

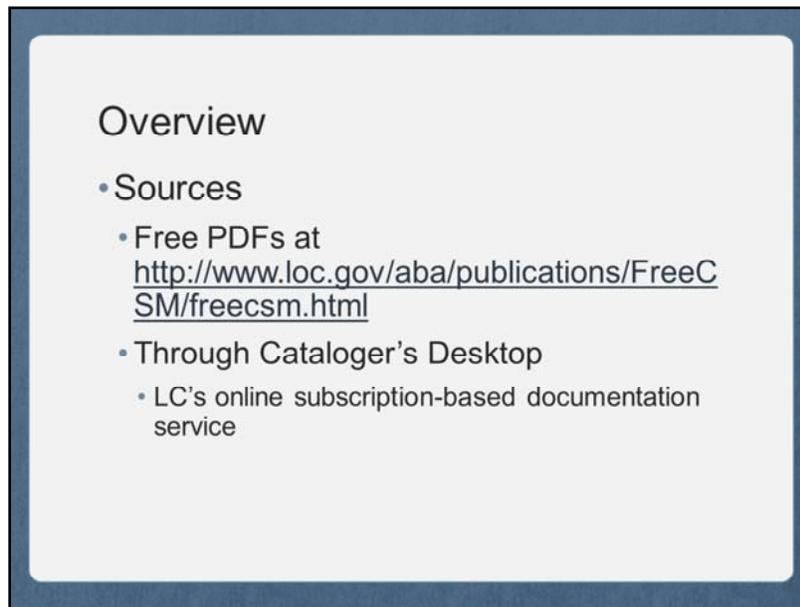
Overview

- *Classification and Shelving Manual (CSM)*
 - Instruction manual for LC classification
 - Includes instruction sheets on general and specific topics
 - Updated irregularly
 - Most recent major update: 2013

The *Classification and Shelving Manual*, which is also known by its initials, CSM, is the instruction manual for LC classification. It includes instruction sheets on general and specific topics.

It is updated irregularly, and most of the revisions are minor; a change in an example, a clarification of an existing policy, and so on.

The last major revision occurred in 2013, when the Library of Congress implemented *RDA: Resource Description and Access*. Some major policies did change at that time, so it is important to ensure that you are using the correct edition.



Overview

- Sources
 - Free PDFs at <http://www.loc.gov/aba/publications/FreeCSM/freecsm.html>
 - Through Cataloger's Desktop
 - LC's online subscription-based documentation service

The current manual can be accessed for free through the PDFs on LC's website.

It can also be accessed through *Cataloger's Desktop*, which is LC's online subscription-based documentation service.

Contents

- Four distinct sections
 - Introduction and historical information

From the introduction

The purpose of this publication is to provide guidelines for establishing Library of Congress classification numbers and assigning them to library materials, as well as for shelisting materials collected by the Library of Congress. ...

There are four distinct sections to the CSM.

The first consists of the introduction and historical information.

Neither is important when performing day-to-day classification activities, so why are we mentioning it? Well, it's because they may be of interest to you.

The introduction describes the scope of the CSM, explains how it is organized, and provides the history of the manual itself.

Contents

- Four distinct sections
 - Introduction and historical information

From the historical notes: classification

In 1897 the decision was made to develop a new classification system for the Library of Congress. ...

The first part of the historical notes provides a history of LC classification.

