collective [H R B L D S]

Call number for the 6th conference has already been assigned. Assign call numbers to the other titles.

Call Number	Record. Main entry in bold
RC607.A26 I56 1990	International Conference on AIDS (6th : 1990 : San Francisco, Calif.) . AIDS in the nineties ... [S.l. : s.n., 1990?] SUBJECT: AIDS (Disease)--Congresses.
	International Conference on AIDS (7th : 1991 : Florence, Italy) . Science challenging AIDS ... Basel ; New York : Karger, c1992. SUBJECT: AIDS (Disease)--Congresses.
	International Conference on AIDS (10th : 1994 : Yokohama-shi, Japan) . Global challenge of AIDS ... Tokyo : Kodansha ; Basel ; New York : Karger, c1995. SUBJECT: AIDS (Disease)--Congresses.
	International Conference on AIDS (10th : 1994 : Yokohama-shi, Japan) . One world, one hope ... Philadelphia, PA : Rapid Science Publishers, 1997. SUBJECT: AIDS (Disease)--Congresses.

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Special Types of Material: Exercise 3

	Literature (General) [H R B L D S]
	Periodicals [H R B L D S]
	Class here periodicals devoted to general literary history and criticism with or without creative writing
	For purely bibliographical periodicals and reviews, see class Z (e.g., Review critique); for periodicals on general linguistics and special languages and literature, see P - PZ
	For general periodicals, magazines, and reviews not limited to a specific subject field see AP1-271 [H R]
PN1	International (Polyglot) [H R B L D S]
PN2	American and English [H R B L D S]
PN3	French [H R B L D S]
PN4	German [H R B L D S]
PN5	Italian [H R B L D S]
PN6	Spanish [H R B L D S]
PN9	Other [H R B L D S]
	Yearbooks [H R B L D S]
PN11	International (Polyglot) [H R B L D S]
PN12	American and English [H R B L D S]
PN13	French [H R B L D S]

Identify call numbers that do not follow standard practice. All titles are serials. The first call number is correct.

Call Number	Record.
PN2. H37	Hartford studies in literature.
PN2 .S78	Studies in literature. <i>NOTES:</i> Continues: Hartford studies in literature <i>NOTES:</i> Continued by: University studies in literature
PN2 .U56	University studies in literature : USL. <i>NOTES:</i> Continues: Studies in literature <i>NOTES:</i> Merged with: Connecticut studies in literature to form: Connecticut literature yearbook
PN2 .C66	Connecticut studies in literature. <i>NOTES:</i> Merged with: University studies in literature to form: Connecticut literature yearbook
PN12 .C66	Connecticut literature yearbook. <i>NOTES:</i> Formed by the merger of: University studies in literature with: Connecticut studies in literature

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Schedule H: Social Sciences

Session 10



Overview of session

- Historical overview
- Topical layout of Schedule H
 - Scope notes
- Types of tables
 - Shelflisting
 - Internal
 - External
- Examples of the application of external tables
 - Geographic divisions
 - Subdivisions for industry and trade
 - Economic history and conditions

2

1st bullet: The first edition of Schedule H was published in 1910, with subsequent editions published throughout the 20th century. The latest edition was published in 1995.

[**NOTE:** FYI, detailed information on publication history, from Preface to 2005 edition: “The first edition of Class H, Social Sciences, was published in 1910, the second in 1920, and the third in 1949. The latter edition was reprinted in 1967 with supplementary pages of additions and changes. For the fourth edition, Class H was separated into two parts: H-HJ (Economics), published in 1981, and HM-HX (Sociology), published in 1980. With the 1994 edition, the two parts were reunited into a single volume. The 1997 edition incorporated changes made between 1994 and 1997, and contained a simplified subclass HJ as well as other revisions. ...” Editions also published in 2002 and 2004, latest edition published 2005.]



Scope notes

HA – Statistics

Class here general works on social science statistics and censuses, including statistical data and methodology.
For applications of statistics in the social sciences, see the field.
For statistical data alone see HA154-4737
For works on the general theory and methodology of statistics see QA276-280

3

There are two general subclasses in Schedule H: 1) Economics and 2) Sociology. Point out the scope note under HA- Statistics. Scope notes explain what goes under a caption. Most often they explain how to separate materials when the caption, in this case statistics, is similar to other captions located elsewhere in the schedules.



Application of the first scope note

Title:
Sampling methodologies : with applications.

SUBJECT:
Social sciences--Statistical methods.

Class number:
HA Statistics
HA31.2 Sampling. Statistical survey methodology

4

First scope note = Class here general works on social science statistics and censuses, including statistical data and methodology.



Application of the second scope note

Title:
Analyzing contemporary social issues : a workbook with student CHIP software.

SUBJECT:
Sociology--Statistical methods.

Class number:

HM	Sociology
HM535	Statistical methods

5

Second scope note = For applications of statistics in the social sciences, see the field.



Subclass HM Sociology

HM Sociology

The Numbers HM1-HM299 were used by the Library of Congress until January 1999. After that date, they were replaced by a revised subclass HM that begins at HM401. The numbers HM1-HM299 are currently used only to class new continuations of serials that are already classed in those numbers.

6

This note appears at the beginning of the second major subclass (Sociology) in Schedule H. The terminology in the HM subclass was updated to reflect changes in the discipline of sociology.

(LC Cataloging Newslines. V.7, no.8, June 1999)



Use of tables in the H Schedule

- Tables are used extensively throughout the H Schedule
- Types of tables used in the H Schedule
 - Shelflisting Tables of General Application
 - Internal Tables
 - External Tables
 - Hybrid Tables

7

Tables are an economical way to represent subdivisions that are applicable to many schedules or subclasses within a given schedule. Using tables helps keep down the size of schedules.

We will look at examples of each of these tables.



Shelflisting tables of general application

- Used throughout most of LCC
- Developed to create uniformity of Cutter numbers across all classes
- The Regions and Countries Table (G 300) is often used in Schedule H
- American States and Canadian Provinces Table is not used in Schedule H
 - H has its own table of states (H28)

8

General information about tables, and about the Regions and Countries Table (G300) in particular, has been presented in earlier sessions. We'll look at an example of how the Regions and Countries Table is applied in Schedule H in the following slides.

4th bullet: The American States and Canadian Provinces Table (G 302) is not used with the H Schedule. Since the H Schedule has always contained a table of states, the use of the American States and Canadian Provinces Table is not needed.

[NOTE: H28 is Table of States (Cutter number), there are also tables of states on one number (H29) and two numbers (H30)]

Other shelflisting tables of general application include: Biography, Artists, Criticism/Commentaries



Regions and Countries Table example

Title:

Evaluating in practice / Ian Shaw.

Publication data:

Aldershot, Hants, England : Arena ; Brookfield,
Vt., USA : Ashgate Pub. Co., c1996.

SUBJECT:

Social service--Great Britain--Evaluation.

Regions and Countries Table example

HV	SOCIAL PATHOLOGY. SOCIAL AND PUBLIC WELFARE. CRIMINOLOGY
	Social service. Social work. Charity organization and practice
	Social workers
HV40.6	Supply and demand
HV40.62	Salaries, pensions, etc.
HV40.8.A-Z	By region or country, A-Z
HV41	General special

Works on Social service class in the range HV40-HV69.2. Under the caption Social workers, there is an allowance for geographic subdivision at HV40.8. The caption By region or country, A-Z is an indication that we can apply the Regions and Countries Table G 300 to bring out the geographic aspect of the work being classified.



Regions and Countries Table example

G 300 Regions and Countries Table

Ghana	G4
Gibraltar	G5
Gilbert Islands <i>see</i> Kiribati	
<u>Great Britain</u>	<u>G7</u>
Greece	G8
Greenland	G83

11

This is an excerpt from the Regions and Countries Table, showing the Cutter that would be used for Great Britain. If a different Cutter has already been assigned in the shelflist for Great Britain, that Cutter takes precedence over the suggested Cutter given in the Regions and Countries Table.

Regions and Countries Table example

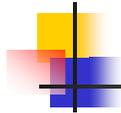
Evaluating in practice / Ian Shaw.

Aldershot, Hants, England : Arena ; Brookfield, Vt., USA :
 Ashgate Pub. Co., c1996.

SUBJECT: Social service--Great Britain--Evaluation.

HV40.8		Class number for social workers, by region or country, A-Z			
	.G7	Cutter for Great Britain from the Regions and Countries Table			
	S53	Book number for main entry, Shaw			
	1996	Year of publication			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">HV40.8.G7</td> <td style="width: 20%;">S53</td> <td style="width: 60%;">1996</td> </tr> </table>			HV40.8.G7	S53	1996
HV40.8.G7	S53	1996			
		Completed call number			

As with any Cutter from this table, G7 is only used if it is consistent with the local shelflist.



Internal tables

- Only applicable to a specific span of numbers
- Found within the schedule
- Applied with the caption “Under each”
- Often used with an external table
- Used to subarrange by form, geography, or specific entry

13

Internal table example

HD	INDUSTRIES. LAND USE. LABOR Special industries and trades Mechanical industries Electric utilities. Electrification
HD9685.A1	Periodicals. Societies. Serials
HD9685.A2	General works
HD9685.A4-Z	By region or country, A-Z
	Under each (except the United States):
	.x Periodicals. Societies. Serials
	.x2 General works. History Including biography, A-Z
	.x3A-.x3Z Local, A-Z Do not use under regions
	.x4A-.x4Z Firms, etc., A-Z

Here we see an internal table at HD9685.A4-Z, Electric utilities. Electrification, By region or country, A-Z.

Identify types of subarrangement provided for in table

- Periodicals – form division
- Local, A-Z – geographic
- Firms – entities.

Ask how attendees interpret the notation: .x, .x2, .x3A-.x3Z, and .x4A-.x4Z in this internal table.

The next slides will give examples of applying .x, .x2, .x3A-.x3Z, and .x4A-.x4Z as in the “Under each” internal table shown here.

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z

Under each (except the United States):

.x = HD9685.G7	.x	Periodicals. Societies. Serials
-----------------------	-----------	--

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">HD9685.G7 G74a</td> <td style="width: 70%;">Great Britain. Office of Electricity Regulation. Annual report.</td> </tr> </table>	HD9685.G7 G74a	Great Britain. Office of Electricity Regulation. Annual report.
HD9685.G7 G74a	Great Britain. Office of Electricity Regulation. Annual report.	

The notation .x, .x2, .x3A-.x3Z, .x4A-.x4Z in the internal table at HD9685.A4-Z is typical of notation used throughout the LC Classification schedules. Let’s talk about this notation and use examples to show how it is applied:

.x represents the call number as built **up to** the application of this table.

For example, if our title is a periodical on electrification in Great Britain, “.x” would be HD9685.G7

ANIMATION: HD9685.G7 flies in from left.

Remind participants that in the earlier example of the Regions and Countries Table .G7 is used for Great Britain. We would then Cutter by main entry to complete the call number. **ANIMATION: a complete call no. for a periodical classed in HD9685.G7 flies in from bottom.**

Remember that dates are not added to call numbers for periodicals, but corporate entry for serials requires the addition of a work letter to the main entry Cutter (SCM H 220).

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z

Under each (except the United States):

.x Periodicals. Societies. Serials

.x = HD9685.G7 + 2 .x2 General works. History

↑

Including biography, A-Z

HD9685.G72 H69 2003	Howe, Douglas. Electricity distribution in the United Kingdom, 2003.
---------------------	---

If our title is a monograph on the history of electrification in Great Britain, we would append the digit “2” to the .x portion of the call number

ANIMATION: .x = HD9685.G7 + 2 flies in from left, followed by an arrow to show where the 2 comes from

...and then Cutter by main entry and add a date of publication: HD9685.G72 + main entry Cutter and date of publication.

ANIMATION: a complete call no. for a monograph on electricity distribution in the United Kingdom flies in from bottom.

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z

Under each (except the United States):

.x Periodicals. Societies. Serials

.x2 General works. History

Including biography, A-Z

.x = HD9685.G7 + 3 .x3A-.x3Z Local, A-Z

↑

Do not use under regions

HD9685.G73 B384 1974 Eyles, William Edward.
 Electricity in Bath, 1890-1974,
 1974.

If our title is a monograph on the history of electrification in Bath, a city in England, we would append the digit “3” to the .x portion of the call number

ANIMATION: .x = HD9685.G7 + 3 flies in from left, followed by an arrow to show where the 3 comes from

...and then Cutter by the locality relevant to the work. The locality is Bath, so we construct a Cutter, using the Cutter Table as a guide (or, if any entry for Bath already exists in the shelflist, we would use that Cutter). Using the Cutter Table, B38 is a good choice for Bath. Since we already have used two Cutters, and we are not allowed to add a third, we must append a digit, using the Cutter Table as a guide (but again following the existing shelflist arrangement) to represent the main entry of the work in hand. To complete the call number, a date of publication is added.

ANIMATION: a complete call no. for a monograph on the history of electrification in Bath flies in from bottom

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z

Under each (except the United States):

HD9685.G74 B754 2006 Great Britain. National Audit Office. The restructuring of British Energy : report by the Comptroller and Auditor General, [2006]
--

HD9685.G7 + 4 .x4A-.x4Z Firms, etc., A-Z
↑

If our title is a report on the restructuring of British Energy, a firm based in Great Britain, we would append the digit “4” to the .x portion of the call number

ANIMATION: .x = HD9685.G7 + 4 flies in from left, followed by an arrow to show where the 4 comes from

...and then Cutter by the specific firm described in the work.

The Cutter is based on the firm’s AACR2 entry form (British Energy (Firm)). B75 is a good choice of Cutter, according to the Cutter Table.

But we must account for the main entry of the work being cataloged in order to allow for logical filing of works in this class, and we already have begun a second Cutter. Since we cannot add a third Cutter for main entry, we must append a digit to the second Cutter for British Energy (Firm) to represent the main entry. In this case, the main entry is Great Britain. National Audit Office, so a digit based on the letter “G” in Great Britain (“4” is a good choice) would be appropriate. Finally we add a date of publication to complete the call number.

ANIMATION: a complete call no. for a report on the restructuring of British Energy (Firm) flies in from bottom



External tables

- Found at the end of the schedule before the index
- Only applicable to a specific span of numbers
- Applied when the caption is followed by a specific table number
 - Example: Greek (Table H48)
- Used to extend classification by geography, form, time period, or subject

19

4th bullet: Examples:

Geography – Table of States (H28-H30)

Form – Tables of Statistics, By Country (H11-H14a)

Subject – Table for Labor, by Industry or Trade (H50)

Tables of Time Period subdivision not used in Schedule H



Identifying an external table in the H Schedule

HS	SOCIETIES: SECRET, BENEVOLENT, ETC. Other societies. By classes Race societies By nationality Southeastern Europe
HS2051-2055	Albanian (Table H48)
HS2061-2065	Greek (Table H48)
HS2071-2075	Romanian (Table H48)

20

When a particular external table is authorized for use in a subclass of Schedule H, the table is indicated at the end of the caption, as above.



External tables: geographic divisions

- Most common external table in Class H
- Typographically complex
- Subject subdivision under places are often represented by additional internal tables
- Applied with caption heading (Table #)
 - Example: HA4559 Lebanon (Table H14)

22

Tables H1-H10 are the major tables of geographic division.



External tables: geographic divisions

H5	Tables of Geographical Divisions
1	America. Western Hemisphere
	North America
2	General Works
3-6	United States
7-10	Canada
10.25	Saint Pierre and Miquelon Islands
	Latin American
10.5	General Works
11	Mexico
	Central America
13	General Works

23

Here is an excerpt from an external table for geographic divisions. It is from Table H5. Note that this is only an excerpt from the table. But it is this portion of the table that we will apply as we look at the example that follows.

Steps in applying an external table for geographic divisions

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the geographical area
3. Add the geographic number selected from the table to the base number identified in the schedule
4. If an additional internal subject subdivision table is present, apply the provisions of that table to the number identified

ANIMATION: click to bring in each number

Steps adapted from

Lois Mai Chan's *A Guide to the library of Congress Classification*, 5th ed. p. 243.



Applying an external table for geographic divisions: example

Title:

The myth of market failure : employment and the labor market in Mexico / Peter Gregory.

Publication data:

Baltimore : John Hopkins University Press, c1986.

SUBJECT:

Labor supply--Mexico.

25

1. Determine the appropriate class number in the H Schedule

HD Industries. Land Use. Labor
 Labor. Work. Working class
 Labor market. Labor supply. Labor demand
 By region or country
 HD5730-5850.9 Other regions or countries (Table H5)
 Add country number in table to HD5720
 Under each:
 Apply Table HD5730/1 for 4 number countries
 Apply Table HD5730/2 for 1 number countries
 Apply Table HD5730/2a for 4 number regions
 Apply Table HD5730/3 for 1 number regions

Gregory, P. The myth of market failure, c1986.
[Labor supply--Mexico.](#)

Table H5 – Countries or regions either 4 or 1 number(s)

Ask class: What is the base number?

ANIMATION: arrow flies in to identify base number, followed by underline for reinforcement

Note: Combination of external (Table H5) and internal Tables.

2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the geographical area

H5	Tables of Geographical Divisions
1	America. Western Hemisphere
	North America
2	General Works
3-6	United States
7-10	Canada
10.25	Saint Pierre and Miquelon Islands
	Latin American
10.5	General Works
11	Mexico
	Central America
13	General Works

Gregory, P. The myth of market failure, c1986.
[Labor supply--Mexico.](#)

Point out

Mexico is a one number country.

Canada is an example of a 4 number country.

3. Add the geographic number selected from the table to the base number identified in the schedule

HD Industries. Land Use. Labor
 Labor. Work. Working class
 Labor market. Labor supply. Labor demand
 By region or country
 HD5730-5850.9 Other regions or countries (Table H5)
 Add country number in table to HD5720
Under each: (Mexico = 11) +11

- Apply Table HD5730/1 for 4 number countries
- Apply Table HD5730/2 for 1 number countries
- Apply Table HD5730/2a for 4 number regions
- Apply Table HD5730/3 for 1 number regions

Gregory, P. The myth of market failure, c1986.
[Labor supply--Mexico.](#)

We add the number for Mexico from Table H5 to the base number in the schedule. The number for Mexico on Table H5 is 11, and the base number in the schedule is 5720. Our number is now HD5731.

Now an additional internal table, Table HD5730/2 needs to be applied to the one number country number we have identified.

Be sure to point out that Table HD5730/2 needs to be applied because of the “Under each” instruction in the schedule (underlined above).

4. If an additional internal subject subdivision table is present, apply the provisions of that table to the number identified

HD Industries. Land Use. Labor
 Labor. Work. Working class
 Labor market. Labor supply. Labor demand
 By region or country
 HD5730-5850.9 Other regions or countries (Table H5)
 Add country number in table to HD5720
 Under each:
 Apply Table HD5730/2 for 1 number countries
 Table for labor market, by country (1 number)
 .A1-.A5 Periodicals. Societies. Serials
 .A6 General works
 .A7-.Z Local, A-Z

Gregory, P. The myth of market failure, c1986.
[Labor supply--Mexico.](#)

The item being classified is a general work on the labor supply in Mexico.
 Table HD5730/2 indicates that general works for one number countries are identified by the Cutter .A6.



Gregory, P. The myth of market failure, c1986. Labor supply--Mexico.	
HD5720	Class number for labor supply
+11	For Mexico from Table H5.
HD5731.A6	Added to class number For a general work from Table HD5730/2
G74	Book number for main entry Gregory, Peter
1986	Year of publication

HD5731.A6 G74 1986	Completed call number

30

This slide shows the steps taken to classify the work:

- 1) Appropriate base number from the H Schedule: H5720
- 2) Appropriate number for Mexico from Table H5: 11
- 3) Addition of 5720 and 11= HD5731
- 4) Additional internal table HD5730/2 applied
- 5) Cutter A6 for General works

The last steps to complete the call number are considered the shelisting elements, that is, creating a unique call number that allows the item to be shelved in a logical, prescribed location.

- 6) Second Cutter created for main entry Gregory
- 7) Date of publication added to complete call number



External tables: subdivisions for industries and trades

- Applied to headings for Industries and Trades
- Tables represent both form and geographic subdivisions
- These tables often contain subarrangements

31

Now that we have looked at an external table used in Class H for geographic division and followed an example of using that external table, let's now take a look at another type of external table used in Class H: this one is for subdivisions for industries and trades.

Although the subdivisions on this table are different from the geographic divisions on the table in the previous example, this external table is actually applied in the same manner.



External tables: subdivisions for industries and trades

H20 Table for industries and trades (1 no.)

.A1 Periodicals. Societies. Serials

.A2 General works

.A4-Z By region or country, A-Z

Subarrange each country as follows:

.x = Periodicals. Societies. Serials

.x2 = General works. History (Including biography, A-Z)

.x3A-Z = Local, A-Z

.x4A-Z = Firms, etc., A-Z

32

This is Table H20 for Industries and Trades.

It should look very familiar. We already have used a similar internal table earlier in the session to discuss the concept of .x, .x2, .x3A-Z, and .4A-Z.

[NOTE: in this table the notation used is slightly different (e.g., .x3A-Z here, .x3A-.x3Z in the earlier example), but the interpretation of the notation is the same; the preferred notation is of the type .x3A-.x3Z]



Steps in applying an external table for subdivisions for industries and trades

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the industry or trade
3. Apply the provisions of the table to the appropriate class number

33

ANIMATION: click to bring in each number

Steps adapted from

Lois Mai Chan's *A Guide to the library of Congress Classification*, 5th ed. p. 243.



Applying an external table for subdivisions of industries and trades: example

Title:

Rising above the herd : an analysis of the Western Australian beef & cattle industry / [Andrew Quin, Ashley Manners].

Publication data:

South Perth : Agriculture Western Australia, Meat Program (Economics)/New Industries Program, c2000.

SUBJECT:

Beef industry--Australia--Western Australia.

34

1. Determine the appropriate class number in the H Schedule

HD	INDUSTRIES. LAND USE. LABOR
	Special industries and trades
	Agricultural industries
	Animal industry
HD9430	Camelids (Table H20)
	Including alpacas, llamas, vicuñas, etc.
HD9433	Cattle. Beef. Veal. Oxen (Table H20)
HD9434	Horses. Mules, etc. (Table H20)
HD9435	Hogs. Pork. Bacon. Ham (Table H20)

Quin, Andrew. Rising above the herd, c2000.
[Beef industry--Australia--Western Australia.](#)

There is one number printed in the schedule for the cattle industry: HD9433. An external table is indicated in the schedule.

2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the industry or trade

H20 Table for industries and trades (1 no.)

.A1 Periodicals. Societies. Serials

.A2 General works

.A4-Z By region or country, A-Z

Subarrange each country as follows:

.x = Periodicals. Societies. Serials

.x2 = General works. History (Including biography, A-Z)

.x3A-Z = Local, A-Z

.x4A-Z = Firms, etc., A-Z

Quin, Andrew. Rising above the herd, c2000.
[Beef industry--Australia--Western Australia.](#)

Here is Table H20. Note that the geographical aspect of the work to be classified is brought out through the application of a table of general application: the Regions and Countries Table (G300). Remember that the caption “By region or country, A-Z” indicates that the Regions and Countries Table needs to be applied.

3. Apply the provisions of the table to the appropriate class number

H20 Table for industries and trades (1 no.)

.A1 Periodicals. Societies. Serials

.A2 General works

.A4-Z By region or country, A-Z

Subarrange each country as follows:

.x = Periodicals. Societies. Serials

.x2 = General works. History (Including biography, A-Z)

.x3A-Z = Local, A-Z

.x4A-Z = Firms, etc., A-Z

Quin, Andrew. Rising above the herd, c2000.
[Beef industry--Australia--Western Australia.](#)

The Region and Countries Table (G 300) will be applied to the base number to identify a Cutter for Australia.

Because the item being classified is about Western Australia in particular, the .x3A-Z = Local, A-Z portion of Table H20 will be applied. The Cutter for Australia will be the first Cutter in the call number; the second Cutter will be based on the local subdivision for Western Australia, but since we cannot have a third Cutter in a call number, we will need to modify that second Cutter for Western Australia to identify the main entry of the work.

Quin, Andrew. Rising above the herd, c2000.
[Beef industry--Australia--Western Australia.](#)

HD9433	Class number for cattle industry
.A8	Cutter for Australia from
	Regions and Countries Table
.A8 + 3	"3" added as instructed in Table
	H20 to represent Local, A-Z
W46	Second Cutter for Western
	Australia
W46 + 5	"5" added to second Cutter to
	represent main entry for work
	(Quin)
2000	Year of publication

HD9433.A83 W465 2000	Completed call number

This slide shows the steps taken to classify the work:

- 1) Appropriate base number from the H Schedule: HD9433
- 2) Appropriate Cutter for Australia from Regions and Countries Table: .A8
- 3) "3" appended to Cutter for Australia to indicate that what follows in Second Cutter is a local geographic subdivision
- 4) W46 selected as Cutter for Western Australia. This Cutter is set up using the Cutter Table (there is no table for local geographic subdivisions); as with the Regions and Countries Table, the shelflist always takes precedence; note that the Cutter W47 would be in strict accordance with the Cutter Table in this case

The last steps to complete the call number are considered the shelisting elements, that is, creating a unique call number that allows the item to be shelved in a logical, prescribed location.

- 5) A digit needs to be appended to the Cutter for Western Australia to represent the main entry of the item being classified
- 6) Date of publication added to complete the call number



External tables: economic history and conditions

- Tables of subdivisions under regions or countries (i.e. main numbers represent geographic areas)
- The tables provide form and topical subdivisions
- Used in subclass HC Economic history and conditions

39

We have already looked at two external tables used in Class H: one for geographic division, and one for industries and trades.

Now let's look at one more external table used in Class H: a table of economic history and conditions. This external table is actually applied in the same manner as the previous two.



External tables: economic history and conditions

H17a Table for economic history and conditions, by region
(1 no.)

.A1	Periodicals. Societies. Serials.
.A5-.Z6	General works
.Z65	Natural resources
.Z9A-.Z9Z	Specific topics (not elsewhere provided for), A-Z

For list of topics, see HC79.A-Z

40

Here is an example of an external table for economic history and conditions. This particular table is Table H17a. We will apply this table in the example that follows.



Steps in applying an external table for economic history and conditions

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the table
3. Apply the provisions of the table to the appropriate class number

41

ANIMATION: click to bring in each number

Steps adapted from

Lois Mai Chan's *A Guide to the library of Congress Classification*, 5th ed. p. 243.



Applying an external table for economic history and conditions: example

Title:

Environment under fire : imperialism and the ecological crisis in Central America / Daniel Faber.

Publication data:

New York : Monthly Review Press, 1993.

SUBJECTS:

Environmental policy--Central America.

Central America--Economic conditions--1979-

42

1. Determine the appropriate class number in the H Schedule

HC ECONOMIC HISTORY AND CONDITIONS

By region or country

American. Western Hemisphere

Latin America

HC131-140 Mexico (Table H15)

Central America

HC141 General (Table 17a)

HC142 Belize (Table H17)

HC143 Costa Rica (Table H17)

HC144 Guatemala (Table H17)

Faber, Daniel. Environment under fire, 1993.
[Environmental policy--Central America.](#)
[Central America--Economic conditions--1979-](#)

General works on economic history and conditions in Central America are classed in HC141. But Table H17a needs to be applied to this number.

2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the table

H17a Table for economic history and conditions, by region
(1 no.)

.A1	Periodicals. Societies. Serials.
.A5-.Z6	General works
.Z65	Natural resources
.Z9A-.Z9Z	Specific topics (not elsewhere provided for), A-Z

For list of topics, see HC79.A-Z

Faber, Daniel. Environment under fire, 1993.
[Environmental policy--Central America.](#)
[Central America--Economic conditions--1979-](#)

Note: HC79+ is an internal table for subarranging within the H Schedule

•adds consistency throughout schedule.

Table H17a is for one number only so there is no need to add numbers to the base number identified in the schedule itself.

The first subject heading in the item being classified is Environmental policy--Central America. We need to now check the list of topics listed at HC79.A-Z to see if there is a more specific area in which to classify this work.

3. Apply the provisions of the table to the appropriate class number

HC	ECONOMIC HISTORY AND CONDITIONS

HC79.E44	Economic development projects Cf. HD75.8+ Theory and methodology Economic geography see HF1021+
HC79.E47	Education, Economic impact of Cf. HD75.7 Economic growth
HC79.E5	Environmental policy and economic development. Sustainable development Including environmental economics Cf. HC79.P55 Pollution Cf. HD75.6 Theory and methodology Cf. TD195.E25 Environmental technology

The list at HC79.A-Z includes a Cutter .E5 for works on environmental policy and economic development in general. We can apply this Cutter, according to the instructions in Table H17a, to the item in hand being classed in HC141 for Central America.

Note however that Table H17a instructs us to use as a first Cutter Z9, and then begin the second Cutter with the topical Cutter at HC79.A-Z. This means that we will need to expand upon that second Cutter to allow for the main entry of the work being classified, since we cannot have more than two Cutters in a complete call number.

<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Faber, Daniel. Environment under fire, 1993. Environmental policy--Central America. Central America--Economic conditions--1979- </div>	
HC141	Class number for Economic history and conditions of Central America
.Z9	Cutter for specific topics as directed by Table H17a
E5	Cutter for Environmental policy and economic development from list of topics at HC79.A-Z
E5 + 4	"4" added to second Cutter to represent main entry for work (Faber)
1993	Year of publication

HC141.Z9 E54 1993	Completed call number

This slide shows the steps taken to classify the work:

- 1) Appropriate base number from the H Schedule: HC141
- 2) Provisions of Table H17a applied; work being classified is specifically about environmental policy in Central America and the list of topics in HC79.A-Z needs to be consulted per the instruction in Table H17a
- 3) Table H17a indicates that the topical Cutter identified from the list at HC79.A-Z needs to be the second Cutter in this case; first Cutter Z9 is used to indicate that what follows are topical subdivisions

The last steps to complete the call number are considered the shelisting elements, that is, creating a unique call number that allows the item to be shelved in a logical, prescribed location.

- 4) Because the topical Cutter is now represented on the second Cutter in the call number, and we cannot add a third Cutter for main entry of the work being classified, we need to append a digit to the second Cutter to indicate the main entry of the work; the Cutter Table is used as a guide to identify an appropriate number, but the alphabetical arrangement in the shelflist always takes precedence
- 5) Date of publication added to complete the call number



Summary

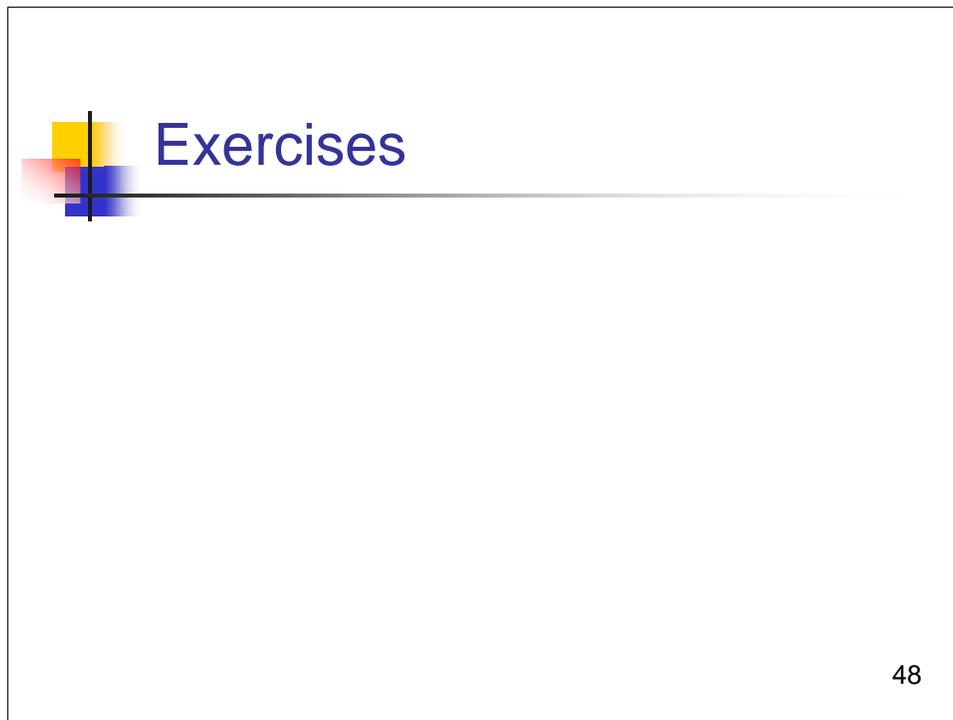
- When working in Schedule H, remember that there are three types of tables that may need to be consulted:
 - Tables of general application
 - Internal tables
 - External tables
- Often more than one table will need to be consulted when classing a work

47

This is a very brief summary, based on this presentation, of working with Schedule H.

