

BACKGROUND: The term **Cutter** is taken from the name Charles Ammi Cutter (1837-1903), who devised the Two-Figure Author Table in the closing years of the 19th century as an easy-to-use method for arranging books by author within a given class. The Cutter Two-Figure Author Table and its subsequent expansion, the Cutter Three-Figure Author Table, have been adopted and used by libraries throughout the world. In 1969, the Swanson-Swift revision of the edited and revised table was issued under the title **Cutter-Sanborn Three-Figure Author Table (Swanson-Swift Revision)**.

Cutter's principles were modified to serve the special needs of the Library of Congress' rapidly expanding collections. The Library's book numbers are composed according to the table in this instruction sheet. The table was published in the *Cataloging Service Bulletin* in 1964 and revised in 1971, 1972, and 1979. In 1979 the third letter table was introduced.

The **book number** is the part of the call number that distinguishes a particular work from others in the same class. In the LC classification system, the book number is represented by the Cutter or part of the Cutter.

In the shelflist and on the shelf, the Cutter is the means by which an alphabetical arrangement of books is achieved. This alphabetical arrangement is based on the LC filing rules (see G 100) and the Preferred Shelflist Order table (see sec. 2 of this instruction sheet).

In order to permit infinite expansion between any two Cutter numbers, Cutters are treated as decimal numbers. as shown by the example below.

.B3
.B47
.B56
.B583
.B66
.B7

1. Finding the filing position in the shelflist. Consult the class number in the shelflist. Find the proper location for the work being shelflisted. That is, determine where the work is to file according to standard shelflisting practices. In many cases, this will be in alphabetical order by the 1XX and/or 245 fields.

2. Cuttering for words. After determining the filing position of the work, consider whether use of the following table to create the Cutter will achieve the proper position. If so, use the table. If not, complete the Cutter in order to fit in alphabetically with works already shelflisted.

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2. *Cuttering for words.* (Continued)

Cutter Table

<i>After initial vowels</i>								
for the second letter:	b	d	l-m	n	p	r	s-t	u-y
use number:	2	3	4	5	6	7	8	9
<i>After initial letter S</i>								
for the second letter:	a	ch	e	h-i	m-p	t	u	w-z
use number:	2	3	4	5	6	7	8	9
<i>After initial letters Qu</i>								
for the third letter:	a	e	i	o	r	t	y	
use number:	3	4	5	6	7	8	9	
<i>For initial letters Qa-Qt</i>								
use numbers:	2-29							
<i>After other initial consonants</i>								
for the second letter:	a	e	i	o	r	u	y	
use number:	3	4	5	6	7	8	9	
<i>For expansion</i>								
for the letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number:	3	4	5	6	7	8	9	

2. *Cuttering for words. (Continued)*

In the examples below, Cutters without asterisks conform to the table on the previous page. Cutters with single asterisks have been developed when a range of letters in the table has been provided e.g., **l-m**. Cutters with two asterisks have been developed when the second letter is not explicitly stated in the table, e.g., **h** after an initial consonant. In most cases, Cutters must be adjusted to file an entry correctly and to allow room for later entries.

	<u>Vowels</u>		<u>S</u>		<u>Q</u>		<u>Consonants</u>
IBM	.I26	Sadron	.S23	**Qadduri	.Q23	Campbell	.C36
Idaho	.I33	**Scanlon	.S29	**Quade	.Q33	Ceccaldi	.C43
*Ilardo	.I4	Schreiber	.S37	Queiroz	.Q45	**Chertok	.C48
*Import	.I48	*Shillingburg	.S53	Quinn	.Q56	**Clark	.C58
Inman	.I56	*Singer	.S57	Quinn	.Q56	Cobblestone	.C63
Ipswich	.I67	Stinson	.S75	Quorum	.Q67	Cryer	.C79
*Ito	.I87	Suryani	.S87	Qutub	.Q88	Cuellar	.C84
*Ivy	.I94	*Symposium	.S96	**Qvortrup	.Q97	Cymbal	.C96

Note: Do not end a Cutter with the numeral 1 or 0.

For ampersands and initials, see G 100, sec. 14.

3. *Cuttering for numerals.* When Cuttering for Roman or Arabic numerals, use the Cutters .A12 - .A19. However, if entries already in the shelflist have been assigned "documents numbers" (e.g., **.A5** for the corporate heading **United States. Department of ...**) Cutter numerals to file directly after those entries. Because of the infinite range of numbers, choose a Cutter toward the center of the available span when Cuttering for the first numeral in a class. This will allow room for both smaller and larger numbers. Follow this practice even with relatively low numbers since decimal fractions are filed in numeric order before the number 1.

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3. *Cuttering for numerals. (Continued)*

Example #1 (Cuttering for the numeral "100" using the span .A12-.A19):

Title: 100 best hamburger recipes ... 2006.

050 00 \$a TX749.5.B43 \$b A142 2006

Title: A1 Steak House favorites ... 1998.

050 00 \$a TX749.5.B43 \$b A213 1998

Title: America's favorite beef recipes ... 1998

050 00 \$a TX749.5.B43 \$b A45 1998

Example #2 (Cuttering for multiple entries using the span .A12-.A19):

*Title: 1981 commercial composite infrared index, grating molecular index ...
1982.*

050 00 \$a QC457 \$b .A15 1982

*Title: 1981 commercial composite infrared index, grating numerical index ...
1982.*

050 00 \$a QC457 \$b .A154 1982

*Title: 1981 commercial composite infrared index, grating spec-finding index ...
1982.*

050 00 \$a QC457 \$b .A156 1982

Example #3 (Cuttering for a numeral where document numbers have been used):

Main entry: United States. Army. Ordnance Depot Platoon, 502nd

Title/Date: Handbook of ordinance data ... 1918.

050 00 \$a UF523 \$b .A5 1918a

Title entry: 1880's American arms ... 1981.

050 00 \$a UF523 \$b .A53 1981