

Appendix F – LS Cataloging Priority

Priority for Cataloging

One assigns a cataloging priority of 1 or 2 for the majority of routine deposits. A deposit is priority 1 if Cataloging in Publication (CIP) data is present or if there is a special request (i.e., Congressional). All other deposits are priority 2 with exceptions noted in the table below.

| Priority for Cataloging | Material Description |
|-------------------------|---|
| Priority 1 | <ul style="list-style-type: none"> ▪ Contains CIP information ▪ Requests for titles by: <ul style="list-style-type: none"> - Members of Congress - Congressional staff - Supreme Court Justices - Division Chiefs (or higher offices of LC) - Agency heads (or higher officers of Executive Branch) |
| Priority 2 | <ul style="list-style-type: none"> ▪ Includes titles or materials described as: <ul style="list-style-type: none"> - Reference assignment - First number or volume of numbered monographic series - First and subsequent volumes of a multi part monograph - High need and/or research value - Major publications in the humanities, social sciences, law and physical, natural, and behavioral sciences, both primary and secondary sources - Substantial publications of topical interest (official and non-official) - Dictionaries: English or English foreign language or foreign language English - All titles destined for Rare Book and Special Collections Division - Rare titles destined for other custodial units - U.S. Congressional publications - Genealogies - Substantial travel guides - Local records with genealogical value - U.S. Federal, State, and local materials that are primary sources or search tools |
| Priority 3 | <ul style="list-style-type: none"> - Encyclopedias - Almanacs |

| Priority for Cataloging | Material Description |
|-------------------------|---|
| | <ul style="list-style-type: none"> - General reference items not identified as higher priority - US local history - Foreign local history - Foreign language dictionaries - Research publications - U.S. Federal documents (not given higher priority) - Official publications of foreign countries and their major subdivisions |
| Priority 4 | <ul style="list-style-type: none"> ▪ Include materials that have a low research value. Additional texts include: <ul style="list-style-type: none"> - Children's books - College level textbooks - Official publications of foreign countries - Privately printed works - State and local government publications - Art exhibition catalogs of fewer than 50 pages - Most belles lettres - Anthologies - Applied arts and crafts - Secondary level textbooks - Popular instructional and devotional publications - Popularizations in all subject fields - Sports and recreation - Unrevised reprints |