

LC CLASSIFICATION PROPOSAL FORM

Instructions for Completing the LC Classification Proposal Form:

- Class Letters: Enter the LC Classification letters of the class or subclass to be added to or amended
- Pattern: Enter an existing classification number that is identical or similar to the new proposal in either terminology or location of the caption(s) in relation to surrounding lines.
Citing a pattern helps to justify the development of new numbers. (cf. CSM F 50)
- Class Number, Decimal, and Cutter: Enter the proposed class number or the amended class number and any associated Decimal number and/or Cutter number.
- Captions, Notes: Enter the proposed caption and/or note, or any change to an existing caption and/or note in this area. Place an asterisk before a changed caption or note.
- Work Cat: Give citation of the item generating the proposal
- Send as an email attachment to policy@loc.gov

(For complete instructions see the Classification and Shelflisting Manual (CSM) Instruction Sheet F 50)

Class Letters:

Pattern:

Class Number, Decimal, and Cutter:

Caption, Notes:

Work cat.:

Your name:

Your email address: