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Classification Proposals F 50

BACKGROUND: In 2006, an automated Minaret-based classification proposal system replaced the former manual worksheet-based system. This instruction sheet provides guidelines for using the automated system to propose a new classification number, to propose a new reference, or to modify an existing number. It also includes, as an Appendix, examples of the most common types of classification proposals, together with step-by-step instructions for creating them. For unusually complicated situations, catalogers should consult with the [Policy, Training, and Cooperative Programs Division](#) for assistance in preparing a proposal.

1. Accessing the system.

LC catalogers go to URL: <https://lcconline.info/Menu/>

SACO catalogers go to URL: <https://classweb.org/Proposal/>

All catalogers: Click on [Proposal system under LC Classification, then click on Create, Edit and Browse Classification Proposals](#)

Login with Minaret username and password.

2. Proposing a new number.

a. 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 press **Enter**.

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. Click the **white icon** at the end of the caption and select **Propose a new class number here** from the pop-up menu. For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, click the **white icon** and select **Propose a new class letter here**. An [EZ](#) input screen is displayed.

In the [Generated](#) field, select the appropriate radio button, as follows:

Book. [LC catalogers](#) select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, etc.

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2. Proposing a new number.

a. Creating a proposal. (Continued)

No book. LC catalogers select this button if no bibliographic item is being submitted with the proposal. For example, if the proposal is being made in order to correct an error in the schedule or in response to correspondence, select **No book**.

Note: If the item that has generated the proposal is a rare book, printed music or a serial, cartographic, or audio-visual work, select **No Book** and do not submit the item with the proposal.

CIP. LC catalogers and catalogers in SACO libraries select this button if the proposal is being made in connection with the cataloging of an LC CIP.

Coop. Catalogers in SACO libraries select this button if the proposal is not being made in connection with the cataloging of an LC CIP.

Editable fields on the EZ input screen (* = required field):

- * **Proposed Class #.** This field initially contains the existing number that was chosen as the basis for the new proposal. Change this number to the new number or number span being proposed.

When entering a span of numbers, enter the complete beginning number and the complete ending number into the form. Examples:

<u>TK140.A-TK140.Z</u>	<u>[not TK140.A-Z]</u>
<u>JS3931-JS3939</u>	<u>[not JS3931-9 or JS3931-3939]</u>

2. *Proposing a new number.*

a. *Creating a proposal.*

Editable fields on the EZ input screen (* = required field): (Continued)

Indicate whether it is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.

Single #. Select for an individual number, e.g., HV27; PN1995.9.A26.

Displayed span. Select for spans that are visible in the schedules. The most common types of displayed spans are those ending with “.A-Z” and those accompanied by a reference to a table that provides for an explicit breakdown of the span.

Suppressed span. This is a “summary number” that serves to anchor a line within the classification, but is not visible in the schedules. It consists of the first number and the last number of the captions that fall below it in the hierarchy, i.e., the captions that are indented underneath it.

Example. In this example, the lines “Cats” and “History and conditions” have suppressed spans. The suppressed span for the line “Cats” is SF441-450. The suppressed span for “History and conditions” is SF442.6-SF442.63. The lines SF441, SF442, SF442.6, and SF450 have single numbers, and SF442.63.A-Z and SF449.A-Z are displayed spans.

	Cats
SF441	Periodicals. Societies. Serials
SF442	General works
	History and conditions
SF442.6	General works
SF442.63.A-Z	By region or country, A-Z
SF449.A-Z	By breed or type, A-Z
SF450	Feral cats

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2. Proposing a new number.

a. Creating a proposal.

Editable fields on the EZ input screen (* = required field): (Continued)

Hierarchy. If the number that was chosen as the basis for the new proposal has the same hierarchy as the newly proposed number, the field need not be edited.

The indentation of a line can be changed, if necessary, by editing the hierarchy field. To move a caption to the right, for example, add one line to the hierarchy field. To move a caption one indentation to the left, delete one line from the hierarchy field.

By default, the EZ form displays the lines of the field indented like a stepladder; this is only to make them easier to read. Lines being added to the field may be indented in the stepladder style, but it is not necessary. It is necessary, though, to place each level of hierarchy on a separate line so that the proper number of hierarchy lines are created.

- * **Caption.** The field initially contains the existing caption that was chosen as the basis for the new proposal. Replace this caption with the new caption being proposed.

TABLE. If the proposal is for a span of numbers that is subarranged by a table, enter the applicable table number in the **TABLE** field.

Note. Enter the text of a “Class here” or “Including” note, if any, in this field.

- * **Work cat.** Provide a citation of the work that is generating the proposal in this field. Provide the LCCN, main entry, title proper, and publication date in the \$a subfield. Include in a \$b subfield information from the work that will be useful in evaluating the proposal.

Cataloger's comments. Enter comments about the proposal, if any, in this field.

2. *Proposing a new number.*

a. *Creating a proposal.*

Editable fields on the EZ input screen (* = required field): (Continued)

Pattern. Enter in this field an existing number or span of numbers that is being used to justify the new proposal. If no pattern is being cited, leave the field blank. Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines. For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.]

Better. Determine from a Voyager shelflist search and enter into this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers. This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal. The existing records are normally not reclassified. If there are no betters, leave it blank.

Email address. Entering an email address into this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Provide only one email address, or leave the field blank to avoid receiving these messages.

Any of the above fields that is not marked with an asterisk may be left blank if it is not applicable to the proposal.

b. *Saving and viewing the proposal.* When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click Save button. A screen appears confirming that the proposal has been saved. Close the screen and refresh the classification browse page.

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2. Proposing a new number.

b. Saving and viewing the proposal. (Continued)

The newly proposed number and caption appear in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed number and caption are in the correct location and at the correct indentation. If there are any errors, edit the proposal by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. [Refresh the classification browse page](#) to see the changed proposal displayed in context on the browse screen.

c. Deleting a proposal. A proposal may be deleted by clicking on the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear. [Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click Delete button.](#) A [confirmation message appears; click Yes.](#) A screen [confirming that that the proposal has](#) been deleted [appears.](#) [Refresh the classification browse page,](#) and the proposal will have disappeared.

The system allows catalogers to delete only [their](#) own proposals, not those that were created by [other catalogers](#). A proposal can be deleted only until [PTCP](#) assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Proposals for two or more consecutive numbers and captions. If a proposal consists of a group of consecutive numbers and captions, a separate proposal must be created for each line. This is done by repeating all of the steps in this process for each new line.