Contents

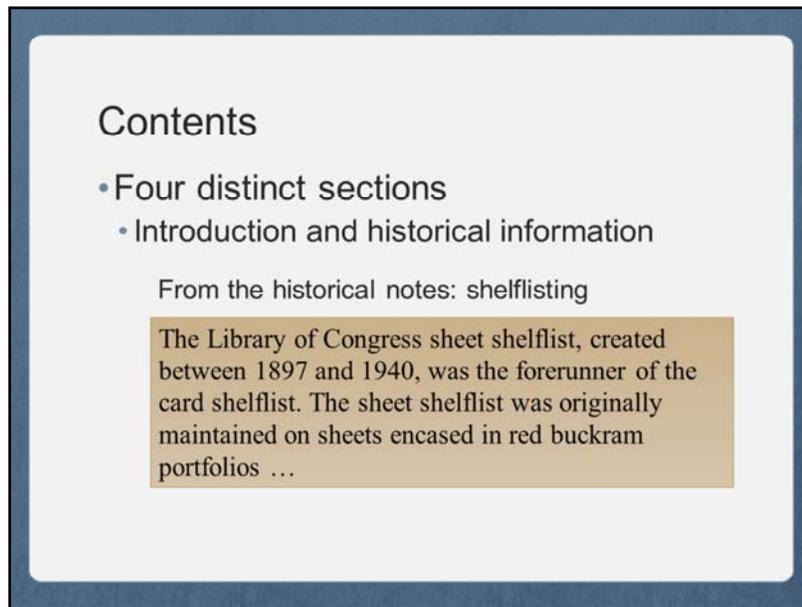
- Four distinct sections
 - Introduction and historical information

From the historical notes: classification

In 1897 the decision was made to develop a new classification system for the Library of Congress. ...

1901 E-F History: America (Western Hemisphere)
1902 Z Bibliography. Library science
1904 M Music
1905 Q Science

It is followed by a chart showing the order in which the first edition of each schedule was published.



Contents

- Four distinct sections
 - Introduction and historical information

From the historical notes: shelflisting

The Library of Congress sheet shelflist, created between 1897 and 1940, was the forerunner of the card shelflist. The sheet shelflist was originally maintained on sheets encased in red buckram portfolios ...

The second part of the historical notes provides a history of LC shelflisting.

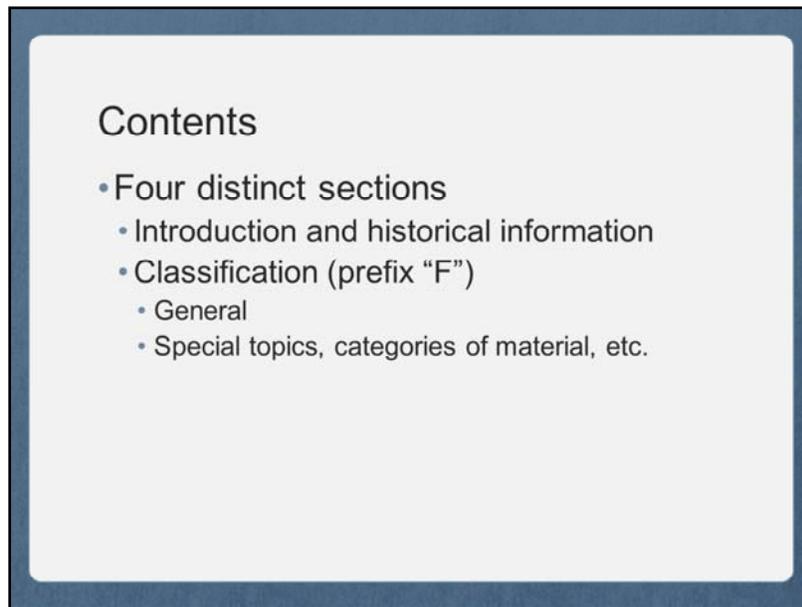
Contents

- Four distinct sections
 - Introduction and historical information

From the historical notes: shelflisting

| | |
|------|--|
| 1897 | Decision is made to develop a new classification to replace the Jefferson scheme; Beginning of the sheet shelflist |
| 1940 | All shelflist entries are made on cards filed into the card shelflist |
| 1941 | All shelflist entries are made on cards filed into the card shelflist |

It is followed by a list of significant dates in LC shelflisting history.



The next section contains the rules and guidelines on classifying materials. Each instruction sheet in the section on classifying has a unique number, which is prefixed by the capital letter F.

The classification instruction sheets are divided into two sections: (1) *general topics* and (2) *special topics, categories of material, etc.*

Contents

- Four distinct sections
 - Introduction and historical information
 - Classification (prefix "F")
 - General
 - Special topics, categories of material, etc.
 - Shelflisting (prefix "G")
 - General
 - LC-specific information

The third section contains the rules and guidelines for shelflisting, that is, completing the call number. The numbers of the instruction sheets in this section are prefixed with a G. It too is divided into two sections: general and LC-specific.

