Fundamentals of Library of Congress Classification

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Developed by the
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ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional training opportunities for the larger library community, including both PCC and non-PCC participants. The workshop focuses on the application of Library of Congress Classification numbers to bibliographic records. It is useful for general audiences and for member institutions of the PCC BIBCO and SACO Programs. Institutions interested in contributing new or changed numbers to the Library of Congress Classification system are invited to read about PCC SACO membership on the web page: http://www.loc.gov/catdir/pcc/saco/saco.html

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The Association for Library Collections and Technical Services (ALCTS) and the Program for Cooperative Cataloging (PCC) have joined forces to develop a program designed to teach skills in using Library of Congress Classification. This joint initiative is a logical outgrowth of the missions of both organizations. As reflected in their respective strategic plans, each has a strong commitment to training and continuing education.

The partnership to create training programs in basic cataloging skills began with a workshop on subject cataloging using Library of Congress Subject Headings. This was followed by a workshop on name and title authority work. In 2004, a task force was appointed to develop a new workshop on Library of Congress Classification. The task force was charged with: identifying the potential audience for the material; evaluating existing materials; determining the comprehensiveness of course materials; developing an outline of topics to be covered in the course; and writing and editing the training materials. The task force was also assigned to present one session of the training materials at the Annual Conference of the American Library Association in June 2006 and to present the entire suite of materials at an ALCTS preconference at the 2007 ALA Annual Conference in Washington, D.C.

The task force has used as its models the course *Basic Subject Cataloging Using LCSH* and the courses of the Serials Cataloging Cooperative Training Program (SCCTP), both of which provide standardized training materials and skilled professionals to deliver training to catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed.

The content developed for *Fundamentals of Library of Congress Classification* is jointly owned by ALCTS and the PCC, and will be maintained by a joint task group. The Library of Congress’ Cataloger’s Learning Workshop is the publisher and distributor of the workshop materials.

Lori Robare  
Chair, ALCTS/CCS-PCC Task Force on Library of Congress Classification Training
Fundamentals of Library of Congress Classification

Goals of the workshop

- Provide attendees with an understanding of the principles and practices of Library of Congress Classification
- Teach general skills in classification and shelflisting
- Provide guidance in the use of classification tools
- Give attendees practice creating complete LC call numbers
Overview of Classification

Session 1

This session covers:

- What is classification?
- Basic classification terminology
- Selected classification systems
- Choosing a classification system
- Is classification necessary?
“Classification is everywhere. We classify birds and animals, languages and ethnic groups, stars, volcanoes, minerals and clouds, wine and blood, and colours and roses…

“It is natural to the human mind to classify, and essential if we want to make sense of the world, which is full of unique creatures and objects.”

from *Essential Classification*, by Vanda Broughton

**What is classification?**

- Classification in general
  - The placing of subjects into categories
  - Provides a system for organizing, categorizing knowledge
  - Roots of current classification systems go back to Aristotle’s classical theory of categories
Classification of books

If you were organizing a collection of books, how might you arrange them?

- Author’s last name
- Title
- Subject
- Size
- Color
- Hardback vs. paperback
- Publisher

Classificaion of books (2)

- Read and unread books
- Order of acquisition
- Provenance
- Sentimental value

According to a classification system such as LCC or DDC
Classification in libraries

- Use of a systematic scheme for the arrangement of books and other materials

Purpose:
- Bring related items together in a useful sequence from the general to the specific
- Provide a shelving location that patrons use to locate materials
- Enable patrons to browse collections on a topic, either in person or online

One result of classification in libraries:
Books with call number labels on shelves
Early library classification systems

- Various types of arrangement: by broad subject, author, title, order of acquisition, size
- Often used “fixed location” – book assigned a spot on a particular shelf
- Starting in 16th century, librarians devised many classification schemes
  - Jefferson’s system (based on Francis Bacon’s outline of knowledge) most well known
  - None really caught on till end of 19th century

Some early developers & systems

- Francis Bacon
  - 1605, published his outline of knowledge
- Jean Le Rond d’Alembert
  - 1751, published ideas on how Diderot’s Encyclopédie might be arranged
- Thomas Jefferson
  - System based on Bacon and d’Alembert
- Melvil Dewey
  - *Dewey Decimal Classification*
- Charles Ammi Cutter
  - *Expansive Classification*
Basic terminology

Classify:
To categorize, in order to arrange books on the shelves according to subject, using a classification system

Classification schedules:
The books (or files) that contain class numbers

Notation:
The system of symbols used to represent the classes in a classification system

General process for classification

- Analyze the subject content of the work
  - Summarize the primary subject focus of the work as a whole
  - Possible next step: Formulate subject headings that express what the work is about (not the focus of this workshop)
- Go to the classification schedules and determine where the item should be placed within that scheme
- Assign the class number
- As appropriate for the scheme, add additional elements to the class number
Types of classification schemes

- Hierarchical
  - Subjects are divided hierarchically, from general to specific
- Enumerative
  - All aspects of a subject are explicitly provided for in the schedules
- Analytico-synthetic
  - Commonly occurring concepts (place, form, etc.) are listed once and notation is used to build or synthesize numbers
- Faceted
  - Does not assign fixed numbers to subjects, but combines facets of a subject in a composite number

Selected classification schemes

- Most common in U.S. libraries:
  - Dewey Decimal Classification (DDC)
  - Library of Congress Classification (LCC)
  - Superintendent of Documents (SuDocs)
  - National Library of Medicine (NLM)
- More common outside U.S.:
  - Universal Decimal Classification (UDC)
  - Colon Classification (CC)
Brief look at DDC & LCC

City on the Seine: Paris in the time of Richelieu and Louis XIV / Andrew Trout, 1996.

DC 729 .T76 1996

LCC T58c

944.361033

Dewey Decimal Classification (DDC)

- Developed by Melvil Dewey in 1876
- Widely used by public and school libraries in the U.S.
- Used in more than 135 countries
- Translated into over 30 languages
- DDC now owned by OCLC, available in print and web editions
Library of Congress Classification (LCC)

- Designed to arrange LC’s collections
- Widely used in academic libraries
- Enumerative – more is spelled out in the schedules
- Larger – over 40 separate volumes
- Economical notation (shorter numbers)

Considerations in choosing a classification scheme

- Focus of the collection to be classified
  - General or specialized?
- Maintenance of the schedules
  - Revised to accommodate new subjects?
  - Do revisions require reclassification?
- Cost
  - Availability of catalog copy using the scheme
  - Cost of the schedules, print and/or electronic
- Personnel issues
  - Professional/paraprofessional staff, students, volunteers?
Advantages to using LCC vs. DDC?

- Widely available on catalog copy with complete call number
- Relatively unlimited expansion, not requiring wholesale revision
- Shorter numbers
- Cooperative opportunity to introduce new numbers

Disadvantages of using LCC vs. DDC?

- Lack of consistency among schedules
- Too large for an individual to fully master
- No single index
- Too complex for children’s collections
- Based on literary warrant from LC’s collections
- Parts of its organization still reflect 19th/early 20th century worldview
Is classification necessary?

- Importance of classified shelving for browsing
  - It can be difficult to determine which books are most relevant solely from info in catalog records
  - Focused browsing within books organized by subject enables in-depth research
  - Enables discovery by serendipity or recognition

- Why classify:
  - Material in closed stacks?
  - Remote electronic resources?
  - "Call number = shelf location"

Is classification necessary? (2)

- Classification as collocation of all resources
  - Allow for browsing of all materials in collection, physical or intangible, on shelf or not
  - Benefits for collection analysis
  - Browsing e-journal or database lists
  - Used by some Internet resource directories as a means for organizing resources
Trainee Manual

Session 1

Overview of Classification

North Carolina State University Libraries catalog

Catalog Search: global warming

Search 'global warming':
We found 728 matching items. Limit results to currently available items.

Narrow By Call Number Range:
- B - Philosophy, Psychology, Religion (3)
- E - History: America (3)
- G - Geography, Anthropology, Recreation (78)
- H - Social sciences (93)
- J - Political Science (7)
- K - Law in general, Comparative and uniform law, Jurisprudence ... (12)
- N - Fine Arts (1)
- P - Language and literature (4)
- Q - Science (277)
- R - Medicine (6)
- S - Agriculture (30)
- T - Technology, (46)

Narrow Results By:

Subject: Topic
- Global warming (400)

Brief View | Full View
1. Rising waters [videorecording] : global warming and the fate of the Pacific Islands
   Author: Torrice, Andrea.
   Published: c2000.
   Format: Book; Video cassette

Catalog Search: global warming

Search 'global warming': S - Agriculture
We found 30 matching items. Limit results to currently available items.

Narrow By Call Number Range:
- S1 - SB456.50 Agriculture (General) (12)
- SB1 - SB110 Plant culture (4)
- SD1 - SD669.50 Forestry (9)
- SF1 - SF1100 Animal culture (1)
- SH1 - SH651 Aquaculture, Fisheries, Angling (<)

Narrow Results By:

Subject: Topic
- Climatic changes (17)
- Global warming (10)
- Climatic factors (?)
- Effect of global warming on (6)
- Crops and climate (5)

Brief View | Full View
1. Crops and environmental change : an introduction to effects of global warming, increasing atmospheric CO₂ and O₃ concentrations, and soil salinization on crop physiology and yield
   Author: Atkinson, Seth M.
   Published: 2005.
   Format: Book
   D.H. Hill Library
   SB112.5 .P75 2005
   Stacks (8th floor)
   Checked Out
   SB112.5 .P75 2005
   Stacks (8th floor)
   Checked Out

2. Storing carbon in agricultural soils to help mitigate global warming
   Published: [2000].
   Format: Book
   D.H. Hill Library
   S592.6 .C35 S76 2000
   Stacks (8th floor)
   Available

Fundamentals of LC Classification

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### Session 1
Overview of Classification

#### Catalog Search:

Search for "global warming" within the Library of Congress Catalog. We found 9 matching items. Limit results to currently available items.

#### Narrow By Call Number Range:

SD390.50 – SD390.70 Forest meteorology, Forest microclimatol ... (5)
SD391 – SD410.90 Sylviculture (3)

#### Narrow Results By:

**Subject:**
- Climatic changes (5)
- Effect of global warming on (4)
- Forest management (3)
- Global warming (3)
- Forest microclimatol ... (5)

**Subject:**
- Congresses (2)

**Format:**
- Book (10)

**Brief View**

1. A brief history of forest management in the American South: implications for large-scale reforestation to slow global warming
   - Author: Hughes, Joseph H.
   - Published: [1990]
   - Format: Book
   - Natural Resources Library
   - SD409. H84 1990
   - Stacks
   - Available

2. Climate change and the forest sector: possible national and subnational legislation
   - Author: Rosenbaum, Kenneth L.
   - Published: 2004
   - Format: Book, eBook
   - Online: View resource online
   - Natural Resources Library
   - SD390.7 .C55 R66 2004
   - Stacks
   - Available

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**Fundamentals of LC Classification**

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[http://wncln.wncln.org/]
Partial results, browsing H in WNCLN catalog

<table>
<thead>
<tr>
<th>HV1-HV9960--Social pathology. Social welfare. Criminology (more detail)</th>
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<tbody>
<tr>
<td>HV40-HV69 --Social service. Social work. Charity (more detail)</td>
</tr>
<tr>
<td>HV85-HV525 --By region or country (more detail)</td>
</tr>
<tr>
<td>HV530-HV530 --The church and charity (more detail)</td>
</tr>
<tr>
<td>HV541-HV541 --Women and charity (more detail)</td>
</tr>
<tr>
<td>HV544-HV544 --Charity fairs--bazaars--etc. (more detail)</td>
</tr>
<tr>
<td>HV544.5-HV544.5 --International social work (more detail)</td>
</tr>
<tr>
<td>HV547-HV547 --Self-help groups (more detail)</td>
</tr>
<tr>
<td>HV551.2-HV639 --Emergency management (more detail)</td>
</tr>
<tr>
<td>HV553-HV639 --Relief in case of disasters (more detail)</td>
</tr>
<tr>
<td>HV560-HV560 --Red Cross. Red Crescent (more detail)</td>
</tr>
<tr>
<td>HV599-HV639 --Special types of disasters (more detail)</td>
</tr>
<tr>
<td>HV640-HV645 --Refugee problems (more detail)</td>
</tr>
<tr>
<td>HV650-HV670 --Life saving (more detail)</td>
</tr>
<tr>
<td>HV675-HV677 --Accidents. Prevention of accidents (more detail)</td>
</tr>
<tr>
<td>HV680-HV696 --Free professional services (more detail)</td>
</tr>
<tr>
<td>HV697-HV4959 --Protection--assistance and relief (more detail)</td>
</tr>
</tbody>
</table>


Columbia University Libraries Digital Program

Columbia HILCC
A Hierarchical Interface to LC Classification

Path: Digital Library Projects : Metadata Projects
: Columbia HILCC

Columbia’s Hierarchical Interface to LC Classification (Columbia HILCC) interface uses the LC Classification numbers provided in standard catalog records to generate a structured menuing system for subject access on the web. The HILCC mapping table — jointly developed and maintained by the Libraries Digital Program Division and cataloging and reference staff — links each LC classification range with entry vocabulary in a three-or four-level subject tree, for example:

| LC Range | GN 201.0000 - GN 674.9990 |
| Maps to: | Social Sciences -- Anthropology -- Ethnology |
Classification provides a system for organizing and categorizing knowledge.

A number of different systems can be used for classification in libraries.

Classification of information resources is important:

- As a shelving/location device
- For collocation of resources
- To facilitate discovery of resources, whether physical or electronic
Brief History of the Library of Congress Classification (LCC)

Session 2

This session covers:

- Purpose
- Brief history of the development of LCC
- Publication history
- LCC schedules today

Purpose

- Developed by the Library of Congress for organizing its own collections
- Adopted by other libraries, particularly academic and research libraries
- Initially a shelf-location device
- A useful retrieval tool in online systems
- Limited use as a tool for organizing web resources

Brief history

- The Library of Congress established in 1800 when the American legislature was preparing to move from Philadelphia to the new capital city of Washington, D.C.
- Section five of "An Act to Make Further Provision for the Removal and Accommodation of the Government of the United States," signed by President John Adams on April 24, 1800, provided a sum of $5,000 "for the purchase of such books as may be necessary for the use of Congress and the said city of Washington, and for fitting up a suitable apartment for containing them."

Early on, books were grouped by size and, within size groups, by accession number, as reflected in the first (1802) and the second (1804) LC catalogs. The first recorded change in the arrangement of the collection reflected in the Library's third catalog (1808), showing added categories for special bibliographic forms such as plans, state laws, legislative and executive reports and papers, financial reports, and gazettes.

(Leo E. LaMontagne, *American Library Classification with Special Reference to the Library of Congress* (Hamden, CT: Shoe String Press, 1961), 44-45)

Burning of the US Capitol and the Library of Congress’s collection in 1814 by British soldiers

Purchase of Thomas Jefferson’s personal library of 6,487 books, classified by Jefferson’s own system

Library of Congress retaining Jefferson’s classification system
Brief history (4)

- Expansion of the Library's collection from seven thousand books to nearly one million by 1890s
- LC’s move to a new building in 1897
- Contemplation of a new classification scheme for the Library
- Decision for its development in 1900
- Provisional outline proposed in 1901

Brief history (5)

- James C. M. Hanson, Head of the Catalogue Division, and Charles Martel, the newly appointed Chief Classifier, responsible for new classification scheme
- Use of Cutter's *Expansive Classification* as a guide for the order of classes in the broad outline of the LC Classification
- Considerable changes made in notation
Hanson's first outline (1899)

A 1-200 Polygraphy; Encyclopedias; General Periodicals; Societies &c.
A 201-3000 Philosophy
A 3001-B9999 Religion; Theology; Church history
C 1-9999 Biography; and studies auxiliary to history
D 1-9999 General history; periods; and local (except America) with geography
E-F America; history and geography
G Geography; general; and allied studies (e.g. Anthropology and Ethnology)
H 1-2000 Political science
H 2001-9999 Law
I 1-8000 Sociology
I 8001-9999 Women; Societies, clubs etc.
J 1-2000 Sports; amusements
J 2001-9999 Music
K Fine arts
L-M Philology & Literature
N Science; Mathematics; Astronomy; Physics; Chemistry
O Natural history; general; Geology
P Zoology; Botany
Q Medicine
R Useful arts; Agriculture
S Manufactures
T Engineering
U Military, Naval science; light houses; life saving; fire extinction
V-Y Special collections
Z Bibliography (Book arts)

(LaMontagne, *American Library Classification*, 228-29)

Current outline

A -- GENERAL WORKS
B -- PHILOSOPHY, PSYCHOLOGY, RELIGION
C -- AUXILIARY SCIENCES OF HISTORY
D -- HISTORY (GENERAL) AND HISTORY OF EUROPE
E -- HISTORY: AMERICA
F -- HISTORY: AMERICA
G -- GEOGRAPHY, ANTHROPOLOGY, RECREATION
H -- SOCIAL SCIENCES
J -- POLITICAL SCIENCE
K -- LAW
L -- EDUCATION
M -- MUSIC
N -- FINE ARTS
P -- LANGUAGE AND LITERATURE
Q -- SCIENCE
R -- MEDICINE
S -- AGRICULTURE
T -- TECHNOLOGY
U -- MILITARY SCIENCE
V -- NAVAL SCIENCE
Z -- BIBLIOGRAPHY, LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)
Order of publication of LCC schedules

1901  E-F  History: America (Western Hemisphere)
1902  Z    Bibliography. Library science

- Additional schedules were developed throughout the twentieth century
- Development of new schedules is ongoing

Brief history (6)

- Each schedule contains an entire class, a subclass, or a group of subclasses
- Individual schedules of LCC developed and maintained by subject experts
- Conversion from print to electronic format beginning in early 1990s
- Conversion using the USMARC (now called MARC 21) Classification Format
This session covers:

- Outline of classes and subclasses
- Interpreting the classification schedules
  - Indention
  - Notes
- Format of the schedules
- General pattern of subarrangement within classes
General characteristics of schedules

- Developed independently by different groups of subject specialists
- Enumerative -- aspects of a subject explicitly provided by the schedules
- Based on literary warrant
- Unifying elements common to all schedules
  - Physical format (print schedules)
  - Internal arrangement of classes and subclasses
  - Notation
  - Auxiliary tables
- General to specific, creating a hierarchical display
  - Levels of hierarchy are indicated by indentation

Broad outline of LCC

I. General Works (A)
II. Humanistic Disciplines & Social Sciences (B-P)
   - Philosophy, Religion, History, Geography
   - Anthropology, Social Sciences, Music, Fine Arts, Language & Literature
III. Natural Sciences & Technology (Q-V)
   - Math, Physical & Biological Sciences, Medicine, Agriculture, Technology, Military & Naval Sciences
IV. Bibliography & Library Science (Z)
Main classes (1)

- Entire field of knowledge divided into main classes
- Roughly equal to academic disciplines or areas of study
- Denoted by single capital letters

Main classes (2)

A  General works
B  Philosophy, Psychology, Religion
C  History - Auxiliary
D  History - Universal & Old World
E-F  History of the Americas
G  Geography
H  Social Sciences
J  Political Science
K  Law
L  Education
M  Music
N  Fine Arts
P  Language & Literature
Q  Sciences
R  Medicine
S  Agriculture
T  Technology
U  Military Science
V  Naval Science
Z  Bibliography & Library Science
Subclasses (1)

- Represent branches of the disciplines
- Denoted by double or triple capital letters

S – Agriculture
SB – Plant culture
SD – Forestry
SF – Animal culture
SH – Aquaculture. Fisheries. Angling
SK – Hunting sports

Subclasses (2)

- Schedules D and K use triple letters
  DAW – History of Central Europe
  KBP – Islamic law
  KFA – Law of U.S. States, Alabama to Arkansas
- Schedules E and F use only single letters
  E-F History: America
    E – United States (General)
    F – United States local history. Canada. Latin America
Structure of LC Classification

- Basic arrangement is by discipline
- Various aspects of a subject are generally not grouped together, but are classed with the discipline
  - Agriculture:
    - technical aspects in S (Agriculture)
    - agricultural economics in HD (sub-class of Economics)

Structure of LC Classification (2)

- Railroads:
  - Railroad engineering in TF (sub-class of technology)
  - Organization and management of railroads in HE (transportation and communication, a sub-class of economics)

- Remember: LCC separates books on the same subject by discipline
Within each subclass…

- Subclasses further divided to specify form, place, time & subtopics
- Topical divisions often further subdivided by subtopics
- Denoted by integers 1-9999, some with decimal extensions
- Some subtopics may also be denoted by a Cutter number (e.g., .M84)

Some subject divisions in QH Biology (General)

- QH359-425  Evolution
- QH426-470  Genetics
- QH471-489  Reproduction
- QH501-531  Life
- QH540-549.5 Ecology
- QH573-671  Cytology
- QH705-705.5 Economic biology
QH  Biology (General)

Ecology
Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal
For human ecology see GF1+
For ecology of a particular topographic area see QH101+
For plant ecology see QK900+
Cf. BL65.E36 Ecology and religion
Cf. HX550.E25 Communism and ecology
Cf. QH546 Ecological genetics

540  Periodicals, societies, congresses, serial publications
540.3  Collected works (nonserial)
540.4  Dictionaries and encyclopedias
540.5  Philosophy
540.6  Nomenclature, terminology, notation, abbreviations
540.7  Classification

QH  Biology (General)

Ecology
History
540.8  General works
540.83.A–Z  By region or country, A–Z
Biography see QH26+
541  General works, treatises, and textbooks
541.13  Popular works
541.14  Juvenile works
541.142  Handbooks, tables, formulas, etc.
541.145  Addresses, essays, lectures
541.15.A–Z  Special aspects of the subject as a whole, A–Z:
541.15.A9  Autoradiographic techniques
541.15.B54  Biological assay
541.15.B56  Biological diversity
   For local, see QH84.1+
   For physiographic divisions see QH84.8+
   Cf. QH75+ Biological diversity conservation
   Cf. QH541.15.S64 Species diversity
   Cf. QK46.5.D58 Plant diversity
541.15.B84  Buffer zones
541.15.C44  Chemical ecology
Interpreting the schedules

- Meaning is contained in the captions, not in the class numbers
- Class numbers merely serve to order the captions
- Subordination of topics is shown through indention of captions

Interpreting the schedules (2)

- Decimal numbers do not necessarily reflect subtopics of the whole number
- Decimal numbers do show that the class number was not part of the original schedule
- Parenthesized numbers are not to be used; represent class numbers that were valid in the past
- Angle brackets around a number or span of numbers indicate that LC provides this number as an option but does not use it
Notes used in schedules

- Scope notes
  - Explain what the classification covers
  - Used when similar topics occur in different areas
  - Designated by “Class here”
- Explanatory “see” notes
  - Used when a topic logically belongs in one division, but is covered elsewhere
  - Designated by “For”

QE GEOLOGY

861 General works, treatises, and textbooks
   Dinosaurs
   Class here works on dinosaurs in general
   For works on specific orders of dinosaurs
   see QE862.A-Z
861.2 Periodicals, societies, congresses
861.3 Dictionaries
861.35 Computer network resources
   Including the Internet
861.4 General works
861.5 Juvenile works
Notes used in schedules (2)

- "See" notes
  - Used to indicate topics relocated to other parts of the schedule(s)
  - Former number removed or, often, parenthesized

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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>QE</td>
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</tr>
<tr>
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<td>Reptiles</td>
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<tr>
<td>862.A-Z</td>
<td>Other systematic divisions, A-Z</td>
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<td>Chelonia. Testudinata</td>
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<td>Cotylosauria</td>
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<td>862.C8</td>
<td>Crocodylia</td>
</tr>
<tr>
<td>(862.D4)</td>
<td>Dicynodontia see QE862.T5</td>
</tr>
</tbody>
</table>

Notes, cont.

- "Including" notes
  - Provides examples of the topics covered by a particular caption

- Confer notes
  - Designated by the abbreviation "Cf."
  - Indicates other aspects of the topic may be found elsewhere in the schedule(s)
**Physical format**

- Each print schedule contains
  - Preface
  - Broad outline with subclasses
  - Detailed outline with 2 or 3 levels of hierarchy
  - Schedule (the actual class numbers)
  - Tables
  - Index
### Broad outline

- **Science**
  - Science (General) **Q**
  - Mathematics **QA**
  - Astronomy **QB**
  - Physics **QC**
  - Chemistry **QD**
  - Geology **QE**

### Detailed outline

#### OUTLINE

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1–390</td>
<td>Science (General)</td>
</tr>
<tr>
<td>Q1–295</td>
<td>General</td>
</tr>
<tr>
<td>Q300–390</td>
<td>Cybernetics</td>
</tr>
<tr>
<td>Q350–390</td>
<td>Information theory</td>
</tr>
<tr>
<td>QA1–939</td>
<td>Mathematics</td>
</tr>
<tr>
<td>QA1–43</td>
<td>General</td>
</tr>
<tr>
<td>QA47–59</td>
<td>Tables</td>
</tr>
<tr>
<td>QA71–90</td>
<td>Instruments and machines</td>
</tr>
<tr>
<td>QA75–76.95</td>
<td>Calculating machines</td>
</tr>
<tr>
<td>QA75.5–76.95</td>
<td>Electronic computers. Computer science</td>
</tr>
<tr>
<td>QA76.75–76.765</td>
<td>Computer software</td>
</tr>
<tr>
<td>QA101–(145)</td>
<td>Elementary mathematics. Arithmetic</td>
</tr>
<tr>
<td>QA150–272.5</td>
<td>Algebra</td>
</tr>
<tr>
<td>QA273–280</td>
<td>Probabilities. Mathematical statistics</td>
</tr>
<tr>
<td>QA299.6–433</td>
<td>Analysis</td>
</tr>
<tr>
<td>QA801–939</td>
<td>Analytic mechanics</td>
</tr>
</tbody>
</table>
Outline view in Classification Web (1st level)

Q1-390 Science (General) [H R B L D S]
For applied science and technology, see Class T

QA1-939 Mathematics [H R B L D S]

QB1-991 Astronomy [H R B L D S]

QC1-999 Physics [H R B L D S]
  Cf. QH505 Biophysics [H R]
  Cf. R895-920 Medical physics [H R]
  Cf. S588.4-6 Agricultural physics [H R]

QD1-999 Chemistry [H R B L D S]
  For applications of chemistry in special fields, see the field, e.g. RS402+ Medical and pharmaceutical chemistry; S583+ Agricultural chemistry
  For chemical technology, including chemical engineering see TP1-1185 [H R]

Outline view in ClassWeb (2nd level): expansion of Mathematics

QA41.3 Nomenclature, terminology [H R B L D S]
QA41.4-42 Communication of mathematical information [H R B L D S]
QA43 Problems, exercises, examinations [H R B L D S]
QA47-59 Tables [H R B L D S]
  Cf. QA281 Interpolation, Extrapolation [H R]
QA63 Problem solving [H R B L D S]
QA71-90 Instruments and machines [H R B L D S]
  Including practical mathematics, graphical and numerical calculating
QA83 Popular works [H R B L D S]
QA95 Mathematical recreations [H R B L D S]
QA99 Miscellaneous and curiosa [H R B L D S]
Elementary mathematics, Arithmetic [H R B L D S]
  Including basic mathematical concepts for the elementary grade
  Cf. QA246-248.5 Foundations of arithmetic [H R]
QA150-272 Algebra [H R B L D S]
QA273.A1-274.9 Probabilities [H R B L D S]
  Cf. T57.3-33 Industrial engineering [H R]
  Cf. TA340 Engineering mathematics [H R]
QA276 Theory of errors. Least squares [H R B L D S]
Mathematical statistics [H R B L D S]
  Including statistical inference and fundamental concepts of statistics
General arrangement within subclasses and subject divisions

- Form subdivisions
  - Periodicals, Societies, Congresses, Directories, Collections, Dictionaries, etc.
  - Philosophy
  - History
  - Biography
  - General works
  - Study & teaching
  - Subtopics

Form subdivisions example 1

TC  Hydraulic engineering
    For municipal water supply see TD201-500.2
    For hydraulic machinery see TJ840.A2-.A3
  1  Periodicals, societies, etc.
  5  Congresses
     Exhibitions. Museums
  6.A1  General works
  6.A2-Z  By region or country, A-Z
          Subarrange each country by Table T4b
  7  Collected works (nonserial)
  9  Dictionaries and encyclopedias
  12  Directories
Form subdivisions example 2

T Technology (General)
   Periodicals and societies. By language of publication
   1 English
   2 French
   3 German
   4 Other languages (not A-Z)
   (5) Yearbooks
       see T1-4
   6 Congresses
       Industrial museums, etc. see T179-183
       International exhibitions see T391-995
   7 Collected works (nonserial)
   8 Symbols and abbreviations
       Dictionaries and encyclopedias
   9 General works
   10 Bilingual and polyglot

Philosophy

- Used primarily in main classes and subclasses
  - Generally not found below the level of subclass
- Often a single number, though may be expanded to many numbers

QH Natural history (General)
   14 Authorship
   14.3 Philosophy
A range of numbers for Philosophy

**Science (General)--Philosophy. Methodology**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy, Methodology</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>Cf. B67 Philosophy in relation to science</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. BF1275.S3 Spiritualism and science</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. BJ57 Ethics and science</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. BL239-265 Religion and science</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. BT590.S4 Christ and science</td>
<td>[H R]</td>
</tr>
</tbody>
</table>

| Q174 | Periodicals, societies, congresses, serial publications | [H R B L D S] |
| Q174.6 | Collected works (nonserial) | [H R B L D S] |
| Q174.7 | Dictionaries and encyclopedias | [H R B L D S] |
| Q174.8 | History | [H R B L D S] |
| Q175 | General works, treatises, and advanced textbooks | [H R B L D S] |
| Q175.2 | Juvenile works | [H R B L D S] |
| Q175.3 | Addresses, essays, lectures | [H R B L D S] |
| Q175.32.A-Z | Special topics, A-Z | [H R B L D S] |
| Q175.32.A24 | Abduction (Logic) | [H R B L D S] |
| Q175.32.C65 | Complexity (Philosophy) | [H R B L D S] |

**History**

- The history of a topic is often broken down into specific time periods, e.g.,
  - 1945-1971
  - 1971-2000
  - 2000-
- Dates refer to the period of time covered in the work being classified
- Some spans written as "Through [date]" when start is undefined
- Often combined with breakdown by region or country
History examples

Example 1, subdivision by place:
QH Natural history (General)
14.3 Philosophy
History
15 General works
21.A-Z By region or country, A-Z

Example 2, subdivision by time period:
TD Environmental technology. Sanitary engineering
History
15 General works
16 Ancient
17 Medieval
18 Modern to 1800
19 Nineteenth century
20 Twentieth century

History examples (2)

History of France—History—By period—19th century

<table>
<thead>
<tr>
<th>19th century</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DC251</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>DC252</td>
<td>General special [H R B L D S]</td>
</tr>
<tr>
<td>DC252.5</td>
<td>Pamphlets, etc. [H R B L D S]</td>
</tr>
<tr>
<td>DC252.7</td>
<td>Military history [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Biography and memoirs [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>19th century as a whole [H R B L D S]</td>
</tr>
<tr>
<td>DC254.A2</td>
<td>Collective [H R B L D S]</td>
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<tr>
<td></td>
<td>e.g.</td>
</tr>
<tr>
<td>DC254.C7</td>
<td>Crémieux, Adolphe Isaac M. [H R B L D S]</td>
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<tr>
<td></td>
<td>Early 19th century [H R B L D S]</td>
</tr>
<tr>
<td>DC255.A2</td>
<td>Collective [H R B L D S]</td>
</tr>
<tr>
<td>DC255.A3-Z</td>
<td>Individual, A-Z [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>e.g.</td>
</tr>
<tr>
<td>DC255.C4</td>
<td>Chateaubriand, François Auguste R., vicomte de [H R B L I]</td>
</tr>
<tr>
<td></td>
<td>For literary criticism of his Mémoires d'outre-tombe see [H R]</td>
</tr>
<tr>
<td>DC255.C7</td>
<td>Constant de Rebecque, Henri Benjamin [H R B L D S]</td>
</tr>
<tr>
<td>DC255.G8</td>
<td>Guizot, François Pierre G. [H R B L D S]</td>
</tr>
<tr>
<td>DC255.L4</td>
<td>Lamennais, Hugues Félicité R. de [H R B L D S]</td>
</tr>
</tbody>
</table>
Biography

- Biography numbers are generally provided under disciplines, subclasses, and broad subjects
  - Separate numbers for collective & individual

<table>
<thead>
<tr>
<th>QE</th>
<th>Geology</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Collect</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e.g.</td>
</tr>
<tr>
<td>22.D25</td>
<td>Dana, James Dwight</td>
</tr>
<tr>
<td>22.L8</td>
<td>Lyell, Charles</td>
</tr>
<tr>
<td>22.S77</td>
<td>Steno, Nicolaus</td>
</tr>
</tbody>
</table>

General works

- “General works” -- comprehensive works covering a topic
  - May also be listed as “Treatises” or “General”
  - Always found when there are any subtopics under a topic
- Earlier schedules also included “General special” or “Special aspects of the subject as a whole”
  - No new numbers of this type are being established
- Other divisions in this category include “Popular works,” “Juvenile works,” “Addresses, essays, lectures”
General works example 1

GV RECREATION. LEISURE
Games and amusements
Indoor games and amusements
Board games. Move games
**Checkers. Draughts**

1461 Periodicals. Societies. Serials
Biography
1462 Collective
1462.2 A-Z Individual, A-Z
1463 General works
Strategies and tactics
1463.5 General works
1463.7 Openings
1463.9 End games

General works & date spans

- Date spans used under “General works” are based on publication date rather than historical period
  - Through 1800
  - 1801-1859
  - 1860-1900
  - 1901-

- This is done to separate more recent material from older material
- Dates in captions refer to imprint date

**Dates do not overlap!**
Example: dates of publication

HF COMMERCE
Business
Accounting. Bookkeeping
General works
English and American

<table>
<thead>
<tr>
<th>Class</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>5631</td>
<td>Through 1800</td>
</tr>
<tr>
<td>5633</td>
<td>1801-1850</td>
</tr>
<tr>
<td>5635</td>
<td>1851-2005</td>
</tr>
<tr>
<td>5636</td>
<td>2006-</td>
</tr>
</tbody>
</table>

From LC's catalog:
a few books classed in HF5631

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HF5631 M77</td>
<td>Monteage, Stephen</td>
<td>Debtor and creditor made easie.</td>
<td>1682</td>
</tr>
<tr>
<td>HF5631 M77</td>
<td>[Monteage, Stephen] [from old catalog]</td>
<td>Instructions for rent-gatherers accompts, &amp;c. made easie.</td>
<td>1683</td>
</tr>
<tr>
<td>HF5631 N8</td>
<td>North, Roger</td>
<td>Gentleman accomptant: or, An essay to unfold the mystery of accompts, By way of debitor and creditor, commonly called merchants accompts ... By a person of honour</td>
<td>1715</td>
</tr>
</tbody>
</table>
Study & teaching

- Often a single number, but may receive a span of numbers
- Example from QH Ecology:

| 541.2 | General works |
| 541.215 | Outlines, syllabi |
| 541.22 | General works |
| 541.23 | Audiovisual aids |
| 541.235.A-Z | Other methods, A-Z |
| 541.235.G34 | Games |

Topics & subtopics

- Comprise the bulk of individual developments or expansions of classes and subclasses
- Each class, subclass & discipline developed independently
- Arranged logically where possible
- Alphabetical arrangement of subtopics often found, as well
Logical arrangement

QE GEOLOGY
840.5-882 Chordata
841-882 Vertebrates
841 General works, treatises, and textbooks
842 Juvenile works
845 Fossil footprints
846 Fossil teeth
847 Amniotes
851-853 Fishes
861-862 Reptiles
867-868 Amphibians. Batrachia
871-875 Birds
881-882 Mammals

Alphabetical arrangement: orders

QE GEOLOGY
881-882 Mammals
881 General works, treatises, and textbooks
882 A-Z Systematic divisions, A-Z
882.C15 Carnivora
882.C5 Cetacea
882.C8 Chiroptera
882.C84 Cimolesta
882.C9 Creodonta
882.D4 Deltatheridia
882.D45 Desmostylia
882.D6 Docodonta
882.E2 Edentata. Xenarthra
882.E86 Eupantotheria
882.H47 Herbivora
882.I5 Insectivora
Geographic divisions

- Topics may be subdivided geographically in two ways:
  - Alphabetical arrangement under one number, e.g., “By region or country, A-Z”
    - It is common to assign a separate number or numbers to the U.S.
  - A span of numbers, with preferred order:
    - New World -- Northern Hemisphere, followed by Southern Hemisphere
    - Old World -- Northern Hemisphere, followed by Southern Hemisphere; west to east
    - Pacific Islands, Arctic & Antarctic regions last
    - Further subdivision within each region either naturally or alphabetically

By region or country, A-Z

SF  ANIMAL CULTURE
    Pets
      Dogs
        Dog breeders, owners etc.