Once the first proposal has been created and is displayed in green, it can be used as the basis for creating the next proposal by clicking the **white icon** beside it and selecting **Propose a new class number here**. For detailed instructions on creating multiple-line proposals, see Example 3 in the Appendix to this instruction sheet.

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3. Proposing a new see reference or confer note. There are two different methods for creating a see reference or a Cf. note. The first method, which is often more straightforward, is described in sect. 3.a below. The second method, which is less straightforward but more technically correct, is described in section 3.b below. Method 2 is preferred, although either method is acceptable except when a proposal is being made to parenthesize (cancel) an existing number. In that case, always use the first method.

a. Creating a proposal (Method 1).

Note: When creating a see reference or Cf. note to a new number that is being proposed at the same time, be sure to create the proposed number **BEFORE** attempting to create the see reference or Cf. note. If a user attempts to create a reference or Cf. note to a number that does not yet exist, the system returns an error message.

In the browse field enter the class number where the reference is to be added, and press **Enter**. Locate the class number in the browse display, click on the **white icon** and select **Propose a new reference here** from the pop-up menu. An EZ input screen is displayed. Indicate whether the proposal is for a “see” reference, a “Cf.” note, or a “For ... see ...” note by selecting the appropriate radio button.

See reference. A “see” reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441 *[if the reference is to a single number]*
Cats see SF441+ *[if the reference is to a span of numbers]*

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Cats**; in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

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3. Proposing a new see reference or confer note.

a. Creating a proposal (Method 1). (Continued)

Cf. note. A “Cf.” note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats *[if the reference is to a single number]*
Cf. SF441+ Cats *[if the reference is to a span of numbers]*

To create this type of reference, select the second radio button on the EZ form. In the **Cf. Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

“For ... see ...” reference. A “For ... see ...” reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441 *[if the reference is to a single number]*
For cats see SF441+ *[if the reference is to a span of numbers]*

To create this type of reference, select the third radio button on the EZ form. In the **For Topic** field, type **cats** (lowercase the term you type in this field); in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Work cat. Provide a citation of the work that is generating the proposal in this field. Provide the LCCN, main entry, title proper, and publication date in the \$a subfield. Include in a \$b subfield information from the work that will be useful in evaluating the proposal.

3. *Proposing a new see reference or confer note.*

a. *Creating a proposal (Method 1). (Continued)*

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Provide only one email address, or leave the field blank to avoid receiving these messages.

b. *Creating a proposal (Method 2).* Section 3.b(1) below describes the procedure for making a proposal for a reference when a proposal for a new number is *not* also being proposed. Section 3.b(2) below describes the procedure when a new number is also being proposed.

(1) *Creating a reference to an existing number using Method 2.* In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display, click on the **white icon**, and select **Propose a change to this record** (or **Modify or delete this proposal** if the class number is also being proposed) from the pop-up menu. An EZ input screen is displayed.

Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. Close the MARC record and return to the browse screen. Refresh the screen. The existing line will be duplicated, but colored brown to indicate that it is a revision proposal. Click on the **white icon** to the right of the brown caption and select **Modify or delete this proposal** from the drop-down menu. The EZ input screen will reappear with additional fields.

Indicate whether the proposal is for a “see” reference, a “Cf.” note, or a “For ... see ...” note by selecting the appropriate radio button.

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3. Proposing a new see reference or confer note.

a. Creating a proposal (Method 2). (Continued)

See reference. A “see” reference appears in Class Web and the printed classification schedules as follows:

Robb, J. D., 1950- see PS3568.O243

To create this type of reference, select the first radio button on the EZ form. In the **See ref (class #)** field, type the location where the reference should appear, **PS3568.O222** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span). This number is for filing purposes only, and will not appear on the classification browse screen. In the **Caption** field, type **Robb, J. D., 1950-** .

Cf. note. A “Cf.” note appears in Class Web and the printed classification schedules as follows:

Cf. QK86.5 Applied ethnobotany *[if the reference is to a single number]*

Cf. QK86.5+ Applied ethnobotany *[if the reference is to a span of numbers]*

To create this type of reference, select the radio button marked **Cf. note** on the EZ form. In the **Cf. note (class no #)** field, type the number under which the Cf. note should appear. For example, type **GN476.73** if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **GN476.73-GN467.732**); in the **Topic** field, type **Applied ethnobotany**.

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(1) Creating a reference to an existing number using Method 2. (Continued)

“For ... see ...” reference. A “For ... see ...” reference appears in Class Web and the printed classification schedules as follows:

For applied ethnobotany see QK86.5

[if the reference is to a single number]

For applied ethnobotany see QK86.5+

[if the reference is to a span of numbers]

To create this type of reference, select the radio button labeled **For ... see...**, on the EZ form. In the **For ... see...** (class #) field, type **QK86.5** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **QK86.5-QK86.52**). In the **Topic** field, type **applied ethnobotany** (lowercase the term you type in this field).

*Note: Additional reference fields can be added if a reference already exists, or if more than a single reference is being proposed. Click the radio button next to the type of reference for which another field is desired, then click the **Append field** button at the bottom of the EZ form. The additional field will appear in the form.*

Work cat. Provide a citation of the work that is generating the proposal in this field. Provide the LCCN, main entry, title proper, and publication date in the \$a subfield. Include in a \$b subfield information from the work that will be useful in evaluating the proposal.

Cataloger's comments. Enter comments about the proposal, if any, in this field.

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3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(1) Creating a reference to an existing number using Method 2. (Continued)

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Provide only one email address, or leave the field blank to avoid receiving these messages.

When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click Save button. A screen appears confirming that the proposal has been saved and showing the MARC classification record. Close that screen.

Refresh the classification browse page, or browse to the location of the reference. The newly proposed reference or note appears in brown lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location and is correct in all other respects. If there are any errors, do not attempt to modify the proposal. Instead, delete it, as instructed in sec. 3.c., below, and create a new reference.

(2) Creating a proposal for both a new number and a reference using Method 2.

Note: If creating a see reference or Cf. note to a new number that is being proposed at the same time, make the proposal for the new number first, following the instructions in sec. 2 above. The proposal for the reference will be added to the EZ form for the proposal.