Working in Schedule H requires an understanding of the three types of tables that often are applied when determining class numbers.

Ask class: Where would you look to find examples of each type of table?



Now let's do some more exercises using the H Schedule and its tables.
Attendees will need to have the LC Cutter Table out.

Go over the instructions with attendees. Point out that the main entry for each title is in bold. You may want to point out that subject headings are given for all titles and these should guide attendees as they complete the exercises (exercise 2 includes titles in Portuguese, but no knowledge of that language is required).

It is wise to work through the first title in each exercise as a group, so that everyone is clear on what they need to do. After that, instructors may wish to give attendees time to complete the exercises on their own, or to continue working through as a group.

Answers are given in slides. Manuals also have answers printed in the appendix.
(Each line of the exercise answers flies in to the slide, finishing with the completed call number in blue)

Schedule H: Exercise 1

LC Class # HC79.A-Z:

Economic history and conditions--Special topics, A-Z	
HC79.A-Z	Special topics, A-Z [H R B L D S] Class here only general works on these topics For these topics in specific geographic areas see HC94-1085.2 [H R]

Portion of HC79.A-Z Special topics, A-Z:

Economic history and conditions--Special topics, A-Z--Defense and disarmament, Economic impact of	
HC79.D4	Defense and disarmament, Economic impact of [H R B L D S] Including economic conversion, economics of war, and the military-industrial complex Cf. HB195 Economic theory [H R]
HC79.D45	Development projects, Economic see HC79.E44 [H R] Disasters, Economic impact of [H R B L D S] For works on the economic impact of specific disasters see HV600 (Earthquakes); HV610 (Floods); HV613 (Landslides and avalanches); HV620 (Fires); HV623 (Radiation); HV636 (Storms, hurricanes, typhoons, etc.)
HC79.D5	Distribution of industry. Industrial location [H R B L D S] Cf. HD58 Management [H R] Cf. HD1393.5-.522 Industrial property [H R]

LC Class # HC110.A-Z:

Economic history and conditions--By region or country--America, Western Hemisphere--North America--United States--Special topics, not otherwise provided for, A-Z	
HC110.A-Z	Special topics, not otherwise provided for, A-Z [H R B L D S] For list of topics see HC79.A-Z [H R]

Supply the call numbers for the items below. The class numbers used will be HC79 or HC110, and those classes are given to guide you. Select appropriate topical Cutters from the excerpt of HC79.A-Z given above. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist).

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Call Number	Record. Main entry is in bold .
HC79	Green, Alex Edward Samuel, 1919- Defense conversion : a critical East-West experiment / edited by Alex E.S. Green. Hampton, Va. : A. Deepak Pub., 1995. SUBJECTS: Economic conversion. Defense industries.
HC110	United States. Congressional Budget Office. Economic conversion : what should be the government's role? Washington, D.C. : Congress of the United States, Congressional Budget Office, 1980. SUBJECTS: Economic conversion--United States--Congresses. Trade adjustment assistance--United States--Congresses.
HC110	Economics and the wind / Bradley T. Ewing, Jerry S. Rawls, and Jamie B. Kruse, editors. New York : Nova Science Publishers, c2005. SUBJECTS: Natural disasters--Economic aspects--United States. Windstorms--Economic aspects--United States.
HC110	United States. Bureau of the Census. Location of manufacturing plants by industry, county, and employment size: 1958. [Washington, For sale by the Superintendent of Documents, U. S. Govt. Print. Off., 1961] SUBJECTS: Industrial location--United States.
HC79	Proximity, distance, and diversity : issues on economic interaction and local development / edited by Arnoud Lagendijk and Paivi Oinas. Aldershot, Hants, England ; Burlington, VT : Ashgate, c2005. SUBJECTS: Industrial districts--Case studies. Regional economics--Case studies.

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Schedule H: Exercise 2

LC Class # HD9200:

Industries. Land use. Labor--Special industries and trades--Agricultural industries--Cocoa. Chocolate	
HD9200	Cocoa. Chocolate Table H20 [H R B L D S]

Table H20:

Table for industries and trades (1 no.)	
Table for industries and trades (1 no.) [H R]	
H20 .A1	Periodicals. Societies. Serials [H R]
H20 .A2	General works [H R]
H20 .A4-Z	By region or country, A-Z [H R] Subarrange each country as follows: .x = Periodicals. Societies. Serials; .x2 = General works. History (including biography, A-Z); .x3A-Z = Local, A-Z; .x4A-Z = Firms, etc., A-Z

Portion of SCM G 300: Regions and Countries Table:

Bolivia	B5
Bonaire	B52
Bosnia and Hercegovina	B54
Botswana	B55
Brazil	B6
British Guiana <i>see</i> Guyana	
British Honduras <i>see</i> Belize	
British Isles	B65

Supply the call numbers for the items below. Apply the tables above, as necessary. All of the items will class in HD9200, and that class is given to guide you. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist) and on any tables of general application used.

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Call Number	Record. Main entry is in bold .
HD9200	Brazil. Comissão Executiva do Plano da Lavoura Cacaueira. Assistência de Economia. Boletim estatístico do cacau: exportação brasileira de cacau. Brasília : CEPLAC, COGEP, ASSEC. SUBJECTS: Cocoa trade--Brazil--Statistics--Periodicals. Cacao--Brazil--Statistics--Periodicals.
HD9200	Cacau informe economico. Brasília : CEPLAC, Secretaria Geral, Assessoria de Economia e Estatística. SUBJECTS: Cocoa trade--Brazil--Periodicals. Cocoa--Brazil--Periodicals.
HD9200	Study of cocoa production in Brazil. [London] : International Cocoa Organization, [1989] SUBJECT: Cocoa trade--Brazil.
HD9200	Garcez, Angelina Nobre Rolim. Joaquim Ignácio Tosta Filho : biografia / Angelina Nobre Rolim Garcez. Salvador : Governo do Estado da Bahia, Secretaria da Agricultura, Instituto de Cacau da Bahia, 1986. SUBJECTS: Tosta Filho, Joaquim Ignácio, 1856-1919. Cocoa trade--Brazil--Bahia (State)--Biography.
HD9200	Garcez, Angelina Nobre Rolim. Bahia cacaueira : um estudo de história recente / Angelina Nobre Rolim Garcez, Antonio Fernando G. de Freitas. [Salvador] : Universidade Federal da Bahia, Núcleo de Publicações do Centro Editorial e Didático, 1979. SUBJECTS: Cocoa trade--Brazil--Bahia (State)--History. Cocoa trade--Government policy--Brazil--Bahia (State)--History.
HD9200	Cacau no norte do Mato Grosso. [Brasília] : Comissão Executiva do Plano da Lavoura Cacaueira, Divisão de Comunicação, 1978. SUBJECT: Cocoa trade--Brazil--Mato Grosso (State)
HD9200	Santos, Martinho. Making chocolate : the history of one of Brazil's most famous cocoa cooperatives, 2006. SUBJECTS: Cooperativa Central do Cacau (Ilhéus, Brazil) Cocoa trade--Brazil--Bahia (State)--History.

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Schedule N: Fine Arts

Session 11



Schedule N: history

- The first edition of the N schedule was published in 1910
- The latest edition was published in 1996

2

The schedule was influenced by the fine arts sections of both the Dewey Decimal Classification and Cutter's Expansive Classification. The Catalog of the library of the Kunstwerke-Museum of Berlin was used for special features and the Library of the Art Institute of Chicago recommended ideas derived from its modification of the Dewey Decimal Classification. (From Lois Mai Chan. A guide to the Library of Congress Classification. 5th ed. 1999.



Subclasses of Class N: Fine arts

- N Visual arts
- NA Architecture
- NB Sculpture
- NC Drawing, Design, Illustration
- ND Painting
- NE Print media
- NK Decorative arts
- NX Arts in general

3

There are eight subclasses of Class N. Note that, as is often the case, N stands for both Class N, Fine Arts, and Subclass N, Visual arts.

There may be confusion between the main class N (Fine arts), the subclass N (Visual arts), and subclass NX (Arts in general).

The next slide shows scope notes from subclass N and subclass NX.

N1-9211	Visual arts [H R B L D S]
	Including architecture, decorative arts, drawing, painting, prints, and sculpture
	Cf. TR1-1050 Photography [H R]
NX1-820	Arts in general [H R B L D S]
	Including works dealing with two or more of the fine arts media, i.e. literature, performing arts (dance, motion pictures, music, opera, theater) or the visual arts
	Works on any one of these subjects are classified with the subject in classes GV, M, N, P, TR

Class N (The discipline): Fine arts represents visual arts AND arts.

Subclass N: covers architecture, decorative, and fine arts, but not arts. The note at the beginning of subclass N reads: “Including architecture, decorative arts, drawing, painting, prints, and sculpture.”

NX scope note: “Including works dealing with two or more of the fine arts media, i.e. literature, performing arts (dance, motion pictures, music, opera, theater) or the visual arts. Works on any one of these subjects are classified with the subject in classes GV, M, N, P, TR.”

Be sure to mention that the scope for NX reads: “Including works dealing with TWO OR MORE of the fine arts...”

A work on just one of these subjects removes the item from consideration for NX.

The next slide shows an example of a work that is appropriately classed in NX.



NX example

NX512.H64 D86 2001
Geoffrey Holder : a life in theater, dance,
and art. c2001.

SUBJECTS:
Holder, Geoffrey, 1930-
Artists--United States--Biography.

5

Here is a biography for a person who was active in theater, dance, and in art in general:

- if the person had been active only in theater, a biography would have been classed in PN;
- if the person had been active only in dance, a biography would have classed in GV,
- and if the person had been active only in fine art, the item most likely would have classed in subclass N.



When to use Class N?

- Works may fit into more than one category
- A work on photoengraving could be classed in subclass NE, Engraving or Subclass TR, Photography
- A work on aesthetics could be classed in N, Visual arts, or NX, Arts in general, or BH, Aesthetics

6

2nd bullet: in this case there is a reference under NE2570 referring the cataloger to TR925-1050 for works on photoengraving.

3rd bullet: BH includes works on aesthetics in general. N includes works on the aesthetics of the visual arts. NX has some obsolete numbers, (150)-(159), with a see reference to Subclass BH, Aesthetics.

Remind the audience that we are applying some of the techniques for determining the number initially presented in the Principles session.



When to use Class N (2)

- Follow instructions in the schedules if given
- Example: Where to classify a work on alphabets?

7

These next few slides attempt to show some approaches for resolving the question of where to class a work when more than one class seems possible.

When to use Class N (3)

<u>Decorative arts. Applied arts. Decoration and ornament--Other arts and art industries--Alphabets. Calligraphy. Initials--General works</u>	
	Alphabets. Calligraphy. Initials [H R B L D S]
	Class here material where consideration is primarily aesthetic
	For general works on writing see Z44 [H R]
	Cf. NA2725 Architectural drawing (Lettering) [H R]
	Cf. ND3335 Illumination [H R]
	Cf. NE2710 Engraving [H R]
	Cf. T371 Mechanical drawing (Lettering) [H R]
	Cf. TT360.A1-Z Sign painting, showcards, etc. [H R]
	Cf. Z43-45 Penmanship [H R]
	Cf. Z250-251 Type and typefounding [H R]
NK3600	General works [H R B L D S]
	Roman [H R B L D S]
NK3603	General works [H R B L D S]
	Including Gothic forms derived from the Roman
NK3605	Ancient [H R B L D S]

Instructions are given in the schedule for alternative numbers, both within the N schedule and in other schedules, depending on the nature of the work being cataloged.

Classification in NK would be appropriate for works on alphabets from a decorative arts point of view.

When to use Class N (4)

Authority File: Alphabets				
ARN	2010213			
<u>Rec stat</u>	c	<u>Entered</u>	19860211	<u>Replaced</u> 19861108122757.8
<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lvl</u> n
<u>Roman</u>		<u>Ref status</u>	b	<u>Mod rec</u>
<u>Govt agn</u>		<u>Auth status</u>	a	<u>Subj</u> a
<u>Series</u>	n	<u>Auth/ref</u>	a	<u>Geo subd</u>
<u>Ser num</u>	n	<u>Name</u>	n	<u>Subdiv tp</u> n
<u>010</u>	sh 85003826			
<u>040</u>	DLC ‡b eng ‡c DLC ‡d DLC			
<u>053</u>	NK3600 ‡b NK3620 ‡c Art			
<u>053</u>	P211 ‡b P213 ‡c Comparative grammar			
<u>053</u>	T371 ‡c Mechanical drawing			
<u>053</u>	TT773 ‡c Fancy work			
<u>053</u>	Z43 ‡c Calligraphy			
<u>150</u>	Alphabets			
<u>450</u>	Ornamental alphabets			
<u>550</u>	Alphabet ‡w g			
<u>550</u>	Decoration and ornament ‡w g			
<u>550</u>	Penmanship ‡w g			

Alternative call numbers may be suggested in 053 fields on subject authority records.

We have seen an example of the use of an 053 classification number in a subject authority record in the Principles session. Now we are discussing Class N, so the assumption is that we know we want to use a number in Class N. But note how the authority record above contains five separate 053s; the numbers are scattered across other schedules, with only one 053 in Class NK. This is a good example of a case where the 053s in the authority record can help narrow the choice of class for a topic that may be classed in more than one area.



When to use Class N (5)

- Search for similar works that have already been cataloged
- Searches could be done on keywords, subject headings, etc.

10

Another possibility is to do an LC subject headings & LC classification number correlations search in Classification Web, remembering that correlations are simply based on what is in the catalog. Correlations may show obsolete subject headings and class numbers if the headings have not been updated in the database or if the items have not been reclassified.

When to use Class N (6)

- Class N includes an extensive index
- The index does not refer to external schedules, but can help resolve placement problems within N

Flowers Arts in general: NX650.F7 Etching and aquatint: NE2147 Flowers in art: N7680 Decoration or design: NK1560+ Drawing: NC815 Illumination: ND3340 Painting: ND1400+

This is an excerpt from the Class N Index.

The index for each class appears at the end of the print format of the LC Classification schedules for that class; all the indexes are searchable by keyword in Classification Web.



Order of precedence

- When art materials, especially reproductions of works of art, can be classed in several numbers, an order of precedence is used
- If the order of precedence is contradicted by instructions in the schedules, the instructions are followed

12

This information on the order of precedence is from Lois Mai Chan's *Guide to the Library of Congress Classification*, 5th ed., 1999.



Order of precedence (2)

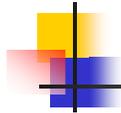
- Individual artists under the country number
- Genre by nationality or period (e.g., Italian sculpture, Medieval caricature)
- Genre (General) (e.g., Sculpture)
- Special topics (e.g., Roses in art)

13

In Class N, the intent is to class works by or about an artist in the class that represents the medium in which the artist is best known. We'll look at examples of this in the next set of slides. So the first decision to make when classing an item in Class N is: is the item about a specific artist? If so, the item will class in the country number representing the nationality or country of activity of the artist, and in the special subarrangement for individual artists under that country number.

If no individual artist is represented in an item, genre classes are second and third on the order of precedence. And if we can identify a particular nationality or period for a genre, the item classes with that nationality or period; if no nationality or period is identifiable, then the item classes with the genre in general.

This arrangement used in Class N is unique. Remember that under the general rules of classification a topic is given precedence. In Class N, however, special topics are the last choice on the order of precedence.



Order of precedence (3)

- Example: A collection of the paintings of one artist all on the theme of roses is classed with the individual artist.
- Example: A collection of paintings by Italian artists using roses as a theme is classed with Italian painting.



Individual artists

- Works by or about an artist are classed in the class of persons representing the medium in which the artist is best known

15

Lois Mai Chan notes the close relationships between Class N and the other two classification schemes that influenced its development: Dewey Decimal Classification and Cutter's Expansive Classification. The influence of the two other schemes may be observed in the use of the subclasses for different artistic forms or media (refer to Slide 3). Because of this division, the pattern in the fine arts differs from the patterns in literature and philosophy. Not all works by and about an individual artist are classed in the same place. (Lois Mai Chan's Guide to the Library of Congress Classification, 5th ed., 1999)

The following slides discuss the treatment of individual artists in Class N.

Classifying works about an artist is easiest when the artist works in only one medium. Let's look at an example of that on the next slide.



Individual artists (2)

Eero Saarinen : shaping the future ...

SUBJECT:
Saarinen, Eero, 1910-1961--Exhibitions.

NA (Architecture)
737 (United States, Special artists, A-Z)
.S28 (Saarinen)
A4 (Exhibitions)
2006

16

Eero Saarinen is best known as an architect, so works by or about Saarinen will class in NA (Architecture), under Architecture of Special Countries, United States.

Saarinen was a Finnish American whose family emigrated to the United States from Finland when the architect was thirteen years old. Since his creative life was spent in the United States, his works class with other American architects.



Individual artists (3)

- Often an artist works in more than one medium!
- So a work dealing with the artist's productions in one of those media is classed with that medium
- General works about the artist may be classed in subclass N, under individual artists by nationality

17

This is often a difficult concept to understand. The general principle in other classes we've looked at is to keep all works by and about a person together. In class N, that principle is not applied.

In the previous example for Saarinen, we identified an artist who worked primarily in one medium— Architecture-- and so was best known for his works in that medium. Of course, there probably are existing sketches or perhaps even a painting by Saarinen, but he was best known as an architect, so works by and about him class in subclass NA, Architecture.

But often an artist is active in more than one medium, and is well known for works in more than one medium. Picasso is a good example of such an artist. The principle at work here is: for an artist who works in more than one medium, a work dealing with the artist's creation in any one of those media classes with the specific medium. This means, as we will see in the case of Picasso, that works about him are scattered across the N Schedule, based on the medium described in the item.

But what happens if we have a general work about Picasso that covers not just one of the media in which he was active, but instead covers details about more than one, or perhaps even all, of those media? In this case, the item could class in subclass N, but often a general item will be found in the subclass representing the medium in which the artist is best known.

The background notes to memo G 330 (Artists) reads: "*Works on individual artists are classed according to the medium described in the work being cataloged. A single artist may therefore be classed in several different numbers in the N schedule. General biographies and criticism of artists who work in several media are classed in N.*" (Excerpt)



Individual artists (4)

Picasso / Henry Gidel.

SUBJECTS:
Picasso, Pablo, 1881-1973.
Artists--France--Biography.

N (Visual arts)
6853 (France, Artists, A-Z)
.P5 (Picasso)
G54 (Gidel)
2002

18

This is a general biography of Picasso. The work discusses the artist's life and his artistic production in general, covering most if not all of the media in which he was active. According to G 330, we class the item in class N. It classes specifically in the class of persons and nationality number for the artist.

The number 6853 and the Cutter number for Picasso were both derived using tables that will be discussed later on in the session.



Individual artists (5)

L'homme au mouton, Picasso...

SUBJECT:
Picasso, Pablo, 1881-1973. Man with a lamb--
Exhibitions.

NB (Sculpture)
553 (France, Special artists, A-Z)
.P45 (Picasso)
A68 (Man with a lamb)
1999

19

This slide shows a work about a sculpture by Picasso entitled Man with a lamb.

The second Cutter for Man with a lamb is A68 because it has to fit into the range .xA6-xA79 according to Table 6.

No digit is added to the second Cutter to represent the main entry since the main entry is represented by the first Cutter. When, as in Table N6, the instruction is to subarrange by title and date, no expansion is allowed for main entry.



Individual artists (6)

Le carnet de la Californie : dessins...

SUBJECT:
Picasso, Pablo, 1881-1973--Notebooks,
sketchbooks, etc.

NC (Drawing, Design, Illustration)
248 (France, Artists A-Z)
.P5 (Picasso)
A4 (Reproductions, by date)
1999

20

This slide shows a work about some of Picasso's drawings.

The A4 Cutter number is from table N6.



Individual artists (7)

Picasso's brothel : les demoiselles d'Avignon /
Wayne Anderson.

SUBJECT:
Picasso, Pablo, 1881-1973. Demoiselles
d'Avignon.

ND (Painting)
553 (France, Artists, A-Z)
.P5 (Picasso)
A635 (Individual works, alphabetically and date)
2002

21

This slide shows a work about one of Picasso's paintings

The A Cutter number fits into the range .xA6-.xA79.

No digit is added to the second Cutter to represent the main entry since the main entry is represented by the first Cutter. When, as in Table N6, the instruction is to subarrange by title and date, no expansion is allowed for main entry.



Individual artists (8)

Picasso photographe... / Anne Baldassari.

SUBJECTS:
Photography, Artistic--Exhibitions.
Picasso, Pablo, 1881-1973--Exhibitions.

TR (Photography)
647 (Artistic photography, Photographer A-Z)
.P5 (Picasso)
1994

22

This slide shows a record for an exhibition catalog of photographs by Picasso.

Note that we are now in another schedule, Class T! Artistic photography classes in TR640-688.

The instructions in the schedule at number 647 say to Cutter by the photographer and by date of the exhibition.



Working with tables

- An important feature of Class N is its tables
- Tables N1-N7 and N9-N14 are at the end of the schedule
- Note that there is no Table N8

23

In the following slides, the use of tables in Class N will be demonstrated using examples. Examples will move from basic cases to more complex situations.

The use of the tables of general application will also be discussed.



Working with tables (2)

- In addition to the tables at the end of the text, there are also tables embedded within the text
- The use of the tables of general application differs somewhat in Class N

24

The biography table is not used in Class N. Instead there are two internal schedules for subarranging artists.

There are some limits to the use of the translation table which will be shown in later examples.

Class N uses its own tables for geographic arrangement but also uses the tables of general application in some instances. More on this in the examples.

Working with tables (3)

Example 1:

The anime encyclopedia : a guide to Japanese animation
since 1917 / Jonathan Clements, Helen McCarthy, 2001.

SUBJECT:

Animated films--Japan--Encyclopedias.

NC
1766
.J3
C53
2001

This first example will illustrate the use of a table embedded within the schedule. In the examples not all subject headings are reproduced in the slides.

Working with tables (4)

(NC) Animated films

1765

General works

1766.A-Z

By country, A-Z

Under each country

.x General works

.x2A-.x2Z Special artists A-Z

.x3A-.x3Z Special works. By title,
A-Z

The anime encyclopedia...

[Animated films--Japan--Encyclopedias.](#)

This slide shows the appropriate section from the subclass NC, Drawing, Design, Illustrations.



Working with tables (5)

We now have our base number:

NC
1766

The anime encyclopedia...
[Animated films--Japan--Encyclopedias.](#)

Our next step is to determine the Cutter number for Japan from the table of Cutter numbers for countries, G 300.

27

We know that the first Cutter number will be for Japan since the schedule indicates By country A-Z. Since the schedule does not refer the cataloger to a table within Class N, we have to go to the tables of general application in the Subject Cataloging Manual: Shelflisting. In this case we use G 300, the Regions and Countries Table.

Remind the audience that numbers in G 300 are not used if they conflict with the shelflist. In such cases the number is adjusted to fit.



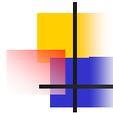
Working with tables (6)

Regions and Countries Table G 300

Israel I75
Italy I8
Ivory Coast, see Côte d'Ivoire
Jamaica . J25
Japan J3
Java see Indonesia
Jerusalem J4

28

This excerpt from the Regions and Countries Table indicates that the Cutter number for Japan is J3.



Working with tables (7)

We can now add the first Cutter number
for Japan:

NC

1766

.J3

The anime encyclopedia...

[Animated films--Japan--Encyclopedias.](#)

29

Working with tables (8)

Our second Cutter number will be based on the internal table under NC1766.

NC1766.A-Z	By country, A-Z	[H R B L D S]
	Under each country:	
	.x	General
	.x2A-.x2Z	Special artists, A-Z
	.x3A-.x3Z	Special works. By title, A-Z

In this case we have a general work.

The anime encyclopedia... Animated films--Japan--Encyclopedias.
--

Working with tables (9)

The .x next to General works refers to the Cutter number for Japan.

NC1766.A-Z	By country, A-Z	[H R B L D S]
	Under each country:	
	.x	General
	.x2A-.x2Z	Special artists, A-Z
	.x3A-.x3Z	Special works. By title, A-Z

How would .x2A-.x2Z be applied?

The anime art of Hayao Miyazaki / by Dani Cavallaro, 2006.

SUBJECTS:

[Miyazaki, Hayao--Criticism and interpretation.](#)

NC1766.J32 M593 2006

In the internal tables, .x always refers to a Cutter number. In some cases you need to expand the existing Cutter number before adding the second.

Let's look at another example.

ANIMATION: click to bring in box with new citation

(Be sure to mention that the example illustrated in this slide is for a different work: one for an individual artist. This example is to show the difference between the application of .x for General and .x2A-.x2Z for an individual artist).

For example, in the case of a specific artist, we would add 2 to J3 for Japan before adding the second Cutter for the name of the artist. We would then expand this second Cutter for the main entry (Cavallaro) and add the date to complete the call number.

ANIMATION: click to bring in call number



Working with tables (10)

Since we do not have to add anything to the Cutter number for Japan, we can Cutter for the Main entry, Clements, and add the date to complete the call number:

NC
1766
.J3
C53
2001

The anime encyclopedia...
[Animated films--Japan--Encyclopedias.](#)

32

Now we are back to our original work, a general work on Anime. .x in the table at NC1766 is for General works, so the topical portion of the call number is complete. We now have to Cutter for main entry in order to supply a book number to distinguish this work from other works on the same topic.

Working with tables (11)

Example 2:

Paul Andreu, architect / Philip Jodidio, 2004.

SUBJECTS:

Andreu, Paul.

Architecture--France--20th century.

NA
1053
.A49
J64
2004

This example illustrates the use of Table N6 to subarrange individual artists when the Cutter for the artist is the first Cutter.



Working with tables (12)

NA Architecture

Europe—Special Countries—France

...

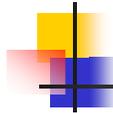
1053.A-.Z Special architects, A-Z

Subarrange by Table N6

Paul Andreu, architect.
[Andreu, Paul.](#)
[Architecture--France--20th century.](#)

34

This slide shows an excerpt of the NA Subclass with the base number for the Andreu book.



Working with tables (13)

We now have our base number. The next step is to Cutter for the name of the architect, Andreu.

Paul Andreu, architect. Andreu, Paul. Architecture--France--20th century.

NA

1053 (Architects, A-Z)

.A49 (Andreu)

The next step is to subarrange using Table N6.

35



Working with tables (14)

Table N6: Table of Cutters for Artists (First Cutter)

.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. by date
.xA4	Reproductions (Collections). By date <i>Including exhibition catalogs</i>
.xA6-.xA79	Individual works of art. Alphabetically by title of work of art and date
.xA8-.xZ	Biography and criticism

36

This slide reproduces Table N6.

Does this table look familiar? In many ways, it is the same as the Biography Table, one of the tables of general application. But Table N6 uses different form Cutters than those on the Biography Table, and although the general principle of “works by the person preceding works about the person” applies to both tables, the use of the tables is slightly different. Note especially the form Cutter A4 on Table N6 for Reproductions (Collections). By date

Including exhibition catalogs. There is not a similar Cutter on the Biography Table, although there is a form Cutter A2 for Collected Works on the Biography Table. A similar form Cutter would not necessarily be appropriate on Table N6.

Things to point out:

- By date means just a date is added. No further Cuttering is required.
- In the range .xA6-.xA79 the entire alphabet of possible titles has to fit into the range A6-A79.
- In the range .xA8-.xZ, Cutters for words beginning with A must be greater than A8.
- The translation table may be applied to .xA8-.xZ. Do not use the translation table with the subarrangements that are prescribed by date.



Working with tables (15)

Our work belongs in the subarrangement for biography and criticism .xA8-.xZ.

NA	Paul Andreu, architect.
1053	Andreu, Paul.
.A49	Architecture--France--20th century.
J64 (Cutter for the main entry, Jodidio)	
2004	

37

The subarrangement .xA8-.xZ is by main entry.

The call number is now complete with the addition of the date of publication.

Working with tables (16)

Example 3:

Painting a people : Maurycy Gottlieb and Jewish art /
Ezra Mendelsohn, 2002.

SUBJECTS:

Gottlieb, Maurycy, 1856-1879--Criticism and
interpretation.

Art, Jewish--Galicia (Poland and Ukraine)

ND

955

.P63

G6636

2002

This example illustrates the use of Table N7 for subarranging individual artists when the Cutter for the artist is the second Cutter.



Working with tables (17)

ND Painting
History—Special countries—Poland

955.P63 Special artists, A-Z
Subarrange by Table N7 at
the end of the schedule

Painting a people : Maurycy Gottlieb and Jewish art...
[Gottlieb, Maurycy, 1856-1879--Criticism and interpretation.](#)
[Art, Jewish--Galicia \(Poland and Ukraine\)](#)

39

In this case the Cutter number for Poland is printed in the schedule. Otherwise, one would have to determine the Cutter number using Table N5 and another table within Table N5. A later example will illustrate using tables at the end of the schedules for determining Cutter numbers for countries.



Working with tables (18)

We now have our base number and the first Cutter number.

ND
955
.P63 (Poland, special artists A-Z)

Painting a people : Maurycy Gottlieb and Jewish art...
Gottlieb, Maurycy, 1856-1879--Criticism and interpretation.
Art, Jewish--Galicia (Poland and Ukraine)

We next need to Cutter for the artist and use table N7 to subarrange.

40

The Cutter for Poland is .P6-.P63. In this case, we did not refer to the Regions and Countries Table to identify a Cutter for Poland, since it was printed in the schedule itself. Table N15 is applied to the range ND955.P6-.P63, resulting in the .x3 portion of the Cutter (.P63) indicating Special artists, A-Z. Table N15 also instructs us to subarrange individual artists by Table N7.

It would also be possible in this case to Cutter for the region Galicia instead of for Poland, since the extent of the region covers more than one political jurisdiction. However, if Galicia were chosen as the Cutter, it would need to be proposed editorially to be added to ND955.

There is no set rule on whether to prefer classification by Region or by Country in this case, and shelflist precedence often may be a guiding factor.



Working with tables (19)

Table N7: Table of Cutters for Artists (Second Cutter)

x	Autobiography, letters, speeches, essays, interviews, etc. By date
x2	Reproductions. By date <i>Including collections, individual works of art, exhibition catalogs</i>
x3-x39	Biography and criticism. Alphabetically by author

41

Things to point out about this table:

It is used to subarrange a second Cutter number so there is no dot before the x.

When subarranging for biography and criticism, the entire alphabet must fit in the range 3-39.

The Translation Table may be applied to x3-x39, but not to x and x2 (both prescribed by date)



Working with tables (20)

We are now ready to supply the second Cutter and complete the call number.

ND
955
.P63
G6636 (G66=Gottlieb, 36=expansion for Mendelsohn)
2002

Painting a people : Maurycy Gottlieb and Jewish art / Ezra Mendelsohn, 2002.
[Gottlieb, Maurycy, 1856-1879--Criticism and interpretation. Art, Jewish--Galicia \(Poland and Ukraine\)](#)

42

After Cuttering for Gottlieb, we expand the Cutter for the main entry using the range x3-x39 from Table N7. The cataloger chose 36 to represent Mendelsohn.

Working with tables (21)

Example 4:

California pottery : from missions to Modernism / by Bill Stern ; photographs by Peter Brenner, 2001.

SUBJECTS:

Pottery, American--California--Catalogs.

Pottery, American--California--20th century--Catalogs.

NK

4025

.C2

S74

2001

This example illustrates the use of Table N2, one of the tables of regions and countries, as well as the table of general application, G 302 for American States and Canadian Provinces.