422.7  General works
422.73.A-Z  By region or country, A-Z
**U.S. with breakdown by state**

- Special countries
  - United States
- T55.7 General works
- T55.72.A-W By state, A-W
- T55.74.A-Z Other American countries, A-Z
- T55.75.A-Z Europe. By country, A-Z
- T55.775 Australia
- T55.778 New Zealand

**U.S with breakdown by city**

- HT COMMUNITIES. CLASSES. RACES
  - City planning
    - 166 General works
      - By region or country
        - United States
    - 167 General works
    - 167.2 Dept. of Housing and Urban Development
    - 167.5.A-Z By region or state, A-Z
    - 169.A-Z Other regions or countries, A-Z
Place divided by topic

- Differs from usual LCC practice (classify by topic, sub-arrange by place)
- Place divided by topic is characteristic of history schedules (D,E,F), laws of countries (KD-KWX) and some areas of the social sciences
- Class or subclass divided geographically, with further subdivisions by form, topic, or period
- Allows more specific enumeration of topics appropriate to each country
### Place divided by topic

**DA HISTORY OF GREAT BRITAIN**

1-3 Historiography

4 Study and teaching


For individual dominions and colonies, see DS-DU, F, etc.

20-690 England

700-745 Wales

750-890 Scotland

900-995 Ireland

900 Periodicals. Societies. Serials

905 Sources and documents

906 General works

Biography (Collective) see DA916

908-908.7 Historiography

909-965 History

969 Description and travel

---

### Place divided by topic

**History of Great Britain—Ireland—History—General special—Antiquities**

<table>
<thead>
<tr>
<th>DA920</th>
<th>Antiquities [H R B L D S]</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Including pre-Celtic</td>
</tr>
<tr>
<td></td>
<td>Cf. DA990 A-Z</td>
</tr>
<tr>
<td></td>
<td>Local history and description [H R]</td>
</tr>
<tr>
<td>DA925</td>
<td>Social life and customs. Civilization. National characteristics</td>
</tr>
<tr>
<td>DA926.A-Z</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>DA927</td>
<td>Ethnography [H R B L D S]</td>
</tr>
<tr>
<td>DA927.A</td>
<td>Travellers (Nomadic people) [H R B L D S]</td>
</tr>
</tbody>
</table>

By period [H R B L D S]

DA930  General works [H R B L D S]

DA930.5  Social life and customs. Civilization. Intellectual life [H R]

DA931  Pagan Ireland, to 433 [H R B L D S]

DA931.5  Christian Ireland, 433-1172 [H R B L D S]

DA932  General works [H R B L D S]

DA932.2.A-Z  Biography and memoirs, A-Z [H R B L D S]

DA932.3  433-795 [H R B L D S]

DA932.6  Danish wars, 795-1014 [H R B L D S]

DA933  1172-1603 [H R B L D S]

DA933.2  General works [H R B L D S]

DA933.5  Social life and customs. Civilization. Intellectual life [H R]
Tables

- Tables are used extensively in LCC
- Allow for subarrangement of similar topics without the need to print the same information repeatedly
- Some tables apply to very limited topics, some are used throughout the system
- Lots of help with tables throughout the workshop

Exercises 1 & 2
Outline: Exercise 1

Using the QH540 Ecology schedule from Appendix A, select a classification number for the following topics:

Where would you class:

1. A dictionary of ecology

2. A collection of speeches on ecology

3. A history of ecology in the U.S.

4. A work on the ecology of Costa Rica

5. A textbook on ecology

6. A book on teaching ecology
Outline: Exercise 2

LC Class # RA576+

Public aspects of medicine—Public health. Hygiene. Preventive medicine—Environmental health—Air—Air pollution (General)—By region or country

Air pollution (General) [H R B L D S]
   Including gases, odors, and smoke
   For economic aspects, see HC, e.g. HC110, United States; HC120, Canada
   For nuisances see RA580-583 [H R]
   Cf. OP82.2.A3 Physiological effect [H R]
   Cf. TD881-890 Sanitary engineering [H R]

RA576.A1
RA576.A2
RA576.A3-Z

By region or country [H R B L D S]

United States [H R B L D S]
General works [H R B L D S]

RA576.6
RA576.6.A-Z
RA576.7.A-Z
RA577.A-Z

By region or state, A-Z [H R B L D S]
Other regions or countries, A-Z [H R B L D S]
By substance, A-Z [H R B L D S]

Where would you class a book on the impact of air pollution on public health in…

1. The United States
2. Virginia
3. Richmond, Virginia
4. France
5. Central America
6. Paris, France
This session covers:

- Versions of LC Classification available
  - Print and electronic
- Primary tools for understanding and applying LC Classification
- Additional resources useful in applying LC Classification
- Overview of features in Classification Web
LCC schedules: print

- Issued in 41 separate volumes by Cataloging Distribution Service
- Available as individual volumes or as a set
- Each schedule revised on its own timetable

LCC schedules: print (2)

- SuperLCCS issued by Thomson Gale
- LC Classification schedules combined with additions, changes, deletions
- Updated annually
LCC schedules: electronic

- Classification Web
  - http://classificationweb.net/
  - Web-based tool for access to LC Classification and LC Subject Headings
  - Updated daily – most up-to-date version
- MARC Distribution Service (MDS) Classification
  - Full set of LC Classification records in MARC 21 or MARCXML format, distributed weekly
  - Includes records only; no software for display

Classification Web

- Full-text display of all LCC schedules
- LCSH, with links to schedules
- Correlations between class numbers and LCSH
- Automatic calculation of table numbers
- Available by subscription
- “Quick Start Tutorial” for help with searching and other features
### Example of Classification Web display

**United States--Later twentieth century, 1961-2000--Periodicals. Societies**

<table>
<thead>
<tr>
<th>E838</th>
<th>Periodicals. Societies</th>
</tr>
</thead>
<tbody>
<tr>
<td>E838</td>
<td>Sources and documents</td>
</tr>
<tr>
<td>E838,5.K4-K49</td>
<td>Kennedy, John Fitzgerald Table E3</td>
</tr>
<tr>
<td>E838,6</td>
<td>Dictionaries and encyclopedias</td>
</tr>
<tr>
<td>E839</td>
<td>General works</td>
</tr>
<tr>
<td>E839,3</td>
<td>Minor works. Pamphlets</td>
</tr>
<tr>
<td>E839,4</td>
<td>Addresses, essays, lectures, etc. (Collected)</td>
</tr>
<tr>
<td>E839,5</td>
<td>Political history</td>
</tr>
<tr>
<td>E839,8</td>
<td>Un-American activities</td>
</tr>
<tr>
<td>E840</td>
<td>General works</td>
</tr>
<tr>
<td>E840,2</td>
<td>Cultural relations (General)</td>
</tr>
</tbody>
</table>

---

**LC Class #** 838

- **Classifications:** [H R B L D S]
- **Collections:** [H R B L D S]
- **Sources and documents:** [H R B L D S]
- **Collected works of American statesmen, A-Z:** [H R B L D S]
- **Kennedy, John Fitzgerald Table E3:** [H R B L D S]
- **Dictionaries and encyclopedias:** [H R B L D S]
- **General works:** [H R B L D S]
- **Minor works. Pamphlets:** [H R B L D S]
- **Addresses, essays, lectures, etc. (Collected):** [H R B L D S]
- **Political history:** [H R B L D S]
- **Un-American activities:** [H R B L D S]
- **Including propaganda, spies and espionage, subversive activities:** [H R B L D S]
- **Diplomatic history, Foreign and general relations:** [H R B L D S]
- **For relations with individual countries or groups of countries:** see E833.A-Z [H R]

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**Session 4**

**Tools for LC Classification**

---

**Classifications:**
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
- [H R B L D S]
Tools for applying the schedules

- Manuals
- Outline
- Authority records
- Auxiliary tools

Manuals

- Subject Cataloging Manual: Classification
  - guidelines for assigning LC classification numbers following LC policy and standards
- Subject Cataloging Manual: Shelflisting
  - guidelines for formulating the unique book number portion of call numbers
- Available in electronic form (Cataloger’s Desktop) or loose-leaf print versions
- We will reference these tools often during the workshop
SCM: Classification

- Instruction sheets prefaced with “F”
- Useful for guidance on:
  - Choosing a class number
  - Understanding use of form captions
  - Classifying special topics or categories of material (folklore, genealogy, literary authors, etc.)

General Topics

F 10 General Principles of Classification

The following principles of classification generally apply when classifying works according to the Library of Congress classification system:

1. Class works according to their subject matter.

2. Unless instructions to the contrary are printed in the schedules, class a work by its specific subject, not by its form under a broader topic. Within a given topical area, class by subject, ignoring form unless form captions have been established under the subject. If no number for the specific form of the work being cataloged has been established in the schedules under the subject, see F 195, sec. 4.

3. Within a given topical area, if a choice must be made between classing by specific subject and classing by place, prefer classification by the subject, unless instructions to the contrary exist or unless precedent, as reflected in the shelflist, clearly indicates otherwise. If no clear precedent exists, record any decision to class by place rather than by subject by adding notes of the following type to the schedule:
SCM: Shelflisting

- 2nd ed., 1995 (out of print, available through Cataloger’s Desktop only)
- Instruction sheets prefaced with “G”
- Includes tables used throughout the LCC schedules
  - Including “By region or country, A-Z”
- Useful for guidance on:
  - Completing the call number
  - Cutter numbers
  - Dates in call numbers
New combined manual: coming soon

- *Subject Cataloging Manual: LC Classification and Shelflisting* (in progress)
  - New ed of *SCM: Shelflisting*
  - To be combined with *SCM: Classification* in one physical volume
  - Much of the new & revised material now available in Cataloger’s Desktop
  - Two sections: General & LC-Specific
  - Information: [http://www.loc.gov/catdir/cpso/scmsl.html](http://www.loc.gov/catdir/cpso/scmsl.html)

Outline

- Detailed outline of LCC
- Helps classifiers understand the system and locate appropriate schedules
- Available in print from CDS (7th ed., 2003)
- Available online: [www.loc.gov/catdir/cpso/lcco/](http://www.loc.gov/catdir/cpso/lcco/)
Library of Congress Classification Outline

Download the Adobe Acrobat Reader to view PDF documents.

Listed below are the letters and titles of the main classes of the Library of Congress Classification. Click on any class to view an outline of its subclasses. The complete text of the classification schedules in printed volumes may be purchased from the Cataloging Distribution Service. Online access to the complete text of the schedules is available in Classification Web, a subscription product that may also be purchased from the Cataloging Distribution Service.

The files are also available in WordPerfect 6.1 format (noted as WP version) for downloading. WordPerfect files may also be opened in most versions of Microsoft Word.

- A -- General Works - WP version
- B -- Philosophy, Psychology, Religion - WP version
- C -- Auxiliary Sciences of History - WP version
- D -- World History and History of Europe, Asia, Africa, Australia, New Zealand, etc. - WP version
- E -- History of the Americas - WP version
- F -- History of the Americas - WP version
- G -- Geography, Anthropology, Recreation - WP version
- H -- Social Sciences - WP version
- J -- Political Science - WP version
- K -- Law - WP version
- L -- Education - WP version
- M -- Music and Books on Music - WP version
- N -- Fine Arts - WP version

CLASS L - EDUCATION

(Click each subclass for details)

Subclass L: Education (General)
Subclass LA: History of education
Subclass LB: Theory and practice of education
Subclass LC: Special aspects of education
Subclass LD: Individual institutions - United States
Subclass LE: Individual institutions - America (except United States)
Subclass LF: Individual institutions - Europe
Subclass LG: Individual institutions - Asia, Africa, Indian Ocean Islands, Australia, New Zealand, Pacific Islands
Subclass LH: College and school magazines and papers
Subclass LJ: Student fraternities and societies, United States
Subclass LT: Textbooks

Fundamentals of LC Classification 4-9
**Subclass LC**

LCB-6691  Special aspects of education
LCB-59  Forms of education
LC  General works
LC15  Conversation and culture
LC25-33  Self-education, Self-culture
LC37-44.3  Home education
LC45-45.8  Nonformal education
LC47-58.7  Private school education
LC58-58.7  Preparatory schools, Preparatory school education
LC59  Public school education
LC65-245  Social aspects of education
LC65-67.68  Economic aspects of education
LC68-70  Demographic aspects of education
LC71-120.4  Education and the state
LC72-72.5  Academic freedom
LC107-120.4  Public school question, Secularization, Religious instruction in the public schools
LC129-139  Compulsory education
LC142-148.5  Attendance, Dropouts
LC149-161  Literacy, Illiteracy
LC165-182  Higher education and the state
LC184-188  Taxation of schools and colleges

**Library of Congress Subject Headings**

- Entries in LCSH sometimes include suggested LC Classification numbers for the heading
  - Class numbers represent the most common aspects of the topic
  - Added only if very close correspondence between subject heading & LCC schedules
  - Class numbers are not always kept up-to-date
  - Use as a starting point only! Always consult the LCC schedules
LCSH entry for **Learning disabilities**: class numbers in different disciplines

Learning disabilities  (May Subd Geog) [R S D]  
[LC4704-4706 (Education)] [B L S D]  
[RC394.L37 (Neurology)] [B L S D]  
[RJ496.L4 (Pediatric neurology)] [B L S D]  
[RJ506.L4 (Child psychopathology)] [B L S D]  
UF Learning disorders  
BT **Cognition disorders**  
Disabilities  
RT **Minimal brain dysfunction in children**  
NT **Nonverbal learning disabilities** [R]  
Reading disability [R]  

**Authority records**

- Subject authority records  
  - contain the same information as LCSH entries  
- Name authority records  
  - Literary authors have specific LC Class numbers  
    - Many appear in name authority records  
- LC Class number appears in 053 field  
- Caution: as noted for class numbers in LCSH, not kept up-to-date. Use as a starting point only!
### Subject authority record with class numbers

<table>
<thead>
<tr>
<th>Rec stat</th>
<th>Entered</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
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<td>20030605</td>
<td>20030715140353.0</td>
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<tr>
<td>Type</td>
<td></td>
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<td>Roman</td>
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<td>Govt agn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ser num</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>sh 85075538</td>
<td></td>
</tr>
<tr>
<td>040</td>
<td>DLC $b$ eng $c$ DLC $d$ DLC</td>
<td></td>
</tr>
<tr>
<td>053</td>
<td>LC4704 $b$ LC4706 $c$ Education</td>
<td></td>
</tr>
<tr>
<td>053</td>
<td>RC394.L37 $c$ Neurology</td>
<td></td>
</tr>
<tr>
<td>053</td>
<td>RJ496.L4 $c$ Pediatric neurology</td>
<td></td>
</tr>
<tr>
<td>053</td>
<td>RJ506.L4 $c$ Child psychopathology</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>Learning disabilities</td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>Learning disorders</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Cognition disorders $w$ g</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Disabilities $w$ g</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Minimal brain dysfunction in children</td>
<td></td>
</tr>
</tbody>
</table>

### Name authority record: literary author

<table>
<thead>
<tr>
<th>ARN</th>
<th>3267442</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec stat</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Roman</td>
<td></td>
</tr>
<tr>
<td>Govt agn</td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td></td>
</tr>
<tr>
<td>Ser num</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>n 92108317</td>
</tr>
<tr>
<td>040</td>
<td>DLC $b$ eng $c$ DLC $d$ DLC $d$ OCoLC</td>
</tr>
<tr>
<td>053</td>
<td>PS3551.B895</td>
</tr>
<tr>
<td>100</td>
<td>Abu-Jaber, Diana</td>
</tr>
<tr>
<td>040</td>
<td>Jaber, Diana Abu-</td>
</tr>
<tr>
<td>670</td>
<td>Her Arabian jazz, c1992: $b$ CIP t.p. (Diana Abu-Jaber)</td>
</tr>
</tbody>
</table>
Auxiliary tools

Useful for:
- Learning more about LC Classification
- Keeping up with changes
- Proposing new or revised class numbers
New class numbers from Weekly List 05 (2007)

Animal culture
PETS
Other animals, A-Z
Chimpanzees

Naval science (General)
War vessels: Construction, armament, etc.
Special types
Minor craft

Littoral combat ships

Libraries
Library science. Information science
The collections. The books
Special classes of materials
Other classes, A-Z

Electronic games

http://www.loc.gov/catdir/pcc/saco.saco.html

About SACO (the subject authority component of the PCC)
- FAQ about [Joining SACO](http://www.loc.gov/catdir/pcc/saco.saco.html)
- General information on the [SACO workshops](http://www.loc.gov/catdir/pcc/saco.saco.html)
- About the [SACO listserv](http://www.loc.gov/catdir/pcc/saco.saco.html) and how to subscribe
  - [SACO Program Application](http://www.loc.gov/catdir/pcc/saco.saco.html)
  - [Task Group on SACO Program Development](http://www.loc.gov/catdir/pcc/saco.saco.html)
    - PCC Steering Committee response & [SACO program restructuring](http://www.loc.gov/catdir/pcc/saco.saco.html) May 2004
  - For more information, contact the [Cooperative Cataloging Team](http://www.loc.gov/catdir/pcc/saco.saco.html) at the Library of Congress

Subject/Classification Proposal Forms and Guidelines
- [LCSH Web form](http://www.loc.gov/catdir/pcc/saco.saco.html) for proposing new headings
- E-mail [Form](http://www.loc.gov/catdir/pcc/saco.saco.html) for proposing new headings
- LCHS Proposal [Guidelines](http://www.loc.gov/catdir/pcc/saco.saco.html) for new headings
- LCHS Sample Proposal Forms with [Annotated Instructions](http://www.loc.gov/catdir/pcc/saco.saco.html):
  - General [proposal form](http://www.loc.gov/catdir/pcc/saco.saco.html)
  - Geographic [headings proposal form](http://www.loc.gov/catdir/pcc/saco.saco.html)
  - Biological [organisms proposal form](http://www.loc.gov/catdir/pcc/saco.saco.html)
- [Web LCSH Change Proposal Form](http://www.loc.gov/catdir/pcc/saco.saco.html)
- E-mail LCSH [Change Proposal Form](http://www.loc.gov/catdir/pcc/saco.saco.html)
SACO home page (2)

For more information, contact the Cooperative Cataloging Team at the Library of Congress

- SACO-At-Large Meeting Summary
  - ALA Annual 2006
- SACO-At-Large Meeting Agenda
  - ALA Midwinter 2007

Documentation, Tools, FAQ, etc.
- FAQ on SACO Heading Proposals
- Alphabetic list of ambiguous entities
- SACO Participants’ Manual (PDF)
- en Español: Manual para participantes del Programa Coordinativo de Autoridades de Matemáticas
- Canadian Subject Headings
- List of Web resources for use in preparing SACO proposals

Proposal Status
- Tentative (unapproved) weekly lists of subject headings
- Approved weekly lists of Library of Congress Subject Headings and Classification Numbers
- Search subject authorities (including proposed headings) via the LC web catalog
- CPCC Summary of Decisions - Weekly Editorial Meetings

http://catalog.loc.gov/

The Library of Congress

LIBRARY OF CONGRESS ONLINE CATALOG
New Feature [08/17/06] — Session Timeout Alert

About Displaying and Searching Using Non-Roman Characters
Frequently Asked Questions • Help Table of Contents • What’s New

Basic Search
Using a fill-in box, search by:
- Title or Author/Creator
- Subject
- Call number
- LCCN, ISSN, or ISBN
- Keywords

Guided Search
Using a series of forms and menus:
- Construct keyword searches
- Restrict all or part of the search to a particular index
- Combine search words or phrases with Boolean operators

Other Online Catalogs:
- Prints and Photographs Online Catalog (PPOC)
- About - Start Searching
- Sound Online Inventory & Catalog (SONIC)
- About - Start Searching
- Alternative Interface to the
### LC Call Number browse

**DATABASE:** Library of Congress Online Catalog

#### Basic Search

- **Search Text:** nj496.L4
- **Search Type:** Title

#### Call Number Browse (LC Class)
- Call Number Browse (Other)
- LCCN-ISBN-ISSN
- Series/Uniform Title Browse
- Author/Creator Sorted by Title

#### Search Hints

- [ ] 25 records per page
- Begin Search
- Clear Search

### LC Call Number browse results

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Name: Main Author, Creator, etc.</th>
<th>Full Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RJ496.L4 P46 1991</td>
<td>Pennington, Bruce Franklin, 1945-</td>
<td>Diagnosing learning disorders: a neuropsychological framework / Bruce F. Pennington; foreword by Martha Bridge Dencikla.</td>
<td>1991</td>
</tr>
</tbody>
</table>
ClassWeb Quick Start Tutorial

- Available in ClassWeb and at http://www.loc.gov/cds/classweb/
- Help with:
  - Browsing class numbers
  - Searching (captions, keywords, index terms, etc.)
  - Customizing
  - Correlating subject headings and class numbers
  - And more….
Quick Start Tutorial

Getting Started - Browsing and Navigating

- Main Menu
- Browser Display
- Special Functions
- Navigation Buttons
- Hot Links to Confer Notes and See References
- Hot Links to Primary Tables
- Hot Links to Secondary Tables
- Parenthesized and Bracketed Classification Numbers
- Browsers without Frames

Main Menu

The URL for Classification Web is [http://classificationweb.net](http://classificationweb.net). Once you have registered for access, go to this screen and click the Main Menu button.
### Results: browsing GV854.9

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>Description</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV854.85</td>
<td>Training, Conditioning, Exercises</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.87</td>
<td>Rules, records, etc.</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.875</td>
<td>Competitions. Special events</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.88</td>
<td>Alpine combined contests</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.89</td>
<td>Nordic combined contests</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.A-Z</td>
<td>Other special topics, A-Z</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.A25</td>
<td>Acrobatics</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. GV854.9.F74 Freestyle skiing</td>
<td>[H R]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.B5</td>
<td>Biathlon</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. GV1177 Rifleshotting</td>
<td>[H R]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.D78</td>
<td>Cross-country skiing</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.E6</td>
<td>Dry slope skiing</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.F74</td>
<td>Freestyle skiing</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. GV854.9.A25 Acrobatics</td>
<td>[H R]</td>
<td></td>
</tr>
<tr>
<td>GV854.9.G7</td>
<td>Grass skiing</td>
<td>[H R B L D S]</td>
<td></td>
</tr>
</tbody>
</table>

### Some ClassWeb features

- **H** (display classification hierarchy)
  - shows the full hierarchy for that line at the top of the screen
- **R** (display classification record)
  - shows the MARC 21 record that is used to build the database
- **B** (display bibliographic records with this number)
  - shows links to several library catalogs; when you select one, you see records in that catalog classed under that number
- **L** (display LC subject headings for this number)
  - displays subject authority records that have that class number in the 053
- **S** (display subject correlations for this number)
  - shows subject headings in LC’s catalog that are closely associated with the class number
Checkers. Draughts.

Strategies and tactics [H R B L D S]
GV1463.5 General works [H R B L D S]
GV1463.7 Openings [H R B L D S]
GV1463.9 End games [H R B L D S]

Bibliographic links for GV1463.5

The following links perform a bibliographic call number search for GV1463.5 at these respective libraries:

- University of Oregon
- Library of Congress OPAC (live OPAC)
- Alliant International University
- Bowling Green State University
- California State University, Fullerton
- Canada Institute for Scientific and Technical Information
- Capitol University Law Library
- Cornell University

Call number search in LC’s catalog

DATABASE: Library of Congress Online Catalog
YOU SEARCHED: Call Number Browse = GV1463.5
SEARCH RESULTS: Displaying 1 through 25 of 25.

<table>
<thead>
<tr>
<th>#</th>
<th>Call Number</th>
<th>Name: Main Author, Creator, etc.</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>GV1463.7 .F73 1887</td>
<td>Frazer, R. (Robert)</td>
<td>International draughtsplayer / arranged by R. Frazer.</td>
</tr>
<tr>
<td>3</td>
<td>GV1463.7 .K37 1994</td>
<td>Kaplan, Vladimir M.</td>
<td>Strive to be superior at American checkers : complete course of opening, basis of tactics and strategy / by Vladimir Kaplan.</td>
</tr>
</tbody>
</table>
Summary

- Have essential tools at hand
- Ensure that you have up to date versions of schedules and manuals
- Make use of auxiliary tools to increase skill and efficiency
This session covers:

- The elements that make up a call number (notation)
- Use of Cutter numbers
- Basics of shelflisting
- Additions to call numbers
- MARC coding of call numbers
What is a call number?

- Call number = class number + book number
- Class number
  - alphanumeric
  - taken or derived from schedules
- Book number
  - also called Item number or Author number
  - distinguishes among items classed under the same number
  - usually begins with Cutter number

Overview: example 1

Animals in translation: using the mysteries of autism to decode animal behavior / Temple Grandin and Catherine Johnson, 2005.

Class number: QL Zoology
751 Animal behavior
Book number: .G73 Cutter for Grandin
2005 Year of publication
Overview: example 2

Essential Brittany / by Lindsay Hunt, 1997.

Class number: DC History of France 611 Regions .B848 Brittany
Book number: H84 Cutter for Hunt 1997 Year of publication

Cutter numbers

- Named for Charles Ammi Cutter
- developed several tables using letters and numbers to achieve an alphabetical arrangement
- Capital letter followed by Arabic numerals
- Cutter numbers may be based on:
  - Personal or corporate names
  - Geographic names
  - Topics
  - Titles
- Cutters used as book numbers generally correspond to main entry (name or title)
- The first Cutter in a call number is preceded by a decimal
Class numbers must contain:

- one, two, or three capital letters
  
  D  History
  DG  History of Italy
  DJK  History of Eastern Europe
  K  Law
  KF  Law of the United States
  KFP  Law of Pennsylvania

Class numbers must contain: (2)

- whole numbers (1-9999)

  HV875  Adoption
  TK7881  Industrial electronics

- may have decimal extensions

  HV875.5  Intercountry adoption
  TK7881.85  Automobile sound systems and equipment
Class numbers: decimal extensions

- Decimals do not necessarily represent subtopics of a whole number:
  
  Water sports
  GV836   Houseboats and houseboating
  GV836.2 Swimming. Periodicals
  
  Horse racing
  SF357   Individual running races, A-Z
  SF357.3 Quarter racing. Periodicals

Class numbers may contain:

- Single Cutter number extension
  BQ5075.P73  Prayer wheels in Buddhism
  HN79.M3  Social conditions in Maryland
  HV5824.C42  Drug use by celebrities

- Double Cutter number extension
  HF5382.5.U6 F64  Vocational guidance in Florida
  N6530.N72 C646  History of art in Columbia County, New York
Book numbers

- Used to arrange material in a given class
  - generally by main entry (primary access point)
- Usually begin with a Cutter number
  - single capital letter, followed by Arabic numerals
    - G73 for Grandin
    - H84 for Hunt
  - preceded by decimal, if this is the first Cutter
- Arabic numerals represent remainder of name or title, derived from Cutter table
- Table is in SCM: Shelflisting G 63
  - also in appendix for this workshop

Cutter Table examples

After initial vowels
for the second letter:  b   d   l-m   n   p
use number:           2   3   4   5   6

After initial letter S
for the second letter:  a   ch   e   h-i   m-p
use number:           2   3   4   5   6
Cutter Table examples (2)

After other initial **consonants**
for the second letter:  a e i o r u
use number:  3 4 5 6 7 8

For **expansion**
for the letter:  a-d e-h i-l m-o p-s t-v
use number:  3 4 5 6 7 9

Shelflisting

- The process of determining the book number is called shelflisting
- **Shelflist:**
  - a file of cards or bibliographic records arranged in the same order as the corresponding materials on the shelves
- **Shelflisting:**
  - to arrange materials within a subject, normally by author; to determine the book number
Using the Cutter Table:
first letter is a consonant

- Main entry: Campbell, Joseph
  - begin with C
  - for 2nd letter a, use number 3: C3
  - expansion row: 3rd letter m-o, use 6: C36
- Main entry: French political parties…
  - begin with F
  - for 2nd letter r, use number 7: F7
  - expansion row: 3rd letter e-h, use 4: F74

Using the Cutter Table:
initial vowel, initial letter “S”

- Main entry: The “other” eighteenth century
  - begin with O
  - for 2nd letter s-t, use number 8: O8
  - expansion row: 3rd letter e-h, use 4: O84
- Main entry: Schreiber, Daniel
  - begin with S
  - for 2nd letters ch, use number 3: S3
  - expansion row: next letter p-s, use 7: S37
Determining the Cutter

- Find the filing position in the shelflist
  - search by class number and view main entries
  - in most cases, arrangement is alphabetical order by main entry
- Consider whether use of the Cutter table will achieve the proper position
  - if so, use the Cutter table
  - if not, adjust by using different numbers or by expanding with additional numbers
- The shelflist always takes precedence

Where should a new entry file?

- G 100 Filing Rules has complete information
- General principle: File elements exactly as they appear, word by word, then character by character
- File abbreviations exactly as written
- Treat hyphenated words as separate words
- Ignore initial articles (such as a, an, the)
  - list of articles in many languages is in G 100
- BUT do not ignore initial articles in personal and place names
12. Names with a prefix. Treat a prefix that is part of a name or place as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space. File letter by letter. Examples:

Darby, Joseph R.
D'Arcy, Paula, 1947-
De, S. C
De La Cruz, Jessie Lopez, 1919-
De Lange, Elaine
DeAndrea, William L.
D'Ebneth, Maria Scholten de
Deformation of solids
Del Balzo, Giulio
Delaurier, William J.