The general section applies to any library that uses LC classification.

The section on LC-specific information is, as you might expect, specific to the Library of Congress.

Contents

- Four distinct sections
 - Introduction and historical information
 - Classification (prefix "F")
 - General
 - Special topics, categories of material, etc.
 - Shelflisting (prefix "G")
 - General
 - LC-specific information
 - Glossary and index

The final section consists of a glossary of terms used in classification and shelflisting, and an index to the manual.

Let's take a look at the CSM's table of contents.

Library of Congress Classification: Module 1.2

| | |
|-------------------------|---|
| <i>Introduction</i> | |
| <i>Historical Notes</i> | |
| | CLASSIFICATION |
| | General |
| <i>F 10</i> | General Principles of Classification |
| <i>F 50</i> | Classification Proposals |
| <i>F 60</i> | Filing Rules |
| <i>F 130</i> | Alternate Class Numbers: Analytics in Collected Sets |
| <i>F 150</i> | Alternate Class Numbers: Bibliography |
| <i>F 170</i> | Call Number Changes |
| <i>F 175</i> | Editions |
| <i>F 180</i> | Reserved Class Numbers |
| <i>F 185</i> | Obsolete Class Numbers |
| <i>F 195</i> | Subarrangement Within Disciplines |
| <i>F 210</i> | Periodicals and Serials |
| <i>F 220</i> | Periodicals: "A" Cutters |
| <i>F 225</i> | Societies |
| <i>F 230</i> | Yearbooks |
| <i>F 240</i> | Congresses |
| <i>F 250</i> | Collected Works (Nonserial) |
| <i>F 275</i> | Biography |
| <i>F 280</i> | General Works |
| <i>F 290</i> | General Special |
| <i>F 300</i> | Addresses, Essays, Lectures |
| <i>F 320</i> | Classification and Time Periods |
| <i>F 350</i> | Cutter Numbers: Topical Cutters |
| <i>F 430</i> | Cuttering by Region or Country. A-Z |
| <i>F 440</i> | Providing Classification Information for Shelflisting |

[*Note:* This was a live demo. The slides in the handout do not precisely match the slides in the audio-visual lecture.]

As you can see, the instruction sheet numbers in the section on classification are prefixed with an F. The first section, titled *General*, provides the most general information that could apply to almost any schedule. Included are the general principles of classification (in instruction sheet F 10), an instruction sheet on call number changes (F 170), information on the classification of editions (in F 175), and instruction sheets on obsolete and reserved class numbers (the next two instruction sheets). It also provides rules on the classification of biographies (in F 275), and cuttering by region or country (in F 430), among other topics.

Library of Congress Classification: Module 1.2

| <i>Special Topics, Categories of Material, Etc.</i> | |
|---|---|
| F 475 | Abridgments of Individual Works |
| F 480 | Abstracts |
| F 495 | Archival Inventories and Manuscript Catalogs |
| F 520 | Bound-with Books |
| F 550 | City Regions and Metropolitan Areas |
| F 560 | Cartographic Materials |
| F 565 | Comic Books |
| F 570 | Commentaries on Individual Works |
| F 582 | Discographies |
| F 585 | Dissertations and Theses |
| F 587 | Ethnic Groups |
| F 590 | Folklore and Folk Literature |
| F 592 | Foreign Relations |
| F 595 | Historic Preservation |
| F 600 | Genealogy |
| F 603 | Government Documents |
| F 605 | Government Officials' Biographies, Speeches, and Papers |
| F 610 | Indexes |
| F 615 | Juvenile Materials |
| F 618 | Legislative Hearings and Reports |
| F 620 | Library of Congress Publications |
| F 630 | Library Resources |
| F 632 | Literary Authors |
| F 633 | Literary Authors: Subarrangement of Works |
| F 634 | Literary Collections |
| F 635 | Local Court Records |
| F 650 | Microforms |
| F 710 | Software |
| F 720 | Supplementary Works |
| F 730 | Teaching of Particular Subjects |

The second section for classification, *Special Topics, Categories of Material, Etc.*, provides rules and guidelines for the classification of abstracts, resources about city regions and metropolitan areas, comic books, genealogy, government documents, and so forth. And as you can see, they are presented in an alphabetical list.