After saving the proposal for the new number, click on the white icon next to the green caption and select **Modify or delete this proposal** from the pop-up menu. The EZ input screen for the proposal is displayed. Indicate whether the proposal is for a “see” reference, a “Cf.” note, or a “For ... see ...” note by selecting the appropriate radio button.

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

- (2) **Creating a proposal for both a new number and a reference using Method 2.** (Continued)

See reference. A “see” reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441 [if the reference is to a single number]
Cats see SF441+ [if the reference is to a span of numbers]

To create this type of reference, select the first radio button on the EZ form. In the See ref (class #) field, type the location where the reference should appear, SF441 (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., SF441-SF450). This number is for filing purposes only, and will not appear on the classification browse screen. In the Caption field, type Cats.

Cf. note. A “Cf.” note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats [if the reference is to a single number]
Cf. SF441+ Cats [if the reference is to a span of numbers]

To create this type of reference, select the radio button marked Cf. note on the EZ form. In the Cf. note (class no #) field, type the number under which the Cf. note should appear. For example, type SF441 if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., SF441-SF450. In the Topic field, type Cats.

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3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(2) Creating a proposal for both a new number and a reference using Method 2. (Continued)

“For ... see ...” reference. A “For ... see ...” reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441 [if the reference is to a single number]
For cats see SF441+ [if the reference is to a span of numbers]

To create this type of reference, select the radio button labeled **For ... see...**, on the EZ form. In the **For ... see... (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **SF441-SF450**). In the **Topic** field, type **cats** (lowercase the term you type in this field).

Note: Additional reference fields can be added if a reference already exists, or if more than a single reference is being proposed. Click the radio button next to the type of reference for which another field is desired, then click the **Append field** button at the bottom of the EZ form. The additional field will appear in the form.

Cataloger’s comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Provide only one email address, or leave the field blank to avoid receiving these messages.

3. *Proposing a new see reference or confer note.*

b. Creating a proposal (Method 2).

(2) *Creating a proposal for both a new number and a reference using Method 2.*

Email address. (Continued)

When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved and showing the MARC classification record. Close that screen.

In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display. The newly proposed reference or note appears in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location. Do not attempt to correct the indentation if it is incorrect. Staff in PTCP will correct it.

c. Deleting a proposal.

A proposal can be deleted by clicking on the **white icon** next to the proposal in the browse display and selecting **Modify or delete this proposal** from the pop-up menu. The EZ form will display. Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Delete** button. A confirmation message appears; click **Yes**. A screen confirming that that the proposal has been deleted appears. Refresh the classification browse page, and the proposal will have disappeared.

The system allows catalogers to delete only their own proposals, not those that were created by other catalogers. A proposal can be deleted only until PTCP assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

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4. Proposing a modification to an existing class number.

a. Creating a proposal. In the browse field, enter the class number to be modified, and press **Enter**. Click on the **white icon** at the end of the caption and select **Propose a change to this record** from the pop-up menu. An EZ input screen is displayed.

In the **Proposal generated by** field, select the appropriate radio button. See sec. 2.a, above, for an explanation of the choices.

The following fields are editable on the EZ input screen. For a description of each, see sec. 2.a, above.

Proposed Class #
Hierarchy
Caption
TABLE
Note

Work cat.
Cataloger's comments
Pattern
Better
Email address

Any of these se fields may be left blank if they are not applicable to the proposal.

b. Saving and viewing the proposal. When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click Save button. A screen appears confirming that the proposal has been saved. Close the screen and refresh the classification browse page.

The proposed modification appears in brown lettering in the browse display, immediately below the existing number, which continues to be displayed in black. This display enables the cataloger to confirm whether the modification is as intended. If there are any errors, edit the proposal by clicking the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Refresh the classification browse page to see the changed proposal displayed in context on the browse screen.

4. Proposing a modification to an existing class number. (Continued)

c. Deleting a proposal. A proposal can be deleted by clicking the **white icon** next to the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear; Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Delete** button. A confirmation message appears; click **Yes**. A screen confirming that that the proposal has been deleted appears. Refresh the classification browse page, and the proposal will have disappeared.

The system allows catalogers to delete only their own proposals, not those that were created by other catalogers. A proposal can be deleted only until PTCP assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Modifying multiple numbers and captions. When proposing a change that affects several consecutive existing numbers and captions, prepare a proposal to modify only the first line of the group. In the **Cataloger's comments** field, provide an explanation of the full scope of the proposal. For example, to add a level of hierarchy, i.e., change the indentation, of SF441-450, prepare a proposal to modify the hierarchy of only the first line of this group, and in **the Cataloger's comments** field, add an instruction such as "Change the hierarchy of this line and all subsequent lines through SF450."

EXAMPLE #1: CREATING A NEW CUTTER NUMBER

Proposal: To create the number PQ1110.C38, with the caption **Cats**

Step 1: Browse to PQ1110.

Step 2: From the existing list of Cutters, click on the **white icon** beside PQ1110.C48. Choose **Propose a new class number here**. The EZ form is displayed:

The screenshot shows a web form titled "Proposed Class Number" within the "Proposal System". The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** PQ1110.C48
- Proposed class #:** A text input field containing "PQ1110.C48". To its right are radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing "French literature", "Collections of French literature", "General (not limited to special periods)", and "Special topics, A-Z".
- Caption:** A text input field containing "Christmas".
- TABLE:** A small table structure with one row and one column.
- Note ("Class here," "Including," etc.):** A large text area for additional notes.
- Work cat.:** A text input field.
- Cataloger's comments:** A text input field.
- Pattern (if none, leave blank):** A text input field.
- Better (if none, leave blank):** A text input field.
- Email:** A text input field with a note above it: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."
- Buttons:** "Append field", "Insert field", and "Remove field".

Step 3: Edit the number in the **Proposed class #** field, changing it from **PQ1110.C48** to **PQ1110.C38**. Check that the radio button for **Single #** is selected.

Step 4: Edit the caption in the **Caption** field, changing it from **Christmas** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at PQ1110.C48.*

Step 5: Cite the work generating the proposal in the **Work cat.** field.