Working with tables (22)

NK Decorative Arts, Applied Arts, Decoration and
Ornament

...

4001-4185 Special countries

*Subarrange by Table N2 at the
end of the text*

*Add country number in table to
NK4000*

California pottery ...

[Pottery, American--California--Catalogs.](#)

[Pottery, American--California--20th century--Catalogs.](#)

This slide shows the portion of Subclass NK with the range of numbers appropriate for the work we are cataloging. We need to refer to Table N2 for the number representing California and then to add that number to NK 4000 to form the base number.

Working with tables (23)

Table N2: Table of Regions and Countries (200 Numbers)

...		
	United States	
05	General works	
06	Colonial period; 18 th (and early 19 th) century	
...		
25.A-.W	States, A-W	
	<i>Each state may be subarranged:</i>	
	.x	General works
	.x2A-.x2Z	Local (other than cities), A-Z
27.A-Z	Cities, A-Z	

This slide shows an excerpt from Table N2. Number 25 is the number for American states. You may wonder why the Local breakdown under States at 25 prohibits cities from being used under the local number for states. That is because there is a separate number for cities at 27.A-Z.



Working with tables (24)

We first need to construct the base number.
Since our book deals with pottery from
California we want the number 25 from
Table N2 for American states A-Z.
The instructions in the schedule say to add
this number to NK4000

California pottery ...
[Pottery, American--California--Catalogs.](#)
[Pottery, American--California--20th century--Catalogs.](#)

46

Refer to the slide Tables (22) for the schedule excerpt on adding the number to NK4000.



Working with tables (25)

We now have our base number:

NK
4025

California pottery ...
[Pottery, American--California--Catalogs.](#)
[Pottery, American--California--20th century--Catalogs.](#)

47

We arrived at this number by adding the number 25 from the table to 4000 as instructed in the schedule (see Tables (22)-(23)).



Working with tables (26)

The next step is to Cutter for the state, California.

Since there is no provision for Cuttering for states in the table, we need to consult the table of general application, G 302.

California pottery ...
[Pottery, American--California--Catalogs.](#)
[Pottery, American--California--20th century--Catalogs.](#)

48

Whenever it is appropriate to use tables within the schedule, instructions as to which table to use are included within the text.

Remind the audience that numbers in G 302 are not used if they conflict with the shelflist. In such cases the number is adjusted to fit.



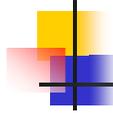
Working with tables (27)

G 302 American States and Canadian Provinces

Alabama.....	A2
Alaska.....	A4
Arizona.....	A6
Arkansas.....	A8
California.....	C2
...	

49

From this excerpt from G 302 we can see that the Cutter for California is C2.



Working with tables (28)

We now have our first Cutter number:

NK

4025

.C2

California pottery ...

[Pottery, American--California--Catalogs.](#)

[Pottery, American--California--20th century--Catalogs.](#)

50



Working with tables (29)

We next need to subarrange according to the table under the number 25 in Table N2:

.x General works
.x2A-x2Z Local (other than cities), A-Z

California pottery ...
[Pottery, American--California--Catalogs.](#)
[Pottery, American--California--20th century--Catalogs.](#)

51

The instructor may want to refer back to the slide Tables (23) to show where this table was.



Working with tables (30)

We have a general work, so we do not need to expand the Cutter for California.

The second Cutter then is for the main entry, Stern.

NK
4025
.C2 (California, general works)
S74 (Stern)
2001

California pottery ... Pottery, American--California--Catalogs. Pottery, American--California--20th century--Catalogs.
--

52

The first Cutter remains .C2 because general works are .x and .x in the table stands for the Cutter for the State.

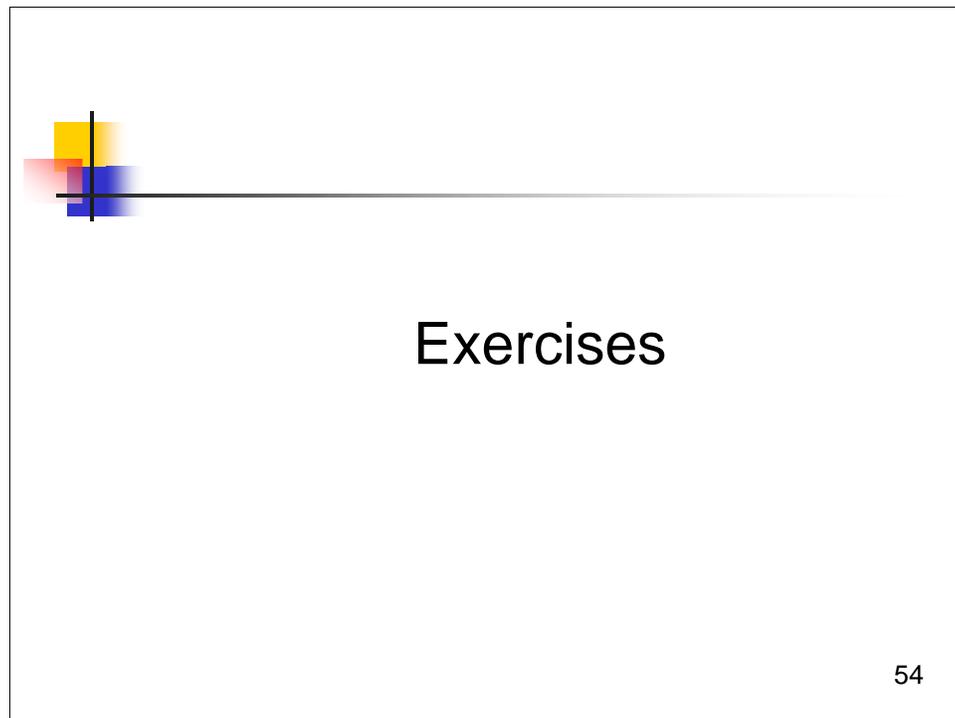


Summary

- Not all numbers in Class N are as difficult as these examples
- If you have to use multiple tables, just proceed step-by-step according to instructions
- Don't forget the tables of general application
- Remember the order of precedence used in Class N

53

3rd bullet: However, the biography table is not used in Class N. Tables N6 and N7 are used instead.



Attendees will need to have the LC Cutter Table out.

Go over the instructions with attendees. Point out that the main entry for each title is in bold.

It is wise to work through the first title in each exercise as a group, so that everyone is clear on what they need to do. After that, instructors may wish to give attendees time to complete the exercises on their own, or to continue working through as a group.

Answers are given in slides in a separate file. Manuals also have answers printed in the appendix.

In answer slides, each of the lines in the exercise answers flies in to the slide, with the completed call number in blue flying in at the end.

Schedule N: Exercise 1

LC Class # N6537.A-Z:

Visual arts--History--Special regions or countries--America--North America--United States--Special artists, A-Z	
N6537.A-Z	Special artists, A-Z [H R B L D S] Subarrange individual artists by Table N6

Table N6:

Table of Cutters for artists (first Cutter) --Autobiography. By date	
N6 .xA2	Autobiography. By date [H R]
N6 .xA3	Letters. By date [H R]
N6 .xA35	Speeches, essays, interviews, etc. of the artist. By date [H R]
N6 .xA4	Reproductions (Collections). By date [H R] Including exhibition catalogs
N6 .xA6-.xA79	Individual works of art. Alphabetically by title of work of art and date [H R]
N6 .xA8-.xZ	Biography and criticism [H R]

Complete the call numbers for the items below. Apply the table above, as necessary. The subject of each of these entries is an American artist, and each item will class in N6537. That number is given to guide you. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist).

Call Number	Record. Main entry is in bold .
N6537	<p>Sea, earth, sky : the art of Walter Anderson : an exhibition at the Mississippi State Historical Museum, Jackson, Mississippi. [Jackson] : Mississippi Dept. of Archives and History, c1980.</p> <p>SUBJECT: Anderson, Walter Inglis, 1903-1965--Exhibitions.</p>
N6537	<p>Maurer, Christopher. Fortune's favorite child : the uneasy life of Walter Anderson / Christopher Maurer. Jackson : University Press of Mississippi, c2003.</p> <p>SUBJECTS: Anderson, Walter Inglis, 1903-1965. Artists--United States--Biography.</p>

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N6537	<p>Warhol, Andy, 1928-1987. Andy Warhol, conversation with Eddy Devolder = Andy Warhol, conversation avec Eddy Devolder. Gerpennes, Belgique : Tandem, 1989.</p> <p>SUBJECTS: Warhol, Andy, 1928-1987--Interviews. Artists--United States--Interviews.</p>
N6537	<p>Warhol, Andy, 1928-1987. Andy Warhol, work and play. Burlington, Vt. : Robert Hull Fleming Museum, c2003.</p> <p>SUBJECTS: Warhol, Andy, 1928-1987--Exhibitions. Warhol, Andy, 1928-1987--Interviews. Artists--United States--Interviews.</p>
N6537	<p>Warhol, Andy, 1928-1987. Global Warhol / [catalogo a cura di Mirella Panepinto]. Milano : Electa, c2003.</p> <p>SUBJECT: Warhol, Andy, 1928-1987--Exhibitions.</p>

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Schedule N: Exercise 2

LC Class # NA701-1614:

Architecture--History --Architecture of special countries	
NA701-1614	Architecture of special countries Table N5 modified [H R B L D S] Add country number in table to NA700 Including historical works discussing buildings of special materials located in special countries In the application of Table N5 for "Special artists" read "Special architects, families and firms" For ancient period prefer NA215-340 For special details and decorations see NA2835-3070 [H R] For special details and decorations in special materials see NA3680-3686 [H R] For technical works on design problems in special materials, including such problems when they pertain to special countries see NA4100-4145 [H R]

Portion of Table N5:

Table of regions or countries (1000 numbers)--Europe--Other regions or countries, A-Z--Albania	
N5 755.A4-.A43	Albania Table N15 [H R]
N5 755.A48-.A483	Andorra Table N15 [H R]
N5 755.B285	Baltic States. Baltic Sea Region [H R]
N5 755.B44-.B443	Belarus Table N15 [H R]
N5 755.B54-.B543	Bosnia and Hercegovina Table N15 [H R]
N5 755.C37	Carpathian Mountains Region [H R]
N5 755.C76-.C763	Croatia Table N15 [H R]
N5 755.E8-.E83	Estonia Table N15 [H R]
N5 755.F5-.F53	Finland Table N15 [H R]
N5 755.L37-.L373	Latvia Table N15 [H R]
N5 755.L54-.L543	Liechtenstein Table N15 [H R]
N5 755.L57-.L573	Lithuania Table N15 [H R]
N5 755.M27-.M273	Macedonia (Republic) Table N15 [H R]

Table N15:

Subarrangement for special countries (Cutter number) --General works	
N15 .x	General works [H R]
N15 .x2A-.x2Z	Local, A-Z [H R]
N15 .x3A-.x3Z	Special artists, A-Z [H R] Subarrange individual artists by Table N7

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Table N7:

Tables of Cutter for artists (second Cutter) --Autobiography, letters, speeches, essays, interviews, etc. By date	
N7 .x date	Autobiography, letters, speeches, essays, interviews, etc. By date [H R]
N7 .x2	Reproductions. By date [H R] Including collections, individual works of art, exhibition catalogs
N7 .x3-.x39	Biography and criticism. Alphabetically by author [H R]

Complete the call numbers for the items below. Apply the tables above, as necessary. Every item in this exercise will class in the same number; use the schedule at NA701-1614 and Table N5 to determine the class. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist).

Call Number	Record. Main entry is in bold .
	<p>Kiel, Machiel. Ottoman architecture in Albania, 1385-1912 / Machiel Kiel. Besiktas, Istanbul : Research Centre for Islamic History, Art and Culture, 1990.</p> <p>SUBJECTS: Architecture, Ottoman--Albania. Architecture, Islamic--Albania.</p>
	<p>Mohorovicić, Andro. [Graditeljstvo u Hrvatskoj. English] Architecture in Croatia : architecture and town planning / Andre Mohorovicić ; [translated by Nedeljka Batinović]. Zagreb : Croatian Academy of Sciences and Arts : Skolska knjiga, 1994.</p> <p>SUBJECTS: Architecture--Croatia. City planning--Croatia.</p>
	<p>Medine architektura Lietuvoje = Wooden architecture in Lithuania / [sudarymas Alfredas Jomantas]. Vilnius : Vaga, 2002.</p> <p>SUBJECTS: Building, Wooden--Lithuania. Vernacular architecture--Lithuania.</p>

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	<p>Luksionyte-Tolvaisiene, Nijole, 1954- Istorizmas ir modernas Vilniaus architekturoje / Nijole Luksionyte-Tolvaisiene. Vilnius : Vilniaus Dailes akademija, 2000.</p> <p>SUBJECTS: Architecture--Lithuania--Vilnius--History. Church architecture--Lithuania--Vilnius.</p>
	<p>Levandauskas, Vytautas. Architektas Karolis Podcasinskis / Vytautas Levandauskas. Vilnius : Vilniaus Dailes akademijos leidykla, 1994.</p> <p>SUBJECTS: Podczaszyński, Karol, 1790-1860--Criticism and interpretation. Architecture--Lithuania--19th century.</p>

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Local Policy Decisions

Session 12

1



About local decisions

- Consider user needs
- Consider the benefits of following standards rather than local practice
- Local deviations from standard practices cost time and money
- Be sure to document your decisions!

2

In this session we will focus on local policy decisions. In contrast to the individual classification decisions you make when you catalog a specific resource, these are classification decisions that are intended to be applied under defined circumstances to narrow or broad ranges of material that may be encountered in cataloging materials collected by your library. These decisions are generally made by library management. Some of you may be from small libraries where you are responsible for both cataloging and management; in that case, you will need to make some of these decisions. If so, you will need to keep in mind some of the points listed above.



Libraries have options (if they have the resources)

- Choice of classification number
 - Classify or not?
 - LC classification vs. local number
 - Alternative LC class numbers
- Shelflisting decisions
 - Work marks
 - Editing book numbers
 - Additions to call numbers

3

Local policy decisions for classification generally fall into two broad categories – choice of classification number and shelflisting.

We'll start by looking at the various choices libraries can make regarding the class number.

The following slides provide additional detail and examples of these and other examples of decisions that are sometimes made locally.



Classification options

- To classify or not to classify?
- LC or local scheme?
- Alternative call numbers – form or subject?
- Children’s materials
- Series (serial or multipart) classed separately or together?
- Case-by-case deviations

4

ANIMATION: click to bring in each bullet

Local decisions relating to choice of class number.

Alternative numbers – classes Z and G



To classify or not to classify

- If a resource is not integrated with the print collection, it may not be classified at all
 - Remote access electronic resources are often given a generic call number such as “Online Access” or “Internet”
 - Special formats are often shelved separately and may be assigned accession numbers, e.g. microforms, videos, CDs & CD-ROMs
 - Space planning is facilitated by use of sequential numbering (e.g. microform, non-browsable print collections)

5

Sometimes classification appears to be associated by library decision makers with the print collection. Because classification is often associated with the physical experience of browsing, special formats and collections that are not integrated with the main print browsing area are often excluded from classification, on the grounds that the patrons will associate a class number only with items in the main print collection.

In turn, technical services may decide not to classify non-print formats because cataloging copy for these categories of material often lacks call numbers.

For some types of material that tend to come in standard containers, sequential numbers are more efficient than classification when storage space is limited and the number of items is large, as is the case with microfilm and some special print collections.

Taken as a whole, however, the bias against use of classification for non-print and special formats may be, primarily, an unfortunate legacy from the card catalog and early OPACs. As we've seen with the Endeca example in the first session, virtual browsing can allow us to integrate all formats to enhance the user's discovery experience.



Remote storage issues

- Do materials being cataloged for storage need to be classified?
 - Collections often not shelved by call number
 - Not browsable
- Items in remote storage are included in collection analyses, which may be done on the basis of the class number
 - Collection analysis used in library accreditation

6

Offsite collections are a more recent instance where classification has become an issue because of a lack of integration with the main print collection. Because items in remote storage cannot be browsed physically, the need for classification is often questioned.

The digitization of the catalog allows the kind of comprehensive collection analysis that would benefit from the classification of offsite print and non-print collections. Programs going up for accreditation are usually required to include library support in their analyses, and materials in remote storage should also be considered.

Remote storage demonstrates that classification does not have to mean physical location; remote storage items are often shelved by size and subarranged by barcode, but records for the items can still be indexed separately by class number.



LC classification or local scheme?

- Non-print or special print collections are sometimes assigned local classification numbers because
 - LC schedules do not provide classification, e.g. newspapers, feature films, sound recordings
 - Specialized collections need to expand certain areas of LC classification, e.g., computer science, QA76.76.O63
 - Donors, faculty, university, community or other special interests mandate use of local arrangement

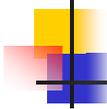
7

As an alternative to no classification at all, non-print and special print collections are sometimes assigned local call numbers.

If the schedules do not classify certain formats or categories—feature films and newspapers are two examples-- libraries may develop quasi-LC (LC-like) numbers to integrate these resources with the rest of the collection. If the format or category is not integrated with the main print collection, the library may simply provide a locally developed classification scheme to address the number gap.

A variant of the local practice of filling a number gap with an “LC-like” number occurs when specialized collections create extensions of previously existing LC numbers usually to provide more detailed subarrangement. The LC class numbers available for computer science are limited, so some specialized libraries have expanded QA75.5-76.95. For example, QA76.76.O63 – a single number for all operating systems may be inadequate for computer science collections that need to group by type of OS (DOS, UNIX, Windows, Mac OS, etc.)

Finally, classification decisions can sometimes be purely “political.” Classification can be determined by whomever controls the purse strings. A university library may decide to create a quasi-LT number and class all of its theses to this number rather than to the specific subject class.



Example: botany of California

QK149 <LC Classification>	General works
QK149.2 <LOCAL>	Northern California
QK149.4 <LOCAL>	Southern California
QK149.6.A-Z <LOCAL>	By county or region, A-Z

8

In this example, a California science library has added local extensions to QK149, botany of California, to bring out the major California regions and to allow for more specificity for localities.



Local extension of LCC

- Wildflowers of Monterey County : a field companion / photographs by David J. Gubernick ... Carmel, Calif. : Carmel Pub. Co. ... 2002
 - **LC:** QK149 .G83 2002
 - **LOCAL:** QK149.6.M8 G82 2002

9

Here's an example of the local extension. The first number is from the LC record. The second number allows the cataloger to differentiate the botany of Monterey County from the general botany of California, and also to bring together or collocate all books about Monterey County flowers.



Examples: Local university departmental classifications

- Supernovae / Albert Petschek, editor. New York : Springer-Verlag, 1990.

LC: QB843 S95 S967 1990

LOCAL: 56 QB843 S95 S967 1990

- Hyperbolic geometry / James W. Anderson. London : Springer, c1999.

LC: QA685 .A54 1999

LOCAL: Geom An23h

10

Here are two examples where university faculty departments use different local classification schemes instead of or supplementary to LC classification.

In the first example, the LC call number assigned by the catalog department is ignored and the books are shelved according to a numerical scheme devised by the astronomy department and perhaps known only to them and the departmental secretary. The departmental classification number is inserted above the LC classification number. Perhaps the LC number is used for subarrangement under the broader departmental classification, or perhaps the subarrangement is by title.

In the second example, the library of the mathematics faculty has a more intuitive home grown classification with a kind of Cutter number that includes the author main entry and the first letter of the title.



Subject bibliographies: Z or ?

- LC classes all bibliographies in Z with the exception of law and music
- LC includes an alternative class number
- *Bibliography of astronomy.*
 - 050 00 \$a **Z5151** \$b .S38 1982 \$a **QB43.2**
 - **Z5151** HIERARCHY: Subject bibliography – Astronomy – General bibliography
 - **QB43.2** HIERARCHY: Astronomy – General works, treatises & advanced textbooks – 1970-2000

11

ANIMATION: click to bring in each bullet

A decision any library that uses LC classification has to make – form or subject classification for subject bibliographies?

As the example illustrates, LC provides an alternative class number, not an alternative call number, so libraries that decide to use the alternative number will need to construct the rest of the call number.

Some libraries that choose the alternative class number then add a local Cutter such as Z9 to the end of the local call number to shelve all bibliographies at the end of each subject class.

Some libraries designate only a selected range of the bibliographies for the alternative classification treatment; everything above Z8000 for example.

Ask class about local policies?



Z or ?

- Considerations for making this decision include:
 - Physical separation of materials:
 - different browsing areas
 - different buildings
 - Will the materials circulate or not?
 - Additional shelflisting:
 - alternative numbers don't include a Cutter number
 - libraries choosing subject over form commit cataloging staff to add them

12

Physical location – library systems with separate departmental or subject-oriented libraries or with multiple buildings should consider the ramifications of where the materials will end up.

Institutions with separate science libraries based on LC class, for example, may find it inconvenient to have the bibliographies in Z, because the bibliographies could be separated from their subject materials. If atlases or bibliographies are automatically considered reference materials and non-circulating, this may influence the choice of class number, allowing libraries to class a “social science” item in a science reference collection.

SCM: Classification, F150 discusses the use of alternative numbers for bibliography and a chart of alternative numbers for special types of materials



Subject atlases: G or ?

- LC classes all atlases in G
 - Locally, should subject atlases be classed by form in G, or with the subject they illustrate?
 - LC does not provide alternative numbers for atlases
- Considerations for making this decision include:
 - Physical location of materials – will classing these materials with their form cause an onerous physical separation from subject materials?
 - Will the materials circulate or not?
 - Because atlases usually don't have an alternate number, libraries choosing subject over form commit cataloging staff to provide call numbers

13

ANIMATION: click to bring in each sub-bullet

As with subject bibliographies, libraries should decide where these materials best serve their patrons.

If classing subject atlases in G will place them in a science collection or separate map/geography library, when the people who need them are historians, area specialists or social scientists, will this be helpful to patrons?

Institutions with separate libraries based on LC class, for example, may find it inconvenient to have all atlases in G because they could be separated from their subject materials. If atlases or bibliographies are automatically considered reference materials and non-circulating, this may influence the choice of class number, since most users do not consider the physical separation of reference materials from the main collection to be a burden.



G or ? (Example 1)

- *Atlas of world art*
 - LC call number: **G1046.E1 O9 2004**
 - HIERARCHY: Atlases – World atlases – Atlases of the Earth – By subject – Other subject atlases – Human & cultural geography. Anthropogeography. Human ecology – General
 - Possible alternate: **N5300 .A85 2004**
 - HIERARCHY: Visual arts – History – General works

14

As with bibliographies, alternative numbers for atlases often make use of General works, or equivalent, numbers.



G or ? (Example 2)

- *Atlas of the North American Indian*
 - LC call number: **G1106.E1 W3 2000**
 - HIERARCHY: Atlases – By region or country – America. Western Hemisphere – North America – By subject – Human & cultural geography. Anthropogeography. Human ecology – General
 - Possible alternate: **E77 .W2 2000**
 - HIERARCHY: America – Indians of North America – General works – Comprehensive works

15



Children's materials in PZ

- For children's materials, libraries may decide to:
 - Class in Dewey: to familiarize students in teacher education programs with the classification scheme used in most school libraries
 - Reclassify to non-juvenile in order to collocate juvenile and adult belle-lettres, e.g. Lemony Snicket to Daniel Handler's number

16

ANIMATION: click to bring in each sub-bullet

Another situation where a decision may be made to systematically deviate from an LC classification decision occurs with juvenile resources.

For local use, children's materials in PZ are sometimes reclassified, particularly if children are not the primary user group. Since books about children's authors are not assigned PZ numbers, this collocates an author's juvenile and non-juvenile works as well as all books about the author's works, juvenile and non-juvenile.

Lemony Snicket: PZ7.S6795

Daniel Handler (and books about Daniel Handler or Lemony Snicket): PS3558.A4636



Local reclassification to PZ

- The Underground Railroad for kids ... / Mary Kay Carson.
 - Primary Subject Heading:
 - Underground Railroad--Juvenile literature
 - **LC:** E450 .C45 2005
 - **LOCAL:** PZ9.C37 U5 2005
 - Classes all juvenile history materials together
 - BUT uses an obsolete number and extension developed and used locally

17

On the other hand, because PZ is now restricted to juvenile belle-lettres, some libraries may decide to apply local extensions of the PZ to pull juvenile materials out of the adult collection and collocate them with juvenile belle lettres.

Using the subject schedules keeps all materials on antislavery movements together, but shelves juvenile and adult materials together. This may serve a specialized population quite well, but may not be acceptable in a general collection where adults and children may prefer to find “their” books grouped together.

An alternative PZ number uses an obsolete LC number for juvenile history materials and double cutters, first for author then for title. A disadvantage is that works of history are arranged in no logical order.

Another alternative would be to use Dewey classification for all juvenile materials, but this would require that catalogers learn two different classification schemes.



Series: class together or separately?

- Libraries may also choose to classify series together or separately
 - 050 00 \$a QA3 \$b .L28 no. 1835 \$a QA243
Geometric methods in the algebraic theory of quadratic forms ...
SERIES: Lecture notes in mathematics (Springer-Verlag) ; 1835 [*before LC policy change*]
 - 050 00 \$a QA913 \$b .M385 2006
Mathematical foundation of turbulent viscous flows ...
SERIES: Lecture notes in mathematics (Springer-Verlag) ; 1871 [*following LC policy change*]

18

ANIMATION: click to bring in each sub-bullet

Another common local decision: does the library classify series together or separately?

Until the 2006 policy change, the Library of Congress classed together many of the titles in the Springer-Verlag “Lecture notes” series. In the first example, cataloged around 2004, LC classed together Lecture notes in mathematics. In the 050 fields of the records for the individual volumes in the series cataloged before the policy change, the same call number QA3.L28 is assigned; the individual volumes are distinguished by the series volume number, as we have seen in examples from the earlier session. QA3= *Mathematics--Collected works*. LC would provide an alternative number in a second 050 \$a, in this case QA243, for libraries that preferred to class the analytic volume separately. QA243=*Mathematics--Algebra--Number theory--Forms. (Including quadratic, bilinear forms)*

The second example* reflects the 2006 policy change. LC now classes all series separately, including Lecture notes in mathematics. PS: the LC policy change also ended the practice of tracing series in LC cataloging, but the policy was not applied to the 2006 record.

*QA913=*Mathematics--Analytic mechanics--Mechanics of deformable bodies--Fluid mechanics--Fluid dynamics. Hydrodynamics--Kinematics of fluids. Irrotational motions.*



Series: class together or separately? (2)

- Considerations include:
 - Broad or narrow subject focus for the entire series
 - Availability of cataloging copy
 - Are your catalogers comfortable with specialized subject areas of the series?

19

Although the recent LC policy change highlights the issue, the decision to class-together or separately has always been a local decision.

Series can be monographic series (subset of serials – a series with no predetermined conclusion) or multipart items. If the subject content of the volumes in a series is diverse, classifying them together results in a loss of specificity in classification. On the other hand, if the subject content of the volumes is similar, each volume could end up with the same class number, resulting in a lot more unnecessary and labor-intensive shelving (because each volume would require a unique book number).

Although national series authority records include a default classification decision, the decision recorded in the authority record is not considered to be a national standard that libraries are required or expected to follow. However, libraries will often follow the path of least resistance and accept the default decision. If the library expects to use cataloging by other libraries, accepting the default usually means fewer situations where the call number included with the cataloging copy will require reclassification.

On the other hand, if the series is highly specialized, cataloging copy may not be readily available. If the schedules require a significant amount of specialized knowledge of the subject to apply, classing together could be a workaround.



Series: class together or separately? (3)

- Additional considerations include:
 - Local usage has a role in the decision
 - Do users search by series?
 - Is the entire series collected?
 - Different policy for multipart items?
 - Complete works of Charles Dickens [multipart] vs.
 - The Dickens bibliographies [series]

20

Local needs will play a part in the decision. Some of the Springer-Verlag Lecture notes series number in the thousands. One science library will class a big Springer-Verlag series together because the public services staff know that their users tend to go to the shelves with a series and volume number citation, or because it was easier to use the classed-together LC number. Another library collects only selected items in the series and finds the classed-together number to be too broad, so the library classes its series volumes separately.

Finally, series decisions can be affected by mode of issuance. A multipart set of an author's works may be a more likely candidate for classing together than a monographic series where each volume has a different author and volumes in the series are issued indefinitely. Here even reserving shelf space is a consideration. (Multipart commentaries on each book of the Bible are often classed-together as well.)



Case-by-case deviations

- Classing a serial special issue as an individual monograph
- Broad classification for materials receiving minimal-level cataloging
- Classing to place rather than specific topic when the topic has no arrangement for place
 - E.g., Special collection in Southeast Asia classes to Indonesia rather than to a more specific topic

21

Series classification decisions are somewhere on the borderline between local policy and individual judgment. The department usually defines broad policy (often factoring in inertia) but with room for individual judgment and special cases. Here are some other instances when a department or sometimes the individual cataloger makes ad hoc policy decisions to deviate from standard LCC practice.

The first example is probably quite familiar.

The second example will sometimes occur when there is no expertise in a particular language but the cataloging unit is unwilling to class the materials as a collection. Although one of the basic principles of LCC is to class using the specific number available, lack of linguistic expertise will sometimes make it a safer decision to class to the broader topic.

The third example is not technically a deviation, since an exception is allowed when there is precedence in the shelflist. However, area special collections may choose to class to place even though the shelflist as a whole gives precedence to topic.

Perhaps you can think of other situations?



Shelflisting decisions

- Copy cataloging decisions
- Work marks & other additions to call numbers
- Supplements to serials
- Serial title changes
- Obsolete call numbers
- Shared cataloging issues

22

This category covers a wide range of decisions related to shelf placement and shelflisting, from adding work marks to whether or not to reclassify as class numbers change.



Copy cataloging decisions

- Accept call number “as is” without checking, *or*,
- Verify that the call number fits the local shelflist, sliding Cutter if necessary, *or*,
- Accept call number “as is” but apply local additions where appropriate

23

ANIMATION: click to bring in each bullet

Major consideration in this decision – how much time do you want your copy catalogers to spend on call numbers?

No checking is fastest, but could cause duplication of call numbers and a loss of collocation; depending on your situation this could be a problem – or not. You may also be accepting other libraries’ local decisions which may or may not work for your collection.

Checking the shelflist takes time but prevents duplication and may keep editions together, as well as related items. But perhaps the cost of shelflisting outweighs the cost of duplication, or perhaps your users prefer to have their books cataloged quickly rather than have all books about AACR2 sitting together neatly on the shelf.

Often, copy cataloging will accept a number “as is” but still have to decide whether to include local additions.



Additions to call numbers

- Adding an “x” to the Cutter number or date
 - Distinguishes call numbers assigned locally from those assigned by LC or another library
 - Shelflisting of call numbers from LC copy can be bypassed
 - Prevents duplicate call numbers
- Downside: lack of collocation; split files
 - Editions not kept together
 - Works of and about authors and artists not kept together
 - Difficulty inserting new numbers if there is no consistent order

24

Use of a specially designated local work letter is a compromise many libraries employ to avoid time spent shelflisting and resolving duplicate call numbers.

Many libraries add an “x” to locally-assigned call numbers; this creates a unique number and prevents duplication in case LC later uses that call number for another work. The practice is often extended to shelf ready commercial processing, since the expense of vendor shelflisting may outweigh the economies of outsourcing.

The downside is that x numbers disrupt the order of the shelflist. For the user, browsing is harder to do; for the cataloger, inserting new numbers may involve more complex decisions.



More additions to call numbers

- Oversize designations placing items on special shelving nearby
- Media labels to highlight the carrier (DVD, CD, VHS)
- Compensating for inadequacies in the OPAC profile or software
 - Sub-collections not in the library's OPAC profile
 - Special circulation conditions (Non-Circulating)

25

As with the x technique, these additions do not change the classification or call number as such, but simply add more baggage at the beginning or end. Most of these additions are made to facilitate shelving and retrieval.