Library of Congress Classification: Module 1.2

| <i>SHELFLISTING</i> | |
|--------------------------------|---|
| <i>General</i> | |
| <i>G 53</i> | Determining the Call Number |
| <i>G 55</i> | Call Numbers |
| <i>G 58</i> | Interpreting the Classification Schedules |
| <i>G 63</i> | Cutter Numbers |
| <i>G 65</i> | Preferred Shelflist Order |
| <i>G 70</i> | Input of LC Call Numbers/Copy Statements (050/051 Fields) |
| <i>G 100</i> | Filing Rules |
| <i>G 140</i> | Dates |
| <i>G 145</i> | Editions |
| <i>G 150</i> | Translations/Texts in Parallel Languages |
| <i>G 155</i> | Supplementary Works |
| <i>G 180</i> | Non-Literary Compilations |
| <i>G 220</i> | Corporate Bodies |
| <i>G 230</i> | Conferences, Congresses, Meetings, Etc. |
| <i>G 240</i> | Societies |
| <i>G 300</i> | Regions and Countries Table |
| <i>G 302</i> | U.S. States and Canadian Provinces |
| <i>G 320</i> | Biography |
| <i>G 330</i> | Artists |
| <i>G 340</i> | Criticism/Commentaries |
| <i>G 350</i> | Title Work Letters in Subclass PZ |
| <i>LC-Specific Information</i> | |
| <i>G 605</i> | Basic Shelflisting Procedures |
| <i>G 610</i> | Designations for Volume, Part, Etc. |
| <i>G 615</i> | Assignment/Location of Materials |
| <i>G 620</i> | Assignment/Location of Materials: Asian and AMED |
| <i>G 622</i> | Reference Assignments |
| <i>G 630</i> | Forwarding Items to the Dewey Section |
| <i>G 640</i> | |

In the section on *Shelflisting* we see that the prefix is G, as in G 58, the instruction sheet that provides guidance on interpreting the classification schedules. Instruction sheet G 63 provides the Cutter Table and the rules for formulating cutters. Other topics included in this section are preferred shelflist order (in G 65), filing rules, dates, editions, translations, biography, and criticism and commentaries.

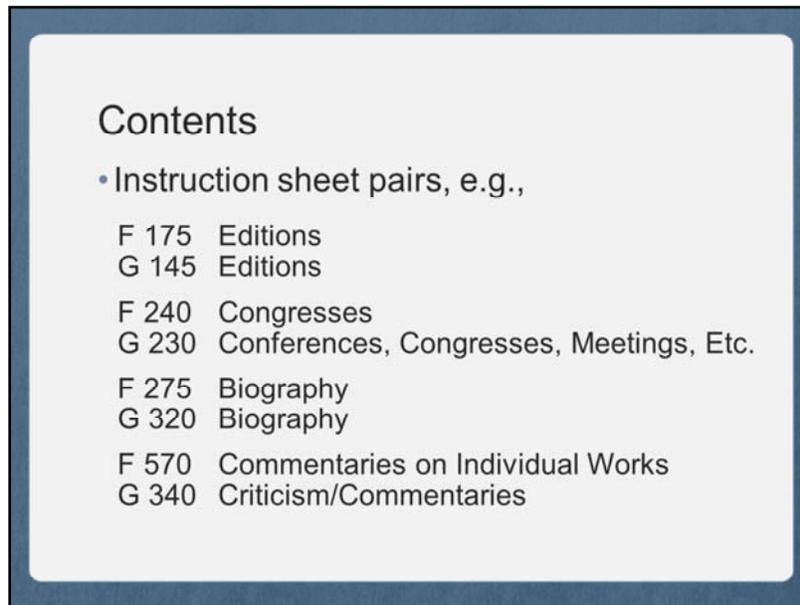
The shelflisting section entitled *LC-Specific Information* includes instruction sheets on workflows at LC, instructions on the use of volume numbers at LC, and so forth.

And as we mentioned earlier, the final two parts of the CSM are the glossary and the index.