EXAMPLE #1: CREATING A NEW CUTTER NUMBER (Continued)

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Class Number" within a "Proposal System" interface. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "PQ1110.C48".
- Proposed class #:** Text field containing "PQ1110.C38".
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A list box containing "French literature", "Collections of French literature", "General (not limited to special periods)", and "Special topics, A-Z".
- Caption:** Text field containing "Cats".
- TABLE:** A table structure with one row and one column.
- Note ("Class here," "Including," etc.):** A large text area for additional notes.
- Work cat.:** Text field containing "2020123456: Smith, J. Cats in French literature, 2020.".
- Cataloger's comments:** A text area for comments.
- Pattern (if none, leave blank):** A text field.
- Better (if none, leave blank):** A text field.
- Email:** A text field for the user's email address.

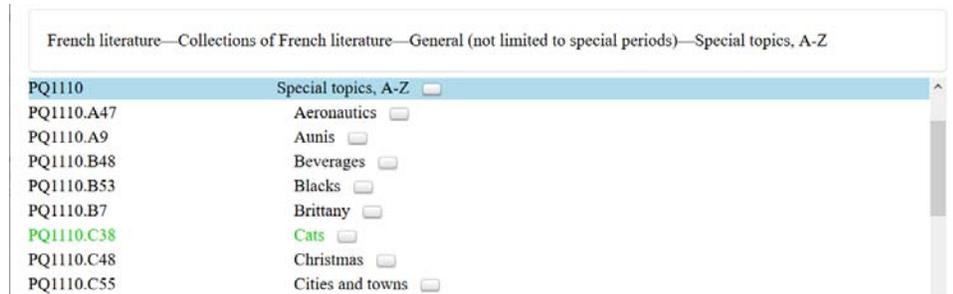
At the bottom of the form, there are three buttons: "Append field", "Insert field", and "Remove field".

Step 7: Print the screen.

Step 8: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9: Refresh the classification browse page. The proposed new number and caption are displayed in green:

EXAMPLE #1: CREATING A NEW CUTTER NUMBER (Continued)



Step 10: Attach the printout of the proposal to the item generating the proposal and send both to PTCB for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER

Proposal: To create the number GT5889.5, with the caption **Cats**, aligned with the existing caption **Dogs**.

Step 1: Browse to GT5889.

Step 2: From the existing list of Cutters, click on the **white icon** beside GT5890. (This number is chosen as the basis for the proposal because the caption is at the same alignment as the proposed new caption.) Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed:

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "GT5890".
- Proposed class #:** Text field containing "GT5890".
- Hierarchy:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy list:** A scrollable list with options: "Manners and customs (General)", "Customs relative to special classes. By occupation", "Agriculture and hunting", "Domestic animals and cultivated plants", and "Domestic and otherwise useful animals".
- Caption:** Text field containing "Dogs".
- TABLE:** A table with one empty row.
- Note ("Class here," "Including," etc.):** A large text area for notes.
- Work cat.:** Text field.
- Cataloger's comments:** Text field.
- Pattern (if none, leave blank):** Text field.
- Better (if none, leave blank):** Text field.
- Email:** Text field with a note: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."
- Buttons:** "Append field", "Insert field", and "Remove field".

Step 3: Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**. Check that the radio button for **Single #** is selected.

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER (Continued)

Step 4: Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.*

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Class Number" with a "Proposal System" logo and a wrench icon. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "GT5890".
- Proposed class #:** Text field containing "GT5889.5".
- Hierarchy:** A dropdown menu with the following options: "Manners and customs (General)", "Customs relative to special classes. By occupation", "Agriculture and hunting", "Domestic animals and cultivated plants", and "Domestic and otherwise useful animals".
- Caption:** Text field containing "Cats".
- TABLE:** A table structure with one empty cell.
- Note ("Class here," "Including," etc.):** A large text area for notes.
- Work cat.:** Text field containing "2020234567: Jones, T. Cats, 2020.".
- Cataloger's comments:** A text field.
- Pattern (if none, leave blank):** A text field.
- Better (if none, leave blank):** A text field.
- Email:** A text field with a note above it: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."
- Buttons:** "Append field", "Insert field", and "Remove field".

Step 7: Print the screen.

Step 8: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9: Refresh the classification browse page. The proposed new number and caption are displayed in green:

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER (Continued)

Manners and customs (General)—Customs relative to special classes. By occupation—Agriculture and hunting—Domestic animals and cultivated plants—Domestic and otherwise useful animals—Horses and riding—By region or country, A-Z

- Horses and riding
- Including costumes
- General works
- Harness, bits, spurs, etc.
- Cf. SF92 Use on farms
- Cf. TS1030-1035 Leather industry
- GT5889.A-Z** By region or country, A-Z
- GT5889.5 Cats
- GT5890 Dogs
- GT5895.A-Z Other animals, A-Z
- GT5895.C37 Cattle

Step 10: Attach the printout of the proposal to the item generating the proposal and send both to PTCP for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

*EXAMPLE #3: CREATING A NEW DEVELOPMENT
WITH MULTIPLE CONSECUTIVE LINES*

*(This example also illustrates **suppressed spans**,
displayed spans, and **changes in hierarchy**)*

Proposal: To create the following development, to be aligned with **Fishes. Aquarium animals**, which begins at SF456:

	Hamsters
SF458.9	General works Hamster breeders, owners, etc.
SF458.92	General works
SF458.93.A-Z	By region or country, A-Z
SF458.94	Juvenile works
SF458.95.A-Z	Special topics, A-Z

Step 1: Browse to SF456.

Step 2: Click on the white icon beside the caption **Fishes. Aquarium animals**, since this caption is at the same indentation as the proposed caption, **Hamsters**. Select **Propose a new class number here** on the pop-up menu. The EZ form is displayed (see next page):

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book (selected), No Book, CIP, and Coop.
- Existing class #:** SF456-SF458.83
- Proposed class #:** SF456-SF458.83. Radio buttons for Single #, Displayed span, and Suppressed span (selected).
- Hierarchy:** A text area containing "Animal culture" and "Pets".
- Caption:** A text field containing "Fishes. Aquarium animals".
- TABLE:** A table structure with one row and one column.
- Note ("Class here," "Including," etc.):** A large text area.
- Work cat.:** A text field.
- Cataloger's comments:** A text field.
- Pattern (if none, leave blank):** A text field.
- Better (if none, leave blank):** A text field.
- Email:** A text field with a note: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line."
- Buttons:** Append field, Insert field, and Remove field.

Step 3: Edit the span of numbers in the **Proposed class #** field, changing it from **SF456-SF458.83** to **SF458.9-SF458.95**. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamsters**. 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:*

Step 4: Edit the caption in the **Caption** field, changing it from **Fishes. Aquarium animals** to **Hamsters**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Fishes. Aquarium animals**.