Additions to call numbers: Examples (1)

LC Call Number	Author	Full Title
PN1997 B2455 1997 <u>DVD</u>		Bandits [videorecording] / Buena Vista International ; Olga Film in coproduktion mit VELA-X ; Flach Film ; Regie, Katja von Garnier ; Drehbuch, Uwe Wilhelm, Katja von Garnier ; Produktiert von Harald Kügler, Molly von Fürstenberg, Elvira Senft.
PN1997 B2455 M35X 1997+ <u>Oversize</u>		Making of Bandits : eine Collage / das Buch vom Bandits-Team ; [Herausgeber, das Bandits-

26

Here is an example from the Yale University Library online catalog.

The first item listed (Bandits [videorecording]) has in its call number a media label (DVD) added at the end of the call number. You see that the video shelves next to a book about the movie. <This also demonstrates extension of an LC class number beyond its original intent for local use. In the schedules, PN1997 is intended for film scripts and books about the film.>

At this particular library, media items such as DVDs and sound recordings are intershelved with books, so using a number that sits next to scripts and books about the movie drives the decision to use an LC-like number.

The book about the movie (“Making of Bandits”) also has local additions.

An “X” is added after the book number to avoid shelflisting when the call number has been provided in the LC cataloging copy.

Locally, a + sign and the text “Oversize” indicate the book is shelved with titles over 28 cm in height or over 20 cm in width.



Additions to call numbers: Examples (2)

Location: GEOLOGY, Folio Collection (Non-Circulating)
Call Number: G1200 U53 1970 (LC)
Status: Not Checked Out
Notes: Shelved in Reference.

Location: KLINE, Atlas Case (Non-Circulating)
Call Number: Folio G1200 U53 1970 (LC)

Location: SML, Map Collection--Atlases, Room 707 (Non-Circulating)
Call Number: Folio G1200 U53 1970 (LC)

27

This examples demonstrates use of local additions to compensate for limitations in the library's OPAC profile. For this library system, "folio" designates a height of 39 cm or higher. The GEOLOGY collection has a sublocation that includes the folio designation in the OPAC display. The KLINE and SML-Map Collections do not, so the Folio designation is part of the call number.

Locally, call numbers in some classes have had "(LC)" added to the end of the number to distinguish numbers using LC classification from a similar local classification scheme shelved with the same collection.



Serial supplements decisions

- Include supplements as part of the parent serial, adding “Suppl.” (or other designation) to the volume numbering
- Use the serial call number but “slide” the Cutter, e.g., by adding a “2”
- Completely separate the supplement from the main title

28

Possible decisions for serial supplements.

The first scenario is generally followed when a supplement to a serial volume lacks a distinctive title and carries the same numbering as the parent serial. But if a supplement has a distinctive title it could either be added as a note to the serial record or cataloged as a separate monograph. An ongoing supplement to a serial with its own designation would be cataloged as a separate serial and would not be assigned the same call number.

An ongoing supplement is more likely to be classed to shelve next to the serial it supplements, usually by sliding the Cutter, but whether the supplement is separated from or close to the parent serial is a local decision.

Ref. CONSER Cataloging Module 17.4



Serial title change

- Changes in coverage or classification may require a new class number
- TITLE: Report on the global HIV/AIDS epidemic.
- CALL NUMBER: RA644.A25 R47
NOTE: Ceased in 2002.
CONTINUED BY: Report on the global AIDS epidemic.

29

Local decisions apply to the main serial titles as well as to supplements. Here is an example involving a serial title change.

The number RA644.A25 was used for AIDS prior to 2000. Up to that time, AIDS was simply another topical Cutter under Miscellaneous Communicable Diseases. (Example is from OCLC)

Serial title change (2)

Public aspects of medicine--Public health. Hygiene. Preventive medicine--Communicable diseases and public health--Other communicable diseases, A-Z--AIDS. HIV infections

	AIDS. HIV infections [H R B L D S]
RA643.75	Periodicals. Societies. Serials [H R B L D S]
RA643.76	Congresses [H R B L D S]
RA643.8	General works [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]
RA643.83	General works [H R B L D S]
RA643.84.A-Z	By region or state, A-Z [H R B L D S]
RA643.86.A-Z	Other regions or countries A-Z [H R B L D S]
	Subarrange each country by Table R5a
RA644.A-Z	Other communicable diseases, A-Z [H R B L D S]
	Acquired immune deficiency syndrome see RA643.75-.86
	[H R]
(RA644.A25)	AIDS. HIV infections [H R B L D S] see RA643.75-.86

In 2000, a new number range was created for AIDS that would shelve books about AIDS ahead of the old number. There is now a specific number for periodicals about AIDS, RA643.75.



Serial title change (3)

- Title change to: *Report on the global AIDS epidemic*
Use old or new class number for the new title?
- Local decisions:
 - Class new title under the current number; old title is not reclassified (old and new titles are separated on the shelf)
 - Use the obsolete classification for the new title (volumes are kept together under the obsolete number on the shelf)
 - Class the new title under the current number & reclass the old volumes

31

ANIMATION: click to bring in each sub-bullet

Although the call number is generally not changed for linear serial title changes, what happens if the original classification becomes obsolete? The typical options are listed on the slide.

But everything is contextual. Although the old and new numbers would be very close in the schedules, a library with an extensive collection of resources on AIDS might have a significant amount of physical separation between the old and new numbers. What is the likelihood of users needing to consult the back issues? This might affect the decision to reclassify the older volumes. What if the check-in staff didn't catch the title change and added and labeled the new title using the call number of the old title? Sometimes local decisions are made by inertia.

Let's now consider the issue of obsolete numbers more generally.



Obsolete class numbers

- Revisions to the class schedules may mean later editions end up with a different call number
 - Libraries may choose to collect earlier editions and reclass them in the new number
 - Staff and resources dictate whether this is feasible
- Revisions to the class schedules may result in obsolete call numbers
 - Reclass materials or not?
 - Available resources are key to the decision
 - Accept obsolete numbers in copy or update them?

32

Revisions to the class schedules require decisions for new cataloging and retrospectively, for resources cataloged under the now obsolete numbers. Most libraries follow the precept that the future is longer than the past and try to use the current classification for their new cataloging. But if the local policy is not to reclass the older materials to the current classification, and the new item is a reprint edition with many editions classed under the old number? Is there much benefit in separating the one reprint edition from all the other editions?

For major revisions to the schedules, such as JX to JZ/KZ, reclassifying older materials to the current numbers probably cuts down on the assignment of obsolete numbers in new cataloging, but also commits the copy cataloging units to identify and correct all records using the obsolete classification for titles received after the reclassification project. Even if the older materials are not reclassified, the library will still need to decide whether obsolete numbers on new materials need to be updated to the current class numbers.



Shared cataloging: consortia

- Consortial rules may require all member libraries to use the same call number
 - Member libraries have unique user populations, which may require different classification decisions (e.g., classing bibliographies in Z vs. the subject)
 - Standardization facilitates processing and inventory control

33

Consortial libraries need to consider all the member libraries when considering local decisions in both choice of class number and shelflisting.

As card catalogs have been digitized, many libraries have ceased to maintain card shelflists, using the database as the catalog and shelflist of record. With an electronic “virtual” union shelflist, there are processing advantages to minimizing local modifications, especially when centralized cataloging is used. Consortia exist to save money and to facilitate cooperative sharing of resources,* and many libraries have given up some of their local practices to take advantage of these savings.

**In my library system, most circulation searching is by call number, so using a standardized form for all copies makes their work more efficient. I'm not sure if this is a very local perspective. Speculatively: if a standardized call number is used, replacement copies can be transferred anywhere.*



Shared cataloging: OCLC

- OCLC members are expected to follow national standards when applying LC classification
- Local modifications issues:
 - Double entry (QK149 on OCLC; QK149.6 in local system)
 - Confusion about what is local vs. what is national (local extensions added in error to national records; series classification)

34

Scaling up a little, we can see similar tensions between local decisions and the national bibliographic utility, OCLC.

OCLC members are expected to follow national standards when classifying according to a national/international classification scheme.

This means that OCLC members are expected either to make local modifications and extensions to LC classification only at the local level and not in records contributed to the national database, or to clearly tag modified LC class numbers as local if the numbers are included in the OCLC record.

In practice, local modifications to LC classification are sometimes tagged as standard classification practice, or are tagged as local but are mistaken for standard practice when the record is re-used in copy cataloging. It is also the case that what is a national standard and what is not may not be widely understood or agreed upon, as may be the case with the classification decisions recorded on series authority records. On the other hand, are you failing to follow national standards if you use a valid number but systematically ignore one of the LC principles of classification in order to benefit your users? (Classing to geographic area rather than to topic for an area collection.)



Local policy decisions: Summary

- Balance differing, contending, and changing user needs and user populations
- Balance user needs and workflow efficiency
- Consider the cost/benefit of local modifications
- Political issues: decisions that are out of your hands
- Document your decisions!

35

Local modifications are expensive. They slow down workflow for your staff if they have to make more locally tailored decisions. They may require a higher level of staff to make the changes properly. Your staff may have to do double data entry to accommodate local decisions with the national standards and your staff may begin to confuse local with national standards. Adding a lot of small incremental changes to the workflow can eventually slow it down to the point that the negative effects on users as a whole outweigh any benefits of local customization. Deciding what is best for your users can also take time, especially if you want your decisions to be evidence-based rather than influenced by the “squeaky wheels.” With local modifications, sometimes you don’t have any choice. Powers outside the library can influence what the library can do. Remember that it took the Library of Congress over a hundred years before it could work up the steam to replace the classification scheme of its major donor, Thomas Jefferson! Whatever local decisions you make, be sure they are documented. Good luck to you and may you make the best decisions for your collection!

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SACO:
Subject Authority Cooperative
Program

Session 13



What is SACO?

- A component of the Program for Cooperative Cataloging (PCC)
- A means for libraries to propose:
 - new Library of Congress Subject Headings
 - new Library of Congress Classification numbers
 - changes to existing Library of Congress Subject Headings
 - changes to existing Library of Congress Classification numbers

2

[**ASK ATTENDEES:** How many have had the experience of cataloging a work and not finding an appropriately specific class in LC Classification to assign to the work?]



SACO membership

- Institutions that participate in other PCC programs are automatically considered SACO members
- Non-PCC libraries and NACO Funnel participants can submit SACO membership applications

3

Intro.: SACO has differed from other components of the PCC in some important respects. When SACO began, catalogers at any institution who wished to prepare and submit LC Classification proposals or LC subject heading proposals were free to do so. In 2004, SACO became an institution-based program.

1st bullet: When SACO became an institution-based program in 2004, PCC participants in the NACO (Name Authority Cooperative Program) were “grandfathered” into the SACO program.

2nd bullet: Institutions that do not participate in other PCC programs need to submit an application for SACO-only membership. Also, institutions participating in a NACO (Name Authority Cooperative Program) Funnel must submit an application for SACO membership. Participation in a NACO Funnel does not automatically imply SACO program membership.



SACO membership

- No formal training is required
- Participants do not gain “independent” status; all proposals are reviewed at LC (and may be approved or not)

4

1st bullet: This fact often comes as a surprise to SACO participants. Although there are many opportunities to enroll in training classes that address SACO-related issues, there is no formal training required to participate in the SACO program. SACO training has been provided by LC staff and by qualified PCC members during conferences of the American Library Association and other organizations, but it is not required. SACO participants hone their SACO skills through experience and through mentoring in the program.

2nd bullet: Unlike other component programs of the PCC, SACO member institutions never are granted “independent” status. All subject heading proposals and LC Classification proposals undergo internal review at LC and are either approved, modified, or rejected, based on the results of the internal review process.



Overview of SACO process for LC Classification proposals

- Cataloger recognizes need for new LC Classification number and prepares the proposal
- Cataloger submits the proposal online to Classification Web

5

1st bullet: This includes searching LC Classification schedules, either in print copy, or via Classification Web, to determine that an appropriate class is not already contained in the schedules.

2nd bullet: When it is determined that an appropriate class does not exist, a proposal may be made. There are two ways to make the proposal:

- 1) Electronically (the preferred mode);
- 2) by completing a paper form and faxing that form to the Library of Congress.

The electronic mode for submitting LC Classification proposals was implemented in November 2006, and this is the required mode of submission for institutions that have Classification Web accounts. When making an LC Classification proposal using the electronic mode, the proposal is made directly in Classification Web and added to a copy of the online schedules.



Overview of SACO process for LC Classification proposals

- Cataloger notifies LC's Cooperative Cataloging Team that a proposal has been submitted and is ready for review
- Proposal is further reviewed by the Cataloging Policy and Support Office (CPSO) and placed on a Tentative Weekly List:

[http://www.loc.gov/catdir/pcc/saco/
ClassTentative/twlc.html](http://www.loc.gov/catdir/pcc/saco/ClassTentative/twlc.html)

6

1st bullet: The Cooperative Cataloging Team at LC is notified that a proposal has been added, and the initial review of the proposal begins. The Coop Team member reviewing the proposal will notify the submitting library if there are any major problems or missing elements in a proposal so that the proposal can be modified. The Coop reviewer also notifies the submitting library if the proposal is not viable because it does not follow current rules and policies.

We will follow the steps in proposing a new LC Classification number electronically later in this session.

For those libraries that do not have Classification Web accounts, the proposal may be completed by hand and faxed to the Cooperative Cataloging Team to undergo the same review described above. However, this mode of submission is only available to those libraries that do not have Classification Web accounts.

2nd bullet: After initial review on the Cooperative Cataloging Team, the proposal is forwarded to the Cataloging Policy and Support Office (CPSO) for assignment to an LC Classification Tentative Weekly List. These lists are made available for review by LC catalogers and classification policy specialists. The tentative weekly lists also may be accessed via the SACO webpage (<http://www.loc.gov/catdir/pcc/saco/ClassTentative/twlc.html>)

Overview of SACO process for LC Classification proposals

LIBRARY OF CONGRESS CLASSIFICATION
TENTATIVE WEEKLY LIST 50 (December 13, 2006)

Law of Canada
The legal profession
Particular classes of lawyers and types of careers, A-Z
Public interest lawyers
KE332.P82
(C)

Here is an excerpt from an LC Classification Tentative Weekly List. This excerpt shows an LC Classification proposal made by a SACO member. Note that the proposal is annotated with a parenthesized “C” to indicate that it was proposed by a SACO Cooperative Library member. Since this is a only a tentative list, the proposal is still in the review stage.



Overview of SACO process for LC Classification proposals

Proposal undergoes final review at the
CPSO Weekly Editorial Meeting

8

An LC Classification proposal appearing on a Tentative Weekly List will be discussed and undergo final review at the Cataloging Policy and Support Office's (CPSO) weekly editorial meeting. But anyone reviewing the Tentative Weekly List may comment on the proposal in advance of the editorial meeting.



Overview of SACO process for LC Classification proposals

- Approved LC Classification proposals are:
 - Posted to the Weekly Lists of new and changed LC Classification numbers on the LC/ABA web page:
<http://www.loc.gov/aba/cataloging/classification/weeklylists/>
 - Included in the printed LC Classification schedules and in Classification Web

9

Once an LC Classification proposal is approved at the weekly editorial meeting, it appears on another list: The Approved LC Classification Weekly List. These approved lists are posted to the CPSO webpage. There also is a link to the Approved LC Classification Weekly Lists on the SACO webpage. (The URL given is new– aba in the address represents “Acquisitions and Bibliographic Access,” the new name for the former Cataloging Directorate).

The approved LC Classification number is added to the print version of the LC Classification schedules, and it is added electronically to Classification Web. Since the printed version of the schedules is not updated as regularly as Classification Web, Classification Web is the preferred mode of access to the LC Classification schedules.



Requirements for participation

- Familiarity with the principles of LC Classification
- Knowledge of the procedures and guidelines in SCM : F (Classification)
- Access to LC Classification schedules
 - In print copy
 - Via Classification Web

10

What background and what type of access must a SACO participant have prior to submitting an LC Classification proposal?

- 1) A familiarity with the principles of LC Classification is necessary. These principles were covered earlier in this workshop.
- 2) Knowledge of and familiarity with SCM : F (Classification). You have been introduced to this document as well in this workshop.
- 3) Access to LC Classification schedules. Remember, Classification Web is the preferred mode of access.



Resources

- SACO home page:
<http://www.loc.gov/catdir/pcc/saco/saco.html>
- Guidelines for completing the LC Classification form
- Tentative and Approved Weekly Lists of LC Classification proposals
- Summary of Decisions from the Weekly Editorial Meeting

11

The SACO webpage is a wonderful resource. Here you will find: guidelines to lead you through the LC Classification proposal process, the tentative and approved weekly lists of LC Classification proposals, and the Summaries of Decisions from the Weekly Editorial Meeting. A Summary of Decisions from the Weekly Editorial Meeting list is written by the policy specialists after each weekly editorial meeting. If a special decision was made regarding any proposed LC Classification number, often the policy specialist's comments on that proposal will appear on this list.



Resources

- SACO Participants' Manual, 2nd ed.
 - Available on Cataloger's Desktop, and
 - As a PDF file on the SACO home page
- SCM F 50 Classification Proposals

12

The SACO Participants' Manual, 2nd ed. contains helpful information on LC Classification and gives many good examples of LC Classification proposals. The SACO Participants' Manual is accessible via the SACO webpage.

SCM F 50, a memo in the Subject Cataloging Manual : Classification, also gives very helpful guidance on how to submit an LC Classification proposal (N.b.: SCM F 50 (1992 ed.) describes the outdated paper submission method; although this is helpful to a library that does not have a Classification Web account and is using the faxing option, it is not helpful to Class Web users. However, the guidelines in SCM F 50 on formulating captions and numbers and recording other data (the Work cat., "Better" notes, etc.) are relevant to the new online electronic method of proposal submission. Subject Cataloging Manual : Classification is currently under revision to update the proposal procedures.)



Why submit an LC Classification proposal?

- LC Classification was developed for LC's collections
- The world of knowledge keeps growing!
- Other libraries' collections and acquisition policies may differ from LC's

13

LC Classification was developed for LC's collections. New disciplines and subdisciplines are constantly being developed and other libraries have very different collection development policies than LC's.

In a library using LC Classification, if the topic of a bibliographic resource does not have an explicit number in the classification schedules, the resource will likely be classified in a broader number, which goes against the general principle of LC Classification outlined in SCM F 10: "Use the most specific number available. Use a broader number only if no specific number is available and it is not feasible to establish one."



Why submit an LC Classification proposal?

- Cooperative cataloging efforts are expanding
- Terminology within a discipline changes over time



When to submit an LC Classification proposal

- For a new classification number
 - When the rules of specificity in classification may not be applied by using a broader number
- To change an existing number
 - When terminology or a name change calls for classification modifications

15

1st bullet: This is probably the most common case. The rules of specificity in LC Classification are very succinct in SCM F 10. It is incorrect to assign a broader class to an item when a more subject specific class would be appropriate.

2nd bullet: Often subject terminology changes. This type of change may prompt a corresponding change in the LC Classification schedules. For example, a cataloger finds an existing caption Biological chemistry under Z688.B54. The heading Biological chemistry was once a valid LCSH heading, but terminology has changed and the current authorized heading is Biochemistry. Although the subject heading has been changed, the previous term Biological chemistry was left unchanged as a caption in the Z Classification schedule. An LC Classification proposal may be submitted to change the old terminology in the caption at Z688.B54 to the current terminology.



Examples: LC Classification numbers proposed by SACO participants

- **B738.H3**
Philosophy (General)--Medieval (430-1450)--
Special topics--Other special topics, A-Z--
Happiness
- **PR739.D42**
English literature--History of English
literature--Drama--By period--20th century--
Special topics, A-Z--Death

16

The following slides show examples of LC Classification proposals submitted by SACO participants. All of these proposals were approved and are now a part of the LC Classification schedules. Some of these proposals are relatively straightforward, while others are more complex. The complete hierarchies are included on each slide, with the proposed class number and caption in blue.



Examples: LC Classification numbers proposed by SACO participants

- **GV1469.62.A24**

Recreation. Leisure--Games and amusements--Indoor games and amusements--Fantasy games--Individual games, A-Z--**Aberrant (Game)**



Examples: LC Classification numbers proposed by SACO participants

- PL8598.O32-.O3295

Languages of Eastern Asia, Africa,
Oceania--African languages and literature--
-Special languages (alphabetically)--O-Oz

PL8598.O32-.O3295

Ogba Table P-PZ16



Examples: LC Classification numbers proposed by SACO participants

- P96.R46-.R462
Philology. Linguistics--Communication. Mass media--Special aspects--Other, A-Z--
Reproductive health

P96.R46	General works
P96.R462A-.R462Z	By region or country, A-Z

19



Sample LC Classification proposal

Work being cataloged:

**Portraiture now
2006**

20

Let's look at the steps to follow in proposing a new LC Classification number. A cataloger has this work in hand. It is the first item in an exhibition series. In this first item of the series, we have contemporary portraits by American artists.

The example we are using here was actually contributed by a SACO participant. We will follow the steps the cataloger took in proposing the number, and look at the entire workflow from proposal to approval. However, if you look at Classification Web, you'll see this number and caption already printed!



Sample LC Classification proposal

Description

Portraiture now is an exhibition catalog of the first installation in the National Portrait Gallery's new exhibition series called "Portraiture Now," held July 1, 2006-January 7, 2007

SUBJECT: Portraits, American--21st century--Exhibitions.

21

The cataloger has assigned the subject heading:
Portraits, American--21st century--Exhibitions
to the bibliographic record for the catalog.

(Remember the order of precedence described in the Class N section, and note that this item is a genre by nationality or period (both, in this case); in other words, this is the second choice on the order of precedence (Slide 11 of Class N module))

Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits--
General works

N7575

General works

N7580-7591

Ancient

N7592-7615.9

Medieval and modern

Searching Classification Web, the cataloger identifies a General works class for this item at N7575. Not however that there is a further breakdown in this section of the schedule for Ancient works and for Medieval and modern works. Since the portraits in the exhibition catalog are by modern artists, the cataloger selects the caption Medieval and modern and the schedule reveals more hierarchy.

Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits
--Medieval and modern--General works

N7592	General works
N7592.2-.6	<u>By period</u>
N7592.8-7615.9	<u>By country</u>

Now the cataloger is in the Medieval and modern subdivision (note the hierarchy). Under Medieval and modern there is another hierarchy revealed for General works, By period, and By country. [Because the item in hand is American portraiture, the cataloger selects the caption By country to show the complete span at N7592.8-7615.9.](#)

Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits
--Medieval and modern--By country--America
--United States

N7593-7593.9 United States

Searching further into the schedule at N7592.8-7615.9 By country, the cataloger sees that there is a separate span of numbers for the United States.

Sample LC Classification proposal

Visual arts--Special subjects of art--
Portraits--Medieval and modern--By
country--America--United States

United States

N7593	General works
N7593.1	17 th -18 th centuries
N7593.2	19 th century
N7593.3	20 th century
N7593.5	New England
N7596.6	South

Under the United States, further subdivisions are revealed:

General works, and under that caption:

Chronological periods

Local subdivisions

The item in hand deals specifically with the 21st century, but there is no caption in the schedule for 21st century American portraiture in the United States. The cataloger would like to class the item in hand in a specific number for the 21st century at this point in the schedule (SCM F 10 General Principles), so an LC Classification proposal is prepared.

Sample LC Classification proposal

The Library of Congress >> Cataloging >> PCC Home

The LIBRARY of CONGRESS Program for Cooperative Cataloging

SACO Subject Authority Cooperative Program of the PCC

[SACO Home](#) >> [LC Class on Class Web](#) Find in [SACO Pages](#)

An entirely new classification proposal system will be implemented beginning on Monday, November 13, 2006. All SACO contributors are to begin using the new system on that date, but not sooner. For SACO proposals that are already in the pipeline, Coop will key them into the new system before submitting them to CPSO, beginning on that date. Do not input ANY proposals before Monday, November 13, 2006 as all proposals that are currently in the system will be deleted over the weekend of November 11th-12th, 2006 in order to start with a clean slate on November 13th.

Ten PDF files are linked to this page.

The first three are the general instructions on how to use the system.

- ▶ [General instructions](#) Proposing a New Class Number
- ▶ [General instructions](#) Proposing a Modification to an Existing Class Number
- ▶ [General instructions](#) Proposing a New See Reference or Confer Note

The cataloger remembers that the SACO website gives helpful information on LC Classification, and starts the proposal process by rereading the guidelines on the SACO webpage on proposing new LC Classification numbers.

Sample LC Classification proposal

PROPOSING A NEW CLASS NUMBER

Accessing the system.

Go to URL: <http://classificationweb.net/Menu/proposal.html>
Click on **Create, Edit and Browse Classification Proposals**
Login using the appropriate Class Web username and password.¹

Creating a proposal.

In the browse field, enter any class number that is in the area where the new number is to be proposed and click **Go**.

Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indentation, and click the letter **P** (propose) beside that caption.² For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, and select the letter **P** beside it. An "EZ" input screen is displayed.

Editable fields on the EZ input screen (* = required field):

On the SACO webpage, there is a link to a PDF document that gives step-by-step instructions on proposing a new LC Classification number using the new online proposal system implemented in November 2006.



Sample LC Classification proposal

<http://classificationweb.net/Menu/proposal.html>

28

Having read the step-by-step instructions, the cataloger now accesses the online proposal system at the URL <http://classificationweb.net/Menu/proposal.html>. In order to access the online system, the cataloger's institution must have a ClassWeb account. This is because the proposal will actually be made directly in Classification Web, in a copy of the LC Classification schedules.

Sample LC Classification proposal



Here is the proposal menu. The cataloger selects Create, Edit and Browse Classification Proposals.

Sample LC Classification proposal

The screenshot shows the 'Classification Proposal System' interface. At the top, there is a navigation bar with buttons for 'Refresh', 'Menu', 'Tables', 'Logout', 'Close', and 'Help'. Below this, a search box contains 'LC Class #' followed by 'N7593.3' and a 'Go' button. To the right of the search box are four arrow buttons. Below the search box, the text reads 'Visual arts--Special subjects of art--Portraits--Medieval and modern--By country--America--United States works'. A table of results follows, with the following columns: LC Class #, and a list of hierarchical terms with links for 'H', 'R', 'M', 'P', and 'Ref'. A red arrow points to the 'P' in the '20th century' row.

LC Class #	Classification Path
N7592.8	America [H R M P Ref]
	United States [H R M P Ref]
N7593	General works [H R M P Ref]
N7593.1	17th-18th centuries [H R M P Ref]
N7593.2	19th century [H R M P Ref]
N7593.3	20th century [H R M P Ref]
N7593.5	New England [H R M P Ref]
N7593.6	South [H R M P Ref]
N7593.65	Central [H R M P Ref]
N7593.7	West [H R M P Ref]

In the search box, the cataloger keys in a classification number for a caption in the same level of hierarchy as the proposed number. In this case, the cataloger wishes to propose a number for the 21st century, so the class number N7593.3, representing the 20th century, is selected. Using the 20th century number, N7593.3, as a pattern, the cataloger then clicks on the “P” at the end of that caption to bring up a proposal form. (A red arrow flies in to the “P” after the caption 20th century).

Sample LC Classification proposal

The screenshot shows a web-based form titled "Classification Proposal System". At the top, it says "Proposed Schedules Record [N7593.3]" with "Save", "Cancel", and "Logout" buttons. Below this is the instruction "Create a proposal for a new classification number".

The form includes the following fields and options:

- Proposal generated by:** Radio buttons for Book, No Book, CIP, Rare Book, and Coop.
- Existing class #:** Text field containing "N7593.3".
- Proposed class #:** Text field containing "N7593.3".
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A scrollable list box containing the following text:
 - Visual arts
 - Special subjects of art
 - Portraits
 - Medieval and modern
 - By country
 - America
- Caption:** Text field containing "20th century".
- TABLE:** A text field that is currently empty.

This is the top half of the proposal form that appears after clicking on "P" as described in the previous slide. Note that this form is based on the existing class N7593.3 and the caption 20th century. The cataloger will annotate this form to represent the new number and caption being proposed. Since the existing number N7593.3 is at the same level of hierarchy as the number and caption being proposed, very little modification is needed to this form.

Sample LC Classification proposal

Note ("Class here," "Including," etc.)	<input style="width: 100%; height: 40px;" type="text"/>
Work cat.	<input style="width: 100%; height: 20px;" type="text"/>
Cataloger's comments	<input style="width: 100%; height: 20px;" type="text"/>
Pattern	<input style="width: 100%; height: 20px;" type="text"/>
Better	<input style="width: 100%; height: 20px;" type="text"/>
<p>If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.</p>	
Email address	<input style="width: 100%; height: 20px;" type="text"/>
<input type="button" value="Append"/> <input type="button" value="Insert"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/>	

Here is the bottom half of the proposal form. We'll look at each part of the form now.

Sample LC Classification proposal

The screenshot shows a web-based interface titled "Classification Proposal System". At the top, it says "Proposed Schedules Record [N7593.3]" with buttons for "Save", "Cancel", and "Logout". Below this is the instruction "Create a proposal for a new classification number".

The form includes the following fields and options:

- Proposal generated by:** Radio buttons for Book, No Book, CIP, Rare Book, and Coop (which is selected).
- Existing class #:** N7593.3
- Proposed class #:** N7593.4
- Options:** Radio buttons for Single # (selected), Displayed span, and Suppressed span.
- Hierarchy:** A list box containing the following text:
 - Visual arts
 - Special subjects of art
 - Portraits
 - Medieval and modern
 - By country
 - America
- Caption:** 21st century
- TABLE:** (This field is empty)

Since the proposal is being made by a PCC institution, the default message "Proposal Generated: Coop" will appear at the top of the form.

In the proposed class # box, the cataloger keys in an appropriate number for the caption being proposed. In this case, the number N7593.4 is available to represent the caption 21st century. The cataloger keys in that number.

Because the hierarchy of this proposal and the hierarchy of the number used to generate the proposal are the same, nothing needs to be added to the Hierarchy box.

In the Caption box, the existing caption 20th century is changed to 21st century.

Because there is no table used for this proposed class, the Table box is left blank.

Sample LC Classification proposal

Note ("Class here," "Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

If the cataloger wanted to add a “Class here” note or a Cf. (confer) note to the proposal, that information would be keyed in the Note box. In this case, no notes are added to the proposal.

The work generating the proposal and a publication date needs to be keyed in the Work cat. box.

Any additional comments may be entered in the Cataloger’s comments box.

It is a good idea to cite a pattern that justifies the proposal. The pattern N7593.3 for the 20th century is an example of a pattern, but a true analogous pattern would be an instance of 21st century as an approved caption in another area of Class N.

The Better box is used only by the Coop Team and should be left blank.

It is very important to include an email address so that the cataloger can track the progress of the proposal. Some emails to the cataloger are automatically generated; others may come directly from a reviewer on the Coop Team.

Sample LC Classification proposal

Note ("Class here," "Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

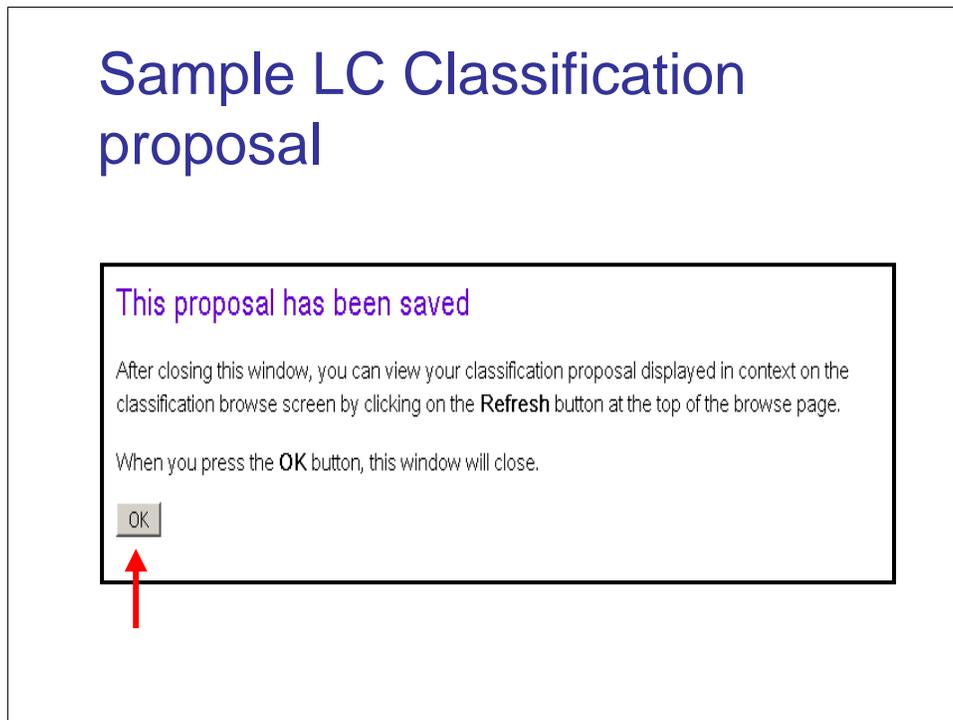
If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address



Once the form is completed, the cataloger clicks on the Save button.