Library of Congress Classification: Module 1.2

| | |
|--------------|--|
| <i>G 220</i> | Corporate Bodies |
| <i>G 230</i> | Conferences, Congresses, Meetings, Etc. |
| <i>G 240</i> | Societies |
| <i>G 300</i> | Regions and Countries Table |
| <i>G 302</i> | U.S. States and Canadian Provinces |
| <i>G 320</i> | Biography |
| <i>G 330</i> | Artists |
| <i>G 340</i> | Criticism/Commentaries |
| <i>G 350</i> | Title Work Letters in Subclass PZ |
| | |
| <i>G 605</i> | <i>LC-Specific Information</i> |
| <i>G 610</i> | Basic Shelisting Procedures |
| <i>G 615</i> | Designations for Volume, Part, Etc. |
| <i>G 620</i> | Assignment/Location of Materials |
| <i>G 622</i> | Assignment/Location of Materials: Asian and AMED |
| <i>G 630</i> | Reference Assignments |
| <i>G 640</i> | Forwarding Items to the Dewey Section |
| <i>G 660</i> | Historical and Obsolete Legends and Symbols |
| <i>G 670</i> | Shelflist Information Card (SLIC) |
| <i>G 750</i> | Law and Legal Materials: General |
| <i>G 760</i> | Law and Legal Materials: Superseded Materials |
| <i>G 800</i> | Music Materials |
| <i>G 810</i> | Rare Materials |
| | |
| | <i>Glossary</i> |
| | <i>Index</i> |

And as we mentioned earlier, the final two parts of the CSM are the glossary and the index.

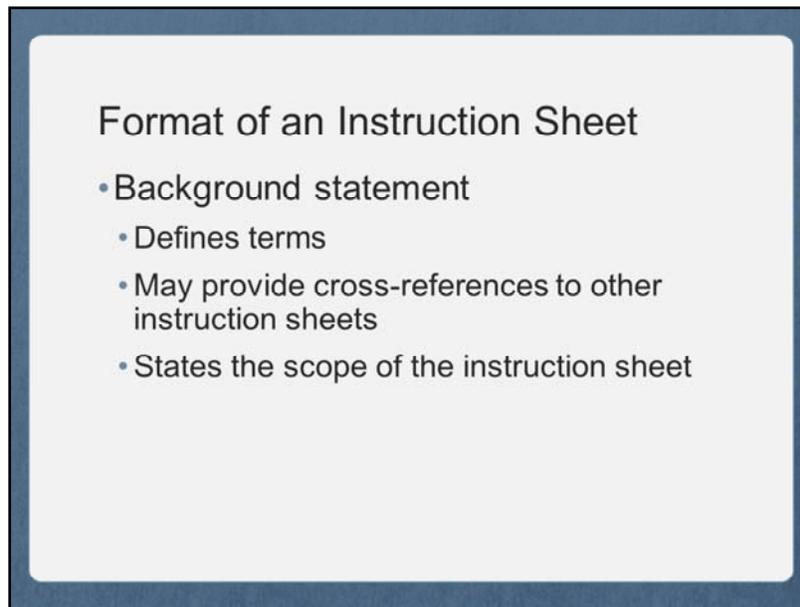


| Contents | |
|----------------------------------|---|
| • Instruction sheet pairs, e.g., | |
| F 175 | Editions |
| G 145 | Editions |
| F 240 | Congresses |
| G 230 | Conferences, Congresses, Meetings, Etc. |
| F 275 | Biography |
| G 320 | Biography |
| F 570 | Commentaries on Individual Works |
| G 340 | Criticism/Commentaries |

Sometimes, there are two instruction sheets with the same or similar titles. These are *not* duplicate instruction sheets, although some of the information in them may be duplicative. Instead, there is an instruction sheet that provides information on classifying that type of resource and another that provides information on shelving that type of resource.

For example, if you were cataloging a new edition of a resource, you would consult F 175 for guidance on assigning a classification number to it, and you would consult G 145 for guidance on completing the call number.

The two-part manual – classification and shelving – is a carryover from when classification and shelving were performed by different units at LC and they had separate manuals. Today, most catalogers complete the entire call number, so the manuals were combined for publication purposes.