---

Adjusting the Cutter: expanding numbers

- In order to permit infinite expansion between numbers, Cutters are treated as decimals

.B3
.B47
.B56
.B564
.B583
.B66
.B7

Do not end a Cutter with 1 or 0
Adjusting the Cutter: expanding numbers

- What Cutter would fit between these two?
  - .S39
  - .S395
  - .S396
  - .S3965
  - .S39995
  - .S4

Main entry: letter not given in table

- For: Gladwell, Malcolm  
  Cutter table: “L” not specified
- Shelflist shows:

  BF448 .G35 2002  
  Galotti, Kathleen  
  Making decisions that matter

  BF448 .G45 2003  
  Gelatt, H. B.  
  Creative decision making

  BF448 .G57 1993  
  Glaser, Rollin O.  
  Groupthink index

Could use: .G53
Example: inserting the number

- For: **Levitt, Stephen**  *Cutter table suggests:* L48
- **Shelflist shows:**
  
<table>
<thead>
<tr>
<th>Call No.</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB74.P8</td>
<td>Levine, David P.</td>
<td>Normative political economy.</td>
</tr>
<tr>
<td>L477 2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB74.P8</td>
<td>Levine, David P.</td>
<td>Subjectivity in political economy.</td>
</tr>
<tr>
<td>L478 1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB74.P8</td>
<td>Lewis, Alan.</td>
<td>New economic mind</td>
</tr>
<tr>
<td>L48 1995</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Could use:* L479

Cuttering for numerals: SCM G 63

- When Cuttering for Roman or Arabic numerals, use the Cutters A12-.A19
  - PR8858 .A17 1995

- When numerals are expressed as words, Cutter like any other word:
  - BM723 .F48 1996
Exercise 1

Elements of LC Call Numbers
Exercise 1: Applying the Cutter Table

is at the end of this session

More on class numbers…MAY contain:

- a date as an extension of the class number:
  
  Election returns. By date of election
  HV600 1746 .L55 P47 2001  
  Disaster relief. Earthquakes. By date of occurrence
Example from Classification Web

**LC Class #** Jk1968

Political institutions and public administration (United States)—United States—Practical politics—Electoral system. Elections. Voting—Statistics. Election returns—Behavior—By date of election

- JK1965 (JK1966)
  - General [H R B L D S]
  - By state [H R B L D S]
  - See JK2701-9595

- JK1967
  - Statistics. Election returns. Voting behavior
  - General works [H R B L D S]

- JK1968
  - By date of election [H R B L D S]
  - Subarrange by main entry
  - By state see JK2701-9595 [H R]

- JK1976
  - General works [H R B L D S]

- JK1978
  - Juvenile works [H R B L D S]

- (JK1982)
  - Election districts. Voting districts [H R B L]
  - See JK1341-1343

---

Example from Classification Web

**LC Class #** HV600

Social pathology. Social and public welfare. Criminology—Emergency management—Relief in case of disasters—Special types of disasters—Earthquakes—By date of occurrence

- Special types of disasters [H R B L D S]
  - Including organizations of relief, reports of committees, etc., and including works on the longer term economic and social consequences of specific disasters
  - For description, narratives, etc., see D-F, HC

- For societies see HV555.A-Z [H R]

- Earthquakes [H R B L D S]
  - General works [H R B L D S]

- HV599
  - By date of occurrence [H R B L D S]
  - Subarrange by place, A-Z, and by author, A-Z

- HV600

- Floods [H R B L D S]
Example of complete call number

For a work about the 1746 earthquake in Lima, Peru with main entry Pérez:

- HV Social pathology. Social and public welfare
- 600 Earthquake relief
- 1746 Date of occurrence
- .L55 Subarranged by place Lima
- P47 Cutter for Pérez
- 2001 Date of publication

How many Cutter numbers?

- Schedules may provide instructions for sub-arrangement
  - these always take precedence over general practices
- No more than two Cutter numbers in a call number (except G schedule)
- No special instructions in the schedules?:
  - assign single Cutter for main entry
    QL751.G73 Grandin, Temple
**How many Cutter numbers?**

- If class number includes a Cutter (representing topic, place, etc.):
  - assign an additional Cutter for the main entry:

  DC611.B848 H84 Hunt, Lindsey  
  HN79.M3 C37 Carr, Lois  
  HV5824.C42 K87 Kusinitz, Marc

---

**How many Cutter numbers?**

- If class number requires two Cutter numbers to express the topic:
  - add digits to the second number to achieve alphabetical arrangement by main entry

  HF5382.5.U6 F6+ Florida  
  F62 one work about Florida  
  F64 another work about Florida  
  F645 yet another…  
  F67 and another
A-Z Topical Cutters

- Topical Cutters are used in a schedule when a series of topics does not lend itself to a logical or hierarchical order:
  - TX557  Vegetables, cereals, fruits, etc.
  - 558  Special, A-Z
  - .A3  Acorns
  - .A6  Apples
  - .B3  Bananas
  - .B35  Barley

Most topical Cutters are printed in the schedules
- Previous practice: in some areas, only representative or sample Cutter numbers were given, preceded by “e.g.”
- Some types of Cutters are not printed: personal, corporate, geographic names, languages (when topic is subarranged by language)
- New topical Cutters can be proposed through SACO
Reserved Cutter numbers

- A span of Cutter numbers at the beginning ("A") or end ("Z") of the sequence set aside for special purposes
- "A" Cutters are often for form divisions (periodicals, congresses)
- "Z" Cutters are often for special divisions of the subject (biography and criticism of a literary author)

For general works, Cutter for main entry "Abell" should be greater than .A3

For reserved Cutters, add a second Cutter based on main entry
Additions to call numbers

- Date of publication is added in most cases
- Work letter (or mark)
- Volume number
- Terms such as Index or Suppl.
- Local decisions:
  - Copy 1, 2, etc.
  - Oversize designation

Date of publication: G 140

- General rule: add the date of imprint to all monographs
  - prior to 1982, not done routinely
- Dates are not added to the call numbers for serials and certain loose-leaf publications associated with legal materials
- G 140 includes instructions on handling multiple or complex dates
  - and exceptions to the general rule
BACKGROUND: In 1982, the decision was made to add the imprint date to the call number of all monographic works. Prior to that date, several formal and informal memos were used as guidelines to determine if a date was needed in the call number. This instruction sheet provides guidelines on adding the date to the call number for monographic works.

1. General rule. Add the date of imprint to all monographs. Examples:

<table>
<thead>
<tr>
<th>Date Format</th>
<th>Call Number Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1976</td>
<td>use 1976</td>
</tr>
<tr>
<td>ca. 1976</td>
<td>use 1976</td>
</tr>
<tr>
<td>1971, c1972</td>
<td>use 1972</td>
</tr>
<tr>
<td>1979 (i.e. 1978)</td>
<td>use 1978</td>
</tr>
<tr>
<td>1962 or 1963</td>
<td>use 1962</td>
</tr>
<tr>
<td>1969 (1973 printing)</td>
<td>use 1969</td>
</tr>
<tr>
<td>1980 printing, c1957</td>
<td>use 1957</td>
</tr>
</tbody>
</table>

Display of the notation

The same LC call number may be displayed in numerous ways

- RC
- RC569
- RC569.5
- 569.5
- .5
- .S56B36
- .S56
- .S56B36
- .S56B36
- 1988
- 1988
- 1988
- 1988

40
MARC 21 Coding

- In a bibliographic record, the LC call number appears in field 050

  050 00 $a QL751 $b .G73 2005
  050 00 $a RC569.5.S56 $b B36 1988

- Subfield codes:
  $a Classification number
  $b Item number

050 field: indicators

- First indicator: existence in LC collection
  _ No information provided
  0 Item is in LC
  1 Item is not in LC

- Second indicator: source of call number
  0 Assigned by LC
  4 Assigned by agency other than LC
MARC 21 Coding

- Reminder: classification number portion of the call number may include a Cutter
  
  | 050 00 $a QL751 $b G73 2005 |
  | 050 00 $a DC611.B848 $b H84 1997 |

- First Cutter is preceded by decimal
- General rule: delimiter for the item number ($b$) precedes the last capital letter

MARC Coding in OCLC

- 090 field: Locally assigned LC-type call number
  - based on LC classification schedules but assigned locally
  - both indicators are blank
  | 090  # # RM735.7.K54 $b P373 2005 |

- When transcribing LC copy, use 050 field for LC call number
- When assigning LC call number, libraries may use:
  | 090    OR    050  #4 |
- 090 field is not retained in master record if record also contains 050 field
BIBCO usage

- LC call number is assigned in 050 field
  - 050 #4
  - 1st indicator blank (no information provided about existence in LC collection)
  - 2nd indicator 4 (assigned by agency other than LC)
- When/if a BIBCO record is used by LC, the indicators are changed to “00”
- For more information:
  http://www.loc.gov/catdir/pcc/bibco/classfaq.html

Exercise 2
Elements of LC Call Numbers Exercise 1: Applying the Cutter Table

1. Apply the Cutter table to the following names or words, and write the Cutter number in the space provided.

   Wycliff __________  Anderson __________

   Shrimp __________  Quality __________

   Your last name _________________________

2. For the names Blades and Dwyer, the second letter is not given specifically in the table and it is more difficult to create a good Cutter. What might you do?
   - Library of Congress practice in this situation is to “move left and add 8;” in other words, for the second letter of the name, select the number from the Cutter Table that corresponds to the letter to the left of the second letter in the name, and then add the numeral 8 as the expansion; it also is possible to:
     - Use the earlier number from the table and expansion
     - Use the later number from the table and expansion
     - Use something in between
     - Remember that the existing arrangement in the shelflist must always be taken into account before formulating Cutter numbers

   Blades  earlier number:  B53  later number:  B63  ?________________
   Dwyer  earlier number:  D89  later number:  D99  ?________________

In making your choice, consider the shelflist below. Other entries already in the shelflist are given in bold type. Also think about other words that might later need to fit in (some possibilities given in italics):

   Bizness .B59
   Bjorn
   Blades
   Blyth
   Board of … .B63
   Duzhnikov .D89
   Dwight
   Dwyer
   Dying
   Dzurko .D98

Fundamentals of LC Classification
Elements of LC Call Numbers Exercise 2: Identify the coding errors

Find the errors in the MARC coding of these call numbers. Write the call number with the correct coding.

TS191.8 $b Z34 1990

T55.3 $b H3C353 1991

QP34.5. $b H625 1989

B3279.H49 B696 2000

B 8313 $b F35 2000

TR646 .G32 $b W653 1999

HE558 $b .G48 $b G56 2003

TX716.M4 $b .K44 1989
This session covers:

- **SCM: Classification F 10**
  - Principles that generally apply when using LC classification
  - Principles applicable in all schedules
- Finding a number
  - Strategies
  - Works on a single topic, on multiple topics
General principles

- Class works according to their subject matter
- Class a work by its specific subject, not by its form under a broader topic
- Within given topical area, ignore form unless form captions have been established

General principles (2)

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>Plant culture–Pests and diseases–Weeds, parasitic plants, etc.–Congresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB610.2</td>
<td>H R B L D S</td>
</tr>
<tr>
<td>SB611</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>SB661.3</td>
<td>Study and teaching. Research [H R B L D S]</td>
</tr>
<tr>
<td>SB661.4</td>
<td>By region or country, A-Z [H R B L D S]</td>
</tr>
<tr>
<td>SB661.5</td>
<td>Economic aspects (General) [H R B L D S]</td>
</tr>
<tr>
<td>SB661.6</td>
<td>Biological control (General) [H R B L D S]</td>
</tr>
<tr>
<td>SB661.7</td>
<td>Microbiological methods. Microbial herbicides [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>By region or country, A-Z [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>United States [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>General works [H R B L D S]</td>
</tr>
</tbody>
</table>
General principles (3)

- Within a given topical area, prefer classing by subject over classing by place

- Exceptions
  - Instructions in schedules take precedence
  - Clear precedent in shelflist takes precedence

General principles (4)

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>...</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV6556</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>HV6557</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>HV6558</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

A work on female sex offenders in Germany would be classed at:

HV6557

*not* at HV6592-6593 (By region or country)
General principles (5)

- Use the most specific number available
- Use a broader number if:
  - No specific number is available, and
  - It is not feasible to propose a new number

General principles (6)

- When several subjects are discussed in a work, choose a class number according to the most appropriate of these guidelines:
  - Class according to instructions in schedules
  - Class according to dominant subject
  - If no subject is dominant, class under first subject mentioned in the work
  - Class with a broader subject, if the work deals with several subjects that, taken together, constitute a major part of a larger subject
General principles (7)

- When several numbers appear satisfactory:
  - Class according to the intent of the author

- Alternatively, class where it appears the work would be most usefully located

General principles (8)

- Influence of one subject on another:
  - Class with the subject influenced
    - But, instructions in the schedules and past practices take precedence

*Example:*

How to use social norms marketing to prevent driving after drinking / Jeffrey W. Linkenbach. 2006.

Class in:
- HE5620.D7 Drunk driving. Drinking and traffic accidents
General principles (9)

- Relationship between order of subject headings and class number

  - *Subject Cataloging Manual: Subject Headings* H 80

  - Class number and first subject heading usually match

Exercise 1

**Biology (General)—Ecology**

<table>
<thead>
<tr>
<th>Field</th>
<th>Call Number</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecology</td>
<td>H 80.6 D 9</td>
<td>Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal.</td>
</tr>
<tr>
<td>For human ecology</td>
<td>QF 1-900 H 8</td>
<td></td>
</tr>
<tr>
<td>For ecology of a particular topographic area</td>
<td>QH 101-189.52 H 8</td>
<td></td>
</tr>
<tr>
<td>For plant ecology</td>
<td>QP 900-999 H 8</td>
<td></td>
</tr>
<tr>
<td>Cf.</td>
<td>BL 85 E 36</td>
<td>Ecology and religion H 8</td>
</tr>
<tr>
<td>Cf.</td>
<td>HX 250 E 26</td>
<td>Communism and ecology H 8</td>
</tr>
<tr>
<td>Cf.</td>
<td>QHE 48</td>
<td>Ecological genetics H 8</td>
</tr>
</tbody>
</table>
Finding a number

- General principles
  - Choose the most specific number possible
  - Locate the item with related materials
- Some strategies
  - Classification Web
  - Other bibliographic records
  - LCSH, authority records
  - Schedules

Finding a number (2)

- Classification Web
  - Classification search
    - Captions
    - Keywords
    - Index terms
  - LC Subject Heading & LC Classification
    Number Correlations
ClassWeb search options

- Caption
  - Searches text in captions only
  - Left match: retrieves only captions that begin with the search term
  - Caution: easy to miss relevant numbers

- Keyword
  - Word or phrase anywhere
  - Searches notes, multiple captions

Caption Search

Classification Search

<table>
<thead>
<tr>
<th>Classification Search</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption</td>
<td>plate tectonics</td>
</tr>
<tr>
<td>Keyword</td>
<td></td>
</tr>
<tr>
<td>Index term</td>
<td></td>
</tr>
<tr>
<td>Caption or index term</td>
<td></td>
</tr>
<tr>
<td>Classification number</td>
<td></td>
</tr>
</tbody>
</table>

Display Options
- Display in no hierarchy, caption, partial hierarchy or entire hierarchy.
- Include schedules, tables or both ("both" option not available for Classification number searches).

Search Options (only apply when you click on the "Search" button)
- Find = all matching terms (AND search) or < any matching term (OR search).
- Run a = simple or $ boolean search (requires quotes around your search terms).
- Case sensitive search (capital letters and accent marks must match).
- Exact match (don't perform a truncation search that returns alternate word endings)
Trainee Manual

Session 6
Principles of Classification and Assigning Class Numbers

Caption search results

Plate tectonics (2)
- Z6033.P713
- QE511.4-.46

Plate towers (1)
- TP159.P6

Geology—Dynamic and structural geology—Plate tectonics

<table>
<thead>
<tr>
<th>Class number</th>
<th>Description</th>
<th>Classification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>QE509.4</td>
<td>Mantle</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE509.5</td>
<td>Temperature</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE511</td>
<td>Earth's crust. Isostasy</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Cf. QB331 Gravity determinations</td>
<td></td>
</tr>
<tr>
<td>QE511.2</td>
<td>Island arcs</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Plate tectonics</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE511.4</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE511.42</td>
<td>Neotectonics</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE511.44</td>
<td>Morphotectonics</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QE511.46</td>
<td>Subduction zones</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>

Caption vs. keyword

Classification Search

Caption: food safety
Keyword: food safety
Index term: food safety
Caption or index term: food safety
Classification number: food safety

Browse caption results: no match for “Food safety”

Food service (3)
- TA122
- [TX943-946.5]
- RA999.F65

Food service. Restaurants (1)
- Z5096

Food stamp program (1)
- KF3745.F62

Fundamentals of LC Classification

6-9
Keyword search results: 2 items matching “Food safety”

<table>
<thead>
<tr>
<th>Classification</th>
<th>Index term</th>
<th>Browse</th>
<th>Caption</th>
<th>Keyword</th>
<th>Browse</th>
<th>Classification or index term</th>
<th>Browse</th>
<th>Classification number</th>
<th>Browse</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX911.3.S24</td>
<td>food safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home economics--Hospitality industry, Hotels, clubs, restaurants, etc. Food service--Special topics, A-Z--Safety measures

<table>
<thead>
<tr>
<th>Classification</th>
<th>Index term</th>
<th>Browse</th>
<th>Caption</th>
<th>Keyword</th>
<th>Browse</th>
<th>Classification or index term</th>
<th>Browse</th>
<th>Classification number</th>
<th>Browse</th>
</tr>
</thead>
<tbody>
<tr>
<td>TX911.3.R3</td>
<td>Rates</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.R47</td>
<td>Reservations</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.R48</td>
<td>Restrooms</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.R57</td>
<td>Risk management</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.S24</td>
<td>Safety measures</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.S3</td>
<td>Sanitation</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TX911.3.S4</td>
<td>Security</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chemical technology--Food processing and manufacture--Safety measures

<table>
<thead>
<tr>
<th>Classification</th>
<th>Index term</th>
<th>Browse</th>
<th>Caption</th>
<th>Keyword</th>
<th>Browse</th>
<th>Classification or index term</th>
<th>Browse</th>
<th>Classification number</th>
<th>Browse</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP373</td>
<td>Food processing plants and equipment</td>
<td>[H R B L D]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. TH4526</td>
<td>Building construction</td>
<td>[H R]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.2</td>
<td>Transportation</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.3</td>
<td>Storage</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including food storage pests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. SB937</td>
<td>Farm insect pests</td>
<td>[H R]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.5</td>
<td>Safety measures</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.6</td>
<td>Sanitation</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP373.8</td>
<td>By-products</td>
<td>[H R B L D S]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Class/Subject Correlations

LC Class/Subject Correlations Search

- To find the subject headings most frequently used with a specific LC classification number, enter the number in the LC classification number field.
- To find the LC classification numbers most frequently used with a specific subject heading or subject heading string, enter the heading in the Subject heading field.

Display Options
Return 25 records per page.

Class/Subject Correlations (2)

LC Class/Subject Correlations Search: All Records

- Sociology–Dictionaries–German, [L D]
  HM17 (17) (B L D S)
  HM425 (2) (B L D S)

- Sociology–Dictionaries–Greek, Modern, [L D]
  HM17 (1) (B L D S)

- Sociology–Dictionaries–Hindi, [L D]
  HM17 (1) (B L D S)

Always check numbers for currency!
### Class/Subject Correlations (3)

**Sociology—Dictionaries. Encyclopedias**

<table>
<thead>
<tr>
<th>Class/Subject</th>
<th>Notes</th>
<th>Call Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HM15) Collected works (nonserial)</td>
<td>see HM421</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>(HM17) Dictionaries. Encyclopedias</td>
<td>see HM425</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>(HM19) History</td>
<td>see HM435-477</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>(HM22.A-Z) By region or country, A-Z</td>
<td>see HM435</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Under each country:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(x) General works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(.x2A-.x2Z) Biography, A-Z</td>
<td>see HM477.A-Z</td>
</tr>
</tbody>
</table>

### Class/Subject Correlations (4)

**LC Class #**

**Sociology—Dictionaries. Encyclopedias**

<table>
<thead>
<tr>
<th>Class/Subject</th>
<th>Notes</th>
<th>Call Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM417.A-Z Other languages, A-Z</td>
<td>see HM441</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HM419 Societies</td>
<td>see HM441</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Cf. H10-19 Social sciences</td>
<td>see HM441</td>
</tr>
<tr>
<td>HM421 Congresses</td>
<td>see HM441</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>Collected works (nonserial) see HM585-606</td>
<td></td>
</tr>
<tr>
<td>HM425 Dictionaries. Encyclopedias</td>
<td>see HM480</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HM427 Terminology. Abbreviations. Notation</td>
<td>see HM480</td>
<td>[H R]</td>
</tr>
<tr>
<td>HM429 Directories</td>
<td>see HM480</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>

**HM425 is the currently valid number**
Finding a number (3)

- Consult other bibliographic records
  - Prefer recent LC records
    - Searching LC’s online catalog is a good strategy
  - Remember that the first subject heading usually matches the call number
  - Remember that catalog records may include obsolete numbers or reflect obsolete practices

Subject search on “identity theft” in LC’s catalog – selected results:

HV6675 .N48 1999
SUBJECT: Identity theft.
Internet fraud.
Computer crimes.

KF9367.Z9 J37 2006
Identify theft and how to protect yourself / by Margaret C. Jasper. 2006.
SUBJECTS: Identity theft--United States--Popular works.
Identification cards--Forgeries--United States--Popular works.
SERIES: Law for the layperson
Subject search on “identity theft” in LC’s catalog – selected results:

QA76.9.A25 T96 2005
Computer privacy annoyances: how to avoid the most annoying invasions of your personal and online privacy / Dan Tyan. 2005.
SUBJECTS: Computer security.
               Computers--Access control.
               Data protection.
               Identity theft.

HV6679 .C49 2004
SUBJECT: Identity theft--United States.
               Identity theft--United States--Prevention.

Checking the schedule: HV6675+

<table>
<thead>
<tr>
<th>Social pathology, Social and public welfare, Criminology--Criminology--Crimes and offenses--Crimes against property--Embezzlement, Forgery, etc.</th>
<th>General works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cache, L 1667</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV6675</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>By region or country [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>United States [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>HV6679</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>By place, A-Z [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>HV6684.A-Z</td>
<td>Other regions or countries, A-Z [H R B L D S]</td>
</tr>
<tr>
<td>Subarrange each country by Table H73</td>
<td></td>
</tr>
<tr>
<td>HV6688</td>
<td>Extortion [H R B L D S]</td>
</tr>
<tr>
<td>Fraud, Swindling, Confidence games [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>HV6691</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>By region or country [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>United States [H R B L D S]</td>
<td></td>
</tr>
</tbody>
</table>
Finding a number (4)

- LCSH and subject authority records
  - Suggested class numbers are included for some headings
    - only if very close correspondence between subject heading & LCC schedules
  - Not kept up-to-date
  - Never use these numbers without checking
- In subject authority records, class number is in 053 field

Example: class numbers in LCSH

Green movement (May Subd Geog) [R S D]
[GE195-199 (Environmental sciences)] [B L S D]
[JA75.8 (Political science)] [B L S D]

Here are entered works on the movement that embraces a political culture and lifestyle focused on environmental and other issues, such as ecological accountability, grass roots democracy, and pacifism, often based in a separate political party.

UF Ecologism
  - Environmental action groups
  - Environmental groups

BT Environmentalism
RT Political ecology
Example: 053 field in subject authority record

<table>
<thead>
<tr>
<th>Rec stat</th>
<th>Entered</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>c</td>
<td>199000202</td>
<td>19980326123702.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Updated</th>
<th>MOD rec</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>z</td>
<td>a</td>
<td>n</td>
<td>b</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roman</th>
<th>Ref status</th>
<th>Mod ref</th>
<th>Name use</th>
</tr>
</thead>
<tbody>
<tr>
<td>l</td>
<td>a</td>
<td>a</td>
<td>b</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Govt agn</th>
<th>Auth status</th>
<th>Subj</th>
<th>Subj use</th>
</tr>
</thead>
<tbody>
<tr>
<td>l</td>
<td>a</td>
<td>a</td>
<td>a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series</th>
<th>Auth/ref</th>
<th>Geo subj</th>
<th>Subdiv tp</th>
<th>Ser use</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>n</td>
<td>n</td>
<td>i</td>
<td>n</td>
<td>b</td>
<td>n</td>
</tr>
</tbody>
</table>

010 sh 90000587
040 DLC $b$ eng $d$ DLC
053 GE195 $b$ GE199 $c$ Environmental sciences
053 JA75.8 $c$ Political science
150 Green movement
450 Ecologism
450 Environmental action groups
450 Environmental groups
550 Environmentalism $f$ w $g$
550 Political ecology

Finding a number (5)

- Go directly to the schedules
  - Often difficult for the beginner
  - May be the best approach for those working in specialized subject areas
- Consult the outline for guidance on where to start
- Use the index of the appropriate schedule
Using the index

Strategic marketing: an applied perspective / Karel Jan Alsem.

SUBJECT: Marketing--Management.

From Schedule H Index:
Market share: HD2757.15
Market surveys: HF5415.3
Marketing: HF5410+
  Accident insurance: HG9321
  Accounting: HF5686.M35
  Accounting business: HF5628.5
  Banks: HG1616.M3
Works on a single topic

- Choose a number for the topic or a facet of the topic

- If a breakdown is not provided, use the General Works number

Works on a single topic (2)

- General special:
  - *SCM: Classification* F 290
  - No longer used in newly published schedules, but continues to appear in older schedules
  - Used for “amorphous” works for which it is impossible to determine precisely the actual concepts discussed
Works on a single topic (3)

- General special (cont’d)
  - Used for works involving subjects so new that it cannot be immediately determined where they fit in a classification hierarchy
  - Do not use when number can be determined and designated. Propose a new number if necessary
  - Do not propose new General special numbers

Works on a single topic (4)

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>gn281.4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anthropology—Physical anthropology—Somatology—Human evolution—General special</strong></td>
<td></td>
</tr>
<tr>
<td>Human evolution</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>Including the origin of man</td>
<td></td>
</tr>
<tr>
<td>Cf. <strong>BF698.95</strong> Evolutionary psychology</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. <strong>BL263</strong> Natural theology</td>
<td>[H R]</td>
</tr>
<tr>
<td>Cf. <strong>GH356.425</strong> Biology</td>
<td>[H R]</td>
</tr>
<tr>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>GN281</td>
<td></td>
</tr>
<tr>
<td>General special</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>GN281.4</td>
<td></td>
</tr>
<tr>
<td>Fossil man. Human paleontology</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>Class here works on physical remains only, including particular parts of the skeleton.</td>
<td></td>
</tr>
<tr>
<td>For works on physical remains and associated cultural remains see <strong>GN768-776.62</strong></td>
<td>[H R]</td>
</tr>
<tr>
<td>GN282</td>
<td></td>
</tr>
<tr>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>GN282.5</td>
<td></td>
</tr>
<tr>
<td>General special</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>e.g. Piltdown man</td>
<td></td>
</tr>
</tbody>
</table>
Works on a single topic (5)

Perfect planet, clever species: how unique are we? / William C. Burger.

LC Control No.: 2002068117
Type of Material: Book (Print, Microform, Electronic, etc.)
Personal Name: Burger, William C.
Main Title: Perfect planet, clever species: how unique are we? / William C. Burger.
Description: 345 p. : ill. (some col.) ; 24 cm.
ISBN: 1591020166 (alk. paper)
Notes: Includes bibliographical references (p. 295-326) and index.
Subjects: Human evolution.
Life on other planets.
Exobiology.
LC Classification: GN281.4 .B87 2003
Dewey Class No.: 599.938 21

Works on a single topic (6)

- Form numbers:
  - Periodicals, societies, congresses, dictionaries, etc.
  - Use form numbers if given, otherwise class with General works
Works on a Single Topic (7)

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HF1101</td>
<td>Periodicals, Societies, Serials</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HF1102</td>
<td>Congresses</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>(HF1103-1104)</td>
<td>Collected works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>see HF1106</td>
<td></td>
</tr>
<tr>
<td>HF1106</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HF1108</td>
<td>History</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HF1111</td>
<td>Higher commercial education</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HF1116</td>
<td>Correspondence schools, home-study courses, etc.</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>(HF1121)</td>
<td>General special, including Graduate Management Admission Test</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>see the specific subject</td>
<td></td>
</tr>
<tr>
<td>HF1118</td>
<td>Problems, exercises, examinations</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>By region or country</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>United States</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HF1131</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>

Works on a single topic (8)

- **Place numbers:**
  - For a work treating a topic with regard to a particular place:
    - class with a number that brings out both topic and place, if available
    - if there are no geographic provisions under the specific topic, class with the specific topic
Where would you class a work on the diet of athletes in China?

**Works on a single topic (10)**

- **Period numbers:**
  - Class in period numbers if provided
  - If work covers several time spans listed, select the earliest
Works on a single topic (11)

**Manners and customs (General)—Costume, Dress, Fashion—By region or country—Europe—France—General works**

GT847 A-Z

GT849 A-Z

GT850

By period

GT851

GT852

GT853

GT855

GT857

GT860

GT863

GT865

GT867

GT871

GT873

GT875

GT880

Works on a single topic (12)

**Illusion and reality : fashion in France, 1700-1900 : the Museum of Fine...**

**LC Control No.:** 86018079

**Type of Material:** Book (Print, Microform, Electronic, etc.)

**Personal Name:** Blum, Dily, 1947-


**Published/Created:** Houston, Tex. : The Museum, c1986.

**Related Names:** Museum of Fine Arts, Houston.

**Description:** 46 p. : ill. (some col.) ; 28 cm.

**ISBN:** 0890900396 (pbk.)

**Notes:** Bibliography: p. 42-44.

**Subjects:** Clothing and dress—France—History—18th century—Exhibitions, Clothing and dress—France—History—19th century—Exhibitions.

**LC Classification:** GT560 .B57 1986
Works on multiple topics

- If there are two or more topics:
  - Follow instructions in schedule

- No instructions in the schedule: class for the dominant topic

---

Works on multiple topics (2)

**Personal Name:** Tillman, Earl

**Main Title:** How to get a raise or promotion without asking: and how to make the most of what you make / Earl Tillman.

**Edition Information:** 1st ed.

**Published/Created:** Rome, Ga. : Wealth Communications, 1997.

**Description:** 154 p. : ill. ; 24 cm.

**ISBN:** 0965902009

**Subjects:** Promotions, Wages, Career development, Negotiation in business, Finance, Personal, Managing your boss

**LC Classification:** HF5549.5.F7 T55 1997

Promotions is the dominant topic

Commerce—Business—Personnel management, Employment management—By topic—Promotions
Works on multiple topics (3)

- If there is no dominant topic:
  - Class under the first topic mentioned in the work
  - Choose the broader topic if the two or three topics constitute the whole of the topic
  - If there are four or more topics, choose the general number

No dominant topic

- Class under first topic mentioned in the work
  Chemistry of arsenic, antimony, and bismuth. 1998.
  QD Chemistry
  181 Special elements, A-Z
  .A7 Cutter for Arsenic

- Class under broader topic if the two or three topics constitute the whole of the broader topic
  - for a work on the management of beef cattle and dairy cattle, class under the broader topic, Cattle
Relationships among topics

- Use the number for the relationship if available, e.g., BL239-265 Religion and science

- When the work treats the influence of one topic on another, class for the topic being influenced

Relationships among topics (2)

- When the work treats the application of one topic to another, class with the topic being acted upon

  - Computers and the history of art, class in N
  - Cable television and education, class in L
Practice


<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV4997</td>
<td>Periodicals, Societies, Serials</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4998</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.A-Z</td>
<td>Special classes of people, A-Z</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.C45</td>
<td>Children</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.D43</td>
<td>Deaf</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.H64</td>
<td>Homeless</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.P37</td>
<td>Parents</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.W65</td>
<td>Women</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.Y68</td>
<td>Youth</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.Z</td>
<td>By region or country</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.3.A-Z</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV4999.4.A-Z</td>
<td>By city, A-Z</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>HV5000.A-Z</td>
<td>Other regions or countries, A-Z</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>

Summary

- Remember the general principles outlined in SCM F 10
- There are many strategies used to find a number, using many different tools
- Keep the focus of the work in mind when determining an appropriate class number
Principles of LC Classification: Exercise 1

LC Class # QH540+ (Appendix A)

Principle: Use the most specific number available.
Supply the class number (not complete call number) for the following titles:

2. Dictionary of the environment.
4. Ecological research strategy.
5. Performing ecological risk assessments.
6. Philosophy of ecology: from science to synthesis.
7. Survey methods for ecosystem management.
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FOR DOUBLE SIDED COPY
Tables

Session 7

Tables are used extensively in LCC. Some tables apply to very limited topics, some are used throughout the system. In this session:

- Overview of the types of tables
- Tables of general application
- Later sessions: tables used in H, N, P
Where are tables found?

