SPECIAL INSTRUCTIONS AND TABLES
OF SUBDIVISIONS FOR
CARTOGRAPHIC MATERIALS

I

CALL NUMBER CONSTRUCTION

Call numbers for area atlases consist of three parts; call numbers for area maps, relief models, electronic resources, etc., consist of three or four parts. Examples:

(1) Major area atlas
   G1250    New York State (area number)
   .D4     DeLorme (Firm) (Cutter number for the authority responsible for the atlas)
   2000    Date of atlas publication

(2) Sub-area atlas
   G1253    New York State counties (area number)
   .O5H3   Orange County and Hagstrom Map Company (sub-area Cutter number plus Cutter number for the authority responsible for the atlas)
   2000    Date of atlas publication

(3) Major area map, etc.
   G3800    New York State (area number)
   2000    Date of map situation\(^1\)
   .M3     Marshall Penn-York Co. (Cutter number for the authority responsible for the map)

(4) Sub-area map, etc.
   G3803    New York state counties (area number)
   .N3     Nassau County (sub-area Cutter number)
   2000    Date of map situation\(^1\)
   .R3     Rand McNally and Company (Cutter number for the authority responsible for the map)

\(^1\)The date in a map call number is always the date of situation, except when a history (S\(^+\)) Cutter has been used, in which case the date in the call number is that of publication
CALL NUMBER CONSTRUCTION - Continued

Sets of maps are usually cataloged with an open entry. In the call number, the date is replaced by the denominator of the "representative fraction" scale, minus the last three digits. To distinguish the scale indicator from a date in the call number of a general or closed entry map, a small "s" precedes the scale indicator. For sets of maps with scales larger than 1:1,000 (e.g. 1:200; 1:950; etc.) the denominator of the fraction is treated as a decimal and is preceded by a zero. Sets file after (or separate from) the general or closed entry maps of the same area which are arranged by date. Examples:

(1) G3800 New York State (area number)
    s25 Scale number (denominator of scale, 1:25,000, minus last three digits signalled by "s")
    .U5 United States Army Map Service (Cutter number for authority responsible for the maps)

(2) G5834 France (major area number)
    .P3 Paris (sub-area Cutter number)
    s05 (Scale number (denominator of scale, 1:500, treated as decimal signalled by "s" for scale and zero for decimal)
    .I5 Institut géographique national (France) (Cutter number for the authority responsible for the maps)

AREA SUBARRANGEMENTS

Each sequence of two or more numbers assigned to a geographic area is subarranged in accordance with the following plan:

(1) 0 or 5 General

Examples:

G1250 New York State (general atlas number)
G3800 New York State (general map number)
II

AREA SUBARRANGEMENTS - Continued

(2)  1 or 6 By subject
    Further subarranged by Table G1 in the G schedule

    Examples:

    G1251    New York State (atlas subject-area number)
    .P3     Railroads

    G3801    New York State (map subject-area number)
    .C5     Geology

(3)  2 or 7 By region, natural feature, etc., A-Z

    Note: This applies only to regions or features that have not been assigned individual
    whole or decimal numbers.

    Examples:

    G1252    New York State (atlas regional number)
    .A2     Adirondack Mountains

    G3802    New York State (map regional number)
    .L6     Long Island

    Physical features that cross political boundaries are classified by the following rules:

    A feature in two administrative divisions is classified with the division containing the
    greater portion of the feature. Example:

    G3802    New York State
    .H9     Hudson River (located mostly in New York but also
            in New Jersey)²

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²A river and its associated features (river region, valley, watershed, estuary, etc.) are
classified together
II

AREA SUBARRANGEMENTS

(3) 2 or 7 By region, natural feature, etc., A-Z - Continued

A feature in two administrative divisions, each containing equal parts of the feature, is classified with the first alphabetically. *Example:*

G3832 Delaware
.D4 Delaware Bay (located equally in Delaware and New Jersey)

A feature in three or more administrative divisions is classified with the next larger geographical region that includes the entire feature. *Example:*

G3707 Eastern United States
.A6 Appalachian Mountains (located in numerous states)

An island without a distinctive number is treated as a regional division of the area of which it is a geographical part. This treatment is also preferred if the island is a political unit. *Example:*