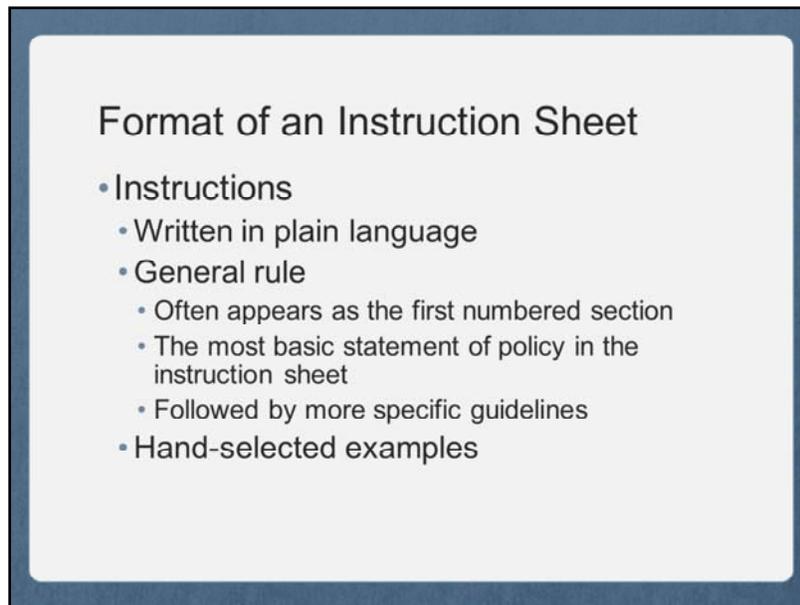


Background statements contain an enormous amount of information.

Many of them define the topic that they address, and tell you exactly what that instruction sheet covers.

In some cases, they provide cross-references to other instruction sheets that you may or may not have already realized would be helpful.

And when policy has changed over time, background statements can provide historical information.



The instruction sheets in the CSM are written in plain language, and are usually task-oriented.

The body of the instruction sheet sometimes begins with a “General rule,” which is the most basic statement of policy in the instruction sheet. General rules are always followed by more specific guidelines in further sections.

It is always a good idea to read the general rule, even if you think you know it, because our memories sometimes play tricks on us.

Another important aspect of an instruction sheet is the examples. The examples in the CSM are specially selected for you to follow. Catalogers are normally discouraged from cataloging by example (because you don’t know if the record you are using as an example was done correctly!), but the examples in the CSM are the exception.

Let’s look at two instruction sheets, one from classification and one from shelflisting.

Abridgments of Individual Works F 475

***BACKGROUND:** An abridgment is a reduced form of a work produced by condensation and omission, but retaining the general sense and unity of the original. Summary, synopsis, epitome, condensation are all to be considered synonyms. An abridgment should not be confused with an adaptation, the latter consisting of a rewritten form of a work modified for a purpose or use other than that for which the original work was intended, such as a simplification for juvenile readers, or a change in form from fiction to drama. This instruction sheet provides guidelines for classifying separately published abridgments, summaries, etc. of individual works. For the classification of collections of abstracts, see F 480.*

1. ***Explicit provisions for abridgments.** If the schedule has explicit provisions for abridgments, follow those provisions. For example, class abridgments of the Bible in BS418, which has the caption **Epitomes. Summaries.***
2. ***No explicit provisions for abridgments.** If the schedule does not have explicit provision for abridgments, class abridgments with the original work. The book number of the abridgment should be based on the book number of the original work, and should normally not be independently formulated.*
3. ***No original call number.** In some cases there may not be a complete LC call number for the original work, such as when the abridgment is received before the original work. In such cases use a class number and Cutter appropriate for the original work.*
4. ***Shelflisting.** For shelflisting of abridgments, see G 65.*

[Note: This was a live demo. The slides in the handout do not precisely match the slides in the audio-visual lecture.]

Instructions on the classification of abridgments of individual resources are provided in F 475 Abridgments of Individual Works. It is a rather short instruction sheet, but it covers all the possibilities.

Abridgments of Individual Works F 475

BACKGROUND: *An abridgment is a reduced form of a work produced by condensation and omission, but retaining the general sense and unity of the original. Summary, synopsis, epitome, condensation are all to be considered synonyms. An abridgment