BACKGROUND: In class PZ, works by individual authors are subarranged by work letters representing the title of the work, ignoring initial articles. These title work letters are not Cutter numbers because the capital letter is not followed by a numeral. Instead, the first letters of the title of the work (excluding initial articles) are used. This instruction sheet provides guidance on shelflisting English language juvenile titles cataloged by the CYAC Program in the Library of Congress classification range PZ5-10.5.

Note: The instructions below do not apply to foreign language juvenile belles lettres in classes PZ10.72-90. For shelflisting policies in this classification range see the Classification and Shelflisting Manual.

1. General rule. Consult the class number in the shelflist. Find the proper location for the work being shelflisted. Use the first two letters of the title (excluding articles) as the title work letters. Complete the call number by adding the publication date. Examples:

   Title: Dream peddler / Gail E. Haley, 1993.
   050 00 $a PZ7.H1383 $b Dr 1993

   Title: The trucker / Barbara Samuels, 2010.
   050 00 $a PZ7.S1925 $b Tr 2010

When an author repeats the same initial words in the titles of multiple works, adjust the title work letters to achieve an alphabetical arrangement of titles. Examples:

   Title: My dog and the birthday mystery / David A. Adler, 1987.
   050 00 $a PZ7.A2615 $b Mu 1987

   Title: My dog and the green sock mystery / David A. Adler, 1986.
   050 00 $a PZ7.A2615 $b Mw 1986

   Title: My dog and the key mystery / David A. Adler, 1982.
   050 00 $a PZ7.A2615 $b My 1982

Note: My dog and the key was cataloged first. Title work letters for the other titles were adjusted.
C 94 Shelflisting

1. General rule. (Continued)

Title work letters may be extended to three letters or more to achieve an alphabetical arrangement of the title. Examples:


Note: The expansion letter is intended to create room between titles in the shelflist. This letter can, but does not have to be the next letter in the title.

2. Second letter of first significant word in title is “a.” Assign three work letters when the second letter of the first significant word in the title is a. Examples:

Title: Material girls / Elaine Dimopoulos, 2015.
050 00 $a PZ7.1.D566 $b Mat 2015

Title: Jane Doe and the cradle of all worlds / Jeremy Lachlan, 2019.
050 00 $a PZ7.1.L214 $b Jan 2019

3. Titles beginning with one-letter words. For titles beginning with one-letter words, assign the letter, followed by an a. Add a third letter for expansion. Examples:

Title: "C" is for Cupcake / by Carolyn Haywood, 1974.
050 00 $a PZ7.H31496 $b Cai 1974

Title: I am not a dog toy / by Ethan T. Berlin, 2021.
050 00 $a PZ7.1.B458 $b Iam 2021

Title: R.I.S.K. / by Mary Anderson, 1983.
050 00 $a PZ7.A5444 $b Rac 1983
4. **Titles beginning with Arabic numbers.** Titles that begin with Arabic numerals should file before titles beginning with letters. For example, *20 ways to have fun* files before *Autumn winds*. Begin the title work letter should with **Aa**, followed by a third expansion letter. *Examples:*

   **Title:** 13 treasures / by Michelle Harrison, 2010.  
   050 00 $a PZ7.H256133 $b Aak 2010

   **Title:** 48 shades of brown / by Nick Earls, 1999.  
   050 00 $a PZ7.E1264 $b Aae 1999

5. **Uniform titles.** Base the work letters on the title proper, not the uniform title. This includes editions with title variations. *Examples:*

   **Title:** Stay-at-home Sammy and the runaway spot / Maria Nilsson Thore, 2017.  
   240 10 $a Petras prick. $l English  
   050 00 $a PZ7.1.T477 $b St 2017

   **Title:** I love you, Janie Tannenbaum / Elizabeth Ann Sachs, 1990.  
   240 10 $a Where are you, Cow Patty?  
   050 00 $a PZ7.S1186 $b Ial 1990

6. **Works entered under title.** Do not assign title work letters to works entered under title. Assign Cutter numbers instead. *Examples:*

   **Title:** A to Z with Woody and Buzz : a moving pictures book, 2010.  
   050 00 $a PZ7 $b .A1113 2010

   **Title:** A phoenix first must burn / edited by Patrice Caldwell, 2020.  
   050 00 $a PZ5 $b .P5453 2020

For non-unique title main entries, consider the title to extend only to the first significant mark of punctuation, which will either be a period (.) or a slash (/). If two identical but unrelated title entries appear in the same class, arrange the entries by imprint date using successive Cutters. This does not apply to editions. *Examples:*

Examples: (Continued)

- PZ8.3.W572 1996  The wheels on the bus / [illustrated by Larry Nolte], 1996.

7. Abridgements. An abridgment is a condensed form of a work by the same author that retains the general sense and unity of the original. For abridgements, assign the work letters of the original work, followed by an a. Shelflist subsequent abridgements of the same title by imprint date. Example:

- Title:  The vampire mystery, 2009. [original work]
  050 00 $a PZ7.W244 $b Vam 2009

- Title:  The vampire mystery, 2022. [chapter book based on the original work]
  050 00 $a PZ7.W244 $b Vama 2022

- Title:  The vampire mystery, 2023. [board book based on the original work]
  050 00 $a PZ7.W244 $b Vama 2023

8. Previous practices. Previous practices are still found in the shelflist. For instance, a single letter was used; numerals were filed as if spelled out; authors whose names began with Mc were filed as if they were Mac; and dates were not added. See G 100 for further information on previous shelflisting practices. Use the rules as described above in sections 1-6 for current cataloging. Do not revise records using previous practices. Examples:

Single work letters:

- Title:  Paddling under palmettos / by St. George Rathborne, 1901.
  050 00 $a PZ7.R19 $b P
8. Previous practices.

Examples: (Continued)

Numbers included in work letters

Title: The smartest bear and his brother Oliver / Alice Baily, 1975.
50 00 $a PZ7.B1314 $b Sm3

Numerals and abbreviations filed as if spelled out

Title: 3 rings: a circus book / Paul Brown, 1938.
050 00 $a PZ7.B81667 $b Th

Title: Mr. Big Britches / Darrell A. Rolerson, 1971.
050 00 $a PZ7.R6435 $b M1