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

After completing Steps 3-6, the EZ form looks like this:

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF456-SF458.83

Proposed class # SF458.9-SF458.95 Single # Displayed span Suppressed span

Hierarchy
Animal culture
Pets

Caption Hamsters

TABLE

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

Work cat. 2020345678: Thompson, R. Hamsters as pets, 2020.

Cataloger's comments

Pattern (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email myname@loc.gov

Append field Insert field Remove field

Step 7: Print the screen.

For proposals consisting of multiple consecutive lines, a printout should be made of only the record for the first line of the proposed development. Printouts need not be made of the records for subsequent lines.

Step 8: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9: Browse to SF458.9. The proposed new caption is displayed in green. The span of numbers is suppressed:

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

SF458.8 General works

SF458.83.A-Z By region or country, A-Z

 By variety, species, etc. see SF458.A-Z

SF459.A-Z **Hamsters**

 Other animals, A-Z

SF459.A4 Cf. SF460-473 Birds

 Alligators

Step 10: The next number to be added is **SF458.9**. The caption **General works** is to be indented under **Hamsters**. Click the **white icon** beside the green caption **Hamsters**. Select **Propose a new class number here**. The EZ form is displayed.

Step 11: Edit the **Proposed class #** field, changing the data from **SF458.9-SF458.95** to **SF458.9**. Select the **Single #** radio button.

Step 12: Since the caption for this number, **General works**, is to be indented under **Hamsters**, **Hamsters** must be added as the final line in the **Hierarchy** field. Add the word **Hamsters** on a new line below the word **Pets** in the hierarchy field:

Generated Book No Book CIP Coop

Existing class # SF456-SF458.83

Proposed class # SF458.9 Single # Displayed span Suppressed span

Hierarchy

Animal culture

Pets

Hamsters

Caption Hamsters

TABLE

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, as will be seen in Step 18, below. 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 **Hamsters** 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.*

*EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)*

After completing Steps 10-13, the EZ form looks like this:

Proposed Class Number *Proposal System*

Proposed Edit

Modify a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF456-SF458.83

Proposed class # SF458.9 Single # Displayed span Suppressed span

Hierarchy

Animal culture
 Pets
 Hamsters

Caption General works

TABLE

Step 14: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 15: Refresh the classification browse page. The proposed new number and caption are displayed in green, indented under the previously created caption:

By variety, species, etc. see [SF458.A-Z](#)

SF458.9 Hamsters

SF459.A-Z General works

SF459.A4 Other animals, A-Z

SF459.A45 Cf. SF460-473 Birds

Alligators

Cf. SF515.5.A44 Alligator farming

Amphibians

Step 16: The next line to be added is the caption **Hamster breeders owners, etc.**, with a suppressed number span. Click the **white icon** beside the green caption **General works**. Select **Propose a new class number here**. The EZ form is displayed.

Proposed Class Number *Proposal System*

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF458.9

Proposed class # SF458.9 Single # Displayed span Suppressed span

Hierarchy

Animal culture
 Pets
 Hamsters

Caption General works

TABLE

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

- Step 17: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.92-SF458.93**. 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. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamster breeders, owners, etc.**
- Step 18: Edit the caption in the **Caption** field, changing it from **General works** to **Hamster breeders, owners, etc.**

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**. (Notice how the system has reformatted the hierarchy field that was created in Step 12, moving the caption **Hamsters** from the left margin into its correct “stepladder” position.)*

After completing Steps 16-18, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "SF458.9".
- Proposed class #:** Text field containing "SF458.92-SF458.93".
- Display options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing a stepladder hierarchy: "Animal culture", "Pets", and "Hamsters".
- Caption:** Text field containing "Hamster breeders, owners, etc.".
- TABLE:** A table structure with one row and two columns, currently empty.

*EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)*

Step 19: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 20: Refresh the classification browse page. The proposed new caption is displayed in green, aligned with the previously created caption. The span of numbers is suppressed:



Step 21: The next line to be added is the number **SF458.92**. The caption **General works** is to be indented under **Hamster breeders, owners, etc.** Click the **white icon** beside the green caption **Hamster breeders, owners, etc.** Select **Propose a new class number here**. The EZ form is displayed:

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF458.92-SF458.93

Proposed class # SF458.92-SF458.93 Single # Displayed span Suppressed span

Hierarchy: Animal culture, Pets, Hamsters

Caption: Hamster breeders, owners, etc.

TABLE: [Empty field]

Step 22: Edit the **Proposed class #** field, changing the data from **SF458.92-SF458.93** to **SF458.92**. Select the **Single #** radio button.

Step 23: Since the caption for this number, **General works**, is to be indented under **Hamster breeders, owners, etc.**, **Hamster breeders, owners, etc.** must be added to the **Hierarchy** field. Add the line **Hamster breeders, owners, etc.** on a new line below the word **Hamsters** in the hierarchy field.

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

Step 24: Edit the caption in the **Caption** field, changing it from **Hamster breeders, owners, etc.** to **General works**.

After completing Steps 21-24, the EZ form looks like this:

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF458.92-SF458.93

Proposed class # SF458.92 Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets
Hamsters
Hamster breeders, owners, etc.

Caption General works

TABLE

Step 25: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 26: Refresh the classification browse page. The proposed new caption and number are displayed in green, indented under the previously created previously created caption:

By variety, species, etc. see SF458.A-Z

SF458.9 Hamsters

SF458.92 General works

SF459.A-Z Other animals, A-Z

SF459.A4 Alligators

Step 27: The next line to be added is the number **SF458.93.A-Z**. The caption **By region, country, etc.** is to be aligned with the caption **General works**. Click the **white icon** beside the green caption **General works**. Select **Propose a new class number here**. The EZ form is displayed:

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "SF458.92".
- Proposed class #:** Text field containing "SF458.92".
- Display options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing a hierarchical list: "Animal culture", "Pets", "Hamsters", and "Hamster breeders, owners, etc.".
- Caption:** Text field containing "General works".
- TABLE:** A table structure with two columns and one row.