G3762 Regions, A-Z (Massachusetts)
.N3 Nantucket Island
[not G3763.N3, Nantucket County]]

(4) 3 or 8 By major political division (Counties, states, provinces, etc.), A-Z

*Note: This applies only to regions or features that have not been assigned individual whole or decimal numbers.*

Administrative divisions are arranged alphabetically using Cutter numbers for each political division. *Examples:*

G1253 New York State (atlas county number)
.W3 Washington County

G3803 New York State (map county number)
.F8 Fulton County
II

AREA SUBARRANGEMENTS

(4) 3 or 8 By major political division (Counties, states, provinces, etc.), A-Z - Continued

Smaller political divisions within any major political division may be classified with the use of a colon (:) followed by the number 3, indicating that the subdivision is an administrative one, and a Cutter number for the subordinate division. *Examples:*

G5753 England (map county number)
.Y6:3W4 Yorkshire, West Riding

G6713 Italy (map regioni number)
.C4:3B4 Campania Regioni, Benevento Province

(5) 4 or 9 By city or town, A-Z

.A1 Cities (Collective). *Example:*

G3704 Capital cities of the United States [electronic resource]
.A1

Cities and towns of most countries are grouped under the country, not under the political subdivision in which they are located. Exceptions to this rule are as follows:

(a) United States cities, towns, and townships are classified under each state. *Examples:*

G1254 New York State (atlas city and town number)
.R6 Rochester

G3804 New York State (map city and town number)
.C7 Corning

G4114 Michigan (map city and town number)
.J5 Jerome [Township]

(b) Canadian cities and towns are classified under each province. *Example:*

G3464 Ontario
.T7 Toronto
II

AREA SUBARRANGEMENTS

(5) 4 or 9 By city or town, A-Z - Continued

Regions and political divisions within a city or town may be classified with the use of a colon (:) followed by the number 2 or 3, indicating whether the subdivision is (2) geographic, or (3) political, and a Cutter number for the subdivision. Examples:

G4364 California (map city and town number)
.L8:2G7 Los Angeles, Griffith Park (classified as a region)

G4114 Michigan (map city and town number)
.E4:2M4 East Lansing, Michigan State University (classified as a region)

G3804 New York State (map city and town number)
.N4:3Q4 New York City, Queens (classified as a political division of the city)

III

SUBJECT SUBARRANGEMENTS

Subject subarrangements are used in classifying cartographic materials with special subject interest. There are seventeen major subject groups, designated by capital letters, followed by numbers representing subtopics. These numbers are not Cutter numbers and have no alphabetical significance.

Call numbers for atlases consist of three parts; call numbers for maps, relief models, electronic resources, etc., consist of four parts. Examples:

(1) Major area subject atlas
G1251 New York State (subject area number)
.P2N4 Roads and New York Dept. of Transportation (subject letter-number plus Cutter number for the authority responsible for the atlas)
2000 Date of publication
### III

**SUBJECT SUBARRANGEMENTS - Continued**

(2) Sub-area subject atlas

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>G1253</td>
<td>New York counties (area number)</td>
</tr>
<tr>
<td>.M6C5N4</td>
<td>Monroe County geologic atlas and New York State Geological Survey (sub-area Cutter number, plus subject-letter number, plus Cutter number for the authority responsible for the atlas)</td>
</tr>
<tr>
<td>2000</td>
<td>Date of publication</td>
</tr>
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(3) Major area subject map, etc.

<table>
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<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3801</td>
<td>New York State (subject-area number)</td>
</tr>
<tr>
<td>.P2</td>
<td>Roads (subject-letter number)</td>
</tr>
<tr>
<td>2000</td>
<td>Date of map</td>
</tr>
<tr>
<td>.A2</td>
<td>AAA (Organization : U.S.) (Cutter number for the authority responsible for the map)</td>
</tr>
</tbody>
</table>

(4) Sub-area subject map, etc.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G3803</td>
<td>New York counties (area number)</td>
</tr>
<tr>
<td>.S55E635</td>
<td>Schuyler County tourist map (Cutter number plus subject-letter number)</td>
</tr>
<tr>
<td>2000</td>
<td>Date of map</td>
</tr>
<tr>
<td>.S3</td>
<td>Schuyler County Chamber of Commerce (Cutter number for authority responsible for the map)</td>
</tr>
</tbody>
</table>