ANIMATION: click to bring in red arrow



A prompt box should appear indicating that the proposal has been saved. The cataloger then clicks on OK.

ANIMATION: click to bring in red arrow

Sample LC Classification proposal

The screenshot shows the Classification Proposal System interface. At the top, there is a navigation bar with buttons for Refresh, Menu, Tables, Logout, Close, and Help. Below this is a search bar with the text "LC Class # N7593.3" and a "Go" button. A red arrow points to the Refresh button in the navigation bar. Below the search bar, there is a breadcrumb trail: "Visual arts--Special subjects of art--Portraits--Medieval and modern--By country--America--United States works". Below this is a table of classification proposals.

N7592.8	America [H R M P Ref]
	United States [H R M P Ref]
N7593	General works [H R M P Ref]
N7593.1	17th-18th centuries [H R M P Ref]
N7593.2	19th century [H R M P Ref]
N7593.3	20th century [H R M P Ref]
N7593.5	New England [H R M P Ref]
N7593.6	South [H R M P Ref]
N7593.65	Central [H R M P Ref]

The Classification Proposal System reappears. But note that the proposed number and caption N7593.4 21st century are not visible. The cataloger must click on the Refresh button of the Classification Proposal System (not the browser's refresh button).

ANIMATION: click to bring in red arrow

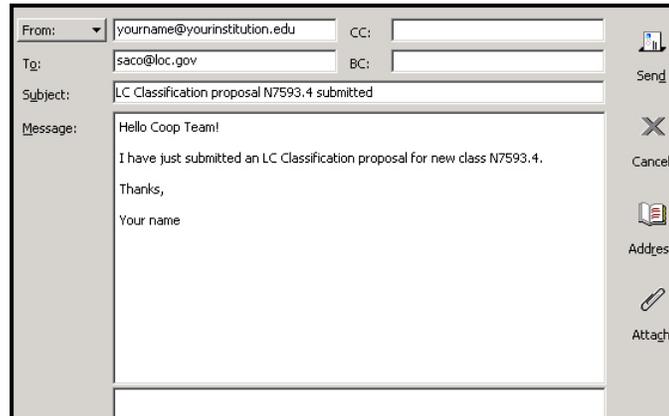
Sample LC Classification proposal

The screenshot shows the Classification Proposal System interface. At the top, there is a navigation bar with buttons for Refresh, Menu, Tables, Logout, Close, and Help. Below this, the LC Class # is entered as N7593.3, followed by a Go button and several navigation icons. The main content area displays the classification path: Visual arts--Special subjects of art--Portraits--Medieval and modern--By country--America--United States--(works). A list of classification numbers and their corresponding captions is shown below, with the proposed number N7593.3 highlighted in green.

N7592.8	America [H R M P Ref]
	United States [H R M P Ref]
N7593	General works [H R M P Ref]
N7593.1	17th-18th centuries [H R M P Ref]
N7593.2	19th century [H R M P Ref]
N7593.3	20th century [H R M P Ref]
N7593.4	21st century [H R M P Ref]
N7593.5	New England [H R M P Ref]
N7593.6	South [H R M P Ref]
N7593.65	Central [H R M P Ref]
N7593.7	West [H R M P Ref]

Now the proposed number and caption are integrated into the schedule. The proposed number and caption will appear in green font, indicating that this is a new proposal. Only the cataloger who proposed the number will be able to edit it, although it will appear to all users of the Classification Web Proposal System.

Sample LC Classification proposal



The screenshot shows an email client interface with the following fields and content:

- From:** |yourname@yourinstitution.edu
- To:** |saco@loc.gov
- Subject:** |LC Classification proposal N7593.4 submitted
- Message:**
 - Hello Coop Team!
 - I have just submitted an LC Classification proposal for new class N7593.4.
 - Thanks,
 - Your name

On the right side of the interface, there are buttons for "Send", "Cancel", "Address", and "Attach".

The cataloger must notify the Coop Team that a proposal has been submitted. Email is the preferred method of communication.

The proposal will undergo initial review on the Coop Team, and then it will be posted to an LC Classification Tentative Weekly List. If the Coop Team member processing the proposal has questions or needs more information from the cataloger, an email message will be sent directly to the cataloger with the requests. Often there will be an exchange of email messages at this stage of the process, before the proposal is forwarded to LC's Cataloging Policy and Support Office (CPSO) for further review and assignment to a tentative weekly list.

Sample LC Classification proposal

LIBRARY OF CONGRESS CLASSIFICATION
TENTATIVE WEEKLY LIST 50 (December 13, 2006)

Library of Congress staff:
Send comments on this list to Millie Wewerka, CPSO - Telephone: 7-2321 Email: rwew@loc.gov
SACO contributors:
Send questions or comments to your SACO liaison on the Cooperative Cataloging Team.

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification. "(A)" indicates pre-approved proposals for material in priority 1. "(C)" indicates proposals submitted by libraries in the Subject Authority Cooperative Program (SACO).

Special subjects of art
Portraits
Medieval and modern
By country
America
United States
General works
21st century

N7593.4 (C)

This is the page of the Library of Congress Tentative Weekly List on which the proposal appears. The proposal is added to a tentative weekly list once review on the Cooperative Cataloging Team is completed and the proposal is forwarded to CPSO. A Library of Congress Tentative Weekly List includes both proposals contributed by Library of Congress catalogers, and proposals contributed by PCC members. Note that the proposals from PCC members are annotated with the parenthesized letter (C). All the classification proposals on this list will be discussed at the weekly editorial meeting, held on Wednesday mornings in the Cataloging Policy and Support Office at the Library of Congress.

Since the cataloger included an email address on the proposal form, an email message will be sent to the cataloger at the time the proposal is posted to a weekly list.

Sample LC Classification proposal

LIBRARY OF CONGRESS CLASSIFICATION
WEEKLY LIST 50 (December 13, 2006)

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification.

Special subjects of art
Portraits
Medieval and modern
By country
America
United States
General works
21st century

N7593.4

Once the proposal is approved, it will appear on an approved Library of Congress Classification Weekly List. Note that the “C” indicating that this proposal was generated by a PCC cooperative partner is not printed on the approved list.

The cataloger will receive another email message to document this. If the proposal was modified in any way by the LC Classification specialists in CPSO, the modifications would also be documented in the message.

The classification number may then be assigned to the work that generated the proposal, and the complete classification number will appear in ClassWeb after the next scheduled update.

Sample LC Classification proposal

Classification Proposal System

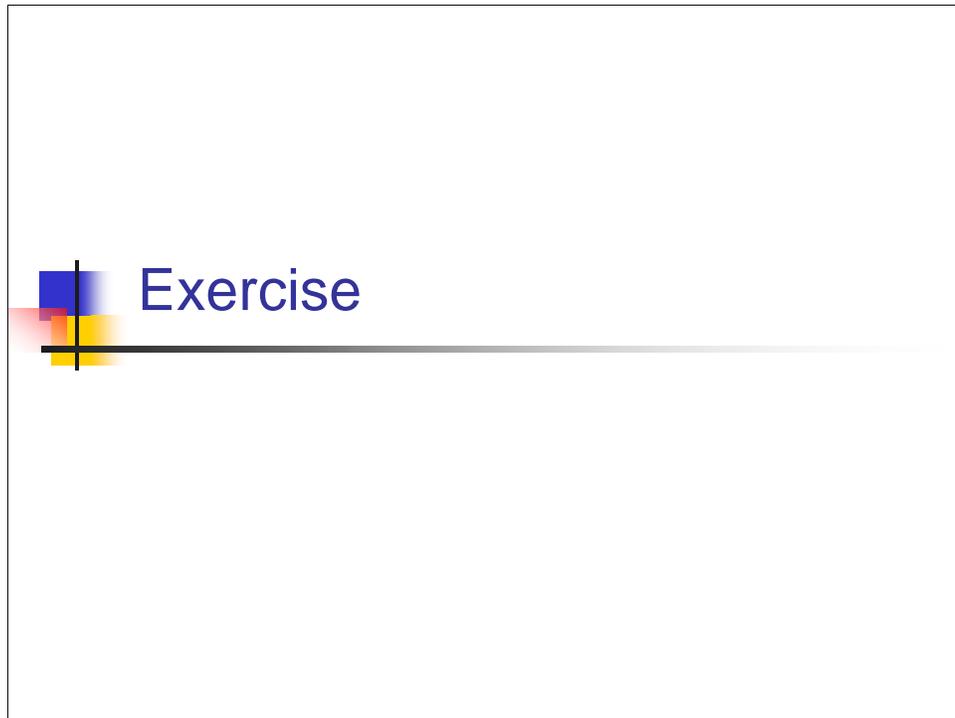
[Refresh](#) [Menu](#) [Tables](#) [Logout](#) [Close](#) [Help](#)

LC Class # [Go](#)

Visual arts--Special subjects of art--Portraits--Medieval and modern--By country--America--United States works

N7592.8	America [H R M P Ref]
	United States [H R M P Ref]
N7593	General works [H R M P Ref]
N7593.1	17th-18th centuries [H R M P Ref]
N7593.2	19th century [H R M P Ref]
N7593.3	20th century [H R M P Ref]
N7593.4	21st century [H R M P Ref]
N7593.5	New England [H R M P Ref]
N7593.6	South [H R M P Ref]
N7593.65	Central [H R M P Ref]
N7593.7	West [H R M P Ref]

The approved proposal is added to ClassWeb.



This exercise will imitate the workflow we just discussed. In the exercise, you will make a proposal for a topical Cutter. Since it is not possible to complete the exercise online, most of the work for this exercise will be done on paper.

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SACO: Exercise 1

With this item described below “in hand,” follow the steps to propose a new topical Cutter to be printed in the LC Classification schedules. This new topical Cutter should be at the appropriate level of specificity for the item in hand.

(In many ways, this exercise is more of a walk-through of the LC Classification proposal workflow, but there are parts of the exercise that require your input.)

War Elephants / John M. Kistler ; foreword by Richard Lair – Westport, Conn. : Praeger, 2006. xv, 333 p. ; 25 cm.

Book Description given on Amazon.com

Elephants have fought in human armies for more than three thousand years. Asian powers boasted of their pachyderm power, while the Romans fielded elephants alongside their legendary legions but were, perhaps, too proud to admit that mere animals contributed to victory. Elephants have gored, stomped, and sliced their way through infantry and cavalry with great success. They have also been cut, speared, bombed, and napalmed for their efforts. This is the story of their largely forgotten role in the history of warfare. Generals throughout recorded history have used elephants as tanks, bulldozers, and cargo trucks long before such vehicles existed. Until gunpowder began to reduce the utility of elephants in battle during the 17th Century, these beasts built roads, swung swords, or simply terrified opposing forces. Although some believe that elephants were mere gimmicks of warfare, Kistler discredits that notion. His book hopes to give elephants the credit they deserve for the sacrifices they have endured. Elephants have long fought for and served human masters, but it is now the elephants themselves that must be protected.

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Searching LCSH and comparing similar works on the topic of using animals in the military and in warfare, an appropriate LCSH authority record containing a span of LC Classification numbers in an 053 field is identified:

LIBRARY OF CONGRESS AUTHORITIES

Help | New Search | Search History | Headings List | Start Over

◀ Previous Next ▶

MARC Display Labelled Display

LC Control Number: sh 85005267

HEADING: Animals War use

000 00506cz a2200205n 450

001 4658359

005 20030221235819.0

008 860211|i| anannbabn |a ana

035 _ |a (DLC)sh 85005267

035 _ |a (DLC)5594095

035 _ |a (DLC)sp 85005267

035 _ |a (DLC)280723

906 _ |t 0213 |u te03 |v 0

010 _ |a sh 85005267

040 _ |a DLC |c DLC |d DLC

→ 053_0 |a UH87 |b UH100.5

150 _ |a Animals |x War use

450 _ |w nne |a Animals, War use of

450 _ |a War use of animals

953 _ |a fj21 |b ta25

Using Classification Web or the printed LC Classification schedules, a search of the class number UH87 gives the following results:

Refresh Menu Search Tables Logout Close Help

LC Class # Go [Navigation icons]

[Other services](#)--Use of animals in military service

Use of animals in military service [H R B L D S]

UH87	General works [H R B L D S]
UH90	Pigeons for military communications [H R B L D S]
	For World War II see D810.P53 [H R]
UH100	Dogs for military communications, etc. [H R B L D S]
UH100.5.A-Z	Other, A-Z [H R B L D S]
UH100.5.B38	Bats [H R B L D S]
UH100.5.B67	Bottlenose dolphins [H R B L D S]
	Medical and sanitary service [H R B L D S]
UH201	Periodicals. Societies [H R B L D S]
UH205	Congresses [H R B L D S]

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Under the caption Use of animals in military service, topical Cutters for two specific animals have been separately established, Bats and Bottlenose dolphins. Considering the specificity of the item in hand, establish a new topical Cutter at UH100.5 for Elephants.

The screenshot shows a web interface for the Classification Proposal System. At the top, there is a navigation bar with buttons for Refresh, Menu, Search, Tables, Logout, Close, and Help. Below this is a search bar labeled 'LC Class #' with the value 'uh87' entered and a 'Go' button. To the right of the search bar are several navigation icons. The main content area displays a list of LC classes under the caption 'Use of animals in military service'. The classes listed are:

LC Class #	Description	Links
	Use of animals in military service	[H R B L D S]
UH87	General works	[H R B L D S]
UH90	Pigeons for military communications	[H R B L D S]
	For World War II see	D810.P53 [H R]
UH100	Dogs for military communications, etc.	[H R B L D S]
UH100.5.A-Z	Other, A-Z	[H R B L D S]
UH100.5.B38	Bats	[H R B L D S]
UH100.5.B67	Bottlenose dolphins	[H R B L D S]
	Medical and sanitary service	[H R B L D S]
UH201	Periodicals. Societies	[H R B L D S]
UH205	Congresses	[H R B L D S]

Below the list, there are two links: 'New number here?' and 'New caption here?'.

The topical Cutter would need to fit alphabetically in the list of Other, A-Z animals. Using the Cutter table as a guide, determine an appropriate alpha numeric Cutter for Elephants.

Then follow the steps below to propose the Cutter and the caption you have come up with.

Access the Classification Proposal System at the URL

<http://classificationweb.net/Menu/proposal.html>

and log in to the system using your institution's Classification Web username and password.

Search class UH87.

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Classification Proposal System

Refresh
Menu
Tables
Logout
Close
Help

LC Class #
Go
⬇
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⬆

Other services--Use of animals in military service

	Use of animals in military service	[H R M P Ref]
UH87	General works	[H R M P Ref]
UH90	Pigeons for military communications	[H R M P Ref]
	For World War II see D810.P53	[H R M P Ref]
UH100	Dogs for military communications, etc.	[H R M P Ref]
UH100.5.A-Z	Other, A-Z	[H R M P Ref]
UH100.5.B38	Bats	[H R M P Ref]
UH100.5.B67	Bottlenose dolphins	[H R M P Ref]
	Medical and sanitary service	[H R M P Ref]
UH201	Periodicals. Societies	[H R M P Ref]
UH205	Congresses	[H R M P Ref]

Select another caption in this area at the same level of hierarchy to use as a guide and template for the new proposal. Bottlenose dolphins is at the same level of hierarchy. Click on the P following the caption Bottlenose dolphins to bring up a copy of that record that can be modified for the proposed caption Elephants.

Below is the copy of the record for Bottlenose dolphins, and below that is the same record with all the data removed. This is the template to use for the new proposal.

Fill in that form and observe the red arrows. Those arrows indicate areas that need to be completed.

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Classification Proposal System	
Proposed Schedules Record [UH100.5.B67]	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/>	
Create a proposal for a new classification number	
Proposal generated by	<input checked="" type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input type="radio"/> Coop
Existing class #	UH100.5.B67
Proposed class #	<input type="text" value="UH100.5.B67"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span
Hierarchy	Other services Use of animals in military service Other, A-Z
Caption	<input type="text" value="Bottlenose dolphins"/>
TABLE	<input type="text"/>
Note ("Class here," "Including," etc.)	<input type="text"/>
Work cat.	<input type="text"/>
Cataloger's comments	<input type="text"/>
Pattern	<input type="text"/>
Better	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Logout"/>	

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Classification Proposal System

Proposed Schedules Record [UH100.5.B67] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Book No Book CIP Rare Book Coop

Existing class # UH100.5.B67

→ Proposed class # Single # Displayed span Suppressed span

Hierarchy

Other services

Use of animals in military service

Other, A-Z

→ **Caption**

TABLE

Note ("Class here," "Including," etc.)

→ **Work cat.**

Cataloger's comments

→ **Pattern**

Better

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

→ **Email address**

Save Cancel Logout

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the **Refresh** button at the top of the browse page.

When you press the **OK** button, this window will close.

OK ←

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LC Class # [Go](#)

[←](#) [↑](#) [↓](#) [→](#)

Other services--Use of animals in military service

Use of animals in military service [\[H R M P Ref\]](#)

UH87	General works [H R M P Ref]
UH90	Pigeons for military communications [H R M P Ref] For World War II see D810.P53 [H R M P Ref]
UH100	Dogs for military communications, etc. [H R M P Ref]
UH100.5.A-Z	Other, A-Z [H R M P Ref]
UH100.5.B38	Bats [H R M P Ref]
UH100.5.B67	Bottlenose dolphins [H R M P Ref]
	Medical and sanitary service [H R B L D S]
UH201	Periodicals. Societies [H R B L D S]
UH205	Congresses [H R B L D S]

Classification Proposal System

[Refresh](#) [Menu](#) [Tables](#) [Logout](#) [Close](#) [Help](#)

LC Class # [Go](#)

[←](#) [↑](#) [↓](#) [→](#)

Other services--Use of animals in military service

Use of animals in military service [\[H R M P Ref\]](#)

UH87	General works [H R M P Ref]
UH90	Pigeons for military communications [H R M P Ref] For World War II see D810.P53 [H R M P Ref]
UH100	Dogs for military communications, etc. [H R M P Ref]
UH100.5.A-Z	Other, A-Z [H R M P Ref]
UH100.5.B38	Bats [H R M P Ref]
UH100.5.B67	Bottlenose dolphins [H R M P Ref]
UH100.5.E44	Elephants [H R M P Ref]
	Medical and sanitary service [H R M P Ref]
UH201	Periodicals. Societies [H R M P Ref]
UH205	Congresses [H R M P Ref]

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At this point, your proposed number and caption have been added to Classification Web. But remember the proposal is still in an unapproved state. What are the next steps in the process?

- 1) You notify the Coop Team that you have submitted an LC Classification proposal;
- 2) If the Coop Team reviewer needs to consult with you, that person will email you before the proposal appears on a Classification Tentative Weekly List;
- 3) The proposal will be posted to a Classification Tentative Weekly List;
- 4) The proposal will be discussed at the weekly Subject Editorial Meeting in the Cataloging Policy and Support Office at the Library of Congress
- 5) After the meeting, you will receive another email notification that the proposal was either approved, modified, or not approved;
- 6) If approved (or approved with modification), the proposal will be posted to an Approved Library of Congress Classification Weekly List;
- 7) All proposals appearing on an Approved Library of Congress Classification Weekly List will be added to the master copy of Classification Web

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Answers to Exercises

Outline of LCC Exercises:
Answers

Session 3

Exercise 1: QH540+ Ecology

Where would you class:

1. dictionary of ecology QH540.4
2. collection of speeches on ecology QH541.145
3. history of ecology in the U.S. QH540.83
By country: U__
4. ecology of Costa Rica QH101+

3

Attendees have QH540-QH541.264 in the Appendix – they need to have that out to complete this exercise.

They are asked to select the class number from the schedules for the topics listed in the exercise.

Be aware that for #3, the appropriate class number has the caption “By region or country, A-Z” and for #7, the appropriate class number has the caption “By region or state, A-Z.” In this session, this was covered at a very general level, but we’ve not yet gone over G 300, G 302, or the process for providing a geographic Cutter. The intent here is to focus on selecting the appropriate class number and also the geographic region that you would Cutter for. Attendees need only supply the letter used to begin the geographic Cutter.

Instructors may wish to go through the exercises with the entire group, or to give attendees time on their own to complete them and then go over the answers together. In any case, it is wise to go through the first one as a group to be sure everyone understands what to do.

ANIMATION: click to bring in each answer

Answers are also provided in the Appendix.

Exercise 1: QH540+ Ecology (2)

Where would you class:

5. textbook on ecology [QH541](#)
6. book on teaching ecology [QH541.2](#)

4

ANIMATION: click to bring in each answer

Exercise 2: RA576+

Where would you class a book on the impact of air pollution on public health in:

1. the United States RA576.5
2. Virginia RA576.6 by state: V__
3. Richmond, Virginia RA576.6 by state: V__

5

Attendees have a portion of the class schedule at RA576+ (Public aspects of medicine—Public health. Hygiene. Preventive medicine—Environmental health—Air—Air pollution (General))

They are asked to select the class number for this topic in various geographic areas. Most of these involve Cuttering by region or state A-Z, or by region or country A-Z. Again, they need only supply the letter used to begin the geographic Cutter.

ANIMATION: click to bring in each answer

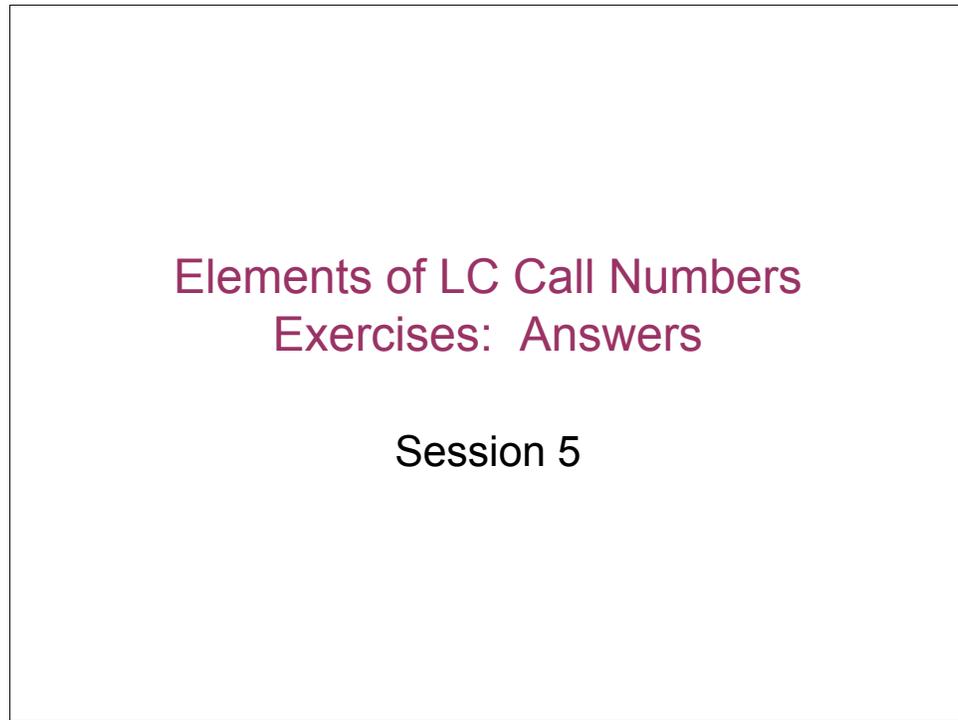
Exercise 2: RA576+ (2)

Impact of air pollution on public health in:

4. France [RA576.7 by country: F__](#)
5. Central America [RA576.7 by region: C_](#)
6. Paris, France [RA576.7 by country: F_](#)

6

ANIMATION: click to bring in each answer



Exercise 1			
Wycliff	W93	Anderson	A53
Shrimp	S57	Quality	Q35
Blades	some options: B595, B62, B625...		
Dwyer	some options: D897, D94, D95, D96...		

ANIMATION: click to bring in each answer

Wycliff, Anderson, Shrimp, and Quality are formulated directly from the Cutter table, so there is one correct answer for each of these.

Attendees also have a space on their written exercise to formulate a Cutter for their own name.

The second part is more complex.

Blades and Dwyer cannot be formulated directly from the Cutter table (the second letter is not in the table); there is no one correct answer.

Applying the “move left and add 8” practice used at LC, Blades would be Cuttered as B58 and Dwyer would be Cuttered D88; however, this practice is not appropriate in this case because of the existing shelflist arrangement:

Blades must file after B59 (already in shelflist for Bizness) and before B63 (Board of...)

Dwyer must file after D89 (for Duzhnikov) and before D98 (for Dzurko)

Exercise 2: Identify the coding errors

TS191.8 \$b Z34 1990

TS191.8 \$b .Z34 1990

T55.3 \$b H3C353 1991

T55.3.H3 \$b C353 1991

QP34.5. \$b H625 1989

QP34.5 \$b .H625 1989

B3279.H49 B696 2000

B3279.H49 \$b B696 2000

ANIMATION:

click to bring in the problem

click again to bring in the answer

repeat!

Exercise 2: Identify the coding errors (2)

B 8313 \$b F35 2000

B8313 \$b .F35 2000

TR646 .G32 \$b W653 1999

TR646.G32 \$b W653 1999

HE558 \$b .G48 \$b G56 2003

HE558.G48 \$b G56 2003

TX716.M4 \$b .K44 1989

TX716.M4 \$b K44 1989

ANIMATION:

click to bring in the problem

click again to bring in the answer

repeat!

Principles of LC Classification &
Assigning Numbers:
Answers

Session 6

Exercise 1

1. Nature's economy : a history of ecological ideas
[QH540.8](#)
2. Dictionary of the environment
[QH540.4](#)
3. Economy of nature : a textbook in basic ecology
[QH541](#)
4. Ecological research strategy
[QH541.2](#)

12

ANIMATION: click to bring in each answer

Exercise 1

5. Performing ecological risk assessments

[QH541.15.R57](#)

6. Philosophy of ecology : from science to synthesis

[QH540.5](#)

7. Survey methods for ecosystem management

[QH541.15.S95](#)

13

ANIMATION: click to bring in each answer

Tables:
Answers

Session 7

Exercise 1

Goodall, Jane, 1934- . Through a window : my thirty years with the chimpanzees of Gombe. 1990.

QL31.G58 A3 1990

G58 for Goodall; A3 for autobiography, by date

Goodall, Jane, 1934- . Africa in my blood : an autobiography in letters : the early years. 2000.

QL31.G58 A4 2000

G58 for Goodall; A4 for Letters, by date

15

ANIMATION: click to bring in each answer & explanation

Exercise 1

Goodall, Jane, 1934-. Beyond innocence : an autobiography in letters : the later years. 2001.

QL31.G58 A4 2001

G58 for Goodall; A4 for Letters, by date

Greene, Meg. Jane Goodall : a biography. 2005.

QL31.G58 G74 2005

G58 for Goodall; .xA6-Z for biography, by main entry (Greene); add date

16

ANIMATION: click to bring in each answer & explanation

Exercise 1

Koebner, Linda. Tickled by a gorilla, kissed by a whale : career paths of women who work to save wildlife. 1997

QL26 .K64 1997

Collective biography, classed under QL26

Do not use Biography table

Cutter for main entry (Koebner)

17

ANIMATION: click to bring in each answer & explanation

Schedule P Language Exercises:
Answers

Session 8

Hervey/Thinking German translation/2005

PF3498.H47 2005

PF3000 Base number

P-PZ1b Translating **498-499**

498 General works 498

PF3498 Class number

.H47 Book number (**Hervey**)

2005 Publication date

19

The German language and the real
world/1995

PF3087.G47 1995

PF3000	Base number
	P-PZ1b History of the lang. <u>75-88</u>
<u>87</u>	20th century <u>87</u>
PF3087	Class number
.G47	Book number (<u>G</u> erman)
1995	Publication date

20

P-PZ1b 75-88 range:

P-PZ1b 85 19th century

P-PZ1b 87 20th century

P-PZ1b 88 21st century

Coggle/Improve your German (Teach
yourself books)/2004

PF3112.5 .C64 2004

PF3000	Base number
<u>112.5</u>	P-PZ1b Self instructors
	<u>112.5</u>
PF3112.5	Class number
.C64	Book number (<u>C</u>oggle)
2004	Publication date

21

P-PZ1b 108-123

P-PZ1b 112 1950-

P-PZ1b 112.5 Self-instructors

P-PZ1b 112.5 Audio-visual instructors

Easy German phrase book/c1994

PF3121.E27 1994

PF3000 Base number

121 P-PZ1b Conversation. Phrase books. 121

PF3121 Class number

.E27 Book number (**Easy**)

1994 Publication date

22

P-PZ1b 108-123

P-PZ1b 121 Conversation. Phrase books

P-PZ1b 123 Plays for acting in schools and colleges.

Idioms, errors, etc. see P-PZ1b 460

Schedule P Literature Exercises:
Answers

Session 8

V.S. Pritchett P-PZ40 (1)

[Essays] Complete collected essays. 1991.

PR6031.R7 1991

Collected works in any genre subarranged by date only

[Short stories] Complete collected stories. 1992.

PR6031.R7 1992

Collected works in any genre subarranged by date only

24

ANIMATION: click to bring in each line

Note that with the revision of the P-PZ40 table in 2005, separate form numbers for collected prose, poetry, etc, are no longer assigned. Collected works in any form or for all forms are only subarranged by date. Also following the 2005 revision of the P-PZ40 table, complete collected works (for all forms) are no longer assigned a Cutter for the editor. Subarrangement is by date only.

V.S. Pritchett P-PZ40 (2)

The other side of a frontier : a V.S. Pritchett reader. 1984.

PR6031.R7 A6 1984

Selections in any genre subarranged by **A6** and date

A man of letters : selected essays. c1985.

PR6031.R7 A6 1985

Selections in any genre subarranged by **A6** and date

[Short stories. Selections] Essential stories. 1985.

PR6031.R7 A6 1985b

Selections in any genre subarranged by **A6** and date
and work letter

25

ANIMATION: click to bring in each line

Collections of selected works are assigned the form Cutter A6 but are not differentiated by the form of work. Selected stories or selections in various genres are all assigned A6. Although not used in the exercises, note that the translation table is not used for selections or collected works in translation: there are form numbers reserved for selected and collected translations, depending on the language.

V.S. Pritchett P-PZ40 (3)

Blind love, and other stories. 1969.

PR6031.R7 B55 1969

Separate work; note distinction between a collection, a selection, and a collection of stories treated as a separate work

A cab at the door : a memoir. 1968.

PR6031.R7 Z46 1968

Autobiography Z46

26

ANIMATION: click to bring in each line

A collection is complete collection of all works or of a genre, such as short stories, and is not assigned a form Cutter. Selections are assigned A6 (unless the selections are in translation).

However, if the author makes a selection of his or her works that have previously been published only in periodicals, the collection is Cuttered as a separate work. Per F 633: separate works include “collections consisting of works, such as poems, stories, etc., that are being published for the first time while the author is still living (disregarding previous publication in journals or periodicals).”

Autobiographies, like selections, are always assigned .Z46. If the author writes more than one, the different works are distinguished by date only.

V.S. Pritchett P-PZ40 (4)

PR6031.R7 Z59 1987 Baldwin ... 1987.

[PR6031.R7 Z65 2006](#) Bloom ... 2006.

[PR6031.R7 Z78 1992](#) Stinson ... c1992.

PR6031.R7 Z897 2004 Treglown ... 2004.