<table>
<thead>
<tr>
<th>Tables that apply</th>
<th>Appear:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To a specific subject or span of numbers</td>
<td>In the text of the schedule: “Internal tables”</td>
</tr>
<tr>
<td>To various subjects in a class or subclass</td>
<td>At the end of the schedule, before the index: “External tables”</td>
</tr>
<tr>
<td>Throughout the schedules</td>
<td>In SCM: Shelflisting</td>
</tr>
</tbody>
</table>

Internal table: class T

T TECHNOLOGY (GENERAL)

Industrial directories
11.95 General works
   By region or country
      United States
12 General works
12.3.A-Z By region or state, A-Z
   Under each state:
      .x General works
      .x2A-Z Local, A-Z
Tables of general application

- These tables may be used in any schedule
  - Tables are not used if the particular schedule has its own provisions
- Geographic tables based on Cutter numbers
- Biography table
- Translation table
Regions and Countries Table (G 300)

- Provides Cutter numbers for regions, countries, historical jurisdictions or entities, and islands
- Used when caption in classification schedule reads: By region or country, A-Z

<table>
<thead>
<tr>
<th>Region</th>
<th>Cutter Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abyssinia</td>
<td>A3</td>
</tr>
<tr>
<td>Afghanistan</td>
<td>A35</td>
</tr>
<tr>
<td>Africa</td>
<td></td>
</tr>
<tr>
<td>Africa, Central</td>
<td>A352</td>
</tr>
<tr>
<td>Africa, East</td>
<td>A353</td>
</tr>
<tr>
<td>Africa, Eastern</td>
<td>A354</td>
</tr>
<tr>
<td>Africa, French-Speaking West</td>
<td>A3545</td>
</tr>
<tr>
<td>Africa, North</td>
<td>A355</td>
</tr>
<tr>
<td>Africa, Northeast</td>
<td>A3553</td>
</tr>
<tr>
<td>Africa, Northwest</td>
<td>A3554</td>
</tr>
<tr>
<td>Africa, South</td>
<td></td>
</tr>
<tr>
<td>Africa, Southern</td>
<td>A356</td>
</tr>
<tr>
<td>Africa, Sub-Saharan</td>
<td>A357</td>
</tr>
<tr>
<td>Africa, West</td>
<td>A358</td>
</tr>
<tr>
<td>Albania</td>
<td>A38</td>
</tr>
</tbody>
</table>
Regions and Countries Table (3)

- Not used when Cutter number for place has already been established in the shelflist or classification schedule
- If a conflict exists with adjacent Cutter numbers, continue the existing Cutter arrangement, adjusting the new Cutter to maintain proper alphabetic arrangement

American States and Canadian Provinces Table: G 302

- Used when caption in classification schedule reads: By state, A-W or By province, A-Z
- Same restrictions apply to G 302 as to G 300
American States and Canadian Provinces
Table: G 302

<table>
<thead>
<tr>
<th>Country</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States (States)</td>
<td></td>
</tr>
<tr>
<td>Alabama</td>
<td>A2</td>
</tr>
<tr>
<td>Alaska</td>
<td>A4</td>
</tr>
<tr>
<td>Arizona</td>
<td>A6</td>
</tr>
<tr>
<td>Arkansas</td>
<td>A8</td>
</tr>
<tr>
<td>California</td>
<td>C2</td>
</tr>
<tr>
<td>Colorado</td>
<td>C6</td>
</tr>
<tr>
<td>Connecticut</td>
<td>C8</td>
</tr>
<tr>
<td>Delaware</td>
<td>D3</td>
</tr>
<tr>
<td>District of Columbia see Washington (D.C.)</td>
<td></td>
</tr>
<tr>
<td>Florida</td>
<td>F6</td>
</tr>
<tr>
<td>Georgia</td>
<td>G4</td>
</tr>
<tr>
<td>Hawaii</td>
<td>H3</td>
</tr>
<tr>
<td>Idaho</td>
<td>I2</td>
</tr>
<tr>
<td>Illinois</td>
<td>I3</td>
</tr>
<tr>
<td>Indiana</td>
<td>I6</td>
</tr>
<tr>
<td>Iowa</td>
<td>I8</td>
</tr>
</tbody>
</table>

Translation table

.x Original work
.x12 Polyglot (3 or more languages)
.x13 English translation
.x14 French translation
.x15 German translation
.x16 Italian translation
.x17 Russian translation
.x18 Spanish translation
Translation table (2)

- Used only when a uniform title plus language(s) is provided
- If two languages are specified in the uniform title, Cutter for the first language
- If the language is not listed in the table, select a number that agrees alphabetically with the table and the shelflist
- Former practice was to omit the 1, e.g., .x3 for an English translation

Translation table (3)

- Do not use the translation table:
  - When the main entry is under the heading for a corporate body or a conference
  - When there are specific provisions for translations in the schedules
  - When the caption for the class number is "By language A-Z"
    - Use a Cutter based on the name of the language, e.g., E5 for English, G4 for German, etc.
  - In class M, Music
    - The Music Translation Table is used
Translation table examples

RC532 .F73813 2004
Freud, Sigmund, 1856-1939.
Studien über Hysteria. English

E169.Z8 B42313 1999
Beauvoir, Simone de, 1908-1986.
Amérique au jour le jour. English
America day by day / Simone de Beauvoir; translated by Carol Cosman. 1999.

Translation table examples (2)

F2513 .L65167 2001
Levasseur, Emile, 1828-1911.
Brésil. Portuguese

From translation table:
.x16 Italian translation
.x17 Russian translation

- Cataloger chose the expansion 167 to fit the Portuguese translation between the numbers for Italian and Russian
Biography table: G 320

- Used when biography numbers are specified in the schedule, i.e., Biography A-Z
- Used when the biographee is on the first Cutter
- Not used in classes N and P, which have their own biography tables

.x Cutter for the biographee
.xA2 Collected works. By date
.xA25 Selected works. Selections. By date
.xA3 Autobiography, diaries, etc. By date
.xA4 Letters. By date.
.xA5 Speeches, essays, and lectures. By date
  Including interviews
.xA6-Z Individual biography and criticism.
  By main entry
  Including criticism of selected works, autobiography, quotations, letters, speeches, interviews, etc.
**Biography table (2)**

- Biography and criticism are limited to the range .xA6-Z

- Suggested Cutter numbers for entries beginning with A are:
  - Aa-Af A6-699
  - Ag-Al A7-799
  - Am-Ar A8-899
  - As-Az A9-999

---

**Classifying biographies: F 275**

- Class biographical works, individual or collective, under the topic with which the biographee is most closely identified
  - For persons with multi-faceted careers, but one facet is emphasized, class with that facet

- Class in CT (Biography):
  - Works on individuals not identified with a specific topic
  - Individual biography of a person with multiple careers, no particular one emphasized
Collective vs. individual biography

- Collective biography:
  - discusses the lives and/or contributions of two or more persons with a discrete section of the work devoted to each
  - the biography table is not used for collective biography

- Individual biography:
  - discusses the life and/or contributions of an individual to a given field
  - an autobiography

No biography number?

- If no biography number is provided:
  - Class biographies of individuals closely associated with a particular topic in the General works number for the topic

- Use double Cutter numbers, first for biographee, second for main entry
### Biography table examples

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>GN21.B45 Y68 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anthropology—Biography—Individual, A-Z</strong></td>
<td></td>
</tr>
<tr>
<td>GN14</td>
<td>Anthropological archives [H R B L D S]</td>
</tr>
<tr>
<td>GN17</td>
<td>History [H R B L D S]</td>
</tr>
<tr>
<td>GN17.3.A-Z</td>
<td>By region or country, A-Z [H R B L D S]</td>
</tr>
<tr>
<td>GN20</td>
<td>Collective [H R B L D S]</td>
</tr>
<tr>
<td>GN23</td>
<td>General works, treatises, and textbooks [H R B L D S]</td>
</tr>
<tr>
<td>GN24</td>
<td>Early through 1870 [H R B L D S]</td>
</tr>
<tr>
<td>GN25</td>
<td>1871-1974 [H R B L D S]</td>
</tr>
<tr>
<td>GN27</td>
<td>1975- [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>General special (Special aspects of the subject as a whole) D S</td>
</tr>
</tbody>
</table>

### Individual biography


Young, Virginia Heyer.


**SUBJECTS:**
- Women anthropologists—United States—Biography.

- Biography table: .xA6-Z, Individual biography, by main entry
- First Cutter for the biographee (Benedict): .B45
- Second Cutter for main entry (Young): Y68
- Add date of publication
Autobiography

GN21.F6 A3 2004
Fox, Robin, 1934-

 SUBJECTS: Fox, Robin, 1934-
          Anthropologists--England--Biography.
          Anthropologists--United States--Biography.

- Biography table: .xA3  Autobiography, diaries, etc.  By date
- First Cutter for the biographee (Fox):  .F6
- Second Cutter A3 from the biography table:  A3
- Add date of publication

Selected works

Malinowski, Bronislaw, 1884-1942.
The early writings of Bronislaw Malinowski / edited by Robert J. Thornton and Peter Skalnik

 SUBJECTS: Malinowski, Bronislaw, 1884-1942.
            Ethnology.

- Biography table: .xA25  Selected works. Selections.  By date
- First Cutter for the biographee (Malinowski):  .M25
- Second Cutter A25 from the biography table:  A25
- Add date of publication
## Exercise 1

### Zoology—Biography

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>QL15</td>
<td>History</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL21.A-Z</td>
<td>General works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL21.A-Z</td>
<td>By region or country, A-Z</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL26</td>
<td>Biography</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL31.A-Z</td>
<td>Collective</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL31.A9</td>
<td>Audubon</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL31.C9</td>
<td>Cuvier</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL35</td>
<td>Directories</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>
Supply the complete call number for the titles below. Use the LC Cutter table where necessary.

Cutter for Jane Goodall: .G58

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main Entry in Bold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goodall, Jane, 1934-. Through a window : my thirty years with the chimpanzees of Gombe. 1990.</td>
<td></td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong> Goodall, Jane, 1934- Chimpanzees--Behavior--Tanzania--Gombe Stream National Park. Zoologists--Biography.</td>
<td></td>
</tr>
</tbody>
</table>

| Goodall, Jane, 1934-. Africa in my blood : an autobiography in letters : the early years. 2000. |
| **SUBJECTS:** Goodall, Jane, 1934- --Correspondence. Primatologists--Correspondence. |

| Goodall, Jane, 1934-. Beyond innocence : an autobiography in letters : the later years. 2001. |
| **SUBJECTS:** Goodall, Jane, 1934- --Correspondence. Primatologists--Correspondence. |
SUBJECTS:  
Goodall, Jane, 1934-  
Primatologists--England--Biography. |
|-------------|--------------------------------------------------------------------------------|
SUBJECTS:  
Women animal specialists--New York (State)--New York--Biography--Juvenile literature. |
Overview

- General: background, features, outline, and tables
- Languages
- Literature
  - General
  - Individual
    - History and criticism
    - Individual authors
Background

- Began development in 1909; completed in 1948
- Includes 19 subclasses
- Published in thirteen different schedules and tables

Features of Schedule P

- General pattern: language and literature in the same subclass
  - EXCEPTION: Literatures in major Western European languages are represented by subclasses
- Extensive use of tables
- Classification of literature: languages and forms take precedence over topic
Outline of Subclasses (1)

P Philology. Linguistics
PA Greek and Latin languages and literatures
PB Modern languages (General). Celtic languages
PC Romance languages
PD Germanic languages (General). Scandinavian languages
PE English language
PF West Germanic languages
PG Slavic, Baltic, Albanian languages and literature
PH Uralic, Basque languages and literature
PJ Oriental philology and literature (General). Semitic languages and literature

Outline of Subclasses (2)

PK Indo-Iranian languages and literatures
PL Languages and literatures of Eastern Asia, Africa, Oceania
PM Hyperborean, Indian, and artificial languages
PN Literature (General)
PQ French, Italian, Spanish, and Portuguese literatures
PR English literature
PS American literature
PT Germanic literatures
PZ Fiction and juvenile belles lettres
Print schedules and tables

- Many schedules in P are published with multiple subclasses in one volume
  - PB-PH *Modern European Languages*
  - PR, PS, PZ *English and American Literature, Juvenile Belles Lettres*
- Tables for all schedules were consolidated, renumbered, and published in a single volume, *P-PZ Tables*, in 1982
- References to tables in older editions of P schedules may not correspond to current numbering

Selected P-PZ Tables for Languages

- P-PZ1  Languages (599 nos.)
- P-PZ2  Languages (431 nos.)
- P-PZ3  Languages (199 nos.)
- P-PZ4  Languages (99 nos.)
- P-PZ5  Languages (46 nos.)
- ...
- P-PZ15 Languages (1 no.)
- P-PZ16 Languages (Decimal no. or Cutter no.)
Typical broad outline of language tables

Periodicals
(Societies, Serials, Collections)
(Encyclopedias, Study and teaching)

General works
(Language acquisition, History of the language)

Grammar
(Textbooks, Readers, Syntax)

Dictionaries
(same language, two or more languages)

Dialects

Applying the language tables

Beginning Manx Gaelic : lessons in Manx / [Mona Douglas]. 2002
SUBJECT: Manx language--Textbooks for foreign speakers--English.

PB Modern languages. Celtic languages
Manx
1801-1846 Language (Table P-PZ5)

Note the range is 46 numbers
Table P-PZ5
Table for languages (46 nos.)

10.5 Script
   Grammar
11 General works
12 General special
   Textbooks
13.A2 History and criticism
13.A3-Z Textbooks

Applying the language tables (2)
Base number from schedule: 1800
Add number from table: 13
1813

Cutter for main entry (Douglas) within A3-Z range (D68)

PB1813.D68 2002
Lexicography: Monolingual vs. Bilingual

  **PC4625 .D478 2005**  
  HIERARCHY: Romance philology and languages – Spanish  
  – Language – Lexicography – Dictionaries – *Spanish only* –  
  1800- -- General

- The American Heritage pocket Spanish dictionary.  
  **PC4640 .A46 2001**  
  HIERARCHY: Romance philology and languages – Spanish  
  – Language – Lexicography – Dictionaries – *Bilingual* –  
  Spanish-English; English-Spanish

Lexicography vs. Subject

- Vocabulaire trilingue des véhicules de transport routier = Trilingual vocabulary of road transport vehicles = Vocabulario trilingüe de autotransporte de carga.

- CALL NUMBER: **HE141 .V63 1995**  
  HIERARCHY: Transportation and communications. Dictionaries. Encyclopedias.

  **SUBJECTS:**  
  Trucking--Dictionaries.  
  Trucking--Dictionaries--French.  
  Trucking--Dictionaries--Spanish.
Exercise 1

Schedule P
Exercise 1:
P-PZ1b (German language)

is at the end of this session

PN: Literature (General) Plus--

<table>
<thead>
<tr>
<th>PN</th>
<th>Description</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN1-6790</td>
<td>Literature (General) [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>PN1560-1590</td>
<td>The Performing arts, Show business [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. M, Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. BP190.5.P4 Islam and the performing arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. GV1580-1799 Dance [H R]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cf. PN1600-3307.2 Drama [H R]</td>
<td></td>
</tr>
<tr>
<td>PN1600-3307.2</td>
<td>Drama [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>PN3311-3503</td>
<td>Prose [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>PN4001-4500.2</td>
<td>Oratory [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>PN4699-5650</td>
<td>Journalism [H R B L D S]</td>
<td></td>
</tr>
<tr>
<td>PN6010-6790</td>
<td>Collections of general literature [H R B L D S]</td>
<td></td>
</tr>
</tbody>
</table>
PN: Examples (1)

  SUBJECT: Criticism--Data processing.

- CALL NUMBER: PN98.E4 M39 2004
  HIERARCHY: Literature (General) – Criticism – Special Topics. By subject A-Z – Electronic Data Processing

PN: Examples (2)

  ALTERNATE TITLE: Hanging with Lindsay Lohan

- CALL NUMBER: PN2287.L623 J64 2004
Literature: Subarrangement

- Under each individual literature:
  - History and criticism
  - Collections or anthologies of more than one author
  - Individual authors
  - Non-national (local) literature

Selected P-PZ Tables for Literature

- P-PZ20 Literature (194 nos.)
- P-PZ25 Literature (1 no.)
- P-PZ28 Anonymous works (1 no.)
- P-PZ31 Authors (49 nos.)
- P-PZ32 Authors (19 nos.)
- P-PZ34 Separate works (5 nos.)
- P-PZ39 Authors (1 no.)
- P-PZ40 Authors (Cutter no.)
- P-PZ43 Separate works (Successive Cutter nos.)
Example 1: History and criticism

- The Cambridge history of Spanish literature.

**SUBJECT:** Spanish literature--History and criticism.

PQ6001-8929 Spanish literature
PQ6001-6168 Literary history and criticism
PQ6031-6168 History of Spanish literature
PQ6032-6036 1801-
PQ6033 English

Example 2: History and criticism

Historia de la literatura mexicana : desde sus orígenes hasta nuestros días. 1996-2002

**SUBJECT:** Mexican literature--History and criticism

PQ7020-8929 Spanish literature outside of Spain
PQ7081-7087 Spanish America
PQ7100-7298.436 Mexico (Table P-PZ20 modified)
### Table P-PZ20

Table for literature (194 nos.)

| History |  
|---------|---
| 10      | Early works  
|         | Modern treatises  
| 11      | **General works**  
| 12      | Textbooks  

### Table P-PZ20 modified

Base number from schedule: 7100  
Add number from table: 11  
7111  

Cutter for (title) main entry (Historia)  
PQ7111.H57 1996
Example: Collections

  PR1105 .B47 1991
  - Hierarchy: English literature--**Collections** of
  English literature--General collections--Collections
  published after 1801

  PS584 .C66 1995
  - HIERARCHY: American literature--**Collections** of
  American literature--Poetry--Collections published
  1961-

Individual authors

- Works by a literary author and about that author are arranged in a single group
- Individual authors are grouped by period under each national literature
- **Example:** American literature
  
  PS700-893  Colonial period
  PS991-3390  19th century
  PS3500-3549  1900-1960
  PS3550-3576  1961-2000
  PS3600-3626  2001-
Literary author numbers (F 632)

- Normally all works by & about an author classed in one number (or range)
  - Determined by language in which author writes and author's nationality (and period if applicable)
- Authors who write in a language most commonly associated with a different country may be classed in the non-national area for that literature
  - Arundhati Roy, author from India writing in English, classed in PR9499.3 (English literature outside of Great Britain)

Literary author numbers (F 632)

- Many authors write in more than one language or are associated with more than one country
- Authors who write in more than one language: a number is established under the literature of each language
  - Vladimir Nabokov:
    - PG3476.N3 Russian language works
    - PS3527.A15 English language works
    - PG3476.N3 General criticism and biography
Literary author numbers (F 632)

- Authors associated with more than one country
  - One number only: class with the country of citizenship
  - Citizen of several countries? – prefer country of author’s most productive years, where scholars associate the author
  - Once a decision is made, only changed if clearly in error
- Scarce information? Use what is available

Individual authors (Notation)

- Most authors receive one number or a Cutter number
- Major authors have been assigned very large ranges
  - William Shakespeare, PR2750-3112
- Other prolific authors may have smaller ranges
  - Mark Twain, PS1300-1348
  - Oscar Wilde, PR5810-5828
  - Louisa May Alcott, PS1015-1018
20th and 21st century authors

- Assigned a Cutter number each, regardless of amount of material published
  
  PS3511.A86     William Faulkner
  PS3551.N464   Maya Angelou

- Cutter number generally based on the second letter of author’s last name

- Class number based on the first letter of author’s last name

Example: Where is William Faulkner (PS3511.A86)?

<table>
<thead>
<tr>
<th>Class number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS3511.A784</td>
<td>Fast, Howard, 1914</td>
</tr>
</tbody>
</table>
Printing literary author numbers

Policy for printing literary author numbers in the P schedules:
- Author’s name changes significantly
- Authors born before 1875
- Authors with pseudonyms
- Anonymous works published before 1899

How to find an author number
- Check the author’s authority record
- Check a library catalog (LC’s, your own)

Finding Faulkner’s number fast

LC Control Number: n79003334
008 01940cz a2280421n 450
001 900000
005 20000144652081 0
000 7900117n acanaabn ja aab
010 _a n 78833384 [c] sh 90071481
035 _a (OCoLC)oclc00376903
040 _a DLC |b eng |c DLC |d DLC |d DLC-R |d MU |d DLC |d PLC |d DLC |d OCULC |d SG-SILA |d IDN |d SG-SILA
050 _a LCS3515 ABC
100 _a [ ] Faulkner, William, [d] 1907-1962
400 _a Faulkner, William, [d] 1907-1962
400 _a Faulkner, William, [d] 1907-1962
Cutter to first or second letter?

- Not all schedules base the Cutter number for individual authors on the second letter of the author’s last name!
  - Vladimir Nabokov:
    - PG3476.N3 Russian language works
    - PS3527.A15 English language works

Using tables for literary authors

- Once you have located a literary author in the schedules, determine which table to use
- For authors listed in the schedules, specific table references are given
  - PS815-819 Paine, Thomas (Table P-PZ35)
- For modern authors with one Cutter number, use Table P-PZ40 unless instructed otherwise
Literary author: individual work

At terror street and agony way : [poems] / Charles Bukowski.

The author was born in Germany but grew up and published in the U.S.; published after 1961.

---

**Classification**

<table>
<thead>
<tr>
<th>American literature—Individual authors—1961-2000—B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS3550-3578</td>
</tr>
<tr>
<td>PS3550</td>
</tr>
<tr>
<td>PS3551 A-Z</td>
</tr>
<tr>
<td>PS3552 A-Z</td>
</tr>
<tr>
<td>PS3553 A-Z</td>
</tr>
<tr>
<td>PS3552 A-Z</td>
</tr>
<tr>
<td>PS3553 A-Z</td>
</tr>
<tr>
<td>PS3553 A-Z</td>
</tr>
</tbody>
</table>
Shelflisting the author Cutter

PS3552.U399 Bukoski, Anthony

PS3552.U4 Bukowski, Charles

PS3552.U52 Bulgin, Bess

P-PZ40

Table for authors (1 Cutter no.)—Collected works

<table>
<thead>
<tr>
<th>Cutter No.</th>
<th>Description</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-PZ40.x A13</td>
<td>Collected works</td>
<td>[H R]</td>
</tr>
<tr>
<td>P-PZ40.x A59</td>
<td>Translations (Collected or selected)</td>
<td>[H R]</td>
</tr>
<tr>
<td>P-PZ40.x A6</td>
<td>Selected works. Selections. By date</td>
<td>[H R]</td>
</tr>
<tr>
<td>P-PZ40.x A61-xZ458</td>
<td>Separate works. By title</td>
<td>[H R]</td>
</tr>
<tr>
<td>P-PZ40.x Z4581-xZ999</td>
<td>Biography and criticism</td>
<td>[H R]</td>
</tr>
</tbody>
</table>
P-PZ40: Works

- P-PZ40 revised in 2005
- **Collected works/Selections**: apply for collections of works that were previously published in book form or never published in the author’s lifetime
- **Collected works** is now used for either complete collected works or collected works in a particular genre
- **Separate works**: use also for collections published in book form while the author is still living

Shelflisting the book number

PS3552.U4 **A67** Another academy / [Charles Bukowski].
PS3552.U4 **A9** 1968 At terror street and agony way : [poems] / Charles Bukowski.
PS3552.U4 **B7** 1983 Bring me your love / Charles Bukowski …
Applying P-PZ40: individual work

PS American literature
3552 Individual authors who published between 1961-2000, last name B
.U4 Author Cutter constructed from 2nd letter of last name
A9 Book number [for “At terror street”] from LC Cutter table, but must be within the range .A61-Z458
1968 Date of publication

P-PZ40: biography and criticism

<table>
<thead>
<tr>
<th>Table for authors (1 Cutter no.)—Biography and criticism—Periodicals. Societies. Serials</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-PZ40 .xZ4589- .xZ4589</td>
</tr>
<tr>
<td>P-PZ40 .xZ459</td>
</tr>
<tr>
<td>P-PZ40 .xZ46</td>
</tr>
<tr>
<td>P-PZ40 .xZ48</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>P-PZ40 .xZ5-.xZ999</td>
</tr>
</tbody>
</table>
P-PZ40: Correspondence


PS3552.U4 Z48 2001
SUBJECTS (selected):
  Bukowski, Charles--Correspondence.
  Authors, American--20th century--Correspondence.
  Martinelli, Sheri--Correspondence.

Applying P-PZ40: Correspondence

PS  American literature
3552  Individual authors, last name B
   .U4  Author Cutter constructed from 2nd letter of last name
Z48  Z48 for correspondence (from table)
2000  Date of publication
P-PZ40: Biography


PS3552.U4 Z627 2000
SUBJECTS (selected):
Bukowski, Charles.
Bukowski, Charles--Friends and associates.
Authors, American--20th century--Biography.

Shelflisting the book number: biography

<table>
<thead>
<tr>
<th>050</th>
<th>Author</th>
<th>Title/Imprint</th>
</tr>
</thead>
</table>
# Charles Dickens: 49 numbers

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR4550.A90-4551</td>
<td>Charles Dickens: Collected works</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>PR4552</td>
<td></td>
<td>Selected works</td>
</tr>
<tr>
<td>PR4553</td>
<td></td>
<td>Subarranged by editor, if given, or date</td>
</tr>
<tr>
<td>PR4554.A-Z</td>
<td></td>
<td>Translations (Collected or selected). By language, A-Z</td>
</tr>
<tr>
<td>PR4565.4572</td>
<td></td>
<td>Subarranged by translator, if given, or date</td>
</tr>
<tr>
<td>PR4573</td>
<td></td>
<td>Doubtful, spurious works (Collections only)</td>
</tr>
<tr>
<td>PR4574</td>
<td></td>
<td>Illustrations. Adaptations. Parodies (Collections only)</td>
</tr>
<tr>
<td>PR4575</td>
<td></td>
<td>Relation to the drama and the stage. Dramatization</td>
</tr>
<tr>
<td>PR4576</td>
<td></td>
<td>Illustrations (Portfolios, etc. without text. Illustrations with quotations)</td>
</tr>
<tr>
<td>PR4579-4585</td>
<td></td>
<td>Class at NE215, or with the special works in NC-NE as the case may be</td>
</tr>
<tr>
<td>PR4592-4598</td>
<td></td>
<td>Class illustrated editions with other editions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class portraits, etc. of the author with his biography</td>
</tr>
<tr>
<td>PR4594-4598</td>
<td></td>
<td>Biography, criticism, etc.</td>
</tr>
<tr>
<td>PR4597-4598</td>
<td></td>
<td>Analysis</td>
</tr>
<tr>
<td>PR4577-4592</td>
<td></td>
<td>Including manuscripts, sources, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For textual criticism see PR4579 [H R B L D S]</td>
</tr>
<tr>
<td>PR4593</td>
<td></td>
<td>Critical and interpretation</td>
</tr>
<tr>
<td>PR4594-4598</td>
<td></td>
<td>Textual criticism, commentaries, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language, style, etc.</td>
</tr>
</tbody>
</table>

# Charles Dickens: individual works

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR4549.D5</td>
<td>Dombey and Son</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>PR4550-4551</td>
<td>Dickens, Charles</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4555</td>
<td>Great expectations</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4560</td>
<td>Hard times</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4561</td>
<td>Little Dorrit</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4562</td>
<td>Martin Chuzzlewit</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4564</td>
<td>Mystery of Edwin Drood</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4565</td>
<td>Nicholas Nickleby</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4568</td>
<td>Our Mutual Friend</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4569</td>
<td>Pickwick Papers</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4570</td>
<td>Sketches by Boz</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
<tr>
<td>PR4571</td>
<td>Tale of two cities</td>
<td>TABLE P.P241 [H R B L D S]</td>
</tr>
</tbody>
</table>
Charles Dickens: individual work, P-PZ41

Table for separate works (1 no.)

<table>
<thead>
<tr>
<th>Texts</th>
<th>By date</th>
<th>[H]</th>
<th>[R]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-PZ41 0 A1</td>
<td>By editor, if given, A-Z</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A2A-A2Z</td>
<td>Modern versions of early works in the same language. By translator, if given, or date</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A21-A29</td>
<td>Selections. By date</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A3</td>
<td>Translations</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A31-A39</td>
<td>Where the original language is English, French or German, omit numbers for original language in. A31-A50 below</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A4-A49</td>
<td>English. By translator, if given, or date</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A5-A59</td>
<td>French. By translator, if given, or date</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A6-A69</td>
<td>German. By translator, if given, or date</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A7-Z</td>
<td>Other. By language</td>
<td>[H]</td>
<td>[R]</td>
</tr>
<tr>
<td>P-PZ41 0 A7-Z</td>
<td>Criticism</td>
<td>[H]</td>
<td>[R]</td>
</tr>
</tbody>
</table>

Charles Dickens: Applying P-PZ41


PR4558 David Copperfield .R68 P-PZ41. Criticism .A7-Z [Cutter to Routledge]

2004 Date of publication
Charles Dickens: general criticism and interpretation


SUBJECTS (selected):
Dickens, Charles, 1812-1870--Knowledge--America.
Dickens, Charles, 1812-1870--Travel--United States.

Charles Dickens: Applying P-PZ31

<table>
<thead>
<tr>
<th>Table for authors (49 nos.)--Collected works</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-PZ31 0-400-1</td>
</tr>
<tr>
<td>P-PZ31 2</td>
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<td>P-PZ31 3</td>
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<td>P-PZ31 4-A-Z</td>
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<td>P-PZ31 5-22</td>
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<td>P-PZ31 23</td>
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<td>P-PZ31 24</td>
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<td>P-PZ31 25</td>
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<td>8-27</td>
</tr>
</tbody>
</table>

Fundamentals of LC Classification 8-27
Charles Dickens: Applying P-PZ31: Special subjects

<table>
<thead>
<tr>
<th>Table for authors (49 nos.)--Criticism and interpretation--Treatment and knowledge of special subjects, A-Z--America</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P-PZ31 37.3</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 37.4 A-Z</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 38</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 39</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 41</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 42.A-Z</strong></td>
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<tr>
<td><strong>P-PZ31 42.A34</strong></td>
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<tr>
<td><strong>P-PZ31 42.A4</strong></td>
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<tr>
<td><strong>P-PZ31 42.A43</strong></td>
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<tr>
<td><strong>P-PZ31 42.A54</strong></td>
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<tr>
<td><strong>P-PZ31 42.A56</strong></td>
</tr>
<tr>
<td><strong>P-PZ31 42.A6</strong></td>
</tr>
</tbody>
</table>

Charles Dickens: Applying P-PZ31 42.A54

Base number

PR4550 + 42

Treatment and knowledge of special subjects

PR4592 .A54

America [Cutter from table]

M67

Moss (Main entry)

1984

Date of publication
Selected literary authors sorted by quantity of numbers assigned

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Author</th>
<th>Class no. range</th>
</tr>
</thead>
<tbody>
<tr>
<td>363</td>
<td>William Shakespeare</td>
<td>PR2750-3112</td>
</tr>
<tr>
<td>49</td>
<td>Edward Bulwer-Lytton</td>
<td>PR4900-4948</td>
</tr>
<tr>
<td>19</td>
<td>George William Curtis</td>
<td>PS1480-1498</td>
</tr>
<tr>
<td>9</td>
<td>Jane Austen</td>
<td>PR4030-4038</td>
</tr>
<tr>
<td>9</td>
<td>Thomas Bailey Aldrich</td>
<td>PS1020-1028</td>
</tr>
<tr>
<td>1</td>
<td>Emily Dickinson</td>
<td>PS1541</td>
</tr>
<tr>
<td>1 Cutter</td>
<td>Marcel Proust</td>
<td>PR2631.R63</td>
</tr>
</tbody>
</table>

Different numbers, different tables

Jane Austen. PR4030-4038 (9 numbers)  
Subarranged by Table P-PZ33

Emily Dickinson. PS1541 (1 number)  
Subarranged by Table P-PZ39

William Shakespeare. PR2750-3112 (363 no.)  
No comprehensive table, but tables are applied to individual numbers and Cutter ranges
PR2823 Macbeth. Subarr. by Table PR4
General reminders

- Language and literature are not always together
- PN includes a number of popular non-literary topics (journalism, show business)
- Most 20/21\textsuperscript{st} century literary authors
  - Are not in the published schedules
  - Are assigned a single Cutter, often to the second letter of the last name
  - Generally use the P-PZ40 table
- The range of numbers for pre-20\textsuperscript{th} century literary authors is unpredictable!