Step 28: Edit the **Proposed class #** field, changing the data from **SF458.92** to **SF458.93.A-SF458.93.Z**. Check that the radio button for **Displayed span** is selected, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 29: Edit the caption in the **Caption** field, changing it from **General works** to **By region or country, A-Z**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 27-29, the EZ form looks like this:

This screenshot shows the same form as above, but with the following updates:

- Proposed class #:** Text field now contains "SF458.93.A-SF458.93.Z".
- Display options:** The radio button for Displayed span is now selected.
- Caption:** Text field now contains "By region or country, A-Z".

Step 30: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 31: Refresh the classification browse page. The proposed new caption and number

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

are displayed in green, aligned with the previously created previously created caption.

Notice how the system has automatically truncated the span that was input, displaying it as SF458.93.A-Z rather than SF458.93.A-SF458.93.Z.



Step 32: The next caption to be added is **Juvenile works**. Since this caption is to be at the same indentation as the **General works** caption at SF458.9, click the **white icon** beside that caption. Select **Propose a new class number here**. The EZ form is displayed.

Although another number and caption could have been chosen as the basis for the new proposal, such as SF458.93.A-Z, the advantage of choosing a number that is at the same indentation as the one being proposed is that there will then be no need to edit the hierarchy field on the EZ form.

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

Step 33: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.94**. Confirm that the radio button for **Single #** is selected.

Step 34: Edit the caption in the **Caption** field, changing it from **General works** to **Juvenile works**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 33-34, the EZ form looks like this:

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # SF458.9

Proposed class # SF458.94 Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption Juvenile works

TABLE

Step 35: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 36: Refresh the classification browse page. The proposed new caption and number are displayed in green, and at the proper alignment.

By variety, species, etc. see SF458.A-Z

SF458.9 Hamsters

SF458.92 General works

SF458.93.A-Z Hamster breeders, owners, etc.

SF458.94 General works

SF459.A-Z By region or country, A-Z

SF459.A4 Juvenile works

Other animals, A-Z

Cf. SF460-473 Birds

Alligators

Step 37: The last caption to be added is **Special topics, A-Z**, aligned with **Juvenile works**. Click the **white icon** beside the green caption **Juvenile works**. Select **Propose a new class number here**. The EZ form is displayed:

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** Text field containing "SF458.94".
- Proposed class #:** Text field containing "SF458.94".
- Display options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing a hierarchical list: "Animal culture", "Pets", and "Hamsters".
- Caption:** Text field containing "Juvenile works".
- TABLE:** A table structure with one row and one column.

Step 38: Edit the **Proposed class #** field, changing the data from **SF458.94** to **SF458.95.A-SF458.95.Z**. Select the radio button for **Displayed span**, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 39: Edit the caption in the **Caption** field, changing it from **Juvenile works** to **Special topics, A-Z**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Juvenile works**.*

**EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)**

After completing Steps 38-39, the EZ form looks like this:

Step 40: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 41: Refresh the classification browse page. The proposed new caption and number are displayed in green, and at the proper alignment.

Step 42: Attach the printout of the proposal that was made in Step 7 to the item generating the proposal and send both to PTCP for processing.

*EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH
MULTIPLE CONSECUTIVE LINES (Continued)*

Some additional tips:

1. **Spans of numbers.** When entering spans of numbers, always include the FULL beginning number and the FULL ending number (including class letters in both cases). Although the system will truncate repetitive portions of spans to provide an easier-to-read display, the full numbers must be present in the underlying classification record. Examples:

<i>Enter:</i>	<i>System displays as:</i>
SF21-SF22	SF21-22
SF23.A-SF23.Z	SF23.A-Z

2. **Printouts.** It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.

EXAMPLE #4: CHANGING A CAPTION

Proposal: To change the caption at PT134.F75 from **Friendship** to **Friendship. Friends**

Step 1: Browse to PT134.F75.

Step 2: Click on the **white icon** beside PT134.F75, and **select Propose a change to this record** from the pop-up menu. The EZ form is displayed:

The screenshot shows a web interface titled "Modified Class Number" and "Proposal System". The main heading is "Create a proposal to modify an existing classification number". Below this, there are several fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** PT134.F75
- Proposed class #:** PT134.F75 (in a text box)
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing "German literature", "History of German literature", "Special subjects not limited to one period or form", and "A-L".
- Caption:** A text box containing "Friendship".
- TABLE:** A table structure with one row and one column, currently empty.

Step 3: Edit the caption in the **Caption** field, changing it from **Friendship** to **Friendship. Friends**

Step 4: Cite the work generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

EXAMPLE #4: CHANGING A CAPTION (Continued)

After completing Steps 3-5, the EZ form looks like this:

Step 6: Print the screen.

Step 7: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 8: Refresh the classification browse page. The changed caption is displayed in brown below the existing caption:

PT134.F64	Folly <input type="checkbox"/>
PT134.F66	Food <input type="checkbox"/>
PT134.F75	Friendship <input type="checkbox"/>
PT134.F75	Friendship. Friends <input type="checkbox"/>
PT134.G32	Gambling <input type="checkbox"/>
PT134.G33	Gardens <input type="checkbox"/>
PT134.G39	Gaze <input type="checkbox"/>
PT134.G4	Genius <input type="checkbox"/>

Step 9: Attach the printout of the proposal to the item generating the proposal and send both to PTCP for processing.

EXAMPLE #4: CHANGING A CAPTION (Continued)

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

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 the **white icon** beside the caption **Museums and galleries**, since this caption is currently at the same indention as the proposed caption, **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed (see next page)

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP 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 (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

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.

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.

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Step 7: Fill in any other applicable fields.

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

Proposed Class Number Proposal System

Create a proposal for a new classification number

Generated Book No Book CIP 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 (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

Step 8: Print the screen.

For proposals consisting of multiple consecutive lines, a printout should be made of only the record for the first line of the proposed development. Printouts need not be made of the records for subsequent lines.

Step 9: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 10: Refresh the classification browse page. The proposed new caption is displayed in green. Since **Suppressed span** was selected, the span of numbers is not shown:

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)



Step 11: The next number to be added is **KFN5673**. The caption **General works** is to be indented under **Cultural resources**. Click the **white icon** beside the green caption **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed.

Proposed Class Number *Proposal System*

Create a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # KFN5673-KFN5675

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption

TABLE

Step 12: Edit the **Proposed class #** field, changing the data from **KFN5673-KFN5675** to **KFN5673**. Select the **Single #** radio button.