Biography-criticism uses range Z5-Z999; digits determined by filing order of main entry; actual range in this context is Z59x-Z896x

27

Slide opens with call numbers for Baldwin and Treglown.

You have now displayed previously established book numbers that limit even more the range you can apply to your two items.

There is no published table that provides guidance for inserting new numbers in this range, but you want to have Bloom closer to the beginning of the range near Baldwin,

Click one: brings in Bloom call number

and you want to have Stinson close to the end of the range near Treglown.

Click two: brings in Stinson call number

Click three: brings in explanation

Special Types of Material Exercises:
Answers

Session 9

Exercise 1 (1)

Channing. All about organic chemistry. 1st ed. 1968.

QD251 .C38 <already in the shelflist>

Advanced textbooks--Through 1970.

No dates were added before 1982.

Channing. All about organic chemistry. 2nd ed. 1975.

QD251.2 .C43 1975

QD251.2 Advanced textbooks--1971-2000.

New class number; book number is re-Cutted.

Date added for works cataloged after 1982.

29

Slide opens with previously shelflisted work and its notes, also citation for first exercise.

Click 1: Answer

Click 2: Schedule caption, Cutter, and date

Exercise 1 (2)

Channing. Basic organic chemistry. 3rd ed. Macmillan, 1984.

QD251.2 .C43 1984

QD251.2 Advanced textbooks--1971-2000

Title change does not affect Cutter

Channing. Essential organic chemistry. 3rd ed. Pearson Prentice-Hall, 1984.

QD251.2 .C43 1984b

Title change does not affect Cutter

Work letter to distinguish editions published in the same year; assigned to the 2nd item cataloged

30

Slide opens with citations for both exercises.

Click 1 Answer

Click 2 Notes

Click 3 Answer

Click 4 Notes

Exercise 1 (3)

Channing. Basic organic chemistry. 3rd ed.
Hutchinson, 1984.

QD251.2 .C43 1984c

Work letter assigned for the third manifestation
published in 1984.

Harrington. Essentials of organic chemistry. 4th ed.
2000.

QD251.2 .C43 2000

QD251.2 Advanced textbooks. 1971-2000

Main entry & title have changed but original Cutter
is retained as long as the same class number is
used

31

Slide opens with citations for both exercises.

Click 1 Answer

Click 2 Work letter

Click 3 Answer

Click 4 Schedule caption: Cutter for earlier main entry used as long as class number
remains the same. Title has also changed slightly

Exercise 1 (4)

Harrington. Channing's Essentials of organic chemistry.
5th ed. 2004.

QD251.3 .H37 2004

QD251.3 Advanced textbooks. 2001-
New class number; book number is re-Cutted

32

Slide opens with citation.

Click 1. Answer

Click 2: Schedule caption; new class number because of imprint; re-Cutter because of class number change

Exercise 2 (1)

International Conference on AIDS (1990)

RC607.A26 I56 1990

International Conference on AIDS (1991)

RC606.53 .I58 1991

Use the new class number; re-Cutter

International Conference on AIDS (1994)

RC606.53 .I58 1994

Same Cutter used for the later conference; use date from qualifier even though the publication date is 1995

33

Slide opens with the previously shelflisted work and two citations.

Click 1 Answer

Click 2 Ordinarily conferences with the same subject content are collocated, but if the class number becomes obsolete between conferences, the new number should be used. Since a new number is assigned, there is no reason to use the earlier Cutter, since collocation is not possible

Click 3 Answer.

Click 4 Same subject matter, so same class number is used. In that case, the same Cutter is used under the class number to collocate all of the conferences. Note that the date is for the date of the conference, not the date of publication of the conference papers.

Exercise 2 (2)

International Conference on AIDS (1994)

RC606.53 .I58 1994a

Same call number used for a different set of conference papers published in the same year

Work letter is assigned to differentiate; if the main entry is corporate/conference, the first work letter begins with “a” rather than “b”

34

Slide opens with citation.

Click 1 Answer

Click 2 Same call number used for different set of conference papers; Work letter

Exercise 3 (1)

Hartford studies in literature.

PN2 .H37 OK

PN 2 Literature (General)--Periodicals--American and English

Studies in literature.

PN2 .S78 should be **PN2 .H37**

Linear title change (Continues Hartford studies in literature)

University studies in literature.

PN2 .U56 should be **PN2 .H37**

Linear title change (Continues Studies in literature)

35

Click 1 Answer.

Click 2 From schedule: PN2 Literature (General)--Periodicals--American and English.

Click 3 Answer.

Click 4. When a serial title changes from title A to title B (a linear title change), and the subject coverage of the later title is the same, the standard practice is to use the same call number on the later title that was assigned to the earlier title. (Local practices may differ)

Click 5 Answer.

Click 6. See the notes. The first note (Continues:Studies in literature) indicates that the title University studies in literature represents a linear title change. Again, the same call number is used for the later title that was assigned to the earlier title. However, note that the second note indicates that at a later date University studies in literature had another title change, and this time the change was non-linear; the title change involved a merger with a separate serial.

Exercise 3 (2)

Connecticut studies in literature.

PN2 .C66 OK

PN 2 Literature (General)--Periodicals--American and English

Connecticut literature yearbook.

PN12 .C66 should be PN2 .Cxx

All yearbook numbers are obsolete.

Merger of 2 titles & class number does not change;
re-Cutter for the new title

36

Click 1 Answer

Click 2 Because the content coverage is the same, Connecticut studies in literature has the same class number as Hartford studies and University studies, but it is a separate serial. It has no earlier title, so the Cutter reflects the current title.

Click 3 Answer

Click 4 Yearbook numbers are now all obsolete, even though they are not in parentheses in the schedules. The appropriate periodical number is to be used instead; PN2 is again the appropriate number. Because this title represents a non-linear title change, a merger of two distinct titles, the standard practice is to re-Cutter for the new title.

**Schedule H Exercises:
Answers**

Session 10

Exercise 1: Defense conversion ... 1995

HC79	Economic history and conditions--Special topics, A-Z
D4	Defense and disarmament, Economic impact of
G74	Green (main entry)
1995	Date of publication

HC79.D4 G74 1995

HC79.D4 G74 1995

(HC79 Economic history and conditions—Special topics, A-Z)

(D4 = Defense and disarmament, Economic impact of)

(G74 = Cutter for Green)

(1995 = date of publication)

Exercise 1: Economic conversion ... 1980

HC110 Economic history and
conditions--United States--
Special topics, A-Z

D4 Defense and disarmament,
Economic impact of

U55 **United States** (main entry)

1980 Date of publication

HC110.D4 U55 1980

HC79.D4 G74 1995

(HC110 Economic history and conditions—United States--Special topics, A-Z)

(D4 = Defense and disarmament, Economic impact of)

(U55 = Cutter for United States)

(1980 = date of publication)

Exercise 1: Economics and the wind ... c2005

HC110	Economic history and conditions--United States--Special topics, A-Z
D45	Disasters, Economic impact of
E36	Economic ... (main entry)
2005	Date of publication

HC110.D45 E36 2005

HC110.D45 E36 2005

(HC110 Economic history and conditions—United States--Special topics, A-Z)

(D45 = Disasters, Economic impact of)

(E36 = Cutter for Economic (main entry))

(2005 = date of publication)

**Exercise 1: Location of manufacturing plants
... 1961**

HC110 Economic history and
conditions--United States--
Special topics, A-Z

D5 Distribution of industry.
Industrial location

U55 **United States** (main entry)

1961 Date of publication

HC110.D5 U55 1961

HC110.D5 U55 1961

(HC110 Economic history and conditions—United States--Special topics, A-Z)

(D5 = Distribution of industry. Industrial location)

(U55 = Cutter for United ... (main entry))

(1961 = date of publication)

**Exercise 1: Proximity, distance, and diversity
... 2005**

HC79	Economic history and conditions--Special topics, A-Z
D5	Distribution of industry. Industrial location
P76	Proximity ... (main entry)
2005	Date of publication

HC79.D5 P76 2005

HC79.D5 P76 2005

(HC79 Economic history and conditions—Special topics, A-Z)

(D5 = Distribution of industry. Industrial location)

(P76 = Cutter for Proximity ... (main entry))

(2005 = date of publication)

Exercise 2: Boletim estatístico do cacau ...

HD9200 Cocoa. Chocolate
 .A4-.Z By region or country, A-Z (Table H20)
 B6 Brazil (Regions and Countries
 Table)
 .x Periodicals (Table H20)
 B73 **Brazil ...** (main entry)
 a Work letter needed (this is a
 periodical with a corporate main entry)
 No date of publication added!

HD9200.B6 B73a

HD9200.B6 B73a

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x = Periodicals)

(B73 = Brazil ... (main entry of work: it is a corporate body))

(a = work letter added to main entry Cutter because this is a periodical with a corporate main entry)

(no date of publication added because this is a periodical!)

Exercise 2: Cacau informe economico ...

HD9200 Cocoa. Chocolate
.A4-.Z By region or country, A-Z
(Table H20)
B6 Brazil (Regions and Countries
Table)
.x Periodicals (Table H20)
C33 **Cacau ...** (main entry)
No date of publication added!

HD9200.B6 C33

HD9200.B6 C33

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x = Periodicals)

(C33 = Cacau ... (main entry)

(no date of publication added because this is a periodical!)

Exercise 2: Study of cocoa production in Brazil ...
[1989]

HD9200	Cocoa. Chocolate
.A4-.Z	By region or country, A-Z (Table H20)
B6	Brazil (Regions and Countries Table)
.x2	General works. History (including biography, A-Z) (Table H20)
.B62	Brazil, General works
S78	Study ... (main entry)
1989	Date of publication

HD9200.B62 S78 1989

HD9200.B6 S78 1989

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x2 = General works. History (including biography, A-Z))

(S78 = Study ... (main entry))

(1989 = date of publication)

Exercise 2: Joaquim Ignácio Tosta Filho ... 1986

HD9200	Cocoa. Chocolate
.A4-.Z	By region or country, A-Z (Table H20)
B6	Brazil (Regions and Countries Table)
.x2	General works. History (including biography, A-Z) (Table H20)
.B62	Brazil, Biography
T67	Tosta (subject of biography)
+4	Garcez (digit for main entry)
1986	Date of publication

HD9200.B62 T674 1986

HD9200.B62 T674 1986

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x2 = General works. History (including biography, A-Z))

(T67 = Tosta (biographee))

4 = Garcez (main entry (a digit is added to represent the main entry since the biographee is on the second Cutter– if this were an autobiography, the digit would represent the “autobiographee,” the same person represented by the beginning of the second Cutter!)

(1986 = date of publication)

Exercise 2: Bahia cacaeira ... 1979

HD9200	Cocoa. Chocolate
.A4-.Z	By region or country, A-Z (Table H20)
B6	Brazil (Regions and Countries Table)
.x3A-Z	Local, A-Z (Table H20)
.B63A-Z	Brazil, Local, A-Z
B34	Bahia (local subdivision in Brazil)
+4	Garcez (digit for main entry)
1979	Date of publication

HD9200.B63 B344 1979

HD9200.B63 B344 1979

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x3 = Local, A-Z)

(B34 = Bahia (local subdivision in Brazil) use Cutter already assigned in shelflist, or, if no Cutter is already in this class, use the Cutter Table to create one)

(4 = Garcez (main entry (a digit is added to represent the main entry since the local subdivision is on the second Cutter))

(1979 = date of publication)

Exercise 2: Cacau no norte ... 1978

HD9200	Cocoa. Chocolate
.A4-.Z	By region or country, A-Z (Table H20)
B6	Brazil (Regions and Countries Table)
.x3A-Z	Local, A-Z (Table H20)
.B63A-Z	Brazil, Local, A-Z
M38	Mato Grosso (local subdivision in Brazil)
+3	Cacau ... (digit for main entry)
1978	Date of publication

HD9200.B63 M383 1978

HD9200.B63 M383 1978

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x3 = Local, A-Z)

(M38 = Mato Grosso (local subdivision in Brazil) use Cutter already assigned in shelflist, or, if no Cutter is already in this class, use the Cutter Table to create one)

(3 = Cacau (main entry (a digit is added to represent the main entry since the local subdivision is on the second Cutter)

(1978 = date of publication)

Exercise 2: Making chocolate ... 2006

HD9200	Cocoa. Chocolate
.A4-.Z	By region or country, A-Z (Table H20)
B6	Brazil (Regions and Countries Table)
.x4A-Z	Firms, etc., A-Z (Table H20)
.B64A-Z	Brazil, Firms, etc., A-Z
C66	Cooperativa (the firm)
+7	Santos ... (digit for main entry)
2006	Date of publication

HD9200.B64 C667 2006

HD9200.B64 C667 2006

(HD9200 = Cocoa. Chocolate industry)

(.A4-.Z = By region or country, A-Z: follow shelflist precedent, or refer to Regions and Countries Table)

(B6 = Brazil (from Regions and Countries Table))

(.x4 = Firms, etc., A-Z)

(C66 = Cooperativa (the firm's name))

(7 = Santos (main entry (a digit is added to represent the main entry since the firm's name is on the second Cutter))

(2006 = date of publication added)

Schedule N Exercises:
Answers

Session 11

(Each of the lines in the exercise answers flies in to the slide, with the completed call number in blue flying in at the end)

Exercise 1: Sea, earth, sky ... c1980

N6537	Base number
A53	Anderson
A4	Table N6, Reproductions (Collections). By date
1980	Publication date

N6537.A53 A4 1980

51

N6537.A53 A4 1980

(.A53 = Anderson)

(A4 from Table N6, "Reproductions (Collections). By date")

(1980 = Date of publication)

Exercise 1: Fortune's favorite child ...
c2003

N6537 Base number
A53 **Anderson**
M38 Table N6, .xA8-.xZ, Biography
and criticism (Cutter for
Maurer = M38 (main entry))
2003 Publication date

N6537.A53 M38 2003

52

N6537.A53 M38 2003

(.A53 = Anderson)

(M38 = main entry, to fit in the span .xA8-.xZ from Table N6, "Biography and criticism")

(2003 = Date of publication)

Exercise 1: Andy Warhol, conversation ...
1989

N6537 Base number

W37 **Warhol**

A35 Table N6, .A35, Speeches,
essays, interviews, etc. of the
artist. By date

1989 Publication date

N6537.W37 A35 1989

53

N6537.W37 A35 1989

(.W37 = Warhol)

(A35 from Table N6, "Speeches, essays, interviews, etc. of the artist")

(1989 = Date of publication)

Exercise 1: Andy Warhol, work and play
... c2003

N6537 Base number
W37 **Warhol**
A4 Table N6, Reproductions
(Collections). By date
2003 Publication date

N6537.W37 A4 2003

54

N6537.W37 A4 2003

(.W37 = Warhol)

(A4 from Table N6, “Reproductions (Collections). By date”)

(2003 = Date of publication)

Exercise 1: Global Warhol ... c2003

N6537	Base number
W37	Warhol
A4	Table N6, Reproductions (Collections). By date
2003	Publication date
a	Work letter necessary because of the previous entry (also published in 2003!)

N6537.W37 A4 2003a

55

N6537.W37 A4 2003a

(.W37 = Warhol)

(A4 from Table N6, “Reproductions (Collections). By date”)

(2003a = Date of publication) (“By date” in Table N6 allows work letter “a” to be assigned, even though this is not a photocopy or a facsimile)

The previous work was published in the same year and classes in the same area of the schedule, so a work letter is added to the date in this work’s call number to make the number unique.

**Exercise 2: Ottoman architecture in
Albania, 1385-1912 ... 1990**

NA700	Base number from schedule
+755	Country number for Albania from Table N5
NA1455	Addition of NA700 and 755
A4	Table N15 applied to span .A4- .A43 from Table N5 (General work)
K54	Kiel (main entry)
1990	Publication date

NA1455.A4 K54 1990

NA1455.A4 K54 1990

(NA1455.A4 = Albania, General works (Table N15))

(K54 = main entry, Kiel)

(1990 = Date of publication)

**Exercise 2: [Graditeljstvo u Hrvatskoj.
English] ... 1994**

NA700	Base number from schedule
+755	Country number for Croatia from Table N5
NA1455	Addition of NA700 and 755
C76	Table N15 applied to span .C76-.C763 from Table N5 (General work)
M64	Mohorovicić (main entry)
+13	Addition for English translation
1994	Date of publication

NA1455.C76 M6413 1994

NA1455.C76 M6413 1994

(NA1455.C76 = Croatia, General works (Table N15))

(M64 = main entry, Mohorovicic)

(+13 = English translation from Translation Table!)

(1994 = Date of publication)

Exercise 2: *Medine architektura Lietuvoje* ... 2002

NA700	Base number from schedule
+755	Country number for Lithuania from Table N5
NA1455	Addition of NA700 and 755
L57	Table N15 applied to span .L57-.L573 from Table N5 (General work)
M43	Medine ... (main entry)
2002	Date of publication

NA1455.L57 M43 2002

NA1455.L57 M43 2002

(NA1455.L57 = Lithuania, General works (Table N15))

(M43 = main entry, *Medine* ...)

(2002 = Date of publication)

Important to note that the Translation table cannot be applied here because there is no uniform title, only a title in Lithuanian and a title in English.

Exercise 2: Istorizmas ir modernas Vilniaus ... 2000

NA700	Base number from schedule
+755	Country number for Lithuania from Table N5
NA1455	Addition of NA700 and 755
L572	Table N15 applied to span .L57-.L573 from Table N5 (Local, A-Z)
V55	Vilnius
+5	Luksionyte-Tolvaisiene (main entry)
2000	Date of publication

NA1455.L572 V555 2000

NA1455.L572 V555 2000

(NA1455.L572 = Lithuania, Local, A-Z (Table N15))

(V55 = Vilnius)

(+5 = main entry, L = 5)

(2000 = Date of publication)

Vilnius is the capital of Lithuania.

**Exercise 2: Architektas Karolis Podcasinskis
... 1994**

- NA700 Base number from schedule
+755 Country number for Lithuania from
Table N5
- NA1455 Addition of NA700 and 755
L573 Table N15 applied to span .L57-
.L573 from Table N5 (Special
artists, A-Z)

See next slide as well–

NA1455.L573 P6335 1994

(NA1455.L573 = Lithuania, Special artists, A-Z (Table N15))

(P63 = Podczaszynski)

(+3 = .x3-.x39 from Table N7 for Biography and criticism)

(+5 = author, L = 5 (note subarrangement prescribed by Table N7 is by author, but interpret this to mean main entry)

(1994 = Date of publication)

**Exercise 2: Architektas Karolis Podcasinskis
... 1994 (cont'd)**

P63 Podczaszyński
+3 Table N7: .x3-.x39 (Biography and criticism)
+5 Levandauskas (main entry)
1994 Date of publication

NA1455.L573 P6335 1994

NA1455.L573 P6335 1994

(NA1455.L573 = Lithuania, Special artists, A-Z (Table N15))

(P63 = Podczaszynski)

(+3 = .x3-.x39 from Table N7 for Biography and criticism)

(+5 = author, L = 5 (note subarrangement prescribed by Table N7 is by author, but interpret this to mean main entry)

(1994 = Date of publication)

SACO Exercise: Answers

Session 13

SACO exercise: War elephants

The screenshot shows the 'Classification Proposal System' interface. At the top, it says 'Proposed Schedules Record [UH100.5.B67]' with 'Save', 'Cancel', and 'Logout' buttons. Below this is the instruction 'Create a proposal for a new classification number'. The form includes several fields and options:

- Proposal generated by:** Radio buttons for Book, No Book, CIP, Rare Book, and Coop. A red arrow points to the 'CIP' option.
- Existing class #:** UH100.5.B67
- Proposed class #:** UH100.5.E44. A red arrow points to this field.
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span. A red arrow points to the 'Single #' option.
- Hierarchy:** A text area containing 'Other services', 'Use of animals in military service', and 'Other, A-Z'.
- Caption:** A text box containing 'Elephants'. A red arrow points to this field.
- TABLE:** A text box below the caption.

Note to instructor:

This SACO exercise answer presentation starts with the blank template on p. 6 of the trainees' exercise handout. It might be a good idea to review the preliminary steps leading up to this point in the process before proceeding with this presentation, but since those steps are outlined in the trainees' handouts, any review here is reinforcement.

Animation: the slide shows the top half of the proposal form. Be sure to mention that this is not the complete form. 1) On the first click, a red arrow flies in to highlight the Single # radio button;

2) On the second click, a red arrow flies in to the Proposed class # box;

3) On the third click, the proposed class number UH100.5.E44 appears in the box;

4) On the fourth click, a red arrow flies in to the Caption box;

5) On the fifth click, the caption Elephants appears in the box

The bottom half of the form is on the next slide.

SACO exercise: War elephants

Note ("Class here," "Including," etc.)

→ Work cat.

Cataloger's comments

→ Pattern

Better

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

→ Email address

64

This is the bottom half of the form.

Animation:

- 1) On the first click, a red arrow flies in to highlight the Work cat. box;
- 2) On the second click, the Work cat. citation appears in the box;
- 3) On the third click, a red arrow flies in to the Pattern box;
- 4) On the fourth click, the pattern UH100.5.B67 appears in the box. Remind attendees that there could be other appropriate patterns cited here instead. This is not the only pattern, although since it was the existing number that was used to generate the form for this proposal, it is a very good pattern;
- 5) On the fifth click, a red arrow flies in to highlight the Email address box;
- 6) On the sixth click, a generic email address appears in the box.
- 7) On the seventh click, a red arrow flies in to highlight the Save box.

SACO exercise: War elephants

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the **Refresh** button at the top of the browse page.

When you press the **OK** button, this window will close.

Classification Proposal System
[Refresh](#) [Menu](#) [Tables](#) [Logout](#) [Close](#) [Help](#)

LC Class # [↔](#) [↕](#) [↔](#) [↕](#) [↔](#) [↕](#)

Other services--Use of animals in military service

	Use of animals in military service	[H R M P Ref]
UH87	General works	[H R M P Ref]
UH90	Pigeons for military communications	[H R M P Ref]
	For World War II see D810.P53	[H R M P Ref]
UH100	Dogs for military communications, etc.	[H R M P Ref]
UH100.5.A-Z	Other, A-Z	[H R M P Ref]
UH100.5.B38	Bats	[H R M P Ref]
UH100.5.B67	Bottlenose dolphins	[H R M P Ref]

65

Animation:

- 1) On the first click, a red arrow flies in to highlight the “OK” box;
- 2) On the second click, the Classification proposal System text box appears;
- 3) On the third click, a red arrow flies in to highlight the Refresh button on the Proposal System text box.

SACO exercise: War elephants

Classification Proposal System
Refresh Menu Tables Logout Close Help

LC Class # Go

Other services--Use of animals in military service

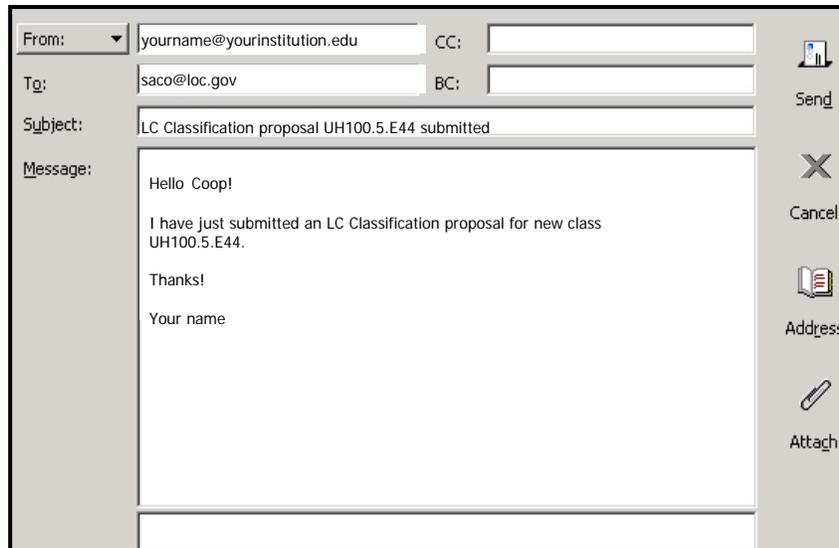
	Use of animals in military service [H R M P Ref]
UH87	General works [H R M P Ref]
UH90	Pigeons for military communications [H R M P Ref] For World War II see D810.P53 [H R M P Ref]
UH100	Dogs for military communications, etc. [H R M P Ref]
UH100.5.A-Z	Other, A-Z [H R M P Ref]
UH100.5.B38	Bats [H R M P Ref]
UH100.5.B67	Bottlenose dolphins [H R M P Ref]
→ UH100.5.E44	Elephants [H R M P Ref]
UH201	Medical and sanitary service [H R M P Ref]
UH205	Periodicals, Societies [H R M P Ref] Congresses [H R M P Ref]

66

Animation:

1) On the first click, a read arrow flies in to highlight the proposed number and caption. Remember to point out that the proposed number and caption will be in green font.

SACO exercise: War elephants



The screenshot shows an email composition interface with the following fields:

- From:** yourname@yourinstitution.edu
- To:** sacco@loc.gov
- Subject:** LC Classification proposal UH100.5.E44 submitted
- Message:**
Hello Coop!

I have just submitted an LC Classification proposal for new class UH100.5.E44.

Thanks!

Your name

On the right side of the form, there are buttons for 'Send', 'Cancel', 'Address', and 'Attach'.

Animation:

- 1) On the first click, the generic email address appears in the From: box;
- 2) On the second click, the email address sacco@loc.gov appears in the To: box;
- 3) On the third click, the subject line “LC Classification proposal UH100.5.E44 submitted” appears in the Subject: box;
- 4) On the fourth click, the text of the message appears. Remind attendees that there is no set format required for the message– it is simply to convey to the Coop Team that a proposal has been made.

SACO exercise: War elephants

LIBRARY OF CONGRESS CLASSIFICATION
TENTATIVE WEEKLY LIST 50 (December 13, 2006)

Library of Congress staff:

Send comments on this list to Millie Wewerka, CPSO - Telephone: 7-2321 Email: mwew@loc.gov

SACO contributors:

Send questions or comments to your SACO liaison on the Cooperative Cataloging Team.

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification. "(A)" indicates pre-approved proposals for material in priority 1. "(C)" indicates proposals submitted by libraries in the Subject Authority Cooperative Program (SACO).

	Other services
	Use of animals in military service
	Other, A-Z
UH100.5.E44 (C)	Elephants

68

No animation on this slide.

This is the Tentative Weekly List that shows the proposed number and caption and its hierarchy. The (C) indicates that this is a PCC generated (i.e. SACO) proposal.

SACO exercise: War elephants

LIBRARY OF CONGRESS CLASSIFICATION WEEKLY LIST 50 (December 13, 2006)

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification.

UH100.5.E44	Other services
	Use of animals in military service
	Other, A-Z
	Elephants

69

No animation on this slide.

Background information: The proposal has been discussed at the weekly editorial meeting. Since this proposal was on Weekly List 50, it was discussed the meeting on Wednesday, December 13, 2006 (N.b.: the proposal did not actually appear on this Weekly List— it appeared on a Weekly List earlier in 2006 before the implementation of the new online proposal system-- Weekly List 50 is used here since it was one of the first lists issued under the new proposal guidelines and workflow).

This slide shows the Approved Weekly List and the proposed number and caption and its hierarchy. Note that there is no (C) on this list. The proposal was approved at the editorial meeting; if it had not been approved for some reason, or if it had been modified in any way before being approved, the person making the proposal would have received email notification of the rejection, or of any modifications. However, the email message would only be sent if the person making the proposal had included an email address on the form!

SACO exercise: War elephants

Thank you!

You have successfully contributed a new number and caption to the LC Classification schedules!

70

Once the proposal is approved and posted to an Approved Weekly List, the number and caption are added to the master version of Classification Web.

Suggestion: search the number UH100.5.E44 in Classification Web to show attendees the approved number and caption.

Appendix A: Excerpt from QH540 Ecology

	Ecology [H R B L D S]
	Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal
	For human ecology see GF1-900 [H R]
	For ecology of a particular topographic area see QH101-199.52 [H R]
	For plant ecology see QK900-989 [H R]
	Cf. BL65.E36 Ecology and religion [H R]
	Cf. HX550.E25 Communism and ecology [H R]
	Cf. QH546 Ecological genetics [H R]
QH540	Periodicals, societies, congresses, serial publications [H R B L D S]
QH540.3	Collected works (nonserial) [H R B L D S]
QH540.4	Dictionaries and encyclopedias [H R B L D S]
QH540.5	Philosophy [H R B L D S]
QH540.6	Nomenclature, terminology, notation, abbreviations [H R B L D S]
QH540.7	Classification [H R B L D S]
	History [H R B L D S]
QH540.8	General works [H R B L D S]
QH540.83.A-Z	By region or country, A-Z [H R B L D S]
	Biography see QH26-31 [H R]
QH541	General works, treatises, and textbooks [H R B L D S]
QH541.13	Popular works [H R B L D S]
QH541.14	Juvenile works [H R B L D S]
QH541.142	Handbooks, tables, formulas, etc. [H R B L D S]
QH541.145	Addresses, essays, lectures [H R B L D S]
QH541.15.A-Z	Special aspects of the subject as a whole, A-Z [H R B L D S]
QH541.15.A9	Autoradiographic techniques [H R B L D S]
	Biodiversity see QH541.15.B56 [H R]
QH541.15.B54	Biological assay [H R B L D S]
QH541.15.B56	Biological diversity, Biodiversity [H R B L D S]
	For local, see QH84.1-198
	For physiographic divisions see QH84.8-100 [H R]
	Cf. QH75-77 Biodiversity conservation [H R]
	Cf. QH541.15.S64 Species diversity [H R]
	Cf. QK46.5.D58 Plant diversity [H R]
QH541.15.B84	Buffer zones [H R B L D S]
QH541.15.C44	Chemical ecology [H R B L D S]
QH541.15.C55	Closed ecological systems [H R B L D S]
QH541.15.C67	Corridors [H R B L D S]
QH541.15.D6	Documentation [H R B L D S]
QH541.15.E19	Ecohydrology [H R B L D S]
QH541.15.E22	Ecological assessment (Biology) [H R B L D S]
QH541.15.E24	Ecological heterogeneity [H R B L D S]
QH541.15.E245	Ecological integrity [H R B L D S]
QH541.15.E25	Economic ecology [H R B L D S]
QH541.15.E26	Ecophysiology [H R B L D S]
	Cf. QP82-82.2 Animal ecophysiology [H R]
QH541.15.E265	Ecosystem health [H R B L D S]

QH541.15.E27	Ecotones [H R B L D S] Including land-water ecotones
QH541.15.E45	Electronic data processing [H R B L D S]
QH541.15.F66	Food chains. Food webs [H R B L D S]
QH541.15.F73	Fragmented landscapes [H R B L D S]
QH541.15.G46	Geographic information systems [H R B L D S]
QH541.15.H34	Habitat suitability index models [H R B L D S] Health, Ecosystem see QH541.15.E265 [H R] Heterogeneity, Ecological see QH541.15.E24 [H R]
QH541.15.15	Indicators (Biology) [H R B L D S] Integrity, Ecological see QH541.15.E245 [H R]
QH541.15.K48	Keystone species [H R B L D S]
QH541.15.L35	Landscape ecology [H R B L D S]
QH541.15.M23	Macroecology [H R B L D S]
QH541.15.M26	Mapping [H R B L D S]
QH541.15.M3	Mathematical models [H R B L D S] Cf. QH541.15.H34 Habitat suitability index models [H R]
QH541.15.M34	Mathematics [H R B L D S]
QH541.15.M63	Molecular ecology [H R B L D S]
QH541.15.M64	Monitoring [H R B L D S]
QH541.15.N84	Null models [H R B L D S]
QH541.15.R34	Radioactive tracers [H R B L D S]
QH541.15.R4	Remote sensing [H R B L D S]
QH541.15.R45	Restoration ecology [H R B L D S] For local see QH101-199.52 [H R] For specific types of environments see QH541.5.A-Z [H R]
QH541.15.R57	Risk assessment [H R B L D S]
QH541.15.S5	Simulation methods [H R B L D S]
QH541.15.S62	Spatial ecology [H R B L D S]
QH541.15.S64	Species diversity [H R B L D S]
QH541.15.S68	Stable isotopes [H R B L D S]
QH541.15.S72	Statistical methods [H R B L D S]
QH541.15.S95	Surveys [H R B L D S] Including general habitat surveys
QH541.15.T68	Toxicity testing [H R B L D S] Communication in ecology [H R B L D S]
QH541.18	General works [H R B L D S]
QH541.183	Information services [H R B L D S]
QH541.185	Computer network resources [H R B L D S] Including the Internet
QH541.2	Study and teaching. Research [H R B L D S] General works [H R B L D S]
QH541.215	Outlines, syllabi [H R B L D S] Special teaching methods and aids [H R B L D S]
QH541.22	General works [H R B L D S]
QH541.23	Audiovisual aids [H R B L D S]
QH541.235.A-Z	Other methods, A-Z [H R B L D S]
QH541.235.G34	Games [H R B L D S]
QH541.24	Experiments [H R B L D S]
QH541.25	Laboratory manuals [H R B L D S] By region or country [H R B L D S] United States [H R B L D S] General works [H R B L D S] By region or state, A-Z [H R B L D S] Other regions or countries, A-Z [H R B L D S]
QH541.26	General works [H R B L D S]
QH541.262.A-Z	By region or state, A-Z [H R B L D S]
QH541.264.A-Z	Other regions or countries, A-Z [H R B L D S]

Appendix B1: Cutter Table (G 63)

Cutter Table

<i>After initial vowels</i>								
for the second letter:	b	d	l-m	n	p	r	s-t	u-y
use number:	2	3	4	5	6	7	8	9
<i>After initial letter S</i>								
for the second letter:	a	ch	e	h-i	m-p	t	u	w-z
use number:	2	3	4	5	6	7	8	9
<i>After initial letters Qu</i>								
for the third letter:		a	e	i	o	r	t	y
use number:		3	4	5	6	7	8	9
<i>For initial letters Qa-Qt</i>								
use numbers:	2-29							
<i>After other initial consonants</i>								
for the second letter:		a	e	i	o	r	u	y
use number:		3	4	5	6	7	8	9
<i>For expansion</i>								
for the letter:		a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number:		3	4	5	6	7	8	9

In the examples below Cutters without popup links conform to the table above. Cutters for Ilardo, Import, Ito, Ivy, Shillingburg, Singer, and Symposium have been developed when a range of letters in the table has been provided e.g., **l-m**. Cutters for Scanlon, Qadduri, Qiao, Qvortrup, Chertok, and Clark have been developed when the second letter is not explicitly stated in the table, e.g., **h** after an initial consonant. In most cases, Cutters must be adjusted to file an entry correctly and to allow room for later entries.