Exercise

(Literature)
Schedule P: Exercise 1, P-PZ1b (German language)

Works on the German language are classed in the span PF3073-PF3693; Table P-PZ1b modified is applied; the number or span of numbers chosen from the table is added to the base number PF3000. Here is the outline of Table P-PZ1b:

Table P-PZ1b (Outline)

<table>
<thead>
<tr>
<th>P-PZ1b 73</th>
<th>General works [H R]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-PZ1b 74</td>
<td>Relation to other languages [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.5</td>
<td>Language data processing [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.7</td>
<td>Language standardization and variation [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.73</td>
<td>Political aspects [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.75</td>
<td>Social aspects [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.8</td>
<td>Spoken language [H R]</td>
</tr>
<tr>
<td>P-PZ1b 74.85</td>
<td>Language acquisition [H R]</td>
</tr>
<tr>
<td>P-PZ1b 75-88</td>
<td>History of the language [H R]</td>
</tr>
<tr>
<td>P-PZ1b 93</td>
<td>Outlines [H R]</td>
</tr>
<tr>
<td>P-PZ1b 95</td>
<td>Popular [H R]</td>
</tr>
<tr>
<td>P-PZ1b 97</td>
<td>Script [H R]</td>
</tr>
<tr>
<td>P-PZ1b 99-400</td>
<td>Grammar [H R]</td>
</tr>
<tr>
<td>P-PZ1b 410-497</td>
<td>Style, Composition, Rhetoric [H R]</td>
</tr>
<tr>
<td>P-PZ1b 498-499</td>
<td>Translating [H R]</td>
</tr>
<tr>
<td>P-PZ1b 501-561</td>
<td>Prosody, Metrics, Rhythms [H R]</td>
</tr>
<tr>
<td>P-PZ1b 567</td>
<td>Lexicology [H R]</td>
</tr>
<tr>
<td>P-PZ1b 571-599</td>
<td>Etymology [H R]</td>
</tr>
</tbody>
</table>

Here is an expansion of the span P-PZ1b 75-88, History of the language, from Table P-PZ1b:

Table P-PZ1b History of the language (75-88)

<table>
<thead>
<tr>
<th>P-PZ1b 75</th>
<th>General works [H R]</th>
</tr>
</thead>
<tbody>
<tr>
<td>By period [H R]</td>
<td></td>
</tr>
<tr>
<td>P-PZ1b 77</td>
<td>Middle Ages [H R]</td>
</tr>
<tr>
<td>P-PZ1b 79</td>
<td>(15th)-16th century [H R]</td>
</tr>
<tr>
<td>P-PZ1b 81</td>
<td>(16th)-17th century [H R]</td>
</tr>
<tr>
<td>P-PZ1b 83</td>
<td>(17th)-18th century [H R]</td>
</tr>
<tr>
<td>P-PZ1b 85</td>
<td>19th century [H R]</td>
</tr>
<tr>
<td>P-PZ1b 87</td>
<td>20th century [H R]</td>
</tr>
<tr>
<td>P-PZ1b 88</td>
<td>21st century [H R]</td>
</tr>
</tbody>
</table>
Here is an expansion of the span P-PZ1b 498-499, Translating, from Table P-PZ1b:

**Table P-PZ1b Translating (498-499)**

| P-PZ1b 498 | General works  
| P-PZ1b 499 | Machine translating  

Including research

Here is an expansion of the span P-PZ1b 108-123 from Table P-PZ1b. This span is contained within the span P-PZ1b 99-400, Grammar:

**Table P-PZ1b (108-123)**

| P-PZ1b 108 | Textbooks  
| P-PZ1b 109 | History and criticism  
| P-PZ1b 110 | Early to 1870  
| P-PZ1b 111 | 1870-1949  
| P-PZ1b 112 | 1950-1970  
| P-PZ1b 112.5 | Self-instructors  
| P-PZ1b 112.7 | Audiovisual instructors  
| P-PZ1b 112.9-117 | Readers  
| P-PZ1b 112.9 | History and criticism  
| P-PZ1b 113 | Series  
| P-PZ1b 115 | Primers. Primary grade readers  
| P-PZ1b 117 | Intermediate and advanced  
| P-PZ1b 118 | Phonetic readers see P-PZ1b 152  
| P-PZ1b 119 | Outlines, syllabi, tables, etc.  
| P-PZ1b 120 A-Z | Examination questions, etc.  
| P-PZ1b 120 A-Z | Manuals for special classes of students, A-Z  
| P-PZ1b 121 | Conversation. Phrase books  
| P-PZ1b 123 | Plays for acting in schools and colleges  
| P-PZ1b 400 | Idioms, errors, etc. see  

Construct the call number (base number is PF3000). Use the LC Cutter table for the book number; assume no conflict. The trainer will walk you through the first exercise.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Main Entry</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coggle, Paul.</td>
<td>Improve your German. SERIES: Teach yourself books (Lincolnwood, Ill.)</td>
<td>Chicago, Ill. : McGraw-Hill, 2004</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
THIS PAGE INTENTIONALLY LEFT BLANK
FOR DOUBLE SIDED COPY
Schedule P : Exercise 2, P-PZ40 Table (V. S. Pritchett)

V. S. Pritchett's literary author number is PR6031.R7, subarranged by table P-PZ40. Use the table to complete the call numbers. Numbers in **bold/underlined** are already in the shelflist. Otherwise, assume no conflict. Use the LC Cutter table where applicable. In the **Title** column, uniform titles are in brackets.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Main Entry</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
</table>
Special Types of Material

Session 9

Outline: special types

- Editions
- Work letters
- Corporate main entry
- Volume numbers
- Juvenile materials
- Congresses
- Serials
Editions (G 145)

• Unless otherwise indicated in the schedules, generally keep editions together if the same class number is appropriate.
• To keep editions together under the same class number, assign the same book number and differentiate by date and (if necessary) by work letter.
• Do not keep editions together if a different class number is appropriate.

Editions: same author & title (G 145)

• If a subsequent edition has the same author, title, & class number, assign the same Cutter number as the previous editions. A date is used to distinguish between the earlier and later editions.
  • PN1995 .K23 1994
Editions: variation in title (G 145)

- If the title changes on the subsequent edition, but the author and class number are the same, assign the same Cutter number as the previous edition
  - PE1408 .F478
  - PE1408 .F478 1949
  - PE1408 .F478 1996
    Rev. ed. of: A new guide to better writing, which was originally published as The way to write.

Editions: changes in author and/or title (G 145)

- If the authorship and/or title of a work changes from one edition to another, but the classification number remains the same, maintain the same book number
Example: author/title change

- **RC280.B6 D33 1986**
  *Dahlin*, David C. (David Carl), 1917-
  Bone tumors : general aspects and data on 8,542 cases / by David C. Dahlin and Krishnan K. Unni. 4th ed. c1986.

- **RC280.B6 D33 1996**
  *Unni*, K. Krishnan, 1941-
  Dahlin's bone tumors : general aspects and data on 11,087 cases / K. Krishnan Unni. 5th ed. c1996.

Editions: class number change

- If a subsequent edition should be assigned a different class number, the editions are not kept together

- **Z694.M35**

- **Z694.15.A56 M39 1989**
Editions: class number change (2)

- Chemistry—General works, treatises, and advanced textbooks

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>QD28</td>
<td>1761-1860</td>
</tr>
<tr>
<td>QD31</td>
<td>1861-1969</td>
</tr>
<tr>
<td>QD31.2</td>
<td>1970-2000</td>
</tr>
<tr>
<td>QD31.3</td>
<td>2001-</td>
</tr>
</tbody>
</table>

Example

- **QD31.2 .E22 1996**

- **QD31.3 .E22 2002**
Work Letters (G 140)

• Editions published in the same year are usually differentiated by work letters, b-y

• When the main entry is a corporate name, work letters a-z are used to distinguish different works published in the same year

Work letters: example

• DA591.A45 D5326 2000
  Jephson, P. D.

• DA591.A45 D5326 2000b
  Jephson, P. D.
  456 p. : ill. ...
Work letters with “a” and “z”

- TX723.3.P38 1860a

- DS798.9.K37 A53 1990z
  The ancient city of Kharakhorum. Beijing : New World Press, [199-]

Related works

- Sometimes the same classification and book number is used to bring together different but related works

- Examples:
  - Corporate main entry
  - Series (Classed together)
Corporate main entry (G 220)

- A corporate body is an organization or group of persons that is identified by a particular name, and that acts, or may act, as an entity
- Typical examples of corporate bodies are associations, government agencies, religious bodies, local churches, and conferences
- For materials entered under a corporate body heading, Cutter for the name of the corporate body
- For monographic items, add the imprint date to the call number to make each call number unique
- Do not apply G 220 to materials in class K

Corporate main entry example:

<table>
<thead>
<tr>
<th>Call no.</th>
<th>Main entry</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP937.B46</td>
<td>Benjamin Moore &amp; Co.</td>
<td>Moore’s floor paint.</td>
<td>[190-?]</td>
</tr>
<tr>
<td>1900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP937.B46</td>
<td>Benjamin Moore &amp; Co.</td>
<td>Home decorative interior suggestions.</td>
<td>[19-?]</td>
</tr>
<tr>
<td>1900a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP937.B46</td>
<td>Benjamin Moore &amp; Co.</td>
<td>Muresco for wall and ceiling decoration.</td>
<td>[ca. 1920]</td>
</tr>
<tr>
<td>1920</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP937.B46</td>
<td>Benjamin Moore &amp; Co.</td>
<td>100 years of exterior colors.</td>
<td>[1983?]</td>
</tr>
<tr>
<td>1983</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Series volume numbers

- Volume numbers are used to differentiate call numbers for analytics of series.
- For monographic series, no date is used:
  HT101 .R393 no. 181
  HT101 .R393 no. 185
- For multipart item series, the initial date of the series precedes the volume number:
  PN4855 .H57 1994 no. 2
  PN4855 .H57 1994 no. 3

Exercise 1

Special Types of Materials
Exercise 1

is at the end of this session
Forms of publication

- Subjects have certain characteristic types of publication and the schedules usually have numbers at the beginning of each subject
- Some forms of publication include:
  - Juvenile materials
  - Congresses (conferences)
  - Serials

Juvenile materials (F 615)

- Belles-lettres PZ5-90
  - Juvenile & YA fiction
  - Collections
  - Picture storybooks
  - Alphabet & counting books
  - Stories in rhyme
  - Song texts illustrated for children
  - Juvenile folk tales
  - Traditional nursery rhymes

- Belles-lettres P-PT
  - Poetry
  - Drama
  - Humor
  - Comic books
Examples

- **PZ7.B1135 $b Tu 2003**
- **PZ8.B115 $b Ou 1998**
- **PZ8.1 $b .T245 1997**
  Teeny tiny witch / [illustrated by Stephanie Peterson]. 1997.
- **PS627.C57 $b A15 2000**

Topical juvenile materials

- Formerly classed in PZ9-10 & PZ15-16
- Now classed in regular subject classes
- Under the regular subject class, use the Juvenile Works number, if present
- If there is no Juvenile Works number, use the General number (or make a SACO proposal)
Examples

... Lexicography—Dictionaries—English only—Juvenile, school dictionaries
PE1628.5 .M44 2004
Merriam-Webster's intermediate dictionary.
SUBJECT: English language--Dictionaries, Juvenile.

...African languages and literature—Special languages (Alphabetically)—Zulu—Language—Dictionaries
PL8843 .W55 1998
SUBJECT: Zulu language--Dictionaries, Juvenile--English.

Congresses (F 240)

- Use congress numbers to class:
  - Collected papers delivered or published for one or more named or unnamed congresses, symposia, conferences, meetings, etc.
  - Condensations of these papers
  - Reports of proceedings and discussions, program statements, lists of delegates, etc.
  - Combinations of the above
Congress under Economic history and conditions

<table>
<thead>
<tr>
<th>LC Class #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC13</td>
<td>Economic history and conditions—Congresses</td>
</tr>
<tr>
<td></td>
<td>Including economics of natural resources</td>
</tr>
<tr>
<td>HC10</td>
<td>Periodicals, Societies, Serials [H R B L D S]</td>
</tr>
<tr>
<td>HC13</td>
<td>Congresses [H R B L D S]</td>
</tr>
<tr>
<td>(HC13.2-.3)</td>
<td>Collected works (nonserial) [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>see HC21</td>
</tr>
<tr>
<td>(HC14)</td>
<td>Yearbooks [H R B L D S]</td>
</tr>
<tr>
<td></td>
<td>see HC10</td>
</tr>
<tr>
<td>HC15</td>
<td>Dictionaries, Encyclopedias [H R B L D S]</td>
</tr>
<tr>
<td>HC21</td>
<td>General works [H R B L D S]</td>
</tr>
<tr>
<td>HC26</td>
<td>Theory, Method, Relation to other subjects [H R B L D]</td>
</tr>
</tbody>
</table>

- **HC13. Economic history and conditions—Congresses**
- **HC13 I48 1984**
  Managing amidst tensions and conflicts in a global economy: background papers for the Indiana University International Business Forum …
Congress vs. serial number

• If a number has been established, class both monographic and serial congresses in that number


• TL6 .S78
  The ... Stapp Automotive Crash and Field Demonstration Conference : [proceedings] …
  an annual publication

Congress vs. serial number (2)

• Do not class congresses in the number for periodicals unless congresses are explicitly included in the caption for that number (as in class Q)
  • QP474. Periodicals, societies, congresses, serial publications.
Congresses: no form number

- If no number has been established for congresses, class congresses in the General Works number, or in the periodical number if the congress is cataloged as a serial
- Class each monographic congress according to its subject matter

Congresses (General works)

**LB2331.63.** Theory and practice of education—Higher education—Special aspects of higher education—Evaluation and ranking of universities and colleges—By region or country—United States—General works

- **LB2331.63 .S95 1978**
  Summer Conference on Accreditation (1978 : California State Polytechnic Association, Pomona)
  Evaluating educational quality : a conference summary …

- Not classed with form number under broader topic:
  LB2301 Theory and practice of education—Higher education—Associations, conferences, congresses
Congress dates (G 230)

- Significant exception to the use of the imprint date for monograph call numbers: conference main entry (use the date of the conference):
  - PE1068.G5 B75 2001
    British Association of Lecturers in English for Academic Purposes. Conference (2001 : University of Strathclyde)

Congress Cutters (G 230)

- For works with the same conference main entry and the same class number, assign the same Cutter number & differentiate by date
- Use a work letter to differentiate different works with the same conference date
- Use the same Cutter even if the work is a translation or selection
- If the conference is entered under title, Cutter by title
Example:

- **QA76.9.A25 I555 2001**
  International Conference on the Theory and Application of Cryptology and Information Security (7th : 2001 : Gold Coast, Qld.)
  Advances in cryptology--ASIACRYPT 2001 …

- **QA76.9.A25 I555 2002**
  Advances in cryptology--ASIACRYPT 2002 …

Serials (F 210)

- Like conferences, there will usually be a class number or group of numbers at the beginning of major topics in the schedules for serials.

- Caption examples:
  Periodicals. Societies. Serials
  Periodicals
  Periodicals, etc.
  Periodicals and societies
  Periodicals, societies, congresses, and serial collections

- No classification schedule has been developed for newspapers.
Serials (F 210)

- Unless there are other specific provisions in the schedule, class all serial publications, including periodicals, numbered monographic series, and topical serial society publications on the number at the beginning of the topic.

Schedule example: N1 Periodicals

| N1.A1   | Visual arts |
| N1.A12-Z| Periodicals |
| N2      | Polyglot    |
| N3      | American and English |
| N4      | French      |
| N5      | German      |
| N6      | Italian     |
| N6.5    | Dutch and Flemish |
| N7      | Russian, Slavic |
| N8.A-Z  | Scandinavian |
| N9.A1   | Spanish and Portuguese |
|         | Other(including Oriental), A-Z |
|         | Yearbooks   |
|         | Polyglot... |
Serial examples (general rule)

• **N1.A12-Z.** Visual arts—Periodicals—American and English
  • **N1.T583**
    Today’s art and graphics.
    **SUBJECT:** Art--Periodicals.
• **N4.** Visual arts—Periodicals—Italian.
  • **N4.C7**
    La critica d’arte.
    **SUBJECTS:** 1. Art--Periodicals. 2. Art--Italy--Periodicals.

Serial examples (specific provisions)

• **N328.** Visual arts—Study and teaching. Research—Art schools. Special regions or countries. United States. **General works.**
  • **N328.D57**
    Directory of MFA programs in the visual arts.
    **SUBJECT:** Art schools--United States--Directories.
• **N6480.** Visual arts—History—Modern art—By century—19th and 20th centuries—20th century—Periodicals.
  • **N6480.C65**
    Contemporanea (New York, N.Y.)
    **SUBJECT:** Art, Modern--20th century--Periodicals.
Serial title changes (linear)

- **N1 .A243**
  Art instruction. [Stamford, Conn. : Watson-Guptill Publications, c1937-c1939.]
  **Continued by:** American artist (Stamford, Conn.)

- **N1 .A243**
  American artist (Stamford, Conn.)
  American artist. [Stamford, Conn. : Watson-Guptill Publications, c1940-
  **Continues:** Art instruction.

Serial title changes (non-linear)

- **N8554 .A77**
  Art research news.
  **Merged with:** Stolen art alert, to form: IFAR reports.

- **N8795 .S76**
  Stolen art alert.
  **Merged with:** Art research news, **to form:** IFAR reports.

- **N8554 .I34**
  IFAR reports.
  **Formed by the union of:** Stolen art alert, **and:** Art research news.
Serials: corporate body as main entry (G 220, 11)

- As with monographs, when a corporate body is the main entry and the same class number is used, the Cutter number for the main entry is not adjusted to differentiate works.
- For serials, a work letter should be used to differentiate works.

Serial example: work numbers

<table>
<thead>
<tr>
<th>Call no.</th>
<th>Main entry</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Smithsonian Institution for the year ended</td>
<td>of Docs., U.S. G.P.O., 1980-</td>
</tr>
</tbody>
</table>
Serial example: work numbers (2)

<table>
<thead>
<tr>
<th>Call no.</th>
<th>Main entry</th>
<th>Title</th>
<th>Cutter from</th>
</tr>
</thead>
</table>

Exercises 2 & 3
Special Types of Material: Exercise 1

**Chemistry—Organic chemistry—Nomenclature, terminology, notation, abbreviations**

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record</th>
<th>Main entry is in bold</th>
</tr>
</thead>
<tbody>
<tr>
<td>QD248 .A-Z</td>
<td>By region or country, A-Z</td>
<td></td>
</tr>
<tr>
<td>QD248.5 .A-Z</td>
<td>General works, treatses, and advanced textbooks</td>
<td></td>
</tr>
<tr>
<td>QD251.3 .A-Z</td>
<td>2001-</td>
<td></td>
</tr>
</tbody>
</table>

Supply the call number, based on the original edition. If necessary, construct any new or additional Cutter based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist)

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>QD248 .A-Z</td>
<td>By region or country, A-Z</td>
</tr>
<tr>
<td>QD248.5 .A-Z</td>
<td>General works, treatses, and advanced textbooks</td>
</tr>
<tr>
<td>QD251.3 .A-Z</td>
<td>2001-</td>
</tr>
</tbody>
</table>

Supply the call number, based on the original edition. If necessary, construct any new or additional Cutter based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist)
Special Types of Material: Exercise 2

Call number for the 6th conference has already been assigned. Assign call numbers to the other titles.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main entry in bold</th>
</tr>
</thead>
</table>
Special Types of Material: Exercise 3

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN2. H37</td>
<td>Hartford studies in literature.</td>
</tr>
</tbody>
</table>
| PN2 .S78    | Studies in literature.  
  
  NOTES: Continues: Hartford studies in literature  
  NOTES: Continued by: University studies in literature |
| PN2 .U56    | University studies in literature : USL.  
  
  NOTES: Continues: Studies in literature  
  NOTES: Merged with: Connecticut studies in literature to form: Connecticut literature yearbook |
| PN2 .C66    | Connecticut studies in literature.  
  
  NOTES: Merged with: University studies in literature to form: Connecticut literature yearbook |
  
  NOTES: Formed by the merger of: University studies in literature with: Connecticut studies in literature |
Overview of session

- Historical overview
- Topical layout of Schedule H
  - Scope notes
- Types of tables
  - Shelflisting
  - Internal
  - External
- Examples of the application of external tables
  - Geographic divisions
  - Subdivisions for industry and trade
  - Economic history and conditions

Schedule H: Social Sciences

Session 10
Scope notes

HA – Statistics

Class here general works on social science statistics and censuses, including statistical data and methodology. For applications of statistics in the social sciences, see the field. For statistical data alone see HA154-4737. For works on the general theory and methodology of statistics see QA276-280.

Application of the first scope note

Title: Sampling methodologies : with applications.

SUBJECT: Social sciences--Statistical methods.

Class number:

<table>
<thead>
<tr>
<th>HA</th>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA31.2</td>
<td>Sampling. Statistical survey methodology</td>
</tr>
</tbody>
</table>
Application of the second scope note

Title:
Analyzing contemporary social issues: a workbook with student CHIP software.

SUBJECT:
Sociology--Statistical methods.

Class number:

<table>
<thead>
<tr>
<th>HM</th>
<th>Sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM535</td>
<td>Statistical methods</td>
</tr>
</tbody>
</table>

Subclass HM Sociology

HM Sociology

The Numbers HM1-HM299 were used by the Library of Congress until January 1999. After that date, they were replaced by a revised subclass HM that begins at HM401. The numbers HM1-HM299 are currently used only to class new continuations of serials that are already classed in those numbers.
Use of tables in the H Schedule

- Tables are used extensively throughout the H Schedule
- Types of tables used in the H Schedule
  - Shelflisting Tables of General Application
  - Internal Tables
  - External Tables
  - Hybrid Tables

Shelflisting tables of general application

- Used throughout most of LCC
- Developed to create uniformity of Cutter numbers across all classes
- The Regions and Countries Table (G 300) is often used in Schedule H
- American States and Canadian Provinces Table is not used in Schedule H
  - H has its own table of states (H28)
Regions and Countries Table example

Title:
Evaluating in practice / Ian Shaw.

Publication data:

SUBJECT:
Social service--Great Britain--Evaluation.

Regions and Countries Table example

HV SOCIAL PATHOLOGY. SOCIAL AND PUBLIC
WELFARE. CRIMINOLOGY
Social service. Social work. Charity organization and practice
Social workers
HV40.6 Supply and demand
HV40.62 Salaries, pensions, etc.
HV40.8.A-Z By region or country, A-Z
HV41 General special
Internal tables

- Only applicable to a specific span of numbers
- Found within the schedule
- Applied with the caption “Under each”
- Often used with an external table
- Used to subarrange by form, geography, or specific entry

Internal table example

<table>
<thead>
<tr>
<th>HD</th>
<th>INDUSTRIES. LAND USE. LABOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Special industries and trades</td>
</tr>
<tr>
<td></td>
<td>Mechanical industries</td>
</tr>
<tr>
<td></td>
<td>Electric utilities. Electrification</td>
</tr>
<tr>
<td>HD9685.A2</td>
<td>General works</td>
</tr>
<tr>
<td>HD9685.A4-Z</td>
<td>By region or country, A-Z</td>
</tr>
</tbody>
</table>

Under each (except the United States):

- .x Periodicals. Societies. Serials
- .x2 General works. History
  Including biography, A-Z
- .x3A-.x3Z Local, A-Z
  Do not use under regions
- .x4A-.x4Z Firms, etc., A-Z
Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z
Under each (except the United States):
.x Periodicals. Societies. Serials
.x2 General works. History Including biography, A-Z
.x3A-.x3Z Local, A-Z
.x4A-.x4Z Firms, etc., A-Z

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z By region or country, A-Z
Under each (except the United States):
.x Periodicals. Societies. Serials
.x2 General works. History Including biography, A-Z

Great Britain. Office of Electricity Regulation. Annual report.

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z  By region or country, A-Z

Under each (except the United States):

.x  Periodicals. Societies. Serials
.x2  General works. History
     Including biography, A-Z

.x = HD9685.G7 + 3

.x3A-.x3Z  Local, A-Z

Do not use under regions

Electricity in Bath, 1890-1974, 1974.

Understanding .x, .x2, .x3A-.x3Z, .x4A-.x4Z

HD9685.A4-Z  By region or country, A-Z

Under each (except the United States):


HD9685.G7 + 4  .x4A-.x4Z  Firms, etc., A-Z
External tables

- Found at the end of the schedule before the index
- Only applicable to a specific span of numbers
- Applied when the caption is followed by a specific table number
  - Example: Greek (Table H48)
- Used to extend classification by geography, form, time period, or subject

Identifying an external table in the H Schedule

<table>
<thead>
<tr>
<th>HS</th>
<th>SOCIETIES: SECRET, BENEVOLENT, ETC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other societies. By classes</td>
</tr>
<tr>
<td></td>
<td>Race societies</td>
</tr>
<tr>
<td></td>
<td>By nationality</td>
</tr>
<tr>
<td></td>
<td>Southeastern Europe</td>
</tr>
<tr>
<td>HS2051-2055</td>
<td>Albanian (Table H48)</td>
</tr>
<tr>
<td>HS2061-2065</td>
<td>Greek (Table H48)</td>
</tr>
<tr>
<td>HS2071-2075</td>
<td>Romanian (Table H48)</td>
</tr>
</tbody>
</table>
Examples of external tables used in Schedule H

Table H11 Table for statistics, by country (19 nos.)
Table H15 Table for economic history and conditions, by country (10 nos.)
Table H18 Table for industries and trades (19 nos.)
Table H24 Table for statistics (U.S. states) (7 nos.)
Table H35 Table for income taxes by country (except the United States) (3 nos.)

External tables: geographic divisions

- Most common external table in Class H
- Typographically complex
- Subject subdivision under places are often represented by additional internal tables
- Applied with caption heading (Table #)
  - Example: HA4559 Lebanon (Table H14)
## External tables: geographic divisions

<table>
<thead>
<tr>
<th>H5</th>
<th>Tables of Geographical Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>America. Western Hemisphere</td>
</tr>
<tr>
<td></td>
<td>North America</td>
</tr>
<tr>
<td>2</td>
<td>General Works</td>
</tr>
<tr>
<td>3-6</td>
<td>United States</td>
</tr>
<tr>
<td>7-10</td>
<td>Canada</td>
</tr>
<tr>
<td>10.25</td>
<td>Saint Pierre and Miquelon Islands</td>
</tr>
<tr>
<td>10.5</td>
<td>General Works</td>
</tr>
<tr>
<td>11</td>
<td><strong>Mexico</strong></td>
</tr>
<tr>
<td></td>
<td>Central America</td>
</tr>
<tr>
<td>13</td>
<td>General Works</td>
</tr>
</tbody>
</table>

### Steps in applying an external table for geographic divisions

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the geographical area
3. Add the geographic number selected from the table to the base number identified in the schedule
4. If an additional internal subject subdivision table is present, apply the provisions of that table to the number identified
Applying an external table for geographic divisions: example

Title:
The myth of market failure: employment and the labor market in Mexico / Peter Gregory.

Publication data:

SUBJECT:
Labor supply--Mexico.

1. Determine the appropriate class number in the H Schedule

HD   Industries. Land Use. Labor
Labor. Work. Working class
Labor market. Labor supply. Labor demand
By region or country
HD5730-5850.9 Other regions or countries (Table H5)
Add country number in table to HD5720
Under each:
Apply Table HD5730/1 for 4 number countries
Apply Table HD5730/2 for 1 number countries
Apply Table HD5730/2a for 4 number regions
Apply Table HD5730/3 for 1 number regions

Labor supply--Mexico.
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the geographical area

### Tables of Geographical Divisions

<table>
<thead>
<tr>
<th>H5</th>
<th>Tables of Geographical Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>America. Western Hemisphere</td>
</tr>
<tr>
<td></td>
<td>North America</td>
</tr>
<tr>
<td>2</td>
<td>General Works</td>
</tr>
<tr>
<td>3-6</td>
<td>United States</td>
</tr>
<tr>
<td>7-10</td>
<td>Canada</td>
</tr>
<tr>
<td>10.25</td>
<td>Saint Pierre and Miquelon Islands</td>
</tr>
<tr>
<td>10.5</td>
<td>General Works</td>
</tr>
</tbody>
</table>

| 11  | **Mexico**                      |
|     | Central America                  |

| 13  | General Works                    |

3. Add the geographic number selected from the table to the base number identified in the schedule

### HD Industries. Land Use. Labor

<table>
<thead>
<tr>
<th>HD</th>
<th>Industries. Land Use. Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labor. Work. Working class</td>
</tr>
<tr>
<td></td>
<td>Labor market. Labor supply. Labor demand</td>
</tr>
<tr>
<td></td>
<td>By region or country</td>
</tr>
</tbody>
</table>

### HD5730-5850.9 Other regions or countries (Table H5)

<table>
<thead>
<tr>
<th>Add country number in table to HD5720</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under each: (Mexico = 11) +11</td>
</tr>
</tbody>
</table>

- Apply Table HD5730/1 for 4 number countries
- Apply Table HD5730/2 for 1 number countries
- Apply Table HD5730/2a for 4 number regions
- Apply Table HD5730/3 for 1 number regions
4. If an additional internal subject subdivision table is present, apply the provisions of that table to the number identified

HD Industries. Land Use. Labor
  Labor. Work. Working class
  Labor market. Labor supply. Labor demand
  By region or country
HD5730-5850.9 Other regions or countries (Table H5)
  Add country number in table to HD5720
  Under each:
  Apply Table HD5730/2 for 1 number countries
  Table for labor market, by country (1 number)
    .A1-.A5 Periodicals. Societies. Serials
    .A6 General works
    .A7-.Z Local, A-Z

Labor supply—Mexico.

HD5720 Class number for labor supply
+11 For Mexico from Table H5.
Added to class number
HD5731.A6 For a general work from Table
  HD5730/2
G74 Book number for main entry
  Gregory, Peter
1986 Year of publication
-------------------------------------
HD5731.A6 G74 1986 Completed call number
External tables: subdivisions for industries and trades

- Applied to headings for Industries and Trades
- Tables represent both form and geographic subdivisions
- These tables often contain subarrangements

H20 Table for industries and trades (1 no.)

.A2 General works
.A4-Z By region or country, A-Z

Subarrange each country as follows:

.x = Periodicals. Societies. Serials
.x2 = General works. History (Including biography, A-Z)
.x3A-Z = Local, A-Z
.x4A-Z = Firms, etc., A-Z
Steps in applying an external table for subdivisions for industries and trades

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the industry or trade
3. Apply the provisions of the table to the appropriate class number

Applying an external table for subdivisions of industries and trades: example

Title:
Rising above the herd: an analysis of the Western Australian beef & cattle industry / [Andrew Quin, Ashley Manners].

Publication data:
South Perth: Agriculture Western Australia, Meat Program (Economics)/New Industries Program, c2000.

SUBJECT:
Beef industry--Australia--Western Australia.
1. Determine the appropriate class number in the H Schedule

HD INDUSTRIES. LAND USE. LABOR

Special industries and trades
  Agricultural industries
    Animal industry

HD9430 Camelids (Table H20)
  Including alpacas, llamas, vicuñas, etc.

HD9433 Cattle. Beef. Veal. Oxen (Table H20)

HD9434 Horses. Mules, etc. (Table H20)

HD9435 Hogs. Pork. Bacon. Ham (Table H20)

Quin, Andrew. Rising above the herd, c2000.
  Beef industry--Australia--Western Australia.

2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the industry or trade

H20 Table for industries and trades (1 no.)

.A2 General works
.A4-Z By region or country, A-Z

Subarrange each country as follows:
  .x   = Periodicals. Societies. Serials
  .x2  = General works. History (Including biography, A-Z)
  .x3A-Z = Local, A-Z
  .x4A-Z = Firms, etc., A-Z

Quin, Andrew. Rising above the herd, c2000.
  Beef industry--Australia--Western Australia.
3. Apply the provisions of the table to the appropriate class number

H20 Table for industries and trades (1 no.)

- .A2 General works
- .A4-Z By region or country, A-Z

Subarrange each country as follows:

- .x = Periodicals. Societies. Serials
- .x2 = General works. History (Including biography, A-Z)
- .x3A-Z = Local, A-Z
- .x4A-Z = Firms, etc., A-Z

Quin, Andrew. Rising above the herd, c2000. 
Beef industry--Australia--Western Australia.

HD9433

- .A8 Class number for cattle industry
- .A8 + 3 Cutter for Australia from Regions and Countries Table
- “3” added as instructed in Table H20 to represent Local, A-Z
- W46 Second Cutter for Western Australia
- W46 + 5 “5” added to second Cutter to represent main entry for work (Quin)
- 2000 Year of publication

-------------------------------
HD9433.A83 W465 2000 Completed call number
External tables: economic history and conditions

- Tables of subdivisions under regions or countries (i.e. main numbers represent geographic areas)
- The tables provide form and topical subdivisions
- Used in subclass HC Economic history and conditions

H17a Table for economic history and conditions, by region (1 no.)

.A5-.Z6 General works
.Z65 Natural resources
.Z9A-.Z9Z Specific topics (not elsewhere provided for), A-Z

For list of topics, see HC79.A-Z
Steps in applying an external table for economic history and conditions

1. Determine the appropriate class number in the H Schedule
2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the table
3. Apply the provisions of the table to the appropriate class number

Applying an external table for economic history and conditions: example

Title:
Environment under fire : imperialism and the ecological crisis in Central America / Daniel Faber.

Publication data:

SUBJECTS:
Environmental policy--Central America.
Central America--Economic conditions--1979-
1. Determine the appropriate class number in the H Schedule

HC    ECONOMIC HISTORY AND CONDITIONS

By region or country
American. Western Hemisphere
Latin America

HC131-140    Mexico (Table H15)
              Central America

HC141    General (Table 17a)
HC142    Belize (Table H17)
HC143    Costa Rica (Table H17)
HC144    Guatemala (Table H17)


2. Go to the table as instructed by the caption heading and identify the number or range of numbers for the table

H17a Table for economic history and conditions, by region
(1 no.)

