

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)

¹The 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

I

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) |

II

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

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 [<i>not</i> 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 <u>and</u> 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

G1253	New York counties (area number)
.M6C5N4	Monroe County geologic atlas <u>and</u> New York State Geological Survey (sub-area Cutter number, plus subject-letter number, plus Cutter number for the authority responsible for the atlas)
2000	Date of publication

(3) Major area subject map, etc.

G3801	New York State (subject-area number)
.P2	Roads (subject-letter number)
2000	Date of map
.A2	AAA (Organization : U.S.) (Cutter number for the authority responsible for the map)

(4) Sub-area subject map, etc.

G3803	New York counties (area number)
.S55E635	Schuyler County tourist map (Cutter number plus subject-letter number)
2000	Date of map
.S3	Schuyler County Chamber of Commerce (Cutter number for authority responsible for the map)