

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS

(This example also illustrates **suppressed spans, changes in hierarchy, and making an identical change to a group of consecutive lines**)

Proposal: The following development currently exists in KFN:

KFN5674 Museums and galleries (Table KF9)  
KFN5675 Libraries (Table KF9)

A new level of hierarchy is being proposed above these two captions, resulting in the following arrangement:

Cultural resources  
KFN5673 General (Table KF9)  
KFN5674 Museums and galleries (Table KF9)  
KFN5675 Libraries (Table KF9)

Two new lines are being created, and two existing captions are being moved one indention to the right.

Step 1: Browse to KFN5674.

Step 2: Click on **P** beside the caption **Museums and galleries**, since this caption is currently at the same indention as the proposed caption, **Cultural resources**. The EZ form is displayed:

**Classification Proposal System**

Proposed Schedules Record [KFN5674] Save Cancel Logout

**Create a proposal for a new classification number**

Proposal generated by Coop  
Existing class # KFN5674  
Proposed class #   Single #  Displayed span  Suppressed span

**Hierarchy**

**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**

Append Insert Remove Save Cancel Logout

Step 3: Edit the number in the **Proposed class #** field, changing it from **KFN5674** to **KFN5673-KFN5675**. The span consists of the class numbers for the first caption and the last caption that are indented under **Cultural resources**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

*Radio button for span.* Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule:

Proposed class #   Single #  Displayed span  Suppressed span

Step 4: Edit the caption in the **Caption** field, changing it from **Museums and galleries** to **Cultural resources**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the existing hierarchy for **Museums and galleries**.

Step 5: Delete **KF9** from the **TABLE** field, since this new caption will not be subarranged by a table.

Step 6: Cite the work generating the proposal in the **Work cat.** field.

Step 7: Fill in any other applicable fields.

After completing Steps 3-7, the EZ form looks like this:

**Classification Proposal System**

Proposed Schedules Record [KFN5674]

**Create a proposal for a new classification number**

**Proposal generated by Coop**  
**Existing class #** KFN5674  
**Proposed class #**   Single #  Displayed span  Suppressed span

**Hierarchy**

**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**

- Step 8: Click **Save**. On the confirmation screen, click **OK**.
- Step 9: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption is displayed in green. Since **Suppressed span** was selected, the span of numbers is not shown:

	Motion pictures [H R M P Ref]
KFN5672	General TABLE KF9 [H R M P Ref]
KFN5672.5	Censorship TABLE KF9 [H R M P Ref]
	<b>Cultural resources</b> [H R M P Ref]
KFN5674	Museums and galleries TABLE KF9 [H R M P Ref]
KFN5675	Libraries TABLE KF9 [H R M P Ref]
	Constitutional law [H R M P Ref]

- Step 10: The next number to be added is **KFN5673**. The caption **General works** is to be indented under **Cultural resources**. Click **P** beside the green caption **Cultural resources**. The EZ form is displayed.
- Step 11: Edit the **Proposed class #** field, changing the data from **KFN5673-KFN5675** to **KFN5673**. Select the **Single #** radio button.
- Step 12: Since the caption for this number, **General works**, is to be indented under **Cultural resources**, **Cultural resources** must be added as the final line in the **Hierarchy** field. Add the words **Cultural resources** on a new line below the line **Science and the arts. Research** in the hierarchy field:

Proposed class #   Single #  Displayed span  Suppressed span

Hierarchy

Caption

*Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy. It is important that each level of hierarchy be on its own separate line in the field.*

- Step 13: Edit the caption in the **Caption** field, changing it from **Cultural resources** to **General works**.

*For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, If email notifications are desired, the email address field should be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.*

Step 14: Enter **KF9** in the **TABLE** field, since this caption is to be subarranged by Table KF9.

After completing Steps 10-14, the EZ form looks like this:

**Classification Proposal System**

Proposed Schedules Record [KFN5673-KFN5675] Save Cancel Logout

**Create a proposal for a new classification number**

**Proposal generated by Coop**  
Existing class # KFN5673-KFN5675  
Proposed class #   Single #  Displayed span  Suppressed span

**Hierarchy**

**Caption**   
**TABLE**

Step 15: Click **Save**. On the confirmation screen, click **OK**.

Step 16: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green, indented under the previously created caption:

KFN5672	Motion pictures [H R M P Ref]
KFN5672.5	General TABLE KF9 [H R M P Ref]
	Censorship TABLE KF9 [H R M P Ref]
<b>KFN5673</b>	<b>Cultural resources</b> TABLE KF9 [H R M P Ref]
	<b>General works</b> TABLE KF9 [H R M P Ref]
KFN5674	Museums and galleries TABLE KF9 [H R M P Ref]
KFN5675	Libraries TABLE KF9 [H R M P Ref]
	Constitutional law [H R M P Ref]

Step 17: The next step is to change the indentation of the existing captions **Museums and galleries** and **Libraries** so that they will be indented under **Cultural resources**. Click **M** (modify) beside the caption **Museums and galleries**. The EZ form is displayed:

**Classification Proposal System**

Proposed Schedules Record [KFN5674] Save Cancel Logout

**Create a proposal to modify an existing classification number**

**Proposal generated by Coop**  
Existing class # KFN5674  
Proposed class #   Single #  Displayed span  Suppressed span

**Hierarchy**

**Caption**   
**TABLE**

**Note ("Class here," "Including," etc.)**

Step 18: Change the indentation of **Museums and galleries** by adding **Cultural resources** to the hierarchy field. Add this as the bottom line of the field, directly below **Science and the arts. Research:**

Hierarchy

United States (New York)  
     Science and the arts. Research  
     Cultural resources

Caption Museums and galleries

Step 19: When making exactly the same change to more than one consecutive line, a proposal record should be created only for the first line, and a note should be added in the **Cataloger's comments** field, detailing the full scope of the change. Classification editorial staff will update the remaining lines. Since the same change is being made for both **Museums and galleries** and **Libraries**, add the following note to the Cataloger's comments field: "Change the indentation of this line and the line at KFN5375."

After completing Steps 18-19, the EZ form looks like this:

**Classification Proposal System**

Proposed Schedules Record [KFN5674] Save Cancel Logout

**Create a proposal to modify an existing classification number**

Proposal generated by Coop

Existing class # KFN5674

Proposed class #   Single #  Displayed span  Suppressed span

Hierarchy

United States (New York)  
     Science and the arts. Research  
     Cultural resources

Caption Museums and galleries

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

Append Insert Remove Save Cancel Logout

Step 20: Click **Save**. On the confirmation screen, click **OK**.

Step 21: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed change to the caption **Museums and galleries**, showing the new indentation, is displayed in brown immediately below the display of the existing caption:

KFN5672	Motion pictures <a href="#">[H R M P Ref]</a>
KFN5672.5	General <a href="#">TABLE KF9 [H R M P Ref]</a>
	Censorship <a href="#">TABLE KF9 [H R M P Ref]</a>
KFN5673	Cultural resources <a href="#">TABLE KF9 [H R M P Ref]</a>
KFN5674	General works <a href="#">TABLE KF9 [H R M P Ref]</a>
KFN5674	Museums and galleries <a href="#">TABLE KF9 [H R M P Ref]</a>
KFN5675	<b>Museums and galleries</b> <a href="#">TABLE KF9 [H R M P Ref]</a>
	Libraries <a href="#">TABLE KF9 [H R M P Ref]</a>
	Constitutional law <a href="#">[H R M P Ref]</a>

Step 22: The proposal is now complete. Email a notification to the LC Coop Team that a proposal has been created at KFN5673.