.A5-.Z6    General works
.Z65    Natural resources
.Z9A-Z9Z    Specific topics (not elsewhere provided for), A-Z

For list of topics, see HC79.A-Z

3. Apply the provisions of the table to the appropriate class number

<table>
<thead>
<tr>
<th>HC</th>
<th>ECONOMIC HISTORY AND CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>HC79.E44</td>
<td>Economic development projects</td>
</tr>
<tr>
<td></td>
<td>Cf. HD75.8+ Theory and methodology</td>
</tr>
<tr>
<td></td>
<td>Economic geography see HF1021+</td>
</tr>
<tr>
<td>HC79.E47</td>
<td>Education, Economic impact of</td>
</tr>
<tr>
<td></td>
<td>Cf. HD75.7 Economic growth</td>
</tr>
<tr>
<td>HC79.E5</td>
<td>Environmental policy and economic development. Sustainable development</td>
</tr>
<tr>
<td></td>
<td>Including environmental economics</td>
</tr>
<tr>
<td></td>
<td>Cf. HC79.P55 Pollution</td>
</tr>
<tr>
<td></td>
<td>Cf. HD75.6 Theory and methodology</td>
</tr>
<tr>
<td></td>
<td>Cf. TD195.E25 Environmental technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HC141</th>
<th>Class number for Economic history and conditions of Central America</th>
</tr>
</thead>
<tbody>
<tr>
<td>.Z9</td>
<td>Cutter for specific topics as directed by Table H17a</td>
</tr>
<tr>
<td>E5</td>
<td>Cutter for Environmental policy and economic development from list of topics at HC79.A-Z</td>
</tr>
<tr>
<td>E5 + 4</td>
<td>“4” added to second Cutter to represent main entry for work (Faber)</td>
</tr>
<tr>
<td>1993</td>
<td>Year of publication</td>
</tr>
</tbody>
</table>

| HC141.Z9 E54 1993 | Completed call number |

Faber, Daniel. Environment under fire, 1993.
Environmental policy–Central America.
Central America–Economic conditions–1979-
Summary

- When working in Schedule H, remember that there are three types of tables that may need to be consulted:
  - Tables of general application
  - Internal tables
  - External tables
- Often more than one table will need to be consulted when classing a work

Exercises
Supply the call numbers for the items below. The class numbers used will be HC79 or HC110, and those classes are given to guide you. Select appropriate topical Cutters from the excerpt of HC79.A-Z given above. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist).
THIS PAGE INTENTIONALLY LEFT BLANK
FOR DOUBLE SIDED COPY
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main entry is in <strong>bold</strong>.</th>
</tr>
</thead>
</table>
Schedule H: Exercise 2

LC Class # HD9200:

<table>
<thead>
<tr>
<th>Industries, Land use, Labor--Special industries and trades--Agricultural industries--Cocoa, Chocolate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD9200</td>
</tr>
</tbody>
</table>

Table H20:

<table>
<thead>
<tr>
<th>Table for industries and trades (1 no.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H20 .A1</td>
</tr>
<tr>
<td>H20 .A2</td>
</tr>
<tr>
<td>H20 .A4=.Z</td>
</tr>
</tbody>
</table>

Subarrange each country as follows: x = Periodicals, Societies, Serials; x2 = General works, History (including biography, A-Z); x3A-Z = Local, A-Z; x4A-Z = Firms, etc., A-Z

Portion of SCM G 300: Regions and Countries Table:

| Bolivia | B5 |
| Bonaire | B52 |
| Bosnia and Herzegovina | B54 |
| Botswana | B55 |
| Brazil | B6 |
| British Guiana see Guyana |
| British Honduras see Belize |
| British Isles | B65 |

Supply the call numbers for the items below. Apply the tables above, as necessary. All of the items will class in HD9200, and that class is given to guide you. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist) and on any tables of general application used.
THIS PAGE INTENTIONALLY LEFT BLANK
FOR DOUBLE SIDED COPY
<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main entry is in <strong>bold</strong>.</th>
</tr>
</thead>
</table>
| **HD9200**  | **Brazil. Comissão Executiva do Plano da Lavoura Cacaueira.**  
**Assistencia de Economia.** Boletim estatístico do cacau: exportação brasileira de cacau. Brasília : CEPLAC, COGEP, ASSEC.  
**SUBJECTS:**  
Cocoa trade--Brazil--Statistics--Periodicals.  
Cacao--Brazil--Statistics--Periodicals. |
| **HD9200**  | **Cacau informe economico.** Brasília : CEPLAC, Secretaria Geral, Assessoria de Economia e Estatística.  
**SUBJECTS:** Cocoa trade--Brazil--Periodicals.  
Cocoa--Brazil--Periodicals. |
| **HD9200**  | **Study of cocoa production in Brazil.**  
**SUBJECT:** Cocoa trade--Brazil. |
**SUBJECTS:**  
Tosta Filho, Joaquim Ignácio, 1856-1919.  
Cocoa trade--Brazil--Bahia (State)--Biography. |
| **HD9200**  | **Garcez, Angelina Nobre Rolim.** Bahia cacaueira : um estudo de história recente / Angelina Nobre Rolim Garcez, Antonio Fernando G. de Freitas.  
**SUBJECTS:**  
Cocoa trade--Brazil--Bahia (State)--History.  
Cocoa trade--Government policy--Brazil--Bahia (State)--History. |
| **HD9200**  | **Cacau no norte do Mato Grosso.**  
**SUBJECT:**  
Cocoa trade--Brazil--Mato Grosso (State) |
| **HD9200**  | **Santos, Martinho.** Making chocolate : the history of one of Brazil’s most famous cocoa cooperatives, 2006.  
**SUBJECTS:**  
Cooperativa Central do Cacau (Ilhéus, Brazil)  
Cocoa trade--Brazil--Bahia (State)--History. |
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FOR DOUBLE SIDED COPY
Schedule N: Fine Arts

Session 11

Schedule N: history

- The first edition of the N schedule was published in 1910
- The latest edition was published in 1996
Subclasses of Class N: Fine arts

- N  Visual arts
- NA Architecture
- NB Sculpture
- NC Drawing, Design, Illustration
- ND Painting
- NE Print media
- NK Decorative arts
- NX Arts in general

N1-9211  Visual arts  (H R S L D S)
  Including architecture, decorative arts, drawing, painting, prints, and sculpture
  Of TR1-1060 Photography  (H R)

NX1-920  Arts in general  (H R S L D S)
  Including works dealing with two or more of the fine arts media, i.e., literature, performing arts (dance, motion pictures, music, opera, theater) or the visual arts
  Works on any one of these subjects are classified with the subject in classes GV, M, N, P, TR
NX example

NX512.H64 D86 2001

SUBJECTS:
Holder, Geoffrey, 1930-
Artists--United States--Biography.

When to use Class N?

- Works may fit into more than one category

- A work on photoengraving could be classed in subclass NE, Engraving or Subclass TR, Photography

- A work on aesthetics could be classed in N, Visual arts, or NX, Arts in general, or BH, Aesthetics
When to use Class N (2)

- Follow instructions in the schedules if given

- Example: Where to classify a work on alphabets?

When to use Class N (3)

<table>
<thead>
<tr>
<th>Decorative arts, Applied arts, Decoration and ornament--Other arts and art industries--Alphabets, Calligraphy, Initials--General works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphabets, Calligraphy, Initials [H R B L D S] Class here material where consideration is primarily aesthetic</td>
</tr>
<tr>
<td>For general works on writing see Z44 [H R]</td>
</tr>
<tr>
<td>Cf. NA2725 Architectural drawing (Lettering) [H R]</td>
</tr>
<tr>
<td>Cf. ND3335 Illumination [H R]</td>
</tr>
<tr>
<td>Cf. NE2710 Engraving [H R]</td>
</tr>
<tr>
<td>Cf. T371 Mechanical drawing (Lettering) [H R]</td>
</tr>
<tr>
<td>Cf. TT360.A1-Z Sign painting, showcards, etc. [H R]</td>
</tr>
<tr>
<td>Cf. Z243-45 Penmanship [H R]</td>
</tr>
<tr>
<td>Cf. Z250-251 Type and typefounding [H R]</td>
</tr>
</tbody>
</table>

- NK3600 General works [H R B L D S]
- NK3603 Roman [H R B L D S]
- NK3605 General works Including Gothic forms derived from the Roman Ancient [H R B L D S]
When to use Class N (4)

Search for similar works that have already been cataloged

- Searches could be done on keywords, subject headings, etc.
When to use Class N (6)

- Class N includes an extensive index
- The index does not refer to external schedules, but can help resolve placement problems within N

<table>
<thead>
<tr>
<th>Flowers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts in general: NX650.F7</td>
</tr>
<tr>
<td>Etching and aquatint: NE2147</td>
</tr>
<tr>
<td>Flowers in art: N7680</td>
</tr>
<tr>
<td>Decoration or design: NK1560+</td>
</tr>
<tr>
<td>Drawing: NC815</td>
</tr>
<tr>
<td>Illumination: ND3340</td>
</tr>
<tr>
<td>Painting: ND1400+</td>
</tr>
</tbody>
</table>

Order of precedence

- When art materials, especially reproductions of works of art, can be classed in several numbers, an order of precedence is used

- If the order of precedence is contradicted by instructions in the schedules, the instructions are followed
Order of precedence (2)

- Individual artists under the country number
- Genre by nationality or period (e.g., Italian sculpture, Medieval caricature)
- Genre (General) (e.g., Sculpture)
- Special topics (e.g., Roses in art)

Order of precedence (3)

- Example: A collection of the paintings of one artist all on the theme of roses is classed with the individual artist.

- Example: A collection of paintings by Italian artists using roses as a theme is classed with Italian painting.
Individual artists

- Works by or about an artist are classed in the class of persons representing the medium in which the artist is best known

Individual artists (2)

Eero Saarinen : shaping the future …

SUBJECT:
Saarinen, Eero, 1910-1961--Exhibitions.

NA (Architecture)
737 (United States, Special artists, A-Z)
.S28 (Saarinen)
A4 (Exhibitions)
2006
Individual artists (3)

- Often an artist works in more than one medium!
- So a work dealing with the artist’s productions in one of those media is classed with that medium
- General works about the artist may be classed in subclass N, under individual artists by nationality

Individual artists (4)

Picasso / Henry Gidel.

SUBJECTS:
Artists--France--Biography.

N (Visual arts)
6853 (France, Artists, A-Z)
.P5 (Picasso)
G54 (Gidel)
2002
Individual artists (5)

L’homme au mouton, Picasso...

SUBJECT:

NB (Sculpture)
553 (France, Special artists, A-Z)
.P45 (Picasso)
A68 (Man with a lamb)
1999

Individual artists (6)

Le carnet de la Californie : dessins...

SUBJECT:
Pablo Picasso, 1881-1973--Notebooks, sketchbooks, etc.

NC (Drawing, Design, Illustration)
248 (France, Artists A-Z)
.P5 (Picasso)
A4 (Reproductions, by date)
1999
Individual artists (7)

Picasso’s brothel : les demoiselles d’Avignon / Wayne Anderson.

SUBJECT:

ND (Painting)
553 (France, Artists, A-Z)
.P5 (Picasso)
A635 (Individual works, alphabetically and date)
2002

Individual artists (8)

Picasso photographe... / Anne Baldassari.

SUBJECTS:
Photography, Artistic--Exhibitions.
Picasso, Pablo, 1881-1973--Exhibitions.

TR (Photography)
647 (Artistic photography, Photographer A-Z)
.P5 (Picasso)
1994
Working with tables

- An important feature of Class N is its tables

- Tables N1-N7 and N9-N14 are at the end of the schedule

- Note that there is no Table N8

Working with tables (2)

- In addition to the tables at the end of the text, there are also tables embedded within the text

- The use of the tables of general application differs somewhat in Class N
Working with tables (3)

Example 1:

SUBJECT:
Animated films--Japan--Encyclopedias.

NC
1766
.J3
C53
2001

Working with tables (4)

(NC) Animated films

1765  General works
1766.A-.Z  By country, A-Z
Under each country
.x  General works
.x2A-.x2Z  Special artists A-Z
.x3A-.x3Z  Special works. By title, A-Z

The anime encyclopedia...

Animated films--Japan--Encyclopedias.
We now have our base number:

NC 1766

Our next step is to determine the Cutter number for Japan from the table of Cutter numbers for countries, G 300.

Regions and Countries Table G 300

Israel ..... I75
Italy ....... I8
Ivory Coast, see Côte d’Ivoire
Jamaica . J25
Japan ..... J3
Java see Indonesia
Jerusalem J4
Working with tables (7)

We can now add the first Cutter number for Japan:

NC
1766
.J3

The anime encyclopedia…
Animated films--Japan--Encyclopedias

Working with tables (8)

Our second Cutter number will be based on the internal table under NC1766.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[H R B L D S]</td>
<td>.x General</td>
<td></td>
</tr>
<tr>
<td></td>
<td>.x2A-.x2Z Special artists, A-Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>.x3A-.x3Z</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this case we have a general work.

The anime encyclopedia…
Animated films--Japan--Encyclopedias
Working with tables (9)

The .x next to General works refers to the Cutter number for Japan.

<table>
<thead>
<tr>
<th>NC1766.A-Z</th>
<th>By country, A-Z</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H R B L D S</td>
</tr>
<tr>
<td></td>
<td>Under each country:</td>
</tr>
<tr>
<td>.x</td>
<td>General</td>
</tr>
<tr>
<td>.x2A-.x2Z</td>
<td>Special artists, A-Z</td>
</tr>
<tr>
<td>.x3A-.x3Z</td>
<td>Special works, By title, A-Z</td>
</tr>
</tbody>
</table>

How would .x2A-.x2Z be applied?

The anime art of Hayao Miyazaki / by Dani Cavallaro, 2006.

SUBJECTS:
- Miyazaki, Hayao--Criticism and interpretation.

NC1766.J32 M593 2006

Working with tables (10)

Since we do not have to add anything to the Cutter number for Japan, we can Cutter for the Main entry, Clements, and add the date to complete the call number:

NC
1766
.J3
C53
2001

The anime encyclopedia...

Animated films--Japan--Encyclopedias.
Working with tables (11)

Example 2:


SUBJECTS:
Andreu, Paul.
Architecture--France--20th century.

NA
1053
.A49
J64
2004

Working with tables (12)

NA Architecture

Europe—Special Countries—France
...
1053.A-.Z Special architects, A-Z
Subarrange by Table N6

Paul Andreu, architect.
Andreu, Paul.
Architecture--France--20th century.
Working with tables (13)

We now have our base number. The next step is to Cutter for the name of the architect, Andreu.

Paul Andreu, architect.
Andreu, Paul.
Architecture--France--20th century.

NA
1053 (Architects, A-Z)
.A49 (Andreu)

The next step is to subarrange using Table N6.

Working with tables (14)

Table N6: Table of Cutters for Artists (First Cutter)

.xA2 Autobiography. By date
.xA3 Letters. By date
.xA35 Speeches, essays, interviews, etc. by date
.xA4 Reproductions (Collections). By date
   Including exhibition catalogs
.xA6-.xA79 Individual works of art. Alphabetically by title of work of art and date
.xA8-.xZ Biography and criticism
Working with tables (15)

Our work belongs in the subarrangement for biography and criticism .xA8-.xZ.

<table>
<thead>
<tr>
<th>NA</th>
<th>1053</th>
<th>.A49</th>
<th>J64</th>
<th>(Cutter for the main entry, Jodidio)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example 3:
Painting a people : Maurycy Gottlieb and Jewish art / Ezra Mendelsohn, 2002.

SUBJECTS:
Gottlieb, Maury, 1856-1879--Criticism and interpretation.
Art, Jewish--Galicia (Poland and Ukraine)

<table>
<thead>
<tr>
<th>ND</th>
<th>955</th>
<th>.P63</th>
<th>G6636</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Working with tables (17)

ND Painting
History—Special countries—Poland

955.P63 Special artists, A-Z
Subarrange by Table N7 at the end of the schedule

Painting a people: Maurycy Gottlieb and Jewish art...
Gottlieb, Maurycy, 1856-1879--Criticism and interpretation.
Art, Jewish--Galicia (Poland and Ukraine)

39

Working with tables (18)

We now have our base number and the first Cutter number.

ND
955
.P63 (Poland, special artists A-Z)

We next need to Cutter for the artist and use table N7 to subarrange.

Painting a people: Maurycy Gottlieb and Jewish art...
Gottlieb, Maurycy, 1856-1879--Criticism and interpretation.
Art, Jewish--Galicia (Poland and Ukraine)

40
Working with tables (19)

Table N7: Table of Cutters for Artists (Second Cutter)

- x Autobiography, letters, speeches, essays, interviews, etc. By date
- x2 Reproductions. By date
  - Including collections, individual works of art, exhibition catalogs
- x3-x39 Biography and criticism.
  - Alphabetically by author

41

Working with tables (20)

We are now ready to supply the second Cutter and complete the call number.

ND 955 .P63
G6636 (G66=Gottlieb, 36=expansion for Mendelsohn)
2002

Painting a people : Maurycy Gottlieb and Jewish art / Ezra Mendelsohn, 2002.
Gottlieb, Maurycy, 1856-1879--Criticism and interpretation.
Art, Jewish--Galicia (Poland and Ukraine)
Working with tables (21)

Example 4:
California pottery: from missions to Modernism / by Bill Stern; photographs by Peter Brenner, 2001.

SUBJECTS:
Pottery, American--California--Catalogs.
Pottery, American--California--20th century--Catalogs.

NK 4025 .C2 S74 2001

Working with tables (22)

NK Decorative Arts, Applied Arts, Decoration and Ornament

... 4001-4185 Special countries

Subarrange by Table N2 at the end of the text
Add country number in table to NK4000

California pottery ...
Pottery, American--California--Catalogs.
Pottery, American--California--20th century--Catalogs.
Working with tables (23)

Table N2: Table of Regions and Countries (200 Numbers)

... United States
05 General works
06 Colonial period; 18th (and early 19th) century
...
25.A-.W States, A-W
    Each state may be subarranged:
    .x General works
    .x2A-.x2Z Local (other than cities), A-Z

Working with tables (24)

We first need to construct the base number. Since our book deals with pottery from California we want the number 25 from Table N2 for American states A-Z. The instructions in the schedule say to add this number to NK4000

California pottery ...
Pottery, American--California--Catalogs.
Pottery, American--California--20th century--Catalogs.
Working with tables (25)

We now have our base number:

NK
4025

Working with tables (26)

The next step is to Cutter for the state, California.
Since there is no provision for Cuttering for states in the table, we need to consult the table of general application, G 302.
Working with tables (27)

G 302 American States and Canadian Provinces

Alabama.................. A2
Alaska..................... A4
Arizona.................... A6
Arkansas................... A8
California.................. C2
...

Working with tables (28)

We now have our first Cutter number:

NK
4025
.C2

California pottery …
Pottery, American--California--Catalogs.
Pottery, American--California--20th century--Catalogs.
We next need to subarrange according to the table under the number 25 in Table N2:

- .x  General works
- .x2A-x2Z  Local (other than cities), A-Z

<table>
<thead>
<tr>
<th>California pottery …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pottery, American--California--Catalogs.</td>
</tr>
<tr>
<td>Pottery, American--California--20th century--Catalogs.</td>
</tr>
</tbody>
</table>

We have a general work, so we do not need to expand the Cutter for California.

The second Cutter then is for the main entry, Stern.

NK
4025
.C2  (California, general works)
S74  (Stern)
2001

<table>
<thead>
<tr>
<th>California pottery …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pottery, American--California--Catalogs.</td>
</tr>
<tr>
<td>Pottery, American--California--20th century--Catalogs.</td>
</tr>
</tbody>
</table>
Summary

- Not all numbers in Class N are as difficult as these examples
- If you have to use multiple tables, just proceed step-by-step according to instructions
- Don’t forget the tables of general application
- Remember the order of precedence used in Class N

Exercises
Schedule N: Exercise 1

LC Class # N6537.A-Z:

| Table N6: |
|-----------------|-------------------|
| Subarrange individual artists by Table N6 |

Table of Cutters for artists (first Cutter)--Autobiography. By date

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main entry is in bold.</th>
</tr>
</thead>
</table>
SUBJECTS:  
Artists--United States--Interviews. |
SUBJECTS:  
Artists--United States--Interviews. |
SUBJECT:  
Schedule N: Exercise 2

LC Class # NA701-1614:

Architecture - History - Architecture of special countries

<table>
<thead>
<tr>
<th>NA701-1614</th>
<th>Architecture of special countries, Table N5 modified</th>
<th>H R B I D S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add country number in table to NA700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including historical works discussing buildings of special materials located in special countries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In the application of Table N5 for &quot;Special artists&quot; read &quot;Special architects, families and firms&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For ancient period prefer NA215-340</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For special details and decorations see NA2835-3070</td>
<td>H R</td>
</tr>
<tr>
<td></td>
<td>For special details and decorations in special materials see NA3080-3686</td>
<td>H R</td>
</tr>
<tr>
<td></td>
<td>For technical works on design problems in special materials, including such problems when they pertain to special countries see NA4100-4146</td>
<td>H R</td>
</tr>
</tbody>
</table>

Portion of Table N5:

<table>
<thead>
<tr>
<th>Table of regions or countries (1000 numbers)-- Europe-- Other regions or countries, A-Z-- Albania</th>
</tr>
</thead>
<tbody>
<tr>
<td>N5 755.A4-.A43 Albania Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.A43-.A483 Andorra Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.B25 Baltic States, Baltic Sea Region [H R]</td>
</tr>
<tr>
<td>N5 755.B44-.B443 Belarus Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.B54-.B543 Bosnia and Herzegovina Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.C37 Carpathian Mountains Region [H R]</td>
</tr>
<tr>
<td>N5 755.C76-.C783 Croatia Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.E8-.E83 Estonia Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.F5-.F53 Finland Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.L37-.L373 Latvia Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.L54-.L543 Liechtenstein Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.L57-.L573 Lithuania Table N15 [H R]</td>
</tr>
<tr>
<td>N5 755.M27-.M273 Macedonia (Republic) Table N15 [H R]</td>
</tr>
</tbody>
</table>

Table N15:

Subarrangement for special countries (Cutter number)-- General works

<table>
<thead>
<tr>
<th>N15.x</th>
<th>General works [H R]</th>
</tr>
</thead>
<tbody>
<tr>
<td>N16.x2A-.x2Z</td>
<td>Local, A-Z [H R]</td>
</tr>
<tr>
<td>N15.x3A-.x3Z</td>
<td>Special artists, A-Z [H R]</td>
</tr>
</tbody>
</table>

Subarrange individual artists by Table N7
Table N7:

<table>
<thead>
<tr>
<th>N7 .x date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N7 .x2</td>
<td>Reproductions. By date [H R]</td>
</tr>
<tr>
<td>N7 .x3-x39</td>
<td>Biography and criticism. Alphabetically by author [H R]</td>
</tr>
</tbody>
</table>

Complete the call numbers for the items below. Apply the tables above, as necessary. Every item in this exercise will class in the same number; use the schedule at NA701-1614 and Table N5 to determine the class. Construct Cutters for main entries based on the LC Cutter table (assume any new book number constructed from the table does not conflict with a previously assigned number in the shelflist).

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Record. Main entry is in <strong>bold</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kiel, Machiel.</strong></td>
<td>Ottoman architecture in Albania, 1385-1912 / Machiel Kiel. Besiktas, Istanbul : Research Centre for Islamic History, Art and Culture, 1990.</td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong></td>
<td>Architecture, Ottoman--Albania. Architecture, Islamic--Albania.</td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong></td>
<td>Architecture--Croatia. City planning--Croatia.</td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong></td>
<td>Building, Wooden--Lithuania. Vernacular architecture--Lithuania.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong></td>
<td>Architecture--Lithuania--Vilnius--History. Church architecture--Lithuania--Vilnius.</td>
</tr>
<tr>
<td><strong>SUBJECTS:</strong></td>
<td>Podczaszyński, Karol, 1790-1860--Criticism and interpretation. Architecture--Lithuania--19th century.</td>
</tr>
</tbody>
</table>
Local Policy Decisions

Session 12

About local decisions

- Consider user needs
- Consider the benefits of following standards rather than local practice
- Local deviations from standard practices cost time and money
- Be sure to document your decisions!
Libraries have options (if they have the resources)

- Choice of classification number
  - Classify or not?
  - LC classification vs. local number
  - Alternative LC class numbers
- Shelflisting decisions
  - Work marks
  - Editing book numbers
  - Additions to call numbers

Classification options

- To classify or not to classify?
- LC or local scheme?
- Alternative call numbers – form or subject?
- Children’s materials
- Series (serial or multipart) classed separately or together?
- Case-by-case deviations
To classify or not to classify

- If a resource is not integrated with the print collection, it may not be classified at all
  - Remote access electronic resources are often given a generic call number such as “Online Access” or “Internet”
  - Special formats are often shelved separately and may be assigned accession numbers, e.g. microforms, videos, CDs & CD-ROMs
  - Space planning is facilitated by use of sequential numbering (e.g. microform, non-browsable print collections)

Remote storage issues

- Do materials being cataloged for storage need to be classified?
  - Collections often not shelved by call number
  - Not browsable
- Items in remote storage are included in collection analyses, which may be done on the basis of the class number
  - Collection analysis used in library accreditation
LC classification or local scheme?

- Non-print or special print collections are sometimes assigned local classification numbers because
  - LC schedules do not provide classification, e.g. newspapers, feature films, sound recordings
  - Specialized collections need to expand certain areas of LC classification, e.g., computer science, QA76.76.O63
  - Donors, faculty, university, community or other special interests mandate use of local arrangement

Example: botany of California

<table>
<thead>
<tr>
<th>QK149 &lt;LC Classification&gt;</th>
<th>General works</th>
</tr>
</thead>
<tbody>
<tr>
<td>QK149.2 &lt;LOCAL&gt;</td>
<td>Northern California</td>
</tr>
<tr>
<td>QK149.4 &lt;LOCAL&gt;</td>
<td>Southern California</td>
</tr>
<tr>
<td>QK149.6.A-Z &lt;LOCAL&gt;</td>
<td>By county or region, A-Z</td>
</tr>
</tbody>
</table>
Local extension of LCC

  - LC: QK149 .G83 2002
  - LOCAL: QK149.6.M8 G82 2002

Examples: Local university departmental classifications

  - LC: QB843 S95 S967 1990
  - LOCAL: 56 QB843 S95 S967 1990

  - LC: QA685 .A54 1999
  - LOCAL: Geom An23h
Subject bibliographies: Z or ?

- LC classes all bibliographies in Z with the exception of law and music
- LC includes an alternative class number
- *Bibliography of astronomy.*
  - 050 00 $a Z5151 $b .S38 1982 $a **QB43.2**
    - **Z5151** HIERARCHY: Subject bibliography – Astronomy – General bibliography
    - **QB43.2** HIERARCHY: Astronomy – General works, treatises & advanced textbooks – 1970-2000

**Z or ?**

- Considerations for making this decision include:
  - Physical separation of materials:
    - different browsing areas
    - different buildings
  - Will the materials circulate or not?
  - Additional shelflisting:
    - alternative numbers don't include a Cutter number
    - libraries choosing subject over form commit cataloging staff to add them
Subject atlases: G or ?

- LC classes all atlases in G
  - Locally, should subject atlases be classed by form in G, or with the subject they illustrate?
  - LC does not provide alternative numbers for atlases

- Considerations for making this decision include:
  - Physical location of materials – will classing these materials with their form cause an onerous physical separation from subject materials?
  - Will the materials circulate or not?
  - Because atlases usually don’t have an alternate number, libraries choosing subject over form commit cataloging staff to provide call numbers

G or ? (Example 1)

- Atlas of world art
  - LC call number: G1046.E1 O9 2004
  - Possible alternate: N5300 .A85 2004
    - HIERARCHY: Visual arts – History – General works
G or ? (Example 2)

- *Atlas of the North American Indian*
  - LC call number: **G1106.E1 W3 2000**
  - Possible alternate: **E77 .W2 2000**
    - HIERARCHY: America – Indians of North America – General works – Comprehensive works

Children’s materials in PZ

- For children’s materials, libraries may decide to:
  - Class in Dewey: to familiarize students in teacher education programs with the classification scheme used in most school libraries
  - Reclassify to non-juvenile in order to collocate juvenile and adult belle-lettres, e.g. Lemony Snicket to Daniel Handler’s number
Local reclassification to PZ

- The Underground Railroad for kids … / Mary Kay Carson.
  - Primary Subject Heading:
    - Underground Railroad--Juvenile literature
  - LC: E450 .C45 2005
  - LOCAL: PZ9.C37 U5 2005
    - Classes all juvenile history materials together
    - BUT uses an obsolete number and extension developed and used locally

Series: class together or separately?

- Libraries may also choose to classify series together or separately
  - 050 00 $a QA3 $b .L28 no. 1835 $a QA243
    Geometric methods in the algebraic theory of quadratic forms …
    SERIES: Lecture notes in mathematics (Springer-Verlag) ; 1835 [before LC policy change]
  - 050 00 $a QA913 $b .M385 2006
    Mathematical foundation of turbulent viscous flows …
    SERIES: Lecture notes in mathematics (Springer-Verlag) ; 1871 [following LC policy change]
Series: class together or separately? (2)

- Considerations include:
  - Broad or narrow subject focus for the entire series
  - Availability of cataloging copy
  - Are your catalogers comfortable with specialized subject areas of the series?

Series: class together or separately? (3)

- Additional considerations include:
  - Local usage has a role in the decision
    - Do users search by series?
    - Is the entire series collected?
  - Different policy for multipart items?
    - Complete works of Charles Dickens [multipart] vs.
    - The Dickens bibliographies [series]
Case-by-case deviations

- Classing a serial special issue as an individual monograph
- Broad classification for materials receiving minimal-level cataloging
- Classing to place rather than specific topic when the topic has no arrangement for place
  - E.g., Special collection in Southeast Asia classes to Indonesia rather than to a more specific topic

Shelflisting decisions

- Copy cataloging decisions
- Work marks & other additions to call numbers
- Supplements to serials
- Serial title changes
- Obsolete call numbers
- Shared cataloging issues
Copy cataloging decisions

- Accept call number “as is” without checking, or,
- Verify that the call number fits the local shelflist, sliding Cutter if necessary, or,
- Accept call number “as is” but apply local additions where appropriate

Additions to call numbers

- Adding an “x” to the Cutter number or date
  - Distinguishes call numbers assigned locally from those assigned by LC or another library
  - Shelflisting of call numbers from LC copy can be bypassed
  - Prevents duplicate call numbers
- Downside: lack of collocation; split files
  - Editions not kept together
  - Works of and about authors and artists not kept together
  - Difficulty inserting new numbers if there is no consistent order
More additions to call numbers

- Oversize designations placing items on special shelving nearby
- Media labels to highlight the carrier (DVD, CD, VHS)
- Compensating for inadequacies in the OPAC profile or software
  - Sub-collections not in the library’s OPAC profile
  - Special circulation conditions (Non-Circulating)

Additions to call numbers: Examples (1)

<table>
<thead>
<tr>
<th>LC Call Number</th>
<th>Author</th>
<th>Full Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN1997 B2455 1997 DVD</td>
<td>Bandits [videorecording] / Buena Vista International ; Olga Film in coproduktion mit VELA-X ; Flach Film ; Regie, Katja von Garnier ; Drehbuch, Uwe Wilhelm, Katja von Garnier ; Produced by Harald Kügler, Molly von Fürstenberg, Elvira Senft.</td>
<td></td>
</tr>
<tr>
<td>PN1997 B2455 M35X 1997+ Oversize</td>
<td>Making of Bandits : eine Collage / das Buch vom Bandits-Team ; [Herausgeber, das Bandits-</td>
<td></td>
</tr>
</tbody>
</table>
Additions to call numbers: Examples (2)

- **Location:** GEOLOGY, Folio Collection (Non-Circulating)
- **Call Number:** G1200 U53 1970 (LC)
- **Status:** Not Checked Out
- **Notes:** Shelved in Reference.

- **Location:** KLINE, Atlas Case (Non-Circulating)
- **Call Number:** Folio G1200 U53 1970 (LC)

- **Location:** SML, Map Collection--Atlases, Room 707 (Non-Circulating)
- **Call Number:** Folio G1200 U53 1970 (LC)

Serial supplements decisions

- Include supplements as part of the parent serial, adding “Suppl.” (or other designation) to the volume numbering
- Use the serial call number but “slide” the Cutter, e.g., by adding a “2”
- Completely separate the supplement from the main title
Serial title change

- Changes in coverage or classification may require a new class number


- CALL NUMBER: RA644.A25 R47

  NOTE: Ceased in 2002.

Serial title change (2)

<table>
<thead>
<tr>
<th>Public aspects of medicine—Public health, Hygiene, Preventive medicine—Communicable diseases and public health—Other communicable diseases, A-Z—AIDS, HIV infections</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA643.75</td>
</tr>
<tr>
<td>RA643.76</td>
</tr>
<tr>
<td>RA643.8</td>
</tr>
<tr>
<td>RA643.83</td>
</tr>
<tr>
<td>RA643.84.A-Z</td>
</tr>
<tr>
<td>RA643.86.A-Z</td>
</tr>
<tr>
<td>RA644.A-Z</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

AIDS, HIV infections [H R B L D S] |
see RA643.75-86
Serial title change (3)

- Title change to: *Report on the global AIDS epidemic*
  Use old or new class number for the new title?
- Local decisions:
  - Class new title under the current number; old title is not reclassed (old and new titles are separated on the shelf)
  - Use the obsolete classification for the new title (volumes are kept together under the obsolete number on the shelf)
  - Class the new title under the current number & reclass the old volumes

Obsolete class numbers

- Revisions to the class schedules may mean later editions end up with a different call number
  - Libraries may choose to collect earlier editions and reclass them in the new number
  - Staff and resources dictate whether this is feasible
- Revisions to the class schedules may result in obsolete call numbers
  - Reclass materials or not?
  - Available resources are key to the decision
  - Accept obsolete numbers in copy or update them?
Shared cataloging: consortia

- Consortial rules may require all member libraries to use the same call number
  - Member libraries have unique user populations, which may require different classification decisions (e.g., classing bibliographies in Z vs. the subject)
  - Standardization facilitates processing and inventory control

Shared cataloging: OCLC

- OCLC members are expected to follow national standards when applying LC classification
- Local modifications issues:
  - Double entry (QK149 on OCLC; QK149.6 in local system)
  - Confusion about what is local vs. what is national (local extensions added in error to national records; series classification)
Local policy decisions: Summary

- Balance differing, contending, and changing user needs and user populations
- Balance user needs and workflow efficiency
- Consider the cost/benefit of local modifications
- Political issues: decisions that are out of your hands
- Document your decisions!

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SACO: Subject Authority Cooperative Program

Session 13

What is SACO?