Step 13: 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:

Generated Book No Book CIP Coop

Existing class # KFN5673-KFN5675

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption

TABLE

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

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 14: 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 15: Enter **KF9** in the **TABLE** field, since this caption is to be subarranged by Table KF9.

After completing Steps 10-15, the EZ form looks like this:

The screenshot shows a web form titled "Proposed Class Number" under the "Proposal System" header. The form is for creating a new classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** KFN5673-KFN5675
- Proposed class #:** KFN5673
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing "United States (New York)", "Science and the arts. Research", and "Cultural resources" on separate lines.
- Caption:** A text field containing "General works".
- TABLE:** A text field containing "KF9".

Step 16: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 17: Refresh the classification browse page. The proposed new number and caption are displayed in green, indented under the previously created caption:

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)



Step 18: 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 the **white icon** beside the caption **Museums and galleries**. Select **Propose a change to this record** from the pop-up menu. The EZ form is displayed:

Step 19: 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**:

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

Step 20: 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 indention of this line and the line at KFN5375."

After completing Steps 19-20, the EZ form looks like this:

The screenshot shows a web form titled "Modified Class Number" with a "Proposal System" header and a wrench icon. The form is for creating a proposal to modify an existing classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book, No Book, CIP, and Coop.
- Existing class #:** KFN5674
- Proposed class #:** KFN5674
- Options:** Radio buttons for Single #, Displayed span, and Suppressed span.
- Hierarchy:** A text area containing "United States (New York)", "Science and the arts. Research", and "Cultural resources".
- Caption:** A text field containing "Museums and galleries".
- TABLE:** A text field containing "KF9".
- Note ("Class here," "Including," etc.):** A large empty text area.
- Work cat.:** An empty text field.
- Cataloger's comments:** A text field containing "Change the indention of this line and the line at KFN5375."
- Pattern (if none, leave blank):** An empty text field.
- Better (if none, leave blank):** An empty text field.

Step 21: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 22: Refresh the classification browse page. The proposed change to the caption **Museums and galleries**, showing the new indention, is displayed in brown immediately below the display of the existing caption:

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS (Continued)

KFN5672	Motion pictures	<input type="checkbox"/>
KFN5672.5	General	TABLE KF9 <input type="checkbox"/>
	Censorship	TABLE KF9 <input type="checkbox"/>
KFN5673	Cultural resources	<input type="checkbox"/>
KFN5674	General works	TABLE KF9 <input type="checkbox"/>
KFN5674	Museums and galleries	TABLE KF9 <input type="checkbox"/>
KFN5675	Museums and galleries	TABLE KF9 <input type="checkbox"/>
	Libraries	TABLE KF9 <input type="checkbox"/>
	Constitutional law	<input type="checkbox"/>

Step 23: The proposal is now complete. Attach the printout that was made in Step 8 to the item generating the proposal and send both to PTCP for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

*EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE*

Proposal: The following line currently exists in SF:

SF459.H3 Hamsters

A new development has been proposed for Hamsters at SF458.9-SF458.95 (see EXAMPLE #3). A proposal is therefore being made to change the above line to:

(SF459.H3) Hamsters see SF458.9-SF458.95

This should be treated as a proposal to modify an existing line by parenthesizing the number and changing the caption to a see reference rather than a proposal to create a simple see reference.

Step 1: Browse to SF459.H3.

Step 2: Since the number and caption are to be modified, click on the **white icon** beside the caption **Hamsters**. Select **Propose a change to this record**. The EZ form is displayed:

The screenshot shows a web form titled "Proposed Class Number" within the "Proposal System". The form is for creating a proposal to modify an existing classification number. It includes the following fields and options:

- Generated:** Radio buttons for Book (selected), No Book, CIP, and Coop.
- Existing class #:** SF459.H3
- Proposed class #:** SF459.H3
- Options:** Radio buttons for Single # (selected), Displayed span, and Suppressed span.
- Hierarchy:** A text area containing "Animal culture", "Pets", and "Other animals, A-Z".
- Caption:** Hamsters
- TABLE:** A table structure with one row and one column.

Step 3: Edit the caption to read **Hamsters see SF458.9-SF458.95**.

Step 4: In the **Cataloger's comments** field, add a note to the editorial staff requesting that the number SF459.H3 be parenthesized.

*Note: Do NOT actually put parentheses around the number in the
Proposed class # field.*

Step 5: Cite the item that is generating the proposal in the **Work cat.** field.

*EXAMPLE #6: PARENTHESIZING A NUMBER AND
CREATING A SEE REFERENCE (Continued)*

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

The screenshot shows a web form titled "Modified Class Number" under the "Proposal System" header. The form is for creating a proposal to modify an existing classification number. It includes several sections:

- Generated:** Radio buttons for "Book" (selected), "No Book", "CIP", and "Coop".
- Existing class #:** Text field containing "SF459.H3".
- Proposed class #:** Text field containing "SF459.H3".
- Hierarchy:** A list of terms: "Animal culture", "Pets", and "Other animals, A-Z".
- Caption:** Text field containing "Hamsters see SF458.9-SF458.95".
- TABLE:** A table structure with one row and one column.
- Note ("Class here," "Including," etc.):** A large text area for additional notes.
- Work cat.:** Text field containing "2020345678: Thompson, R. Hamsters as pets, 2020.".
- Cataloger's comments:** Text field containing "Please parenthesize SF459.H3".
- Pattern (if none, leave blank):** An empty text field.
- Better (if none, leave blank):** An empty text field.
- Email:** Text field containing "myname@loc.gov".

At the bottom of the form, there are three buttons: "Append field", "Insert field", and "Remove field".

Step 7: Print the screen.