	<i>Vowels</i>		<i>S</i>		<i>Q</i>		<i>Consonants</i>
IBM	.I26	Sadron	.S23	Qadduri	.Q23	Campbell	.C36
Idaho	.I33	Scanlon	.S29	Qiao	.Q27	Ceccaldi	.C43
Ilardo	.I4	Schreiber	.S37	Quade	.Q33	Chertok	.C48
Import	.I48	Shillingburg	.S53	Queiroz	.Q45	Clark	.C58
Inman	.I56	Singer	.S57	Quinn	.Q56	Cobbleston	.C63
Ipswich	.I67	Stinson	.S75	Quorum	.Q67	Cryer	.C79
Ito	.I87	Suryani	.S87	Qutub	.Q88	Cuellar	.C84
Ivy	.I94	Symposium	.S96	Qvortrup	.Q97	Cymbal	.C96

Note: Do not end a Cutter with the numeral 1 or 0.

Appendix B2: Dates Table (G 140)

1976?	<i>use</i> 1976
ca. 1976	<i>use</i> 1976
1981, c1980	<i>use</i> 1981
1971, c1972	<i>use</i> 1972
1979 [i.e. 1978]	<i>use</i> 1978
1962 or 1963	<i>use</i> 1962
1969 (1973 printing)	<i>use</i> 1969
1980 printing, c1957	<i>use</i> 1957
1979 [distributed] 1980	<i>use</i> 1979
1979-1981	<i>use</i> 1979
between 1977 and 1980	<i>use</i> 1977
1978/79 [i.e. 1978 or 1979]	<i>use</i> 1978
1977 (cover 1978)	<i>use</i> 1978
197-	<i>use</i> 1970z [if corporate body, use 1970]
197-?	<i>use</i> 1970z [if corporate body, use 1970]
19--	<i>use</i> 1900z [if corporate body, use 1900]
19--?	<i>use</i> 1900z [if corporate body, use 1900]
1998 for 1997	1998

Appendix B3: Translation Table (G 150)

TRANSLATION TABLE	
.x	Original work
.x12	Polyglot (3 or more languages)
.x13	English translation
.x14	French translation
.x15	German translation
.x16	Italian translation
.x17	Russian translation
.x18	Spanish translation

**Appendix B4:
Biography Table (G 320, F 275)**

<i>BIOGRAPHY TABLE</i>	
.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, 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

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

Appendix C1: Table P-PZ40

Table for authors (1 Cutter no.) [H R]	
	Collected works [H R]
	Including collected works in specific genres
P-PZ40 .x date	By date [H R]
(P-PZ40 .xA11-.xA13)	By editor [H R]
	Subarrangement by editor has been discontinued by the Library of Congress. Beginning in 2005, all collected works are subarranged by date
(P-PZ40 .xA14-.xA19)	Collected prose, poetry, plays, etc. [H R]
	For collected genres see .x date
	Translations (Collected or selected) [H R]
P-PZ40 .xA199	Modern versions of early authors in the same language. By date [H R]
P-PZ40 .xA1995	Polyglot. By date [H R]
P-PZ40 .xA2	English. By date [H R]
P-PZ40 .xA3	French. By date [H R]
P-PZ40 .xA4	German. By date [H R]
P-PZ40 .xA5-.xA59	Other. By language (alphabetically) and date [H R]
P-PZ40 .xA6	Selected works. Selections. By date [H R]
P-PZ40 .xA61-.xZ458	Separate works. By title [H R]
	Biography and criticism [H R]
P-PZ40 .xZ4581-.xZ4589	Periodicals. Societies. Serials [H R]
P-PZ40 .xZ459	Dictionaries, indexes, etc. By date [H R]
P-PZ40 .xZ46	Autobiography, journals, memoirs. By date [H R]
P-PZ40 .xZ48	Letters (Collections). By date [H R]
	Including collections of letters to and from particular individuals
P-PZ40 .xZ5-.xZ999	General works [H R]

Note on P-PZ40 .xZ5-.xZ999:

As a guide for assigning book numbers in the range .xZ5-.xZ999 of Table P-PZ40, Library of Congress shelflisters use a table that divides the alphabet into five units, based on the number range 5-999+:

.xZ5-.xZ599	A-F
.xZ6-.xZ699	G-L
.xZ7-.xZ799	M-R
.xZ8-.xZ899	S-U
.xZ9-.xZ999	V-Z

However, this is only a guide, and any existing alphabetical arrangement in the shelflist takes precedence over this table.

P-PZ40 examples from Yale University Library:

<http://www.library.yale.edu/cataloging/Orbis2Manual/PPZ40example.htm>

Appendix C2: Tables N6 and N7

Table N6

Table of Cutters for artists (first Cutter) [H R]	
N6 .xA2	Autobiography. By date [H R]
N6 .xA3	Letters. By date [H R]
N6 .xA35	Speeches, essays, interviews, etc. of the artist. By date [H R]
N6 .xA4	Reproductions (Collections). By date [H R] Including exhibition catalogs
N6 .xA6-.xA79	Individual works of art. Alphabetically by title of work of art and date [H R]
N6 .xA8-.xZ	Biography and criticism [H R]

Table N7

Table of Cutters for artists (second Cutter) [H R]	
N7 .x date	Autobiography, letters, speeches, essays, interviews, etc. By date [H R]
N7 .x2	Reproductions. By date [H R] Including collections, individual works of art, exhibition catalogs
N7 .x3-.x39	Biography and criticism. Alphabetically by author [H R]

Appendix D: Additional Exercises

These two exercises are provided to give you more practice using the literary author tables. The tables needed to complete the exercises and the answer sheets are in this appendix.

Exercise 1. P-PZ39. Emily Dickinson

Emily Dickinson's author number is PS1541, subarranged by table P-PZ39. Use the table to complete the call numbers. Use the LC Cutter table where applicable; assume no conflict. Titles in the Title column in brackets are uniform titles.

Call Number	Main Entry	Title	Imprint
PS1541	Dickinson, Emily, 1830-1886.	[Poems] The poems of Emily Dickinson / edited by R. W. Franklin.	Cambridge, Mass. : Belknap Press, 1999.
PS1541	Dickinson, Emily, 1830-1886.	[Selections. Spanish. 2002] Los sótanos del alma : Emily Dickinson	Mérida, Venezuela : Ediciones El Otro, El Mismo : 2002.
PS1541	Dickinson, Emily, 1830-1886.	[Poems. Selections] The selected poems of Emily Dickinson.	New York : Modern Library, 2000.
PS1541		The Emily Dickinson journal. SUBJECT: Dickinson, Emily, 1830-1886-- Periodicals.	Niwot, Colo. : University Press of Colorado, c1992-
PS1541	MacKenzie, Cynthia J., 1948-	Concordance to the letters of Emily Dickinson.	Boulder : University Press of Colorado, c2000.
PS1541	Dickinson, Emily, 1830-1886.	[Correspondence. Selections] Letters of Emily Dickinson.	Mineola, N.Y. : Dover Publications, 2003.
PS1541	Allen, Rupert C.	Solitary prowess : the transcendentalist poetry of Emily Dickinson.	San Francisco : Saru Press, 2005.

Exercise 2. P-PZ33 (9 numbers), P-PZ43 (Jane Austen)

Jane Austen has the number range PR4030-4038, subarranged by table P-PZ33. Use the table to complete the call numbers. Numbers in **bold/underlined** are already in the shelflist. Otherwise, assume no conflict. Use the LC Cutter table where applicable. In the **Title** column, titles in brackets are uniform titles.

Call Number	Main Entry	Title	Imprint
	Austen, Jane, 1775-1817.	[Novels] The complete novels / Jane Austen ; introduction by Karen Joy Fowler.	New York : Penguin Books, 2006.
	Austen, Jane, 1775-1817.	Bite-size Jane Austen : sense and sensibility from one of England's greatest writers / compiled by Karin Baji and John P. Holms.	New York : Thomas Dunne Books, 1999.
	Austen, Jane, 1775-1817.	[Novels. French] Oeuvres romanesques complètes. [Translator not given]	[Paris] : Gallimard, c2000-
<u>PR4034 .E5 2003</u>	Austen, Jane, 1775-1817.	Emma / Jane Austen ; edited with an introduction and notes by Fiona Stafford.	London ; New York : Penguin Books, c2003.
	Austen, Jane, 1775-1817.	[Emma. Italian] Emma / Jane Austen ; a cura di Mario Casalino.	[Milano] : Ultra, [1945]
		Jane Austen's Emma : a casebook / edited by Fiona Stafford.	New York : Oxford University Press, 2006.
		Persuasions (Victoria, B.C.) Persuasions. SUBJECT: Austen, Jane, 1775-1817--Periodicals.	[Victoria, B.C.] : Jane Austen Society of North America, [1980-?]
	Poplawski, Paul.	A Jane Austen encyclopedia.	Westport, Conn. : Greenwood Press, c1998.
	Tuite, Clara, 1964-	Romantic Austen : sexual politics and the literary canon. SUBJECT: Austen, Jane, 1775-1817--Criticism and interpretation--History.	Cambridge, UK : Cambridge University Press, 2002.

Excerpt from Table P-PZ32

P-PZ32 17.A-Z	Other, A-Z [H R]
P-PZ32 17.A33	Adolescence [H R]
P-PZ32 17.A35	Aesthetics [H R]
P-PZ32 17.A36	Aggressiveness [H R]
P-PZ32 17.A6	Allegory [H R]
P-PZ32 17.A62	Allusions [H R]
P-PZ32 17.A63	Ambiguity [H R]
P-PZ32 17.A64	Apocalyptic literature [H R]
P-PZ32 17.A72	Architecture [H R]
P-PZ32 17.A75	Art [H R]
P-PZ32 17.A78	Astrology [H R]
P-PZ32 17.A79	Astronomy [H R]
P-PZ32 17.A89	Authority [H R]
P-PZ32 17.A9	Authorship [H R]
P-PZ32 17.B52	Bible [H R]
P-PZ32 17.B54	Biography (as a literary form) [H R]
P-PZ32 17.B55	Biology [H R]
P-PZ32 17.B57	Body, Human [H R]
P-PZ32 17.B58	Book arts and sciences [H R]
P-PZ32 17.B6	Books and reading [H R]
P-PZ32 17.B8	Burlesque (Literature) [H R]
P-PZ32 17.C47	Characters and characteristics [H R]
P-PZ32 17.C49	Children [H R]
P-PZ32 17.C5	China [H R]
P-PZ32 17.C52	Cities and towns. City and town life [H R]
P-PZ32 17.C53	Clergy [H R]
P-PZ32 17.C56	Comic, The [H R]
P-PZ32 17.C57	Commerce [H R]
P-PZ32 17.C575	Conversation [H R]
P-PZ32 17.C58	Costume [H R]
P-PZ32 17.C6	Courtesy [H R]
P-PZ32 17.C7	Creation [H R]
P-PZ32 17.C74	Cricket [H R]
P-PZ32 17.C76	Crime [H R]
P-PZ32 17.C8	Cuchulain [H R]
P-PZ32 17.C84	Culture shock [H R]
P-PZ32 17.D35	Dance [H R]
P-PZ32 17.D4	Death [H R]

Excerpt from Table P-PZ32 (2)

P-PZ32 17.D43	Decadence [H R]
P-PZ32 17.D53	Didactic literature [H R]
P-PZ32 17.D58	Discretion [H R]
P-PZ32 17.D68	Dramatic production [H R]
P-PZ32 17.D7	Dramatic works [H R]
P-PZ32 17.D73	Dreams [H R]
P-PZ32 17.D83	Dualism [H R]
P-PZ32 17.E25	Economics [H R]
P-PZ32 17.E3	Education [H R]
P-PZ32 17.E46	England [H R]
P-PZ32 17.E8	Ethics [H R]
P-PZ32 17.E87	Europe [H R]
P-PZ32 17.E9	Evil [H R]
P-PZ32 17.F33	Fairies [H R]
P-PZ32 17.F35	Family [H R]
P-PZ32 17.F37	Fantasy [H R]
P-PZ32 17.F44	Feminism [H R]
P-PZ32 17.F5	Fictional works [H R]
P-PZ32 17.F55	Film adaptations [H R]
P-PZ32 17.F64	Folklore [H R]
P-PZ32 17.F66	Food habits [H R]
P-PZ32 17.F7	French literature. France [H R]
P-PZ32 17.F74	Friendship [H R]
P-PZ32 17.F87	Future [H R]
P-PZ32 17.G42	Genealogy [H R]
P-PZ32 17.G44	Geography [H R]
P-PZ32 17.G45	Geology [H R]
P-PZ32 17.G47	Germany [H R]
P-PZ32 17.G73	Greece [H R]
P-PZ32 17.H34	Hate [H R]
P-PZ32 17.H4	Heroes. Heroines [H R]
P-PZ32 17.H5	History [H R]
P-PZ32 17.H63	Homosexuality [H R]
P-PZ32 17.H64	Hope [H R]
	Human body see P-PZ32 17.B57 [H R]
	Humor see P-PZ32 17.S2 [H R]
P-PZ32 17.I33	Idealism [H R]
P-PZ32 17.I35	Identity (Psychology) [H R]

Excerpt from Table P-PZ32 (3)

P-PZ32 17.I4	Imagination [H R]
P-PZ32 17.I44	Immortality [H R]
P-PZ32 17.I45	Imperialism [H R]
P-PZ32 17.I46	Impressionism [H R]
P-PZ32 17.I48	India [H R]
P-PZ32 17.I5	Individualism [H R]
P-PZ32 17.I52	Influence [H R]
P-PZ32 17.I67	Ireland [H R]
P-PZ32 17.I7	Irony [H R]
P-PZ32 17.I8	Italy [H R]
P-PZ32 17.J48	Jews [H R]
P-PZ32 17.K56	Kinship [H R]
P-PZ32 17.L3	Landscape [H R]
	Language see P-PZ32 18 [H R]
P-PZ32 17.L35	Laudatory poetry [H R]
P-PZ32 17.L36	Law [H R]
P-PZ32 17.L44	Leisure [H R]
P-PZ32 17.L48	Letters (in literature) [H R]
P-PZ32 17.L49	Libertinism [H R]
P-PZ32 17.L5	Literature [H R]
P-PZ32 17.L65	Love [H R]
P-PZ32 17.L88	Luxury [H R]
P-PZ32 17.M3	Marriage [H R]
P-PZ32 17.M34	Marvelous, The [H R]
P-PZ32 17.M36	Masculinity (Psychology) [H R]
P-PZ32 17.M37	Material culture [H R]
P-PZ32 17.M4	Medicine [H R]
P-PZ32 17.M42	Medievalism, Middle Ages [H R]
P-PZ32 17.M43	Melancholy [H R]
P-PZ32 17.M44	Men [H R]
P-PZ32 17.M45	Mental illness [H R]
P-PZ32 17.M47	Metamorphosis [H R]
	Middle Ages see P-PZ32 17.M42 [H R]
P-PZ32 17.M55	Mimesis [H R]
P-PZ32 17.M57	Modernism [H R]
P-PZ32 17.M6	Money [H R]
P-PZ32 17.M64	Mothers [H R]
P-PZ32 17.M74	Music [H R]
P-PZ32 17.M8	Mysticism [H R]

Excerpt from Table P-PZ32 (4)

P-PZ32 17.M82	Myth [H R]
P-PZ32 17.M83	Mythology [H R]
P-PZ32 17.N28	Nationalism [H R]
P-PZ32 17.N3	Nature [H R]
P-PZ32 17.N34	Naval art and science [H R]
P-PZ32 17.O25	Occultism [H R]
P-PZ32 17.O74	Orient [H R]
P-PZ32 17.P3	Parody [H R]
P-PZ32 17.P34	Pastoral literature [H R]
P-PZ32 17.P4	Performing arts [H R]
P-PZ32 17.P44	Pessimism [H R]
P-PZ32 17.P5	Philosophy [H R]
P-PZ32 17.P54	Plots [H R]
P-PZ32 17.P58	Poetic works [H R]
P-PZ32 17.P6	Political and social views [H R]
P-PZ32 17.P63	Power (Social sciences) [H R]
P-PZ32 17.P67	Prose [H R]
P-PZ32 17.P68	Proverbs [H R]
P-PZ32 17.P7	Prudence [H R]
P-PZ32 17.P8	Psychology [H R]
P-PZ32 17.P87	Puritanism [H R]
P-PZ32 17.Q5	Quests [H R]
P-PZ32 17.Q53	Quietude [H R]
P-PZ32 17.R3	Race problems [H R]
	Reading see P-PZ32 17.B6 [H R]
P-PZ32 17.R37	Realism [H R]
P-PZ32 17.R4	Religion [H R]
P-PZ32 17.R47	Revenge [H R]
P-PZ32 17.R5	Rivers [H R]
P-PZ32 17.R6	Rogues and vagabonds [H R]
P-PZ32 17.R64	Romanticism [H R]
P-PZ32 17.R65	Rome [H R]
P-PZ32 17.S2	Satire. Humor [H R]
P-PZ32 17.S3	Scatology [H R]
P-PZ32 17.S35	Science [H R]
P-PZ32 17.S42	Secrecy [H R]
P-PZ32 17.S43	Seduction [H R]

Excerpt from Table P-PZ32 (5)

P-PZ32 17.S44	Self [H R]
P-PZ32 17.S46	Settings [H R]
P-PZ32 17.S48	Sex [H R]
P-PZ32 17.S54	Silence [H R]
	Social views see P-PZ32 17.P6 [H R]
P-PZ32 17.S6	Socialism [H R]
P-PZ32 17.S7	Soldiers [H R]
P-PZ32 17.S73	Speech [H R]
P-PZ32 17.S75	Stage history [H R]
P-PZ32 17.S78	Study and teaching [H R]
	Style see P-PZ32 18 [H R]
P-PZ32 17.S92	Sublime, The [H R]
P-PZ32 17.S93	Suicide [H R]
P-PZ32 17.S94	Supernatural [H R]
P-PZ32 17.S95	Symbolism [H R]
P-PZ32 17.S97	Sympathy [H R]
P-PZ32 17.T37	Teasing [H R]
P-PZ32 17.T4	Technique [H R]
P-PZ32 17.T53	Thought and thinking [H R]
P-PZ32 17.T54	Time [H R]
P-PZ32 17.T7	Tragic, The [H R]
P-PZ32 17.T72	Tragicomedy [H R]
P-PZ32 17.T73	Translations [H R]
P-PZ32 17.T74	Travel [H R]
P-PZ32 17.U76	Utopias [H R]
P-PZ32 17.V4	Versification [H R]
P-PZ32 17.V56	Visions [H R]
P-PZ32 17.W37	War [H R]
P-PZ32 17.W43	Weather [H R]
P-PZ32 17.W6	Women [H R]

Table P-PZ33

Table for authors (9 nos.) [H R]	
	Collected works [H R]
P-PZ33 0	By date [H R]
P-PZ33 1	By editor, if given [H R]
P-PZ33 2	Selected works. Selections [H R] Subarrange by editor, if given, or date
	Translations (Collected or selected) [H R]
P-PZ33 3.A2A-.A2Z	Modern versions of early authors in the same language. By translator, if given, or date [H R]
P-PZ33 3.A3-Z	Other. By language, A-Z [H R] Subarrange by translator, if given, or date
P-PZ33 4.A-Z	Separate works. By title, A-Z [H R] Subarrange each title by Table P-PZ43
P-PZ33 5	Apocryphal, spurious works, etc. (Collections only) [H R] Illustrations [H R] Class at N8215 , or with the special artists in NC-NE as the case may be Class illustrated editions with other editions Class portraits, etc., of the author, with his or her biography
	Biography, criticism, etc. [H R]
P-PZ33 6.A1-.A19	Periodicals. Societies. Serials [H R]
P-PZ33 6.A2-.A3	Dictionaries, indexes, etc. [H R]
P-PZ33 6.A31-.A39	Autobiography, journals, memoirs. By title [H R]
P-PZ33 6.A4	Letters (Collections). By date [H R]
P-PZ33 6.A41-.A49	Letters to and from particular individuals. By correspondent (alphabetically) [H R]
P-PZ33 6.A5-Z	General works [H R] Criticism [H R]
P-PZ33 7	General works [H R]
P-PZ33 8.A-Z	Special, A-Z [H R] For list of Cutter numbers not given below, see Table P-PZ32 17
P-PZ33 8.L33	Language [H R]
P-PZ33 8.S8	Style [H R]

Table P-PZ39

Table for authors (1 no.) [H R]	
	Collected works [H R] Including collected works in specific genres
P-PZ39 0.A1 (P-PZ39 0.A11-.A13)	By date [H R] By editor [H R] Subarrangement by editor has been discontinued by the Library of Congress. Beginning in 2005, all collected works are subarranged by date
(P-PZ39 0.A14-.A19)	Collected prose, poetry, plays, etc. [H R] For collected genres see 0.A1
	Translations (Collected or selected) [H R]
P-PZ39 0.A199	Modern versions of early authors in the same language. By date [H R]
P-PZ39 0.A1995	Polyglot. By date [H R]
P-PZ39 0.A2	English. By date [H R]
P-PZ39 0.A3	French. By date [H R]
P-PZ39 0.A4	German. By date [H R]
P-PZ39 0.A5-.A59	Other. By language (alphabetically) and date [H R]
P-PZ39 0.A6	Selected works. Selections. By date [H R]
P-PZ39 0.A61-.Z48	Separate works. By title [H R] Subarrange each work by Table P-PZ43
	Biography and criticism [H R]
P-PZ39 0.Z481-.Z489	Periodicals. Societies. Serials [H R]
P-PZ39 0.Z49	Dictionaries, indexes, etc. By date [H R]
P-PZ39 0.Z5A3	Autobiography, journals, memoirs, interviews. By date [H R]
P-PZ39 0.Z5A4	Letters (Collections). By date [H R] Including collections of letters to and from particular individuals
P-PZ39 0.Z5A5-.Z5Z	General works [H R]

Table P-PZ43

Table for separate works (3 Cutter nos.) [H R]	
P-PZ43 .x date	Texts. By date [H R] Translations [H R]
P-PZ43 .xA3-.xA39	Modern versions of early works in same language. By translator, if given, or date [H R]
P-PZ43 .xA399	Polyglot [H R]
P-PZ43 .xA4-.xZ	Other languages, A-Z [H R]
P-PZ43 .x2	Selections. By date [H R]
P-PZ43 .x3	Criticism [H R]

Exercise 1. P-PZ39. Emily Dickinson. ANSWERS

Call Number	Main Entry	Title	Imprint
PS1541 .A1 1999 <.A1: <i>collected works subarranged by date; editor is no longer used to subarrange</i> >	Dickinson, Emily, 1830-1886.	[Poems] The poems of Emily Dickinson / edited by R. W. Franklin.	Cambridge, Mass. : Belknap Press, 1999.
PS1541 .A57 2002 <.A57: <i>translations, collected or selected, Other languages, .A5-.A59; subarranged by date</i> >	Dickinson, Emily, 1830-1886.	[Selections. Spanish. 2002] Los sótanos del alma : Emily Dickinson	Mérida, Venezuela : Ediciones El Otro, El Mismo : 2002.
PS1541 .A6 2000 <.A6: <i>selections, subarranged by date</i> >	Dickinson, Emily, 1830-1886.	[Poems. Selections] The selected poems of Emily Dickinson.	New York : Modern Library, 2000.
PS1541 .Z485 <.Z485: <i>despite the title, it's not ED's journal, which would be .Z5A3, it's a periodical, .Z481-.Z489</i> >		The Emily Dickinson journal. SUBJECT: Dickinson, Emily, 1830-1886--Periodicals.	Niwot, Colo. : University Press of Colorado, c1992-
PS1541 .Z49 2000 <.Z49: <i>dictionaries, indexes; subarranged by date.</i> >	MacKenzie, Cynthia J., 1948- <i>If the table caption is "By date," book Cutter subarrangement is not used. The LC record incorrectly subarranges by main entry</i> >	Concordance to the letters of Emily Dickinson.	Boulder : University Press of Colorado, c2000.
PS1541 .Z5 A4 2003 <.Z5A4; <i>letters subarranged by date</i> >	Dickinson, Emily, 1830-1886. <Although this book does not have an editor, if it did, you would not subarrange by cutting to the editor>	[Correspondence. Selections] Letters of Emily Dickinson.	Mineola, N.Y. : Dover Publications, 2003.

PS1541.Z5 A59 2005 <.Z5A5-.Z5Z: general works; second Cutter is to the main entry>	Allen, Rupert C.	Solitary prowess : the transcendentalist poetry of Emily Dickinson.	San Francisco : Saru Press, 2005.
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Exercise 2. P-PZ33 (9 numbers), P-PZ43 (Jane Austen)

Call Number	Main Entry	Title	Imprint
PR4030 2006 <Collected works by date; note that Fowler is not the editor>	Austen, Jane, 1775-1817.	[Novels] The complete novels / Jane Austen ; introduction by Karen Joy Fowler.	New York : Penguin Books, 2006.
PR4032 .B35 1999 <Selections, 2, subarranged by editor, Baji>	Austen, Jane, 1775-1817.	Bite-size Jane Austen : sense and sensibility from one of England's greatest writers / compiled by Karin Baji and John P. Holms.	New York : Thomas Dunne Books, 1999.
PR4033 .F7 2000 <translations 3, by language; no editor Cutter>	Austen, Jane, 1775-1817.	[Novels. French] Oeuvres romanesques complètes. [Translator not given]	[Paris] : Gallimard, c2000-
PR4034 .E5 2003 <Separate works, 4; already in shelflist>	Austen, Jane, 1775-1817.	Emma / Jane Austen ; edited with an introduction and notes by Fiona Stafford.	London ; New York : Penguin Books, c2003.
PR4034.E5 I8 1945 <Table P-PZ43; subarranged by language; Cutter for Italian>	Austen, Jane, 1775-1817.	[Emma. Italian] Emma / Jane Austen ; a cura di Mario Casalino.	[Milano] : Ultra, [1945]
PR4034.E53 J36 2005 <Table P-Z43; 3 added to work Cutter [E5] for criticism; book Cutter from main entry>		Jane Austen's Emma : a casebook / edited by Fiona Stafford.	New York : Oxford University Press, 2006.

PR4036 .A15 <i><periodical, 6; Cutter assigned between .A1-.A19></i>		Persuasions (Victoria, B.C.) Persuasions. SUBJECT: Austen, Jane, 1775-1817--Periodicals.	[Victoria, B.C.] : Jane Austen Society of North America, [1980-?
PR4036 .A28 1998 <i><Dictionaries, indexes, etc. 6, Cutter range .A2-.A3></i>	Poplawski, Paul.	A Jane Austen encyclopedia.	Westport, Conn. : Greenwood Press, c1998.
PR4037 .T85 2002 <i><Criticism. General works, 7; book number from main entry></i>	Tuite, Clara, 1964-	Romantic Austen : sexual politics and the literary canon. SUBJECT: Austen, Jane, 1775-1817--Criticism and interpretation--History.	Cambridge, UK : Cambridge University Press, 2002.

CAUTION: The last exercise (Tuite. Romantic Austen) is a work of general criticism. If the book focuses on a specific theme or topic in Austen, you should use PR4038, with a first Cutter to the topic from the list under the table P-PZ32 17. For example:

Collins, Irene. Jane Austen and the clergy. London : Hambledon Press, 1993.
SUBJECT: Austen, Jane. 1775-1817--Characters--**Clergy**.

PR4038 Base number PR4030 + 8 <Special, A-Z>
.C53 Clergy <From table P-PZ32 17>
C64 Collins <main entry>
1993 Date of publication

Here is a section from P-PZ32 17:

P-PZ32 17.B6	Books and reading [H R]
P-PZ32 17.B8	Burlesque (Literature) [H R]
P-PZ32 17.C47	Characters and characteristics [H R]
P-PZ32 17.C49	Children [H R]
P-PZ32 17.C5	China [H R]
P-PZ32 17.C52	Cities and towns. City and town life [H R]
P-PZ32 17.C53	Clergy [H R]
P-PZ32 17.C56	Comic, The [H R]
P-PZ32 17.C57	Commerce [H R]
P-PZ32 17.C575	Conversation [H R]
P-PZ32 17.C58	Costume [H R]
P-PZ32 17.C6	Courtesy [H R]

Appendix E1: Library of Congress Classification Bibliography

Work Tools: Print Sources

Cataloging Service Bulletin. Washington, D.C.: Library of Congress, 1978- Quarterly. ISSN 0160-8029

Dersham, Larry D. *Cataloging Made Easy: A Concise Edition of Library of Congress Classification and Subject Headings*. Buffalo, N.Y.: William S. Hein, 2004.

Dick, Gerald K. *LC Author Numbers*. Castle Rock, Colo.: H. Willow Research and Publishing, 1992.

Library of Congress. Cataloging Policy and Support Office. *LC Classification Outline*. 7th ed. Washington, D.C.: Cataloging Distribution Service, 2003.

Library of Congress Classification Schedules. Washington, D.C.: Cataloging Distribution Service, 1996-2006. [Schedules issued in separate volumes for individual classes or subclasses.]

Library of Congress. Geography and Map Division. *Map Cataloging Manual*. Washington, D.C.: Cataloging Distribution Service, 1991- Looseleaf; also available on Cataloger's Desktop.

Library of Congress. *Library of Congress Classification. K Tables. Form Division Tables for Law*. 2005 ed. Washington, D.C.: Cataloging Distribution Service, 2005.

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MARC 21 Concise Formats. 2006 ed. Washington, D.C.: Cataloging Distribution Service, 2006.