- A component of the Program for Cooperative Cataloging (PCC)
- A means for libraries to propose:
  - new Library of Congress Subject Headings
  - new Library of Congress Classification numbers
  - changes to existing Library of Congress Subject Headings
  - changes to existing Library of Congress Classification numbers
Institutions that participate in other PCC programs are automatically considered SACO members. Non-PCC libraries and NACO Funnel participants can submit SACO membership applications.

No formal training is required. Participants do not gain “independent” status; all proposals are reviewed at LC (and may be approved or not).
Overview of SACO process for LC Classification proposals

- Cataloger recognizes need for new LC Classification number and prepares the proposal
- Cataloger submits the proposal online to Classification Web

Cataloger notifies LC’s Cooperative Cataloging Team that a proposal has been submitted and is ready for review

Proposal is further reviewed by the Cataloging Policy and Support Office (CPSO) and placed on a Tentative Weekly List:

http://www.loc.gov/catdir/pcc/saco/ClassTentative/twlc.html
Overview of SACO process for LC Classification proposals

Proposal undergoes final review at the CPSO Weekly Editorial Meeting
Overview of SACO process for LC Classification proposals

- Approved LC Classification proposals are:
  - Posted to the Weekly Lists of new and changed LC Classification numbers on the LC/ABA web page:
    http://www.loc.gov/aba/cataloging/classification/weeklylists/
  - Included in the printed LC Classification schedules and in Classification Web

Requirements for participation

- Familiarity with the principles of LC Classification
- Knowledge of the procedures and guidelines in SCM : F (Classification)
- Access to LC Classification schedules
  - In print copy
  - Via Classification Web
Resources

- SACO home page:
  http://www.loc.gov/catdir/pcc/saco/saco.html
- Guidelines for completing the LC Classification form
- Tentative and Approved Weekly Lists of LC Classification proposals
- Summary of Decisions from the Weekly Editorial Meeting

Resources

- SACO Participants’ Manual, 2nd ed.
  - Available on Cataloger’s Desktop, and
  - As a PDF file on the SACO home page
- SCM F 50 Classification Proposals
Why submit an LC Classification proposal?

- LC Classification was developed for LC’s collections
- The world of knowledge keeps growing!
- Other libraries’ collections and acquisition policies may differ from LC’s

Why submit an LC Classification proposal?

- Cooperative cataloging efforts are expanding
- Terminology within a discipline changes over time
When to submit an LC Classification proposal

- For a new classification number
  - When the rules of specificity in classification may not be applied by using a broader number
- To change an existing number
  - When terminology or a name change calls for classification modifications

Examples: LC Classification numbers proposed by SACO participants

- **B738.H3**
  Philosophy (General)--Medieval (430-1450)--Special topics--Other special topics, A-Z--Happiness

- **PR739.D42**
  English literature--History of English literature--Drama--By period--20th century--Special topics, A-Z--Death
Examples: LC Classification numbers proposed by SACO participants

- GV1469.62.A24
  Recreation. Leisure--Games and amusements--Indoor games and amusements--Fantasy games--Individual games, A-Z--Aberrant (Game)

- PL8598.O32-.O3295
  Languages of Eastern Asia, Africa, Oceania--African languages and literature--Special languages (alphabetically)--O-Oz

  PL8598.O32-.O3295 Ogba Table P-PZ16
Examples: LC Classification numbers proposed by SACO participants

- P96.R46-.R462
  Reproductive health

P96.R46 General works
P96.R462A-.R462Z By region or country, A-Z

Sample LC Classification proposal

Work being cataloged:

Portraiture now
2006
Sample LC Classification proposal

Description

Portraiture now is an exhibition catalog of the first installation in the National Portrait Gallery’s new exhibition series called “Portraiture Now,” held July 1, 2006-January 7, 2007

SUBJECT: Portraits, American--21st century--Exhibitions.

Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits--General works

N7575 General works
N7580-7591 Ancient
N7592-7615.9 Medieval and modern
Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits --Medieval and modern--General works

N7592
N7592.2-.6
N7592.8-7615.9

General works
By period
By country

Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits --Medieval and modern--By country--America --United States

N7593-7593.9

United States
Sample LC Classification proposal

Visual arts--Special subjects of art--Portraits--Medieval and modern--By country--America--United States

United States
N7593 General works
N7593.1 17th-18th centuries
N7593.2 19th century
N7593.3 20th century
N7593.5 New England
N7596.6 South

Sample LC Classification proposal

An entirely new classification proposal system will be implemented beginning on Monday, November 13, 2006. All SACO contributions are to begin using the new system on that date, but not sooner. For SACO proposals that are already in the pipeline, copy will be key entered into the new system before submitting them to OPACO, beginning on that date. Do not submit any proposals before Monday, November 13, 2006 as all proposals that are currently in the system will be deleted over the weekend of November 11-12th, 2006 in order to start with a clean slate on November 13th.

Ten PDF files are linked to this page.

The first three are the general instructions on how to use the system.

- General instructions: Proposing a New Class Number
- General instructions: Proposing a Modification to an Existing Class Number
- General instructions: Proposing a New S20 Reference or Confer Note
Sample LC Classification proposal

PROPOSING A NEW CLASS NUMBER

Accessing the system.

Go to URL: http://classificationweb.net/Menu/proposal.html
Click on Create, Edit and Browse Classification Proposals
Login using the appropriate class Web username and password.

Creating a proposal.

In the browse field, enter any class number that is in the area where the new number is to be proposed and click Go.

Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indentation, and click the letter P (propose) beside that caption. For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, and select the letter P beside it. An "EZ" input screen is displayed.

Editable fields on the EZ input screen (* = required field):

Sample LC Classification proposal

http://classificationweb.net/Menu/proposal.html
Sample LC Classification proposal

CLASSIFICATION WEB
LIBRARY OF CONGRESS
Classification Proposal Menu

Create, Edit and Browse Classification Proposals

Tentative Weekly Lists

Approved Weekly Lists

See Cut - Classification Menu - Help

Available from the Cataloging Distribution Service, Library of Congress

Sample LC Classification proposal

Classification Proposal System

LC Class #: 7592.8

General works: [lb 5 M P Ref]

United States: [lb 5 M P Ref]

[Visual arts–Special subjects of art: Portraits–Meval and modern: By country–America–United States works]

N7592.8

America: [lb 5 M P Ref]

United States: [lb 5 M P Ref]

N7592.1

General works: [lb 5 M P Ref]

17th-18th centuries: [lb 5 M P Ref]

N7592.2

19th century: [lb 5 M P Ref]

N7592.3

20th century: [lb 5 M P Ref]

N7592.5

New England: [lb 5 M P Ref]

N7592.6

South: [lb 5 M P Ref]

N7593.65

Central: [lb 5 M P Ref]

N7592.7

West: [lb 5 M P Ref]
Sample LC Classification proposal

Classification Proposal System

Proposed Schedules Record [N7593.3]

Create a proposal for a new classification number

Proposal generated by

Existing class #
N7593.3

Proposed class #
N7593.1

Hierarchy

Visual note

Caption

TABLE

Sample LC Classification proposal

Note (*Class here,*
"Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

If you would like to be notified when your proposal is scheduled for a weekly list and/or the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

Append  Insert  Remove  Save  Cancel  Logout

Fundamentals of LC Classification

13-16
Sample LC Classification proposal

**Classification Proposal System**

*Proposed Schedules Record [N7593.3]*

Create a proposal for a new classification number

**Proposal generated by**
- C Book
- C No Book
- C CIP
- C Rare Book
- C Coop

**Existing class #**
- N7593.3

**Proposed class #**
- N7593.4
- C Single #
- C Displayed span
- C Suppressed span

**Hierarchy**
- Visual arts
- Special subjects of art
- Portraits
- Medieval and modern
- By country
- America

**Caption**
- 14th century

**Table**

---

Sample LC Classification proposal

**Note**
"Class here," "Including," etc.

**Work cat.**
Portraiture, 19th century

**Cataloger’s comments**

<table>
<thead>
<tr>
<th>Pattern</th>
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<tbody>
<tr>
<td>N7593.3</td>
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</tbody>
</table>

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

**Email address**

<p>| |</p>
<table>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Append** | **Insert** | **Remove** | **Save** | **Cancel** | **Layout** |
Sample LC Classification proposal

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the Refresh button at the top of the browse page.

When you press the OK button, this window will close.
### Sample LC Classification proposal

#### LC Class #

<table>
<thead>
<tr>
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<th>LC Class #</th>
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<tr>
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</table>

**Visual arts—Special subjects of art—Portraits—Medieval and modern—By country—America—United States:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
</table>
| N7592.8 | America United States [H P M F P | F R]
| N7593.1 | 17th-18th centuries [H P M F P | F R]
| N7593.2 | 19th century [H P M F P | F R]
| N7593.3 | 20th century [H P M F P | F R]
| N7593.5 | New England [H P M F P | F R]
| N7593.6 | South [H P M F P | F R]
| N7593.65 | Central [H P M F P | F R]

---

### Sample LC Classification proposal

#### LC Class #

<table>
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<tr>
<th>Classification Proposal System</th>
<th>LC Class #</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**Visual arts—Special subjects of art—Portraits—Medieval and modern—By country—America—United States:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
</table>
| N7592.8 | America United States [H P M F P | F R]
| N7593.1 | 17th-18th centuries [H P M F P | F R]
| N7593.2 | 19th century [H P M F P | F R]
| N7593.3 | 20th century [H P M F P | F R]
| N7593.5 | New England [H P M F P | F R]
| N7593.6 | South [H P M F P | F R]
| N7593.65 | Central [H P M F P | F R]

---

---

**Fundamentals of LC Classification**

13-19
Sample LC Classification proposal

Sample LC Classification proposal

LIBRARY OF CONGRESS CLASSIFICATION
TENTATIVE WEEKLY LIST 50 (December 13, 2006)

Library of Congress staff.
Send comments on this list to Milkie Weverka, CPSO - Telephone: 7-2321 Email: mwewerka@loc.gov
SACO contributors:
Send questions or comments to your SACO liaison on the Cooperative Cataloging Team.

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification. "(A)" indicates pre-approved proposals for material in priority 1. "(C)" indicates proposals submitted by libraries in the Subject Authority Cooperative Program (SACO).

Special subjects of art
Periodicals
   Medieval and modern
   By country
   America
   United States
   General works
   21st century

N750.4 (C)
Sample LC Classification proposal

LIBRARY OF CONGRESS CLASSIFICATION
WEEKLY LIST 50 (December 13, 2006)

The full hierarchy is provided for new and revised classification captions to show their context
within the classification. Numbers that appear in square brackets are not displayed in Classification
Web browse screens or in the printed editions of the classification schedules. They are shown on
this list only to indicate the location of the corresponding caption or reference within the
classification.

Special subjects of art
Portraits
Medieval and modern
By country
America
United States
General works
21st century

Sample LC Classification proposal

Classified Proposal System

LC Class #

N7692.9
America [H R M F Red]
United States [H R M F Red]

N7693.1
General works [H R M F Red]

N7693.2
19th century [H R M F Red]

N7693.3
20th century [H R M F Red]

N7693.4
21st century [H R M F Red]

N7693.5
New England [H R M F Red]

N7693.6
South [H R M F Red]

N7693.65
Central [H R M F Red]

N7693.7
West [H R M F Red]

Fundamentals of LC Classification
Exercise
SACO: Exercise 1

With this item described below “in hand,” follow the steps to propose a new topical Cutter to be printed in the LC Classification schedules. This new topical Cutter should be at the appropriate level of specificity for the item in hand.

(In many ways, this exercise is more of a walk-through of the LC Classification proposal workflow, but there are parts of the exercise that require your input.)


Book Description given on Amazon.com
Elephants have fought in human armies for more than three thousand years. Asian powers boasted of their pachyderm power, while the Romans fielded elephants alongside their legendary legions but were, perhaps, too proud to admit that mere animals contributed to victory. Elephants have gored, stomped, and sliced their way through infantry and cavalry with great success. They have also been cut, speared, bombed, and napalmed for their efforts. This is the story of their largely forgotten role in the history of warfare. Generals throughout recorded history have used elephants as tanks, bulldozers, and cargo trucks long before such vehicles existed. Until gunpowder began to reduce the utility of elephants in battle during the 17th Century, these beasts built roads, swung swords, or simply terrified opposing forces. Although some believe that elephants were mere gimmicks of warfare, Kistler discredits that notion. His book hopes to give elephants the credit they deserve for the sacrifices they have endured. Elephants have long fought for and served human masters, but it is now the elephants themselves that must be protected.
Searching LCSH and comparing similar works on the topic of using animals in the military and in warfare, an appropriate LCSH authority record containing a span of LC Classification numbers in an 053 field is identified:

Using Classification Web or the printed LC Classification schedules, a search of the class number UH87 gives the following results:

**Use of animals in military service**

- **UH87** General works
- **UH90** Pigeons for military communications
- **UH100** Dogs for military communications, etc.
- **UH100.5,A-Z** Other, A-Z
- **UH100.5,B-38** Bats
- **UH100.5,B67** Bottlenose dolphins
- **UH201** Periodicals, Societies
- **UH205** Congresses
Under the caption Use of animals in military service, topical Cutters for two specific animals have been separately established, Bats and Bottlenose dolphins. Considering the specificity of the item in hand, establish a new topical Cutter at UH100.5 for Elephants.

The topical Cutter would need to fit alphabetically in the list of Other, A-Z animals. Using the Cutter table as a guide, determine an appropriate alpha numeric Cutter for Elephants.

Then follow the steps below to propose the Cutter and the caption you have come up with.

Access the Classification Proposal System at the URL

http://classificationweb.net/Menu/proposal.html

and log in to the system using your institution’s Classification Web username and password.

Search class UH87.
Select another caption in this area at the same level of hierarchy to use as a guide and template for the new proposal. Bottlenose dolphins is at the same level of hierarchy. Click on the P following the caption Bottlenose dolphins to bring up a copy of that record that can be modified for the proposed caption Elephants.

Below is the copy of the record for Bottlenose dolphins, and below that is the same record with all the data removed. This is the template to use for the new proposal.

Fill in that form and observe the red arrows. Those arrows indicate areas that need to be completed.
### Classification Proposal System

**Proposed Schedules Record [UH100.5.B67]**

Create a proposal for a new classification number

<table>
<thead>
<tr>
<th>Proposal generated by</th>
<th>Book</th>
<th>No Book</th>
<th>CIP</th>
<th>Rare Book</th>
<th>Coop</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Existing class #</th>
<th>UH100.5.B67</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed class #</th>
<th>UH100.5.B67</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of animals in military service</td>
</tr>
<tr>
<td>Other, A-Z</td>
</tr>
</tbody>
</table>

**Hierarchy**

**Caption**

**Bottlenose dolphins**

**TABLE**

**Note ("Class here," "Including," etc.)**

**Work cat.**

**Cataloger's comments**

**Pattern**

**Better**

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

**Email address**

---

**Fundamentals of LC Classification**  

5
Classification Proposal System

Proposed Schedules Record [UH100.5.B67]

Create a proposal for a new classification number

Proposal generated by
- Book
- No Book
- CIP
- Rare Book
- Coop

Existing class # UH100.5.B67

Proposed class #
- Single #
- Displayed span
- Suppressed span

Hierarchy

Use of animals in military service
Other, A-Z

Caption

TABLE

Note ("Class here,"
"Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

Email address

Save Cancel Logout

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the Refresh button at the top of the browse page.

When you press the OK button, this window will close.
Other services: Use of animals in military service

<table>
<thead>
<tr>
<th>Classification Proposal System</th>
<th>Refresh Menu Tables Logout Close Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Class #</td>
<td>Go</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of animals in military service</th>
<th>[H R M P Ref]</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH87 General works</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH90 Pigeons for military communications</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100 Dogs for military communications, etc.</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.A-Z Other, A-Z</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.B38 Bats</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.B67 Bottlenose dolphins</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td></td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>UH201 Periodicals, Societies</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>UH205 Congresses</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>

Other services: Use of animals in military service

<table>
<thead>
<tr>
<th>Classification Proposal System</th>
<th>Refresh Menu Tables Logout Close Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Class #</td>
<td>Go</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of animals in military service</th>
<th>[H R M P Ref]</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH87 General works</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH90 Pigeons for military communications</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>For World War II see [D810.P63]</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100 Dogs for military communications, etc.</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.A-Z Other, A-Z</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.B38 Bats</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.B67 Bottlenose dolphins</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH100.5.E44 Elephants</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>Medical and sanitary service</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH201 Periodicals, Societies</td>
<td>[H R M P Ref]</td>
</tr>
<tr>
<td>UH205 Congresses</td>
<td>[H R M P Ref]</td>
</tr>
</tbody>
</table>
At this point, your proposed number and caption have been added to Classification Web. But remember the proposal is still in an unapproved state. What are the next steps in the process?

1) You notify the Coop Team that you have submitted an LC Classification proposal;

2) If the Coop Team reviewer needs to consult with you, that person will email you before the proposal appears on a Classification Tentative Weekly List;

3) The proposal will be posted to a Classification Tentative Weekly List;

4) The proposal will be discussed at the weekly Subject Editorial Meeting in the Cataloging Policy and Support Office at the Library of Congress

5) After the meeting, you will receive another email notification that the proposal was either approved, modified, or not approved;

6) If approved (or approved with modification), the proposal will be posted to an Approved Library of Congress Classification Weekly List;

7) All proposals appearing on an Approved Library of Congress Classification Weekly List will be added to the master copy of Classification Web
Appendix A:
Excerpt from QH540 Ecology

Ecology [H R B L D S]
Class here works on general ecology and general animal ecology. For works on ecology of individual animals and groups of animals, see the animal
For human ecology see GF1-300 [H R]
For ecology of a particular topographic area see QH101-139.52 [H R]
For plant ecology see QK900-989 [H R]
Cf. BL86.E36 Ecology and religion [H R]
Cf. HX550.E25 Communism and ecology [H R]
Cf. QH548 Ecological genetics [H R]

QH540 Periodicals, societies, congresses, serial publications [H R B L D S]
QH540.3 Collected works (nonserial) [H R B L D S]
QH540.4 Dictionaries and encyclopedias [H R B L D S]
QH540.5 Philosophy [H R B L D S]
QH540.8 Nomenclature, terminology, notation, abbreviations [H R B L D S]
QH540.7 Classification [H R B L D S]
History [H R B L D S]
QH540.8 General works [H R B L D S]
QH540.83 A-Z By region or country, A-Z [H R B L D S]
Biography see QH26.31 [H R]
QH541 General works, treatises, and textbooks [H R B L D S]
QH541.13 Popular works [H R B L D S]
QH541.14 Juvenile works [H R B L D S]
QH541.142 Handbooks, tables, formulas, etc. [H R B L D S]
QH541.145 Addresses, essays, lectures [H R B L D S]
QH541.15 A-Z Special aspects of the subject as a whole, A-Z [H R B L D S]
QH541.15.A9 Autocorrigaphic techniques [H R B L D S]
Biodiversity see QH541.15.B56 [H R]
QH541.15.B56 Biological assay [H R B L D S]
QH541.15.B6 Biological diversity. Biodiversity [H R B L D S]
For local, see QH541.193
For physiographic divisions see QH543-100 [H R]
Cf. QH75-77 Biodiversity conservation [H R]
Cf. QH541.15.B64 Species diversity [H R]
Cf. QK456.D68 Plant diversity [H R]
QH541.15.B64 Buffer zones [H R B L D S]
QH541.15.C44 Chemical ecology [H R B L D S]
QH541.15.C55 Closed ecological systems [H R B L D S]
QH541.15.C67 Corridors [H R B L D S]
QH541.15.D6 Documentation [H R B L D S]
QH541.15.E19 Ecological assessment (Biological) [H R B L D S]
QH641.15.E22 Ecological assessment (Biological) [H R B L D S]
QH641.15.E24 Ecological heterogeneity [H R B L D S]
QH641.15.E245 Ecological integrity [H R B L D S]
QH541.15.E25 Economic ecology [H R B L D S]
QH541.15.E26 Ecophysiology [H R B L D S]
Cf. QP52-32.2 Animal ecophysiology [H R]
QH541.15.E265 Ecosystem health [H R B L D S]
Trainee Manual

Appendix A

Fundamentals of LC Classification

QH541.15.E27 Ecotones [H R B L D S]
    Including land-water ecotones
QH541.15.E45 Electronic data processing [H R B L D S]
QH541.15.F66 Food chains, Food webs [H R B L D S]
QH541.15.F73 Fragmented landscapes [H R B L D S]
QH541.15.G46 Geographic information systems [H R B L D S]
QH541.15.H34 Habitat suitability index models [H R B L D S]
    Health, Ecosystem see QH541.15.E285 [H R]
    Heterogeneity, Ecological see QH541.15.E246 [H P]
QH541.15.I5 Indicators (Biology) [H R B L D S]
    Integrity, Ecological see QH541.15.E246 [H P]
QH541.15.K48 Keystone species [H R B L D S]
QH541.15.L38 Landscape ecology [H R B L D S]
QH541.16.M23 Macrecoecology [H R B L D S]
QH541.16.M26 Mapping [H R B L D S]
QH541.16.M3 Mathematical models [H R B L D S]
    Cf. QH541.15.H34 Habitat suitability index models [H P]
QH541.15.M34 Mathematics [H R B L D S]
QH541.15.M6 Molecular ecology [H R B L D S]
QH541.15.M64 Monitoring [H R B L D S]
QH541.15.N84 Null models [H R B L D S]
QH541.15.R34 Radioactive tracers [H R B L D S]
QH541.16.R4 Remote sensing [H R B L D S]
QH541.15.R45 Restoration ecology [H R B L D S]
    For local see QH101.1-199.6 [H R]
    For specific types of environments see QH541.5.A-Z [H R]
QH541.15.R67 Risk assessment [H R B L D S]
QH541.15.S65 Simulation methods [H R B L D S]
QH541.15.S67 Spatial ecology [H R B L D S]
QH541.15.S64 Species diversity [H R B L D S]
QH541.15.S68 Stable isotopes [H R B L D S]
QH541.15.S72 Statistical methods [H R B L D S]
QH541.15.S85 Surveys [H R B L D S]
    Including general habitat surveys
QH541.15.T68 Toxicity testing [H R B L D S]
QH541.18 General works [H R B L D S]
QH541.19 Information services [H R B L D S]
QH541.185 Computer network resources [H R B L D S]
    Including the Internet
    Study and teaching, Research [H R B L D S]
QH541.2 General works [H R B L D S]
QH541.215 Outlines, syllabi [H R B L D S]
    Special teaching methods and aids [H R B L D S]
QH541.22 General works [H R B L D S]
QH541.23 Audiosvisual aids [H R B L D S]
QH541.235.G34 Games [H R B L D S]
QH541.24 Experiments [H R B L D S]
QH541.25 Laboratory manuals [H R B L D S]
    By region or country [H R B L D S]
        United States [H R B L D S]
            General works [H R B L D S]
QH541.28 By region or state, A-Z [H R B L D S]
QH541.284.A-Z Other regions or countries, A-Z [H R B L D S]
Appendix B1:
Cutter Table (G 63)

Cutter Table

After initial vowels
For the second letter:  b  d  l  m  n  p  r  s-t  u-y
use number:  2  3  4  5  6  7  8  9
After initial letter S
For the second letter:  a  ch  e  h-i  m-p  t  u  w-z
use number:  2  3  4  5  6  7  8  9
After initial letters Qu
For the third letter:  a  e  i  o  r  t  y
use number:  3  4  5  6  7  8  9
For initial letters Qa-Qt
use numbers:  2-29
After other initial consonants
For the second letter:  a  e  i  o  r  u  y
use number:  3  4  5  6  7  8  9
For expansion
For the letter:  a-d  e-h  i-l  m-o  p-s  t-v  w-z
use number:  3  4  5  6  7  8  9

In the examples below Cutters without popup links conform to the table above. Cutters for Dardo, Import, Itc, Ivy, Shillingburg, Singer, and Symposium have been developed when a range of letters in the table has been provided e.g., l-m. Cutters for Scanlon, Qadduri, Qao, Qvortrup, Chertok, and Clark have been developed when the second letter is not explicitly stated in the table, e.g., h after an initial consonant. In most cases, Cutters must be adjusted to file an entry correctly and to allow room for later entries.

<table>
<thead>
<tr>
<th>Vowels</th>
<th>S</th>
<th>Q</th>
<th>Consonants</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM</td>
<td>.126</td>
<td>S.23</td>
<td>Q.23</td>
</tr>
<tr>
<td>Idaho</td>
<td>.133</td>
<td>S.29</td>
<td>Q.27</td>
</tr>
<tr>
<td>Dardo</td>
<td>.14</td>
<td>S.37</td>
<td>Q.33</td>
</tr>
<tr>
<td>Import</td>
<td>.148</td>
<td>S.53</td>
<td>Q.45</td>
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<tr>
<td>Innan</td>
<td>.156</td>
<td>S.57</td>
<td>Q.56</td>
</tr>
<tr>
<td>Ipswich</td>
<td>.167</td>
<td>S.75</td>
<td>Q.87</td>
</tr>
<tr>
<td>Itc</td>
<td>.187</td>
<td>S.87</td>
<td>Q.88</td>
</tr>
<tr>
<td>Ivy</td>
<td>.194</td>
<td>S.96</td>
<td>Q.97</td>
</tr>
</tbody>
</table>

Note: Do not end a Cutter with the numeral 1 or 0.
Appendix B2:
Dates Table (G 140)

<table>
<thead>
<tr>
<th>Date Code</th>
<th>Description</th>
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<td>use 1976</td>
</tr>
<tr>
<td>ca. 1976</td>
<td>use 1976</td>
</tr>
<tr>
<td>1981, cl980</td>
<td>use 1981</td>
</tr>
<tr>
<td>1971, cl972</td>
<td>use 1972</td>
</tr>
<tr>
<td>1979 [i.e. 1978]</td>
<td>use 1978</td>
</tr>
<tr>
<td>1962 or 1963</td>
<td>use 1962</td>
</tr>
<tr>
<td>1969 (1973 printing)</td>
<td>use 1969</td>
</tr>
<tr>
<td>1980 printing, c1957</td>
<td>use 1957</td>
</tr>
<tr>
<td>1979 [distributed] 1980</td>
<td>use 1979</td>
</tr>
<tr>
<td>1979-1981</td>
<td>use 1979</td>
</tr>
<tr>
<td>between 1977 and 1980</td>
<td>use 1977</td>
</tr>
<tr>
<td>1978/79 [i.e. 1978 or 1979]</td>
<td>use 1978</td>
</tr>
<tr>
<td>1977 (cover 1978)</td>
<td>use 1978</td>
</tr>
<tr>
<td>197-</td>
<td>use 1970z [if corporate body, use 1970]</td>
</tr>
<tr>
<td>197-?</td>
<td>use 1970z [if corporate body, use 1970]</td>
</tr>
<tr>
<td>19--</td>
<td>use 1900z [if corporate body, use 1900]</td>
</tr>
<tr>
<td>19--?</td>
<td>use 1900z [if corporate body, use 1900]</td>
</tr>
</tbody>
</table>
## Appendix B3:
Translation Table (G 150)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.x</td>
<td>Original work</td>
</tr>
<tr>
<td>.x12</td>
<td>Polyglot (3 or more languages)</td>
</tr>
<tr>
<td>.x13</td>
<td>English translation</td>
</tr>
<tr>
<td>.x14</td>
<td>French translation</td>
</tr>
<tr>
<td>.x15</td>
<td>German translation</td>
</tr>
<tr>
<td>.x16</td>
<td>Italian translation</td>
</tr>
<tr>
<td>.x17</td>
<td>Russian translation</td>
</tr>
<tr>
<td>.x18</td>
<td>Spanish translation</td>
</tr>
</tbody>
</table>
Appendix B4:
Biography Table (G 320, F 275)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.x</td>
<td>Cutter for the biographee</td>
</tr>
<tr>
<td>.xA2</td>
<td>Collected works. By date</td>
</tr>
<tr>
<td>.xA25</td>
<td>Selected works. Selections. By date</td>
</tr>
<tr>
<td></td>
<td>Including quotations</td>
</tr>
<tr>
<td>.xA3</td>
<td>Autobiography, diaries, etc. By date</td>
</tr>
<tr>
<td>.xA4</td>
<td>Letters. By date</td>
</tr>
<tr>
<td>.xA5</td>
<td>Speeches, essays, and lectures. By date</td>
</tr>
<tr>
<td></td>
<td>Including interviews</td>
</tr>
<tr>
<td>.xA6-Z</td>
<td>Individual biography and criticism. By main entry</td>
</tr>
<tr>
<td></td>
<td>Including criticism of selected works, autiobiography, quotations, letters, speeches, etc.</td>
</tr>
</tbody>
</table>

In .xA6-Z, do not Cutter lower than A6. The suggested Cutter numbers for entries beginning with A are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aa-Af</td>
<td>A6-599</td>
</tr>
<tr>
<td>Ag-AI</td>
<td>A7-799</td>
</tr>
<tr>
<td>Am-Ar</td>
<td>A8-399</td>
</tr>
<tr>
<td>As-Az</td>
<td>A9-999</td>
</tr>
</tbody>
</table>

The Translation Table can be applied to the .xA6-Z area of the Biography Table. Do not use the Translation Table with the .xA2-.xA5 area of the Biography Table.
Appendix C1:
Table P-PZ40

Note on P-PZ40.xZ5-.xZ999:

As a guide for assigning book numbers in the range .xZ5-.xZ999 of Table P-PZ40, Library of Congress shelflisters use a table that divides the alphabet into five units, based on the number range 5-999+:

- .xZ5-.xZ599: A-F
- .xZ6-.xZ699: G-L
- .xZ7-.xZ799: M-R
- .xZ8-.xZ899: S-U
- .xZ9-.xZ999: V-Z

However, this is only a guide, and any existing alphabetical arrangement in the shelflist takes precedence over this table.

P-PZ40 examples from Yale University Library:

http://www.library.yale.edu/cataloging/Orbis2Manual/PPZ40example.htm
Appendix C2: Tables N6 and N7

### Table N6

<table>
<thead>
<tr>
<th>Cutter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6.xA2</td>
<td>Autobiography, By date</td>
</tr>
<tr>
<td>N6.xA3</td>
<td>Letters, By date</td>
</tr>
<tr>
<td>N6.xA36</td>
<td>Speeches, essays, interviews, etc. of the artist, By date</td>
</tr>
<tr>
<td>N6.xA4</td>
<td>Reproductions (Collections), By date</td>
</tr>
<tr>
<td></td>
<td>Including exhibition catalogs</td>
</tr>
<tr>
<td>N6.xA6-.x79</td>
<td>Individual works of art, Alphabetically by title of work of art and date</td>
</tr>
<tr>
<td>N6.xA8-.xZ</td>
<td>Biography and criticism</td>
</tr>
</tbody>
</table>

### Table N7

<table>
<thead>
<tr>
<th>Cutter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N7.x date</td>
<td>Autobiography, letters, speeches, essays, interviews, etc. By date</td>
</tr>
<tr>
<td>N7.x2</td>
<td>Reproductions, By date</td>
</tr>
<tr>
<td></td>
<td>Including collections, individual works of art, exhibition catalogs</td>
</tr>
<tr>
<td>N7.x3-.x39</td>
<td>Biography and criticism, Alphabetically by author</td>
</tr>
</tbody>
</table>
Appendix D:  
Additional Exercises

These two exercises are provided to give you more practice using the literary author tables. The tables needed to complete the exercises and the answer sheets are in this appendix.

