



Library of Congress Classification Workshop

This introduction to the Library of Congress Classification system (LCC) is designed for staffers who assign or verify LCC call numbers but have had little formal instruction or practice, or reference and administrative staff who wish to understand how the LCC relates to their library's collection. Through lecture and exercises, participants will learn how to use the available tools to interpret and construct LCC call numbers. The instructor, Linda Gabel, Consulting Product Manager from OCLC, will discuss

- defining the structure of LCC
- building and understanding classification numbers
- using tables and cutter numbers
- interpreting classification schedules
- building book numbers
- working with LCC tools



Date Monday, September 29, 2003

Time 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place Mumford Room, 6th floor, Madison Building, Library of Congress, 101 Independence Avenue S.E., Washington, D.C.

Metro Capitol South (Orange and Blue Lines)

Sponsor FLICC Education Working Group

Registration \$125 (Registration includes refreshments and hand outs)—Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

Library of Congress Classification Workshop

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone and Fax (include area code) Phone: _____ Fax _____

FEDLINK Members: FEDLINK ID _____ FY2003IAG#2003 _____ Email _____

- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2003 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2003 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
 or fax this form to
FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified.
 If you will use a training form or purchase order, the originals must be submitted on site at registration.

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AGENDA

- I. Introduction**
 - Expectations
 - Objectives

- II. Background/History**
 - Brief introduction to LCC
 - Comparison with Dewey Decimal Classification
 - Tools

- III. Definitions and General Rules**
 - General principles
 - Guidelines on structure of schedules
 - Special materials: periodicals, societies, congresses, biographies, etc.

- IV. Reading/Building Call Numbers**
 - Illustration on reading/building class numbers
 - Using tables
 - Dealing with geographic subarrangements: tables and cutters
 - Dealing with translations
 - Dates in call numbers

- V. Special Materials**

- VI. Wrap-up/Evaluation**