

BACKGROUND: *A supplementary work is a separately issued subordinate work that continues or complements a previously issued work. Supplements, appendices, indexes, addenda, etc., are all considered supplementary works (cf. F 720). In the past, supplementary works were automatically assigned the same call number plus the term **Suppl.** so that both items would shelve together. For cases where a serial supplemented a monograph or a monograph supplemented a serial, successive Cutter numbers were given. For a short period, some supplements were Cuttered for the original work and double Cuttered by the person or body responsible for the supplement. Current cataloging policy for supplements is to 1) treat the supplement as a separately cataloged item, or 2) to cover it by a note in the physical description area, or 3) to cover it by a note in the note area of the bibliographic record. This instruction sheet provides current guidelines for the shelving of supplements.*

1. Supplements cataloged separately.

a. General rule. Formulate the call number for the supplementary work by using the call number of the original work (including the date, if any) provided by the cataloger and adding the designation **Suppl.**

b. Call number for original work not available. If the complete call number for the original work is not available, formulate the call number for the supplementary work by using the Cutter number that would be used for the expected original work and adding the designation **Suppl.** Such situations arise when LC has the original in microfiche only or when the supplementary work is received before the original. Do not add a date to the call number of the later supplement if the date of the original work is not known. If the original work is received, the call number on the supplement is changed in order to add the date of the original work to the call number of the supplement. For legal materials, if the original work is not held by the library, refer the supplement to the Law Library for consideration by the selection officer.

c. Multiple supplements for the same work. If more than one supplement is issued to a particular work, add successive numbers, beginning with the number **2**, to the designation, e.g., **Suppl.**, **Suppl. 2**, **Suppl. 3**, etc.

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1. *Supplements cataloged separately. (Continued)*

d. Supplements to a numbered volume of a series. In the case of a work that supplements a particular numbered volume of a series, provide the pertinent volume number as part of the complete call number. *Example:*

HD28.Y555 vol. 55 Suppl.

e. Supplements to serials. If a monograph or serial (with the exception of indexes) is issued as a supplement to a serial, treat both publications as two distinct works. However, if a monograph or serial is issued as a supplement to a monograph, treat the supplement as described in sec. 1.a.-d.

2. *Supplements covered by a statement in the physical description area.* If a supplement is covered by a statement in the physical description area (300 field), assign the call number of the original work with added identification such as **tables**, **maps**, etc. to the supplementary work. Add the designation only to the call number in the book and the item record. *Example:*

Original work:

Main entry: Archer, Stephen Hunt.
Title/date: Financial management ... c1983.
Collation: xix, 764 p. : ill. ; 25 cm. + tables.

050 00 \$a HG4026 \$b .A745 1983

Call number for supplement:

050 00 \$a HG4026 \$b .A745 1983 Tables

Note: If there is no identifying word used in the supplementary note, use the term **Suppl.** as the designation in the call number in the book and item record. However, do not use any designation in the call number on the bibliographic record.

3. Indexes cataloged separately. Add **Index** to the call number of separately cataloged indexes to monographs and serials. If more than one index is issued to a particular work, add successive numbers, beginning with the number **2**, to the designation, e.g., **Index**, **Index 2**, **Index 3**, etc. *Example:*

Main entry: Western Association of Map Libraries.

Title: Information bulletin ...

050 00 \$a GA192 \$b.W47

Main entry: Woodward, Frances M., 1938-

Title/date: Index to the Information bulletin ... 1983.

*Subject: Western Association of Map Libraries. Information
Bulletin--Indexes.*

050 00 \$a GA192 \$b .W47 Index