MARC 21 Format for Bibliographic Data. 1999 ed. Washington, D.C.: Cataloging Distribution Service, 1999. 2 v. (loose-leaf); [1999 ed. with Updates 1-3 interfiled; Updates 4-7 (2003-2006) available separately].

MARC 21 Format for Classification Data: Including Guidelines for Content Designation. Washington, D.C.: Cataloging Distribution Service, 2000. Looseleaf; includes Updates 1-4 (through 2003) interfiled; Updates 5-7 (2004-2006) available separately. Also available on Cataloger's Desktop.

SACO Participants' Manual. Washington, D.C.: Cataloging Distribution Service, 2001. Prepared by Adam L. Schiff for the Program on Cooperative Cataloging. [2nd ed. forthcoming 2007]

Scott, Mona L. *Conversion Tables*. 3rd ed. Westport, Conn.: Libraries Unlimited, 2006. [LC to Dewey/Dewey to LC]

Subject Cataloging Manual. Classification. 2nd ed. Washington, D.C.: Cataloging Distribution Service, 1995. [also available on Cataloger's Desktop]

Subject Cataloging Manual. Shelflisting. 2nd ed. Washington, D.C.: Cataloging Distribution Service, 1995. [out of print; a new edition combining *Shelflisting* and *Classification* is forthcoming; current ed. available on Cataloger's Desktop]

Super LCCS: Gale's Library of Congress Classification Schedules Combined with Additions and Changes. 2007 ed. Detroit: Gale Research, 2007.

Online Resources

Cataloger's Desktop. Available by subscription. See <http://www.loc.gov/cds/desktop/>

Classification Web. Available by subscription. See <http://classweb.loc.gov>

Geographic Cutter Numbers (Tables G1548-G9804). Available as a PDF file from <http://www.loc.gov/catdir/cpso/gcutter.html>

Library of Congress Classification (LCC) Weekly Lists. 2002-
<http://www.loc.gov/aba/cataloging/classification/weeklylists/>
Supersedes print version, *LC Classification, Additions and Changes*.

Marc Distribution Service (MDS) Classification <http://www.loc.gov/cds/mds.html#lccr>

Web Sites

Columbia University Libraries Digital Program. Columbia HILCC: A Hierarchical Interface to LC Classification. Accessed 3/12/07
<http://www.columbia.edu/cu/libraries/inside/projects/metadata/classify/>

Cyberstacks Homepage. Accessed 3/12/07
<http://www.public.iastate.edu/~CYBERSTACKS/homepage.html>

ENDECA at the NCSU Libraries. Accessed 3/12/07
<http://www.lib.ncsu.edu/endeca/>
The catalog: <http://www.lib.ncsu.edu/catalog/>

Frequently Asked Questions about LC Classification Numbers in BIBCO Records. Accessed 3/12/07
<http://www.loc.gov/catdir/pcc/bibco/classfaq.html>

Library of Congress. Cataloging and Support Office. Classification Web: Quick Start Tutorial (Dec. 16, 2004). Accessed 3/12/07

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Appendix E2: Other Classification Schemes

Dewey Decimal Classification (DDC)

<http://www.oclc.org/dewey/>

- Basic classes organized by disciplines or fields of study
- Ten main classes
 - Each main class has ten divisions
 - Each division has ten sections
- Arabic numerals: 3-digit number plus decimals
- Decimals are used to make a number more specific
 - The longer the number, the more specific the subject
- Numbers can be “built” using standard subdivisions and notations from auxiliary tables

Main classes:

000	Computers, information & general reference
100	Philosophy & psychology
200	Religion
300	Social sciences
400	Language
500	Science
600	Technology
700	Arts & recreation
800	Literature
900	History & geography

Example: 613.712083
(For a work on exercise for weight loss in children)

Superintendent of Documents (SuDocs)

http://www.gpo.gov/su_docs/fdlp/pubs/explain.html

- Developed in the Library of the Government Printing Office between 1895 and 1903
- Designed to group together publications by the same government author
- Within an agency, publications are grouped according to the subordinate organization

Example: PREX 1.2:AR 2
(For a work on the architecture of the West Wing of the White House, from the Executive Office of the President, code PREX)

National Library of Medicine (NLM)

<http://www.nlm.nih.gov/pubs/factsheets/nlmclassif.html>

- Covers the field of medicine and related sciences only
- Uses classes QS-QZ and W-WZ, classes permanently excluded from the LC Classification schedules
- Follow the principles of LC Classification

Example: WC 503 M629 2004

(For a work on midlife and older adults with HIV; WC—Communicable diseases; 503—AIDS, HIV infections)

Universal Decimal Classification (UDC)

<http://www.udcc.org/>

- Developed in Belgium by Paul Otlet and Henri La Fontaine; first published in 1904
- Based on DDC, expanded to include more detailed subdivisions, typographical symbols, and the use of facets
- A work dealing with two or more subjects can be classed by two or more UDC notations, linked by a colon

Example: 362.1 : 658.3 : 681.31

(For a work on the use of computers in the management of hospital personnel; Hospitals : Personnel management : Computers)

Colon Classification (CC)

<http://www.iskoi.org/doc/colon.htm>

- Developed by S.R. Ranganathan in 1933
- Uses 42 main classes which represent the fields of knowledge
- Each class is broken down into its basic elements, grouped by common attributes, called facets
- Five main facets of a subjects: personality, matter, energy, space, time
- Notations (numbers and letters) are used to represent the facets
- Punctuation marks are used to indicate the nature and type of the following facet

Example: J , 381 ; 4 : 5 . 42 ‘ N70

(for a work on eradication of virus in rice plants in Japan, published in 1971: Agriculture , rice plant ; virus disease : eradication . Japan ‘ 1970s)

**Appendix E3:
Historical Data
Order of publication of LCC schedules**

1901	E-F	History: America (Western Hemisphere)
1902	Z	Bibliography. Library science
1904	M	Music
1905	Q	Science
1910	B-BJ	Philosophy. Psychology
	G	Geography. Anthropology. Recreation
	H	Social sciences
	J	Political sciences
	N	Fine arts
	R	Medicine
	T	Technology
	U	Military science
	V	Naval science
1911	A	General works
	L	Education
	S	Agriculture
1915	C	Auxiliary sciences of history
	PN, PR	General literature. English and American literature
	PS, PZ	Fiction in English. Juvenile literature
1916	D	History: General and "Old World" (Eastern Hemisphere)
1927	BL-BX	Religion
1928	P-PA	General philology and linguistics. Classical languages and literature
1933	PB-PH	Modern European languages
1935	PJ-PM	Languages and literatures of Asia, Africa, Oceania. American Indian languages. Artificial languages
1936	P-PM suppl.	Index to languages and dialects
	PQ (pt. 1)	French literature
1937	PQ (pt. 2)	Italian, Spanish, and Portuguese literatures
1938	PT (pt. 1)	German literature
1942	PA suppl.	Byzantine and modern Greek literature. Medieval and modern Latin literature
	PT (pt. 2)	Dutch and Scandinavian literatures
1948	PG	Russian literature
1969	KF	Law of the United States
1973	KD	Law of the United Kingdom and Ireland
1976	KE	Law of Canada

1977	K	Law (General)
1982	KK-KKC	Law of Germany
1984	KDZ,KG-KH	Law of the Americas, Latin America, West Indies
1985	KJV-KJW	Law of France
1989	KJ-KKZ	Law of Europe
1993	KL-KWZ	Law of Asia and Eurasia, Africa, Pacific Area, etc.
1997	JZ	International relations
1998	KZ	Law of nations
2000	KBR-KBU	Canon law. Law of the Roman Catholic Church. Holy See
2003	KBP,KBM	Islamic law. Jewish law
2005	KB	Religious law in general. Comparative religious law

Although it often is assumed that the Library of Congress Classification schedules were developed and published in a comprehensive and logical order, that actually is not the case. With very few exceptions, the individual schedules were published “when they were done.” The development and the publication of the schedules were not dictated by an overarching plan. The schedules were developed and published when time allowed, and when the appropriate subject specialist staff members were able to complete the work. There were general guidelines for the development of the schedules, but because the materials being classed varied, the schedules were not necessarily uniform. Some schedules, like BL-BX, were published “after application to some 105,000 volumes over a 10-year period.” This was to ensure that the classification scheme “worked” before it was published!

Each of the individual schedules was drafted by LC subject specialists who consulted bibliographies, treatises, comprehensive histories, and existing classification schemes in initially determining the scope and content of an individual class and its subclasses. Charles Martel was the overall supervisor for the development of Library of Congress Classification.

Class Z (Bibliography and Library Science) was chosen to be the first schedule to be developed because it covered the bibliographical works necessary for the reclassification project. The next schedules, E-F (American history and geography), were developed because of their particular subject relevance. (E-F were actually published first, in 1901, followed by Z in 1902).

Subclass KF (Law of the United States) was published in 1969. This was the first step towards the development of a universal law classification system. Other subclasses in Class K were published as they were completed. Development in Class K continues, with subclass KB (Religious law in general. Comparative religious law. Jurisprudence) published in 2005.

American Indian law is currently under development.

(For more information, see Jolande Goldberg's article on the development of a universal law classification (listed in the bibliography, Appendix E)).

When looking at the chronology of the development of the individual LC Classification schedules, the role and impact of historical events cannot be ignored. For example, the impact of the events of World War I (1914-1918) are apparent when looking at Class D (History: General and Old World), which was first published in 1916. By the end of the war, the concepts of world history and the balance of power that were understood at the time of the development of Class D had altered to a considerable extent. Although a supplement for the war was printed in 1921, the legacy of pre-war concepts can be found in the schedule even today.

It also is interesting to note that Class H (Social Sciences) was first published in 1910, with a second edition in 1920, and a third in 1949. The first edition preceded the events of World War I, while the second edition followed those events, and the third edition appeared at the end of World War II. A Second World War supplement came out in 1947. One can imagine many of the changes in each edition, and in the supplement, as a reflection of world events.

Another interesting pre-World War II perspective is noted still today in Class D:

- in Class DT History of Africa, where the arrangement of the African regions and countries is based on the former colonizers-- British East Africa, German East Africa, British West Africa, French West Africa, Portuguese-speaking West Africa, etc. (the captions still include the colonizers, but they follow the regional name in most cases)
- in Class DB History of Austria (which now has note "Including Austro-Hungarian Empire"-- Austro-Hungarian Empire used to be the caption), where the parenthesized numbers that once applied to the empire are now closed-- this is especially noticeable under Local history and description, where Czechoslovakia, Bukowina, Liechtenstein, Transylvania, etc., formerly parts of the empire, are all now classed elsewhere. But those historical links to the Austro Hungarian Empire are still in the schedules.

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Answers to Exercises

Outline of LCC Exercises:
Answers

Session 3

Exercise 1: QH540+ Ecology

Where would you class:

1. dictionary of ecology QH540.4
2. collection of speeches on ecology QH541.145
3. history of ecology in the U.S. QH540.83
By country: U__
4. ecology of Costa Rica QH101+

3

Exercise 1: QH540+ Ecology (2)

Where would you class:

5. textbook on ecology QH541
6. book on teaching ecology QH541.2

4

Exercise 2: RA576+

Where would you class a book on the impact of air pollution on public health in:

1. the United States RA576.5
2. Virginia RA576.6 by state: V__
3. Richmond, Virginia RA576.6 by state: V__

5

Exercise 2: RA576+ (2)

Impact of air pollution on public health in:

4. France RA576.7 by country: F__
5. Central America RA576.7 by region: C_
6. Paris, France RA576.7 by country: F_

6

Elements of LC Call Numbers Exercises: Answers

Session 5

Exercise 1

Wycliff	W93	Anderson	A53
Shrimp	S57	Quality	Q35
Blades	some options: B595, B62, B625...		
Dwyer	some options: D897, D94, D95, D96...		

Exercise 2: Identify the coding errors

TS191.8 \$b Z34 1990

TS191.8 \$b .Z34 1990

T55.3 \$b H3C353 1991

T55.3.H3 \$b C353 1991

QP34.5. \$b H625 1989

QP34.5 \$b .H625 1989

B3279.H49 B696 2000

B3279.H49 \$b B696 2000

Exercise 2: Identify the coding errors (2)

B 8313 \$b F35 2000

B8313 \$b .F35 2000

TR646 .G32 \$b W653 1999

TR646.G32 \$b W653 1999

HE558 \$b .G48 \$b G56 2003

HE558.G48 \$b G56 2003

TX716.M4 \$b .K44 1989

TX716.M4 \$b K44 1989

Principles of LC Classification & Assigning Numbers: Answers

Session 6

Exercise 1

1. Nature's economy : a history of ecological ideas
QH540.8
2. Dictionary of the environment
QH540.4
3. Economy of nature : a textbook in basic ecology
QH541
4. Ecological research strategy
QH541.2

12

Exercise 1

5. Performing ecological risk assessments
[QH541.15.R57](#)
6. Philosophy of ecology : from science to synthesis
[QH540.5](#)
7. Survey methods for ecosystem management
[QH541.15.S95](#)

13

Tables: Answers

Session 7

14

Exercise 1

Goodall, Jane, 1934-. . Through a window : my thirty years with the chimpanzees of Gombe. 1990.

QL31.G58 A3 1990

G58 for Goodall; A3 for autobiography, by date

Goodall, Jane, 1934-. . Africa in my blood : an autobiography in letters : the early years. 2000.

QL31.G58 A4 2000

G58 for Goodall; A4 for Letters, by date

15

Exercise 1

Goodall, Jane, 1934-. . Beyond innocence : an autobiography in letters : the later years. 2001.

QL31.G58 A4 2001

G58 for Goodall; A4 for Letters, by date

Greene, Meg. . Jane Goodall : a biography. 2005.

QL31.G58 G74 2005

G58 for Goodall; .xA6-Z for biography, by main entry (Greene); add date

16

Exercise 1

Koebner, Linda. Tickled by a gorilla, kissed by a whale : career paths of women who work to save wildlife. 1997

QL26 .K64 1997

Collective biography, classed under QL26

Do not use Biography table

Cutter for main entry (Koebner)

17

Schedule P Language Exercises: Answers

Session 8

Hervey/Thinking German translation/2005

PF3498.H47 2005

PF3000 Base number
 P-PZ1b Translating **498-499**
 498 General works 498
 PF3498 Class number
 .H47 Book number (**Hervey**)
 2005 Publication date

19

The German language and the real
 world/1995

PF3087.G47 1995

PF3000 Base number
 P-PZ1b History of the lang. **75-88**
 87 20th century **87**
 PF3087 Class number
 .G47 Book number (**German**)
 1995 Publication date

20

Coggle/Improve your German (Teach yourself books)/2004

PF3112.5 .C64 2004

PF3000	Base number
<u>112.5</u>	P-PZ1b Self instructors <u>112.5</u>
PF3112.5	Class number
.C64	Book number (Coggle)
2004	Publication date

21

Easy German phrase book/c1994

PF3121.E27 1994

PF3000	Base number
<u>121</u>	P-PZ1b Conversation. Phrase books. <u>121</u>
PF3121	Class number
.E27	Book number (Easy)
1994	Publication date

22

Schedule P Literature Exercises: Answers

Session 8

V.S. Pritchett P-PZ40 (1)

[Essays] Complete collected essays. 1991.

PR6031.R7 1991

Collected works in any genre subarranged by
date only

[Short stories] Complete collected stories. 1992.

PR6031.R7 1992

Collected works in any genre subarranged by
date only

V.S. Pritchett P-PZ40 (2)

The other side of a frontier : a V.S. Pritchett reader. 1984.

PR6031.R7 A6 1984

Selections in any genre subarranged by **A6** and date

A man of letters : selected essays. c1985.

PR6031.R7 A6 1985

Selections in any genre subarranged by **A6** and date

[Short stories. Selections] Essential stories. 1985.

PR6031.R7 A6 1985b

Selections in any genre subarranged by **A6** and date
and work letter

25

V.S. Pritchett P-PZ40 (3)

Blind love, and other stories. 1969.

PR6031.R7 B55 1969

Separate work; note distinction between a
collection, a selection, and a collection of
stories treated as a separate work

A cab at the door : a memoir. 1968.

PR6031.R7 Z46 1968

Autobiography **Z46**

26

V.S. Pritchett P-PZ40 (4)

PR6031.R7 Z59 1987 Baldwin ... 1987.

[PR6031.R7 Z65 2006](#) Bloom ... 2006.

[PR6031.R7 Z78 1992](#) Stinson ... c1992.

PR6031.R7 Z897 2004 Treglown ... 2004.

Biography-criticism uses range Z5-Z999; digits determined by filing order of main entry; actual range in this context is Z59x-Z896x

27

Special Types of Material Exercises: Answers

Session 9

Exercise 1 (1)

Channing. All about organic chemistry. 1st ed. 1968.

QD251 .C38 <already in the shelflist>

Advanced textbooks--Through 1970.

No dates were added before 1982.

Channing. All about organic chemistry. 2nd ed. 1975.

QD251.2 .C43 1975

QD251.2 Advanced textbooks--1971-2000.

New class number; book number is re-Cuttered.

Date added for works cataloged after 1982.

29

Exercise 1 (2)

Channing. Basic organic chemistry. 3rd ed. Macmillan, 1984.

QD251.2 .C43 1984

QD251.2 Advanced textbooks--1971-2000

Title change does not affect Cutter

Channing. Essential organic chemistry. 3rd ed. Pearson Prentice-Hall, 1984.

QD251.2 .C43 1984b

Title change does not affect Cutter

Work letter to distinguish editions published in the same year; assigned to the 2nd item cataloged

30

Exercise 1 (3)

Channing. Basic organic chemistry. 3rd ed.
Hutchinson, 1984.

QD251.2 .C43 1984c

Work letter assigned for the third manifestation
published in 1984.

Harrington. Essentials of organic chemistry. 4th ed.
2000.

QD251.2 .C43 2000

QD251.2 Advanced textbooks. 1971-2000

Main entry & title have changed but original Cutter
is retained as long as the same class number is
used

31

Exercise 1 (4)

Harrington. Channing's Essentials of organic chemistry.
5th ed. 2004.

QD251.3 .H37 2004

QD251.3 Advanced textbooks. 2001-

New class number; book number is re-Cutted

32

Exercise 2 (1)

International Conference on AIDS (1990)

RC607.A26 I56 1990

International Conference on AIDS (1991)

RC606.53 .I58 1991

Use the new class number; re-Cutter

International Conference on AIDS (1994)

RC606.53 .I58 1994

Same Cutter used for the later conference; use date from qualifier even though the publication date is 1995

33

Exercise 2 (2)

International Conference on AIDS (1994)

RC606.53 .I58 1994a

Same call number used for a different set of conference papers published in the same year

Work letter is assigned to differentiate; if the main entry is corporate/conference, the first work letter begins with "a" rather than "b"

34

Exercise 3 (1)

Hartford studies in literature.

PN2 .H37 OK

PN 2 Literature (General)--Periodicals--American
and English

Studies in literature.

PN2 .S78 should be **PN2 .H37**

Linear title change (Continues Hartford studies in
literature)

University studies in literature.

PN2 .U56 should be **PN2 .H37**

Linear title change (Continues Studies in literature)

35

Exercise 3 (2)

Connecticut studies in literature.

PN2 .C66 OK

PN 2 Literature (General)--Periodicals--American
and English

Connecticut literature yearbook.

PN12 .C66 should be **PN2 .Cxx**

All yearbook numbers are obsolete.

Merger of 2 titles & class number does not change;
re-Cutter for the new title

36

Schedule H Exercises: Answers

Session 10

Exercise 1: Defense conversion ... 1995

HC79	Economic history and conditions--Special topics, A-Z
D4	Defense and disarmament, Economic impact of
G74	Green (main entry)
1995	Date of publication

[HC79.D4 G74 1995](#)

Exercise 1: Economic conversion ... 1980

HC110 Economic history and
conditions--United States--
Special topics, A-Z

D4 Defense and disarmament,
Economic impact of

U55 **United States** (main entry)

1980 Date of publication

HC110.D4 U55 1980

Exercise 1: Economics and the wind ... c2005

HC110 Economic history and
conditions--United States--
Special topics, A-Z

D45 Disasters, Economic impact
of

E36 **Economic ...** (main entry)

2005 Date of publication

HC110.D45 E36 2005

Exercise 1: Location of manufacturing plants
... 1961

HC110 Economic history and
conditions--United States--
Special topics, A-Z

D5 Distribution of industry.
Industrial location

U55 **United States** (main entry)

1961 Date of publication

HC110.D5 U55 1961

Exercise 1: Proximity, distance, and diversity
... 2005

HC79 Economic history and
conditions--Special
topics, A-Z

D5 Distribution of industry.
Industrial location

P76 **Proximity ...** (main entry)

2005 Date of publication

HC79.D5 P76 2005

Exercise 2: Boletim estatístico do cacau ...

- HD9200 Cocoa. Chocolate
 - .A4-.Z By region or country, A-Z (Table H20)
 - B6 Brazil (Regions and Countries Table)
 - .x Periodicals (Table H20)
 - B73 **Brazil ...** (main entry)
 - a Work letter needed (this is a periodical with a corporate main entry)
No date of publication added!

[HD9200.B6 B73a](#)

Exercise 2: Cacau informe economico ...

- HD9200 Cocoa. Chocolate
 - .A4-.Z By region or country, A-Z (Table H20)
 - B6 Brazil (Regions and Countries Table)
 - .x Periodicals (Table H20)
 - C33 **Cacau ...** (main entry)
No date of publication added!

[HD9200.B6 C33](#)

Exercise 2: Study of cocoa production in Brazil ...
[1989]

HD9200 Cocoa. Chocolate
 .A4-.Z By region or country, A-Z (Table H20)
 B6 Brazil (Regions and Countries
 Table)
 .x2 General works. History (including
 biography, A-Z) (Table H20)
 .B62 Brazil, General works
 S78 **Study ...** (main entry)
 1989 Date of publication

HD9200.B62 S78 1989

Exercise 2: Joaquim Ignácio Tosta Filho ... 1986

HD9200 Cocoa. Chocolate
 .A4-.Z By region or country, A-Z (Table H20)
 B6 Brazil (Regions and Countries
 Table)
 .x2 General works. History (including
 biography, A-Z) (Table H20)
 .B62 Brazil, Biography
 T67 **Tosta** (subject of biography)
 +4 **Garcez** (digit for main entry)
 1986 Date of publication

HD9200.B62 T674 1986

Exercise 2: Bahia cacaueira ... 1979

HD9200 Cocoa. Chocolate
 .A4-.Z By region or country, A-Z (Table H20)
 B6 Brazil (Regions and Countries Table)
 .x3A-Z Local, A-Z (Table H20)
 .B63A-Z Brazil, Local, A-Z
 B34 **Bahia** (local subdivision in Brazil)
 +4 **Garcez** (digit for main entry)
 1979 Date of publication

HD9200.B63 B344 1979

Exercise 2: Cacau no norte ... 1978

HD9200 Cocoa. Chocolate
 .A4-.Z By region or country, A-Z (Table H20)
 B6 Brazil (Regions and Countries Table)
 .x3A-Z Local, A-Z (Table H20)
 .B63A-Z Brazil, Local, A-Z
 M38 **Mato Grosso** (local subdivision in Brazil)
 +3 **Cacau ...** (digit for main entry)
 1978 Date of publication

HD9200.B63 M383 1978

Exercise 2: Making chocolate ... 2006

HD9200 Cocoa. Chocolate
.A4-.Z By region or country, A-Z (Table H20)
B6 Brazil (Regions and Countries Table)
.x4A-Z Firms, etc., A-Z (Table H20)
.B64A-Z Brazil, Firms, etc., A-Z
C66 **Cooperativa** (the firm)
+7 **Santos ...** (digit for main entry)
2006 Date of publication

[HD9200.B64 C667 2006](#)

Schedule N Exercises: Answers

Session 11

Exercise 1: Sea, earth, sky ... c1980

N6537 Base number
 A53 **Anderson**
 A4 Table N6, Reproductions
 (Collections). By date
 1980 Publication date

N6537.A53 A4 1980

51

Exercise 1: Fortune's favorite child ... c2003

N6537 Base number
 A53 **Anderson**
 M38 Table N6, .xA8-.xZ, Biography
 and criticism (Cutter for
Maurer = M38 (main entry))
 2003 Publication date

N6537.A53 M38 2003

52

Exercise 1: Andy Warhol, conversation ...
1989

N6537 Base number
W37 **Warhol**
A35 Table N6, .A35, Speeches,
essays, interviews, etc. of the
artist. By date
1989 Publication date
N6537.W37 A35 1989

53

Exercise 1: Andy Warhol, work and play
... c2003

N6537 Base number
W37 **Warhol**
A4 Table N6, Reproductions
(Collections). By date
2003 Publication date
N6537.W37 A4 2003

54

Exercise 1: Global Warhol ... c2003

- N6537 Base number
 W37 **Warhol**
 A4 Table N6, Reproductions
 (Collections). By date
 2003 Publication date
 a Work letter necessary because
 of the previous entry (also
 published in 2003!)

N6537.W37 A4 2003a

55

Exercise 2: Ottoman architecture in Albania, 1385-1912 ... 1990

- NA700 Base number from schedule
 +755 Country number for Albania from
 Table N5
 NA1455 Addition of NA700 and 755
 A4 Table N15 applied to span .A4-
 .A43 from Table N5 (General work)
 K54 **Kiel** (main entry)
 1990 Publication date

NA1455.A4 K54 1990

**Exercise 2: [Graditeljstvo u Hrvatskoj.
English] ... 1994**

NA700	Base number from schedule
+755	Country number for Croatia from Table N5
NA1455	Addition of NA700 and 755
C76	Table N15 applied to span .C76-.C763 from Table N5 (General work)
M64	Mohorovicić (main entry)
+13	Addition for English translation
1994	Date of publication

NA1455.C76 M6413 1994

**Exercise 2: Medine architektura Lietuvoje
... 2002**

NA700	Base number from schedule
+755	Country number for Lithuania from Table N5
NA1455	Addition of NA700 and 755
L57	Table N15 applied to span .L57-.L573 from Table N5 (General work)
M43	Medine ... (main entry)
2002	Date of publication

NA1455.L57 M43 2002

Exercise 2: Istorizmas ir modernas Vilniaus ... 2000

NA700	Base number from schedule
+755	Country number for Lithuania from Table N5
NA1455	Addition of NA700 and 755
L572	Table N15 applied to span .L57-.L573 from Table N5 (Local, A-Z)
V55	Vilnius
+5	Luksionyte-Tolvaisiene (main entry)
2000	Date of publication

NA1455.L572 V555 2000

Exercise 2: Architektas Karolis Podcasinskis ... 1994

NA700	Base number from schedule
+755	Country number for Lithuania from Table N5
NA1455	Addition of NA700 and 755
L573	Table N15 applied to span .L57-.L573 from Table N5 (Special artists, A-Z)

Exercise 2: Architektas Karolis Podcasinskis
... 1994 (cont'd)

P63 **Podczaszyński**
+3 Table N7: .x3-.x39 (Biography and
criticism)
+5 **Levandauskas** (main entry)
1994 Date of publication

NA1455.L573 P6335 1994

SACO Exercise: Answers

Session 13

SACO exercise: War elephants

Classification Proposal System	
Proposed Schedules Record [UH100.5.B67] Save Cancel Logout	
Create a proposal for a new classification number	
Proposal generated by	<input type="radio"/> Book <input type="radio"/> No Book <input type="radio"/> CIP <input type="radio"/> Rare Book <input checked="" type="radio"/> Coop
Existing class #	UH100.5.B67
Proposed class #	<input type="text" value="UH100.5.E44"/> <input checked="" type="radio"/> Single # <input type="radio"/> Displayed span <input type="radio"/> Suppressed span
Hierarchy	Other services Use of animals in military service Other, A-Z
Caption	<input type="text" value="Elephants"/>
TABLE	<input type="text"/>

SACO exercise: War elephants

Note ("Class here," "Including," etc.)	<input type="text"/>
Work cat.	<input type="text" value="Kistler, J.M. War elephants, 2006."/>
Cataloger's comments	<input type="text"/>
Pattern	<input type="text" value="UH100.5.B67"/>
Better	<input type="text"/>
If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.	
Email address	<input type="text" value="yourname@yourinstitution.edu"/>
Save Cancel Logout	

64

SACO exercise: War elephants

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the **Refresh** button at the top of the browse page.

When you press the **OK** button, this window will close.

Classification Proposal System
 Refresh Menu Tables Logout Close Help
 LC Class # uh87 Go [Navigation icons]

Other services--Use of animals in military service

	Use of animals in military service [H R M P Ref]
UH87	General works [H R M P Ref]
UH90	Pigeons for military communications [H R M P Ref] For World War II see D810.P53 [H R M P Ref]
UH100	Dogs for military communications, etc. [H R M P Ref]
UH100.5.A-Z	Other, A-Z [H R M P Ref]
UH100.5.B38	Bats [H R M P Ref]
UH100.5.B67	Bottlenose dolphins [H R M P Ref]

65

SACO exercise: War elephants

Classification Proposal System
 Refresh Menu Tables Logout Close Help
 LC Class # uh87 Go [Navigation icons]

Other services--Use of animals in military service

	Use of animals in military service [H R M P Ref]
UH87	General works [H R M P Ref]
UH90	Pigeons for military communications [H R M P Ref] For World War II see D810.P53 [H R M P Ref]
UH100	Dogs for military communications, etc. [H R M P Ref]
UH100.5.A-Z	Other, A-Z [H R M P Ref]
UH100.5.B38	Bats [H R M P Ref]
UH100.5.B67	Bottlenose dolphins [H R M P Ref]
→ UH100.5.E44	Elephants [H R M P Ref]
	Medical and sanitary service [H R M P Ref]
UH201	Periodicals. Societies [H R M P Ref]
UH205	Congresses [H R M P Ref]

66

SACO exercise: War elephants

From:	yourname@yourinstitution.edu	CC:		
To:	saco@loc.gov	BC:		Send
Subject:	LC Classification proposal UH100.5.E44 submitted			
Message:	<p>Hello Coop!</p> <p>I have just submitted an LC Classification proposal for new class UH100.5.E44.</p> <p>Thanks!</p> <p>Your name</p>			Cancel
				
				Address
				
				Attach

SACO exercise: War elephants

**LIBRARY OF CONGRESS CLASSIFICATION
TENTATIVE WEEKLY LIST 50 (December 13, 2006)**

Library of Congress staff:
Send comments on this list to Millie Wewerka, CPSO - Telephone: 7-2321 Email: mwew@loc.gov
SACO contributors:
Send questions or comments to your SACO liaison on the Cooperative Cataloging Team.

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification. "(A)" indicates pre-approved proposals for material in priority 1. "(C)" indicates proposals submitted by libraries in the Subject Authority Cooperative Program (SACO).

<p>UH100.5.E44 (C)</p> <p style="text-align: center;">Other services Use of animals in military service Other, A-Z Elephants</p>
--

SACO exercise: War elephants

LIBRARY OF CONGRESS CLASSIFICATION
WEEKLY LIST 50 (December 13, 2006)

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification.

UH100.5.E44	Other services Use of animals in military service Other, A-Z Elephants
-------------	---

SACO exercise: War elephants

Thank you!

You have successfully contributed a new number and caption to the LC Classification schedules!

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Appendix G: Evaluation Form Fundamentals of Library of Congress Classification

Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

	5	4	3	2	1	
a. was extremely valuable						was of little value
b. provided enough detail						was too general
c. was current & relevant						was outdated
d. was cohesive & logical						was fragmented/difficult to follow
e. was appropriate to my needs						was not at all appropriate
f. met its stated objectives						did not meet objectives

2. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

3. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

	5	4	3	2	1	
a. are excellent						are poor
b. followed course content						are disjointed/out of sequence
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

- a. were clear and easy to read
- b. were well organized
- c. illustrated concepts clearly
- d. covered an appropriate amount of information
- e. were visually effective
- f. were enhanced by and supported the presenter's remarks

5	4	3	2	1

- were hard to read
- were poorly organized
- were confusing
- contained too much or not enough information
- were not effective
- were poorly related to the presenter's remarks

Please give the following information about yourself:

- 6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2 1 novice
- 7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2 1 beginner
- 8. Other comments:

Comments on specific sessions:

THANK YOU!