**Exercise 1. P-PZ39. Emily Dickinson**

Emily Dickinson's author number is PS1541, subarranged by table P-PZ39. Use the table to complete the call numbers. Use the LC Cutter table where applicable; assume no conflict. Titles in the Title column in brackets are uniform titles.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Main Entry</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS1541</td>
<td></td>
<td>The Emily Dickinson journal. SUBJECT: Dickinson, Emily, 1830-1886--Periodicals.</td>
<td>Niwot, Colo. : University Press of Colorado, c1992-</td>
</tr>
</tbody>
</table>
Exercise 2. P-PZ33 (9 numbers), P-PZ43 (Jane Austen)

Jane Austen has the number range PR4030-4038, subarranged by table P-PZ33. Use the table to complete the call numbers. Numbers in **bold/underlined** are already in the shelflist. Otherwise, assume no conflict. Use the LC Cutter table where applicable. In the Title column, titles in brackets are uniform titles.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Main Entry</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
</table>
### Excerpt from Table P-PZ32

<table>
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<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>P-PZ32 17.A-Z</td>
<td>Other, A-Z</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>P-PZ32 17.A53</td>
<td>Adolescence</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A35</td>
<td>Aesthetics</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A36</td>
<td>Aggressiveness</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A6</td>
<td>Allegory</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A62</td>
<td>Allusions</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A63</td>
<td>Ambiguity</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A64</td>
<td>Apocalyptic literature</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A72</td>
<td>Architecture</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A75</td>
<td>Art</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A78</td>
<td>Astrology</td>
<td>H</td>
<td>R</td>
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<tr>
<td>P-PZ32 17.A79</td>
<td>Astronomy</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A89</td>
<td>Authority</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.A9</td>
<td>Authorship</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B52</td>
<td>Bible</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B54</td>
<td>Biography (as a literary form)</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B55</td>
<td>Biology</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B57</td>
<td>Body, Human</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B58</td>
<td>Book arts and sciences</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B6</td>
<td>Books and reading</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.B8</td>
<td>Burlesque (Literature)</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C47</td>
<td>Characters and characteristics</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C49</td>
<td>Children</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C5</td>
<td>China</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C52</td>
<td>Cities and towns, City and town life</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C53</td>
<td>Clergy</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C56</td>
<td>Comic, The</td>
<td>H</td>
<td>R</td>
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<td>P-PZ32 17.C57</td>
<td>Commerce</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C75</td>
<td>Conversation</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C58</td>
<td>Costume</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C6</td>
<td>Courtesy</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C7</td>
<td>Creation</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C74</td>
<td>Cricket</td>
<td>H</td>
<td>R</td>
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<tr>
<td>P-PZ32 17.C76</td>
<td>Crime</td>
<td>H</td>
<td>R</td>
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<tr>
<td>P-PZ32 17.C8</td>
<td>Cuchulain</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.C84</td>
<td>Culture shock</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.D35</td>
<td>Dance</td>
<td>H</td>
<td>R</td>
</tr>
<tr>
<td>P-PZ32 17.D4</td>
<td>Death</td>
<td>H</td>
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Excerpt from Table P-PZ32 (2)

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<td>Discretion</td>
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<td>P-PZ32 17.D87</td>
<td>Dramatic production</td>
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<td>P-PZ32 17.D7</td>
<td>Dramatic works</td>
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<tr>
<td>P-PZ32 17.D83</td>
<td>Dreams</td>
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<td>Economics</td>
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<td>Education</td>
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<td>P-PZ32 17.E46</td>
<td>England</td>
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<td>P-PZ32 17.E8</td>
<td>Ethics</td>
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<td>P-PZ32 17.F5</td>
<td>Fictional works</td>
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<td>P-PZ32 17.F55</td>
<td>Film adaptations</td>
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<td>P-PZ32 17.F64</td>
<td>Folklore</td>
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<td>P-PZ32 17.F66</td>
<td>Food habits</td>
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<td>P-PZ32 17.F7</td>
<td>French literature, France</td>
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<tr>
<td>P-PZ32 17.F74</td>
<td>Friendship</td>
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<tr>
<td>P-PZ32 17.F87</td>
<td>Future</td>
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<td>P-PZ32 17.G44</td>
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<td>P-PZ32 17.H34</td>
<td>Hate</td>
</tr>
<tr>
<td>P-PZ32 17.H4</td>
<td>Heroes, Heroines</td>
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<tr>
<td>P-PZ32 17.H5</td>
<td>History</td>
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<td>Homosexuality</td>
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<td>Hope</td>
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<td></td>
<td>Human body see P-PZ32 17.B57</td>
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<td></td>
<td>Humor see P-PZ32 17.B62</td>
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<tr>
<td>P-PZ32 17.I33</td>
<td>Idealism</td>
</tr>
<tr>
<td>P-PZ32 17.I35</td>
<td>Identity (Psychology)</td>
</tr>
<tr>
<td>P-PZ32 17.L14</td>
<td>Imagination [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L144</td>
<td>Immortality [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L145</td>
<td>Imperialism [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L146</td>
<td>Impressionism [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L148</td>
<td>India [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L15</td>
<td>Individualism [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L152</td>
<td>Influence [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L167</td>
<td>Ireland [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L17</td>
<td>Irony [H R]</td>
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<tr>
<td>P-PZ32 17.L18</td>
<td>Italy [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L48</td>
<td>Jews [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.K56</td>
<td>Kinship [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L3</td>
<td>Landscape [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L35</td>
<td>Language see P-PZ32 18 [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L36</td>
<td>Laudatory poetry [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L44</td>
<td>Law [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L48</td>
<td>Leisure [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L49</td>
<td>Letters (in literature) [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L5</td>
<td>Libertinism [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L5</td>
<td>Literature [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L85</td>
<td>Love [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.L88</td>
<td>Luxury [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M3</td>
<td>Marriage [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M34</td>
<td>Marvelous, The [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M36</td>
<td>Masculinity (Psychology) [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M37</td>
<td>Material culture [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M4</td>
<td>Medicine [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M42</td>
<td>Medievalism, Middle Ages [H R]</td>
</tr>
<tr>
<td>P-PZ32 17.M43</td>
<td>Melancholy [H R]</td>
</tr>
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<td>P-PZ32 17.M44</td>
<td>Men [H R]</td>
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<td>P-PZ32 17.M45</td>
<td>Mental illness [H R]</td>
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<td>P-PZ32 17.M47</td>
<td>Metamorphosis [H R]</td>
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<td>Middle Ages see P-PZ32 17.M42 [H R]</td>
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</tr>
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<td>Mimesis [H R]</td>
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<td>Mothers [H R]</td>
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<td>P-PZ32 17.M74</td>
<td>Music [H R]</td>
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<td>P-PZ32 17.M8</td>
<td>Mysticism [H R]</td>
</tr>
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Fundamentals of LC Classification  D-7
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<td>Modern versions of early authors in the same language. By translator, if given, or date</td>
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<td>Letters to and from particular individuals. By correspondent (alphabetically)</td>
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Exercise 2. P-PZ33 (9 numbers), P-PZ43 (Jane Austen)

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### CAUTION: The last exercise (Tuite. Romantic Austen) is a work of general criticism. If the book focuses on a specific theme or topic in Austen, you should use PR4038, with a first Cutter to the topic from the list under the table P-PZ32 17. For example:


### Here is a section from P-PZ32 17:

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<td>H R</td>
<td>Conversation</td>
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<td>H R</td>
<td>Costume</td>
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<tr>
<td>H R</td>
<td>Courtesy</td>
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</tbody>
</table>

### Trainee Manual

|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
Appendix E1: Library of Congress Classification Bibliography

Work Tools: Print Sources


**Online Resources**


*Classification Web*. Available by subscription. See [http://classweb.loc.gov](http://classweb.loc.gov)


Supersedes print version, *LC Classification, Additions and Changes*.

*Marc Distribution Service (MDS) Classification* [http://www.loc.gov/cds/mds.html#lccr](http://www.loc.gov/cds/mds.html#lccr)

**Web Sites**


Cyberstacks Homepage. Accessed 3/12/07
[http://www.public.iastate.edu/~CYBERSTACKS/homepage.html](http://www.public.iastate.edu/~CYBERSTACKS/homepage.html)

ENDECA at the NCSU Libraries. Accessed 3/12/07
[http://www.lib.ncsu.edu/endeca/](http://www.lib.ncsu.edu/endeca/)
The catalog: [http://www.lib.ncsu.edu/catalog/](http://www.lib.ncsu.edu/catalog/)

Frequently Asked Questions about LC Classification Numbers in BIBCO Records. Accessed 3/12/07
[http://www.loc.gov/catdir/pcc/bibco/classfaq.html](http://www.loc.gov/catdir/pcc/bibco/classfaq.html)
http://classificationweb.net/tutorial/

Library of Congress Classification Outline. Accessed 3/12/07
http://www.loc.gov/catdir/cpso/lcco/


Books and Articles: General Literature Related to LC Classification


Miksa, Francis L. *The Development of Classification at the Library of Congress*. Occasional Papers, University of Illinois Graduate School of Library and Information Science, no. 164. [Champaign, Ill.]: University of Illinois, Graduate School of Library and Information Science, 1984.


**Books and Articles: Special Subjects and Formats**


Appendix E2:  
Other Classification Schemes

Dewey Decimal Classification (DDC)  
http://www.oclc.org/dewey/  
- Basic classes organized by disciplines or fields of study  
- Ten main classes  
  - Each main class has ten divisions  
  - Each division has ten sections  
- Arabic numerals: 3-digit number plus decimals  
- Decimals are used to make a number more specific  
  - The longer the number, the more specific the subject  
- Numbers can be “built” using standard subdivisions and notations from auxiliary tables

Main classes:

000 Computers, information & general reference  
100 Philosophy & psychology  
200 Religion  
300 Social sciences  
400 Language  
500 Science  
600 Technology  
700 Arts & recreation  
800 Literature  
900 History & geography

Example: 613.712083  
(For a work on exercise for weight loss in children)

Superintendent of Documents (SuDocs)  
http://www.gpo.gov/su_docs/fdlp/pubs/explain.html  
- Developed in the Library of the Government Printing Office between 1895 and 1903  
- Designed to group together publications by the same government author  
- Within an agency, publications are grouped according to the subordinate organization

Example: PREX 1.2:AR 2  
(For a work on the architecture of the West Wing of the White House, from the Executive Office of the President, code PREX)

National Library of Medicine (NLM)

- Covers the field of medicine and related sciences only
- Uses classes QS-QZ and W-WZ, classes permanently excluded from the LC Classification schedules
- Follow the principles of LC Classification

Example: WC 503 M629 2004
(For a work on midlife and older adults with HIV; WC—Communicable diseases; 503—AIDS, HIV infections)

Universal Decimal Classification (UDC)
http://www.udcc.org/

- Developed in Belgium by Paul Otlet and Henri La Fontaine; first published in 1904
- Based on DDC, expanded to include more detailed subdivisions, typographical symbols, and the use of facets
- A work dealing with two or more subjects can be classed by two or more UDC notations, linked by a colon

Example: 362.1 : 658.3 : 681.31
(For a work on the use of computers in the management of hospital personnel; Hospitals : Personnel management : Computers)

Colon Classification (CC)
http://www.iskoi.org/doc/colon.htm

- Developed by S.R. Ranganathan in 1933
- Uses 42 main classes which represent the fields of knowledge
- Each class is broken down into its basic elements, grouped by common attributes, called facets
- Five main facets of a subjects: personality, matter, energy, space, time
- Notations (numbers and letters) are used to represent the facets
- Punctuation marks are used to indicate the nature and type of the following facet

Example: J , 381 ; 4 : 5 . 42 ‘ N70
## Appendix E3:  
### Historical Data

#### Order of publication of LCC schedules

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<td>General works</td>
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<td>Education</td>
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<td>S</td>
<td>Agriculture</td>
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<tr>
<td>1915</td>
<td>C</td>
<td>Auxiliary sciences of history</td>
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<tr>
<td></td>
<td>PN, PR</td>
<td>General literature. English and American literature</td>
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<td></td>
<td>PS, PZ</td>
<td>Fiction in English. Juvenile literature</td>
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<tr>
<td>1916</td>
<td>D</td>
<td>History: General and “Old World” (Eastern Hemisphere)</td>
</tr>
<tr>
<td>1927</td>
<td>BL-BX</td>
<td>Religion</td>
</tr>
<tr>
<td>1928</td>
<td>P-PA</td>
<td>General philology and linguistics. Classical languages and literature</td>
</tr>
<tr>
<td>1933</td>
<td>PB-PH</td>
<td>Modern European languages</td>
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<tr>
<td>1935</td>
<td>PJ-PM</td>
<td>Languages and literatures of Asia, Africa, Oceania. American Indian languages. Artificial languages</td>
</tr>
<tr>
<td>1936</td>
<td>P-PM suppl.</td>
<td>Index to languages and dialects</td>
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<td></td>
<td>PQ (pt. 1)</td>
<td>French literature</td>
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<tr>
<td></td>
<td>PQ (pt. 2)</td>
<td>Italian, Spanish, and Portuguese literatures</td>
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<tr>
<td>1938</td>
<td>PT (pt. 1)</td>
<td>German literature</td>
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<tr>
<td>1942</td>
<td>PA suppl.</td>
<td>Byzantine and modern Greek literature. Medieval and modern Latin literature</td>
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<td></td>
<td>PT (pt. 2)</td>
<td>Dutch and Scandinavian literatures</td>
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<tr>
<td>1948</td>
<td>PG</td>
<td>Russian literature</td>
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<tr>
<td>1969</td>
<td>KF</td>
<td>Law of the United States</td>
</tr>
<tr>
<td>1973</td>
<td>KD</td>
<td>Law of the United Kingdom and Ireland</td>
</tr>
<tr>
<td>1976</td>
<td>KE</td>
<td>Law of Canada</td>
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Although it often is assumed that the Library of Congress Classification schedules were developed and published in a comprehensive and logical order, that actually is not the case. With very few exceptions, the individual schedules were published “when they were done.” The development and the publication of the schedules were not dictated by an overarching plan. The schedules were developed and published when time allowed, and when the appropriate subject specialist staff members were able to complete the work. There were general guidelines for the development of the schedules, but because the materials being classed varied, the schedules were not necessarily uniform. Some schedules, like BL-BX, were published “after application to some 105,000 volumes over a 10-year period.” This was to ensure that the classification scheme “worked” before it was published!

Each of the individual schedules was drafted by LC subject specialists who consulted bibliographies, treatises, comprehensive histories, and existing classification schemes in initially determining the scope and content of an individual class and its subclasses. Charles Martel was the overall supervisor for the development of Library of Congress Classification.

Class Z (Bibliography and Library Science) was chosen to be the first schedule to be developed because it covered the bibliographical works necessary for the reclassification project. The next schedules, E-F (American history and geography), were developed because of their particular subject relevance. (E-F were actually published first, in 1901, followed by Z in 1902).

Subclass KF (Law of the United States) was published in 1969. This was the first step towards the development of a universal law classification system. Other subclasses in Class K were published as they were completed. Development in Class K continues, with subclass KB (Religious law in general. Comparative religious law. Jurisprudence) published in 2005.

American Indian law is currently under development.
(For more information, see Jolande Goldberg’s article on the development of a universal law classification (listed in the bibliography, Appendix E)).

When looking at the chronology of the development of the individual LC Classification schedules, the role and impact of historical events cannot be ignored. For example, the impact of the events of World War I (1914-1918) are apparent when looking at Class D (History: General and Old World), which was first published in 1916. By the end of the war, the concepts of world history and the balance of power that were understood at the time of the development of Class D had altered to a considerable extent. Although a supplement for the war was printed in 1921, the legacy of pre-war concepts can be found in the schedule even today.

It also is interesting to note that Class H (Social Sciences) was first published in 1910, with a second edition in 1920, and a third in 1949. The first edition preceded the events of World War I, while the second edition followed those events, and the third edition appeared at the end of World War II. A Second World War supplement came out in 1947. One can imagine many of the changes in each edition, and in the supplement, as a reflection of world events.

Another interesting pre-World War II perspective is noted still today in Class D:

- in Class DT History of Africa, where the arrangement of the African regions and countries is based on the former colonizers-- British East Africa, German East Africa, British West Africa, French West Africa, Portuguese-speaking West Africa, etc. (the captions still include the colonizers, but they follow the regional name in most cases)
- in Class DB History of Austria (which now has note "Including Austro-Hungarian Empire"-- Austro-Hungarian Empire used to be the caption), where the parenthesized numbers that once applied to the empire are now closed-- this is especially noticeable under Local history and description, where Czechoslovakia, Bukowina, Liechtenstein, Transylvania, etc., formerly parts of the empire, are all now classed elsewhere. But those historical links to the Austro Hungarian Empire are still in the schedules.
Answers to Exercises

Outline of LCC Exercises: Answers

Session 3
Exercise 1: QH540+ Ecology

Where would you class:

1. dictionary of ecology QH540.4
2. collection of speeches on ecology QH541.145
3. history of ecology in the U.S. QH540.83
   By country: U_
4. ecology of Costa Rica QH101+

Exercise 1: QH540+ Ecology (2)

Where would you class:

5. textbook on ecology QH541
6. book on teaching ecology QH541.2
Exercise 2: RA576+

Where would you class a book on the impact of air pollution on public health in:

1. the United States \(\text{RA576.5}\)
2. Virginia \(\text{RA576.6 by state: V}\)
3. Richmond, Virginia \(\text{RA576.6 by state: V}\)

Exercise 2: RA576+ (2)

Impact of air pollution on public health in:

4. France \(\text{RA576.7 by country: F}\)
5. Central America \(\text{RA576.7 by region: C}\)
6. Paris, France \(\text{RA576.7 by country: F}\)
Elements of LC Call Numbers
Exercises: Answers

Session 5

Exercise 1

Wycliff  W93  Anderson  A53

Shrimp  S57  Quality  Q35

Blades  some options: B595, B62, B625…
Dwyer  some options: D897, D94, D95, D96…
Exercise 2: Identify the coding errors

TS191.8 $b Z34 1990
TS191.8 $b _Z34 1990
T55.3 $b H3C353 1991
T55.3.H3 $b C353 1991
QP34.5 $b H625 1989
QP34.5 $b _H625 1989
B3279.H49 B696 2000
B3279.H49 $b B696 2000

Exercise 2: Identify the coding errors (2)

B 8313 $b F35 2000
B8313 $b _F35 2000
TR646 .G32 $b W653 1999
TR646.G32 $b W653 1999
HE558 $b .G48 $b G56 2003
HE558.G48 $b G56 2003
TX716.M4 $b .K44 1989
TX716.M4 $b _K44 1989
Principles of LC Classification & Assigning Numbers: Answers

Session 6

Exercise 1

1. Nature’s economy: a history of ecological ideas
   QH540.8

2. Dictionary of the environment
   QH540.4

3. Economy of nature: a textbook in basic ecology
   QH541

4. Ecological research strategy
   QH541.2
Exercise 1

5. Performing ecological risk assessments
   QH541.15.R57

6. Philosophy of ecology: from science to synthesis
   QH540.5

7. Survey methods for ecosystem management
   QH541.15.S95

Tables:
Answers
Session 7
Exercise 1

Goodall, Jane, 1934-. Through a window: my thirty years with the chimpanzees of Gombe. 1990.

G58 for Goodall; A3 for autobiography, by date

Goodall, Jane, 1934-. Africa in my blood: an autobiography in letters: the early years. 2000.

G58 for Goodall; A4 for Letters, by date

Exercise 1

Goodall, Jane, 1934-. Beyond innocence: an autobiography in letters: the later years. 2001.

G58 for Goodall; A4 for Letters, by date


QL31.G58 G74 2005
G58 for Goodall; .xA6-Z for biography, by main entry (Greene); add date
Exercise 1

Koebner, Linda. Tickled by a gorilla, kissed by a whale: career paths of women who work to save wildlife. 1997

QL26 .K64 1997

Collective biography, classed under QL26
Do not use Biography table
Cutter for main entry (Koebner)

Schedule P Language Exercises: Answers

Session 8
Hervey/Thinking German translation/2005

PF3498.H47 2005
PF3000  Base number
     P-PZ1b Translating 498-499
     498  General works 498
PF3498  Class number
     .H47  Book number (Hervey)
     2005  Publication date

The German language and the real world/1995

PF3087.G47 1995
PF3000  Base number
     P-PZ1b History of the lang. 75-88
     87  20th century 87
PF3087  Class number
     .G47  Book number (German)
     1995  Publication date
### Coggle/Improve your German (Teach yourself books)/2004

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<th>Value</th>
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<tr>
<td>PF3112.5</td>
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<td>112.5</td>
</tr>
<tr>
<td>.C64</td>
<td>P-PZ1b Self instructors</td>
<td>112.5</td>
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<tr>
<td>2004</td>
<td>Publication date</td>
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</table>

### Easy German phrase book/c1994

<table>
<thead>
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<th>Code</th>
<th>Description</th>
<th>Value</th>
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</thead>
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<td>Base number</td>
<td>121</td>
</tr>
<tr>
<td>.E27</td>
<td>P-PZ1b Conversation. Phrase books.</td>
<td>121</td>
</tr>
<tr>
<td>1994</td>
<td>Publication date</td>
<td></td>
</tr>
</tbody>
</table>
Schedule P Literature Exercises: Answers

Session 8

V.S. Pritchett P-PZ40 (1)


PR6031.R7 1991
Collected works in any genre subarranged by date only


PR6031.R7 1992
Collected works in any genre subarranged by date only
V.S. Pritchett P-PZ40 (2)

PR6031.R7 A6 1984
Selections in any genre subarranged by A6 and date

PR6031.R7 A6 1985
Selections in any genre subarranged by A6 and date

PR6031.R7 A6 1985b
Selections in any genre subarranged by A6 and date and work letter

V.S. Pritchett P-PZ40 (3)

Blind love, and other stories. 1969.
PR6031.R7 B55 1969
Separate work; note distinction between a collection, a selection, and a collection of stories treated as a separate work

A cab at the door : a memoir. 1968.
PR6031.R7 Z46 1968
Autobiography Z46
V.S. Pritchett P-PZ40 (4)


Biography-criticism uses range Z5-Z999; digits determined by filing order of main entry; actual range in this context is Z59x-Z896x

Special Types of Material Exercises: Answers

Session 9
Exercise 1 (1)

Channing. All about organic chemistry. 1st ed. 1968.
   QD251 .C38  <already in the shelflist>
   No dates were added before 1982.

Channing. All about organic chemistry. 2nd ed. 1975.
   QD251.2 .C43 1975
   New class number; book number is re-Cuttered.
   Date added for works cataloged after 1982.

Exercise 1 (2)

   QD251.2 .C43 1984
   QD251.2 Advanced textbooks--1971-2000
   Title change does not affect Cutter

   QD251.2 .C43 1984b
   Title change does not affect Cutter
   Work letter to distinguish editions published in the same year; assigned to the 2nd item cataloged
### Exercise 1 (3)


- **QD251.2 .C43 1984c**


- **QD251.2 .C43 2000**
  - QD251.2 Advanced textbooks. 1971-2000
  - Main entry & title have changed but original Cutter is retained as long as the same class number is used

### Exercise 1 (4)


- **QD251.3 .H37 2004**
  - QD251.3 Advanced textbooks. 2001-
  - New class number; book number is re-Cuttered
Exercise 2 (1)

International Conference on AIDS (1990)
RC607.A26 I56 1990

International Conference on AIDS (1991)
RC606.53 .I58 1991
Use the new class number; re-Cutter

International Conference on AIDS (1994)
RC606.53 .I58 1994
Same Cutter used for the later conference; use date from qualifier even though the publication date is 1995

Exercise 2 (2)

International Conference on AIDS (1994)
RC606.53 .I58 1994a

Same call number used for a different set of conference papers published in the same year

Work letter is assigned to differentiate; if the main entry is corporate/conference, the first work letter begins with “a” rather than “b”
Exercise 3 (1)

Hartford studies in literature.

**PN2 .H37 OK**

PN 2 Literature (General)--Periodicals--American and English

Studies in literature.

PN2 .S78 should be **PN2 .H37**
Linear title change (Continues Hartford studies in literature)

University studies in literature.

PN2 .U56 should be **PN2 .H37**
Linear title change (Continues Studies in literature)

---

Exercise 3 (2)

Connecticut studies in literature.

**PN2 .C66 OK**

PN 2 Literature (General)--Periodicals--American and English

Connecticut literature yearbook.

PN12 .C66 should be **PN2 .Cxx**
All yearbook numbers are obsolete.
Merger of 2 titles & class number does not change; re-Cutter for the new title
Schedule H Exercises: Answers

Session 10

Exercise 1: Defense conversion ... 1995

HC79 Economic history and conditions--Special topics, A-Z
D4 Defense and disarmament, Economic impact of
G74 Green (main entry)
1995 Date of publication

HC79.D4 G74 1995
Exercise 1: Economic conversion ... 1980

HC110 Economic history and conditions--United States--Special topics, A-Z
D4 Defense and disarmament, Economic impact of
U55 United States (main entry)
1980 Date of publication

HC110.D4 U55 1980

Exercise 1: Economics and the wind ... c2005

HC110 Economic history and conditions--United States--Special topics, A-Z
D45 Disasters, Economic impact of
E36 Economic ... (main entry)
2005 Date of publication

HC110.D45 E36 2005
Exercise 1: Location of manufacturing plants  
... 1961

HC110 Economic history and conditions--United States--Special topics, A-Z
D5 Distribution of industry.Industrial location
U55 United States (main entry)
1961 Date of publication

HC110.D5 U55 1961

Exercise 1: Proximity, distance, and diversity  
... 2005

HC79 Economic history and conditions--Special topics, A-Z
D5 Distribution of industry.Industrial location
P76 Proximity ... (main entry)
2005 Date of publication

HC79.D5 P76 2005
Exercise 2: Boletim estatístico do cacau …

HD9200 Cocoa. Chocolate
.A4-.Z By region or country, A-Z (Table H20)
B6 Brazil (Regions and Countries Table)
.x Periodicals (Table H20)
B73 Brazil … (main entry)
a Work letter needed (this is a periodical with a corporate main entry)
No date of publication added!

HD9200.B6 B73a

Exercise 2: Cacau informe economico …

HD9200 Cocoa. Chocolate
.A4-.Z By region or country, A-Z (Table H20)
B6 Brazil (Regions and Countries Table)
.x Periodicals (Table H20)
C33 Cacau … (main entry)
No date of publication added!

HD9200.B6 C33
### Exercise 2: Study of cocoa production in Brazil … [1989]

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<tr>
<td>.A4-.Z</td>
<td>By region or country, A-Z (Table H20)</td>
</tr>
<tr>
<td>B6</td>
<td>Brazil (Regions and Countries Table)</td>
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<tr>
<td>.x2</td>
<td>General works. History (including biography, A-Z) (Table H20)</td>
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<tr>
<td>.B62</td>
<td>Brazil, General works</td>
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<tr>
<td>S78</td>
<td>Study … (main entry)</td>
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<td>1989</td>
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**HD9200.B62 S78 1989**

### Exercise 2: Joaquim Ignácio Tosta Filho … 1986

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<tr>
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<td>Brazil (Regions and Countries Table)</td>
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<tr>
<td>.x2</td>
<td>General works. History (including biography, A-Z) (Table H20)</td>
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<td>.B62</td>
<td>Brazil, Biography</td>
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<tr>
<td>T67</td>
<td>Tosta (subject of biography)</td>
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<td>+4</td>
<td>Garcez (digit for main entry)</td>
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**HD9200.B62 T674 1986**
### Exercise 2: Bahia cacaueira … 1979

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<td>B6</td>
<td>Brazil (Regions and Countries Table)</td>
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<td>.x3A-Z</td>
<td>Local, A-Z (Table H20)</td>
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<td>.B63A-Z</td>
<td>Brazil, Local, A-Z</td>
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<tr>
<td>B34</td>
<td>Bahia (local subdivision in Brazil)</td>
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<td>Garcez (digit for main entry)</td>
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<td>1979</td>
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**HD9200.B63 B344 1979**

### Exercise 2: Cacau no norte … 1978

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<td>By region or country, A-Z (Table H20)</td>
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<tr>
<td>B6</td>
<td>Brazil (Regions and Countries Table)</td>
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<tr>
<td>.x3A-Z</td>
<td>Local, A-Z (Table H20)</td>
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<td>.B63A-Z</td>
<td>Brazil, Local, A-Z</td>
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<tr>
<td>M38</td>
<td>Mato Grosso (local subdivision in Brazil)</td>
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<tr>
<td>+3</td>
<td>Cacau … (digit for main entry)</td>
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<td>1978</td>
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**HD9200.B63 M383 1978**
Exercise 2: Making chocolate … 2006
HD9200 Cocoa. Chocolate
.A4-.Z By region or country, A-Z (Table H20)
B6 Brazil (Regions and Countries Table)
.x4A-Z Firms, etc., A-Z (Table H20)
.B64A-Z Brazil, Firms, etc., A-Z
C66 Cooperativa (the firm)
+7 Santos … (digit for main entry)
2006 Date of publication
HD9200.B64 C667 2006

Schedule N Exercises:
Answers
Session 11
Exercise 1: Sea, earth, sky … c1980

N6537    Base number
A53     Anderson
A4      Table N6, Reproductions (Collections). By date
1980     Publication date

N6537.A53 A4 1980

Exercise 1: Fortune’s favorite child … c2003

N6537    Base number
A53     Anderson
M38     Table N6, .xA8-.xZ, Biography and criticism (Cutter for Maurer = M38 (main entry))
2003     Publication date

N6537.A53 M38 2003
Exercise 1: Andy Warhol, conversation … 1989

N6537  Base number
W37    Warhol
A35    Table N6, .A35, Speeches, essays, interviews, etc. of the artist. By date
1989   Publication date

N6537.W37 A35 1989

Exercise 1: Andy Warhol, work and play … c2003

N6537  Base number
W37    Warhol
A4     Table N6, Reproductions (Collections). By date
2003   Publication date

N6537.W37 A4 2003
Exercise 1: Global Warhol … c2003

N6537  Base number
W37   Warhol
A4  Table N6, Reproductions (Collections). By date
2003  Publication date
   a  Work letter necessary because of the previous entry (also published in 2003!)

N6537.W37 A4 2003a

Exercise 2: Ottoman architecture in Albania, 1385-1912 … 1990

NA700  Base number from schedule
+755  Country number for Albania from Table N5
NA1455  Addition of NA700 and 755
A4  Table N15 applied to span .A4-.A43 from Table N5 (General work)
K54  Kiel (main entry)
1990  Publication date

NA1455.A4 K54 1990

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<td>+755</td>
<td>Country number for Croatia from Table N5</td>
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<tr>
<td>NA1455</td>
<td>Addition of NA700 and 755</td>
</tr>
<tr>
<td>C76</td>
<td>Table N15 applied to span .C76-.C763 from Table N5 (General work)</td>
</tr>
<tr>
<td>M64</td>
<td>Mohorović (main entry)</td>
</tr>
<tr>
<td>+13</td>
<td>Addition for English translation</td>
</tr>
<tr>
<td>1994</td>
<td>Date of publication</td>
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**Call Number:**

NA1455.C76 M6413 1994

### Exercise 2: Medine architektura Lietuvoje … 2002

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<td>NA700</td>
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<td>+755</td>
<td>Country number for Lithuania from Table N5</td>
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<tr>
<td>NA1455</td>
<td>Addition of NA700 and 755</td>
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<td>L57</td>
<td>Table N15 applied to span .L57-.L573 from Table N5 (General work)</td>
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<td>M43</td>
<td>Medine … (main entry)</td>
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<td>2002</td>
<td>Date of publication</td>
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**Call Number:**

NA1455.L57 M43 2002
Exercise 2: Istorizmas ir modernas Vilniaus … 2000

NA700 Base number from schedule
+755 Country number for Lithuania from Table N5
NA1455 Addition of NA700 and 755
L572 Table N15 applied to span .L57-.L573 from Table N5 (Local, A-Z)
V55 Vilnius
+5 Luksionyte-Tolvasiene (main entry)
2000 Date of publication

NA1455.L572 V555 2000

Exercise 2: Architektas Karolis Podcasinskis … 1994

NA700 Base number from schedule
+755 Country number for Lithuania from Table N5
NA1455 Addition of NA700 and 755
L573 Table N15 applied to span .L57-.L573 from Table N5 (Special artists, A-Z)
Exercise 2: Architektas Karolis Podcasinskis … 1994 (cont’d)

P63 Podczaszyński
+3 Table N7: .x3-.x39 (Biography and criticism)
+5 Levandauskas (main entry)
1994 Date of publication

NA1455.L573 P6335 1994

SACO Exercise: Answers

Session 13
SACO exercise: War elephants

Classification Proposal System
Proposed Schedules Record [UH 100.5.B67]

Create a proposal for a new classification number

Proposal generated by
Existing class #
Proposed class #

Hierarchy

Caption
TABLE

Elephants

SACO exercise: War elephants

Note ("Class here," "Including," etc.)

Work cat.
Cataloger's comments
Pattern
Better


If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

yourname@yourinstitution.edu

Save | Cancel | Logout

Fundamentals of LC Classification F-32
SACO exercise: War elephants

This proposal has been saved

After closing this window, you can view your classification proposal displayed in context on the classification browse screen by clicking on the Refresh button at the top of the browse page.

When you press the OK button, this window will close.

Classification Proposal System

LC Class #

Other services--Use of animals in military service

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Medical and sanitary service     [H R M P Ref]
Hello Coop!

I have just submitted an LC Classification proposal for new class UH100.5.E44.

Thanks!

Your name

---

**SACO exercise: War elephants**

**LIBRARY OF CONGRESS CLASSIFICATION**
**TENTATIVE WEEKLY LIST 50 (December 13, 2006)**

Library of Congress staff:
Send comments on this list to Mille Wiewerka, CPSO - Telephone: 7-2321 Email: mwiewerka@loc.gov
SACO contributors:
Send questions or comments to your SACO liaison on the Cooperative Cataloging Team.

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens or in the printed editions of the classification schedules. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification. "(A)" indicates pre-approved proposals for material in priority 1. "(C)" indicates proposals submitted by libraries in the Subject Authority Cooperative Program (SACO).

Other services
- Use of animals in military service
- Other, A-Z

UH100.5.E44 (C) Elephants

68
SACO exercise: War elephants

Thank you!

You have successfully contributed a new number and caption to the LC Classification schedules!
Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.

Please rate the following aspects of today’s workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:
   - a. was extremely valuable
   - b. provided enough detail
   - c. was current & relevant
   - d. was cohesive & logical
   - e. was appropriate to my needs
   - f. met its stated objectives

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2. Presenter:
   - a. was knowledgeable
   - b. had good presentation skills
   - c. encouraged participation
   - d. addressed my level of understanding
   - e. answered questions directly
   - f. was prepared
   - g. understood the audience dynamics

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4. The handouts:
   - a. are excellent
   - b. followed course content
   - c. are valuable for future reference

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<td>b. were well organized</td>
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<td>c. illustrated concepts clearly</td>
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<td>d. covered an appropriate amount of information</td>
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<td>e. were visually effective</td>
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<td>f. were enhanced by and supported the presenter's remarks</td>
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- were hard to read
- were poorly organized
- were confusing
- contained too much or not enough information
- were not effective
- were poorly related to the presenter's remarks

Please give the following information about yourself:

6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2 1
   novice

7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2 1
   beginner

8. Other comments:

Comments on specific sessions:

THANK YOU!