Step 8: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9: Refresh the classification browse page. The proposed new reference is displayed in brown:

*EXAMPLE #6: PARENTHEZING A NUMBER AND
CREATING A SEE REFERENCE (Continued)*

SF459.G9	Guinea pigs (Cavies) <input type="checkbox"/>	
	Cf. SF401.G85 General culture <input type="checkbox"/>	
SF459.H3	Hamsters <input type="checkbox"/>	
SF459.H3	Hamsters see SF458.9-SF458.95 <input type="checkbox"/>	
SF459.H43	Hedgehogs <input type="checkbox"/>	
SF459.H47	Hermit crabs <input type="checkbox"/>	

Step 10: Attach the printout that was made in Step 7 to the item generating the proposal and send both to PTCF for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1)

Proposal: The following lines currently exist in the LC Classification:

GN476.73	Ethnobotany
QK86.5	Applied ethnobotany

The proposal is to create the following Cf. note:

GN476.73	Ethnobotany
	Cf. QK86.5 Applied ethnobotany

Step 1: Browse to GN476.73, the location where the Cf. note is to be added

Step 2: Click on Click on the **white icon** beside GN476.73 and select **Propose a new reference here** from the pop-up menu. The EZ form for creating references is displayed:

The screenshot shows a web form titled "Proposed Class Number" with a "Proposal System" logo and a wrench icon. The form is for "Propose a new tracing or reference". It includes instructions: "Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers." The form has a "Generated" section with radio buttons for "Book" (selected), "No Book", "CIP", and "Coop". The "Location of reference" is set to "GN476.73". There are three radio button options: "Caption", "Cf. Target #", and "For Topic". Each option has two input fields: "see Target #" and "Topic". Below these are fields for "Work cat." and "Cataloger's comments". At the bottom, there is a section for notification: "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line." with an "Email" input field.

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1) (Continued)

Step 3: Since the reference being proposed is a Cf. note, click the radio button beside the second of the three choices on the easy form. Type **QK86.5** in the **Target #** field and **Applied ethnobotany** in the **Topic** field.

When entering a span of numbers, e.g., GN476.7-GN476.78, always type the FULL beginning number and the FULL ending number, even though redundant portions of the span are suppressed in both online and print displays.

Step 4: Cite the item that is generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

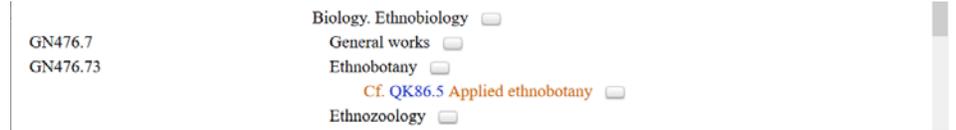
The screenshot shows a web form titled "Proposed Class Number" with a "Proposal System" header and a wrench icon. The main heading is "Propose a new tracing or reference". Below this is a paragraph of instructions: "Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers." The form includes a "Generated" section with radio buttons for "Book" (selected), "No Book", "CIP", and "Coop". Below this is the "Location of reference" field with the value "GN476.73". There are three rows of radio buttons for selection: "Caption", "Cf." (selected), and "For Topic". Each row has two input fields: "see Target #" and "Topic". The "Cf." row has "QK86.5" in the "see Target #" field and "Applied ethnobotany" in the "Topic" field. Below these is the "Work cat." field with the value "2018987654: Applied ethnobotany today, 2017-". There is a "Cataloger's comments" field. At the bottom, there is a checkbox for "If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line." and an "Email" field.

Step 6: Print the screen.

Step 7: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 8: Refresh the classification browse page. The proposed new Cf. note is displayed in brown:

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1) (Continued)



Step 9: Attach the printout that was made in Step 6 to the item generating the proposal and send both to PTCF for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2)

Proposal: The following number is being proposed in LC Classification:

PS3568.O243 Roberts, Nora

The following see reference is also being proposed:

[PS3568.O222] Robb, J. D., 1950- see PS3568.O243

Step 1: Create and save a proposal for PS3568.O243, following the instructions in Example 1.

Step 2: Click on Click on the **white icon** beside the new proposal for PS3568.O243 and select **Modify or delete this proposal** from the pop-up menu. The EZ form for creating the proposal is displayed again, this time with reference fields (see next page):

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)

Proposed Class Number Proposal System

Proposal Edit

Modify a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # PS3568.O198

Proposed class # PS3568.O243 Single # Displayed span Suppressed span

Hierarchy
 American literature
 Individual authors
 1961-2000
 R

Caption Roberts, Nora

TABLE P-PZ40

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

The following class numbers (which can be spans) correspond to the place where each tracing or reference should appear in the schedules. The **Proposed class #**, at the top of this form, is the number to which these references refer.

See ref. (class #) Caption

For ... see ... (class #) Topic

Cf. note (class #) Topic

Work cat.

Cataloger's comments

Pattern (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

Step 3: Since the reference being proposed is a see reference, click the radio button next to **See ref.** Type **PS3568.O222** in the **See ref. (class #)** field and **Robb, J. D., 1950-** in the **Caption** field.

Step 4: Cite the item that is generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)

After completing Steps 3-5, the EZ form looks like this:

Proposed Class Number **Proposal System**

Proposal Edit

Modify a proposal for a new classification number

Generated Book No Book CIP Coop

Existing class # PS3568.O198

Proposed class # Single # Displayed span Suppressed span

Hierarchy
American literature
Individual authors
1961-2000
R

Caption

TABLE

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

The following class numbers (which can be spans) correspond to the place where each tracing or reference should appear in the schedules. The **Proposed class #**, at the top of this form, is the number to which these references refer.

See ref. (class #) **Caption**

For ... see ... (class #) **Topic**

Cf. note (class #) **Topic**

Work cat.

Cataloger's comments

Pattern (if none, leave blank)

Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

Step 6: Print the screen.

Step 7: Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 8: Browse for PS3568.O222. The proposed new reference is displayed:

EXAMPLE #8: CREATING A SEE REFERENCE (METHOD 2) (Continued)

PS3568.O198	Ringo, Clay, 1908- see PS3558.O3473 <input type="checkbox"/>
	Robb, Candace M. TABLE P-PZ40 <input type="checkbox"/>
	Robb, J. D., 1950- see PS3568.O243 <input type="checkbox"/>
	Roberts, Gillian, 1939- see PS3557.R356 <input type="checkbox"/>
	Roberts, Janet Louise see PS3552.R656 <input type="checkbox"/>
PS3568.O243	Roberts, Nora TABLE P-PZ40 <input type="checkbox"/>
PS3568.O2493	Robertson, Keith TABLE P-PZ40 <input type="checkbox"/>
	Rollins, Andre Lorde see PS3562.O75 <input type="checkbox"/>

The reference is not properly aligned with the hierarchy. PTCP staff will correct it when the proposal is scheduled for a list.

Step 9: Attach the printout of the proposal to the item generating the proposal and send both to PTCP for processing.

*Note about printouts: It's generally a good idea to make the required printout of a proposal before saving the proposal record (see Step 7). Do so by using the browser's **Print** button (or **File - Print...**). It's also possible to make the printout after the proposal has been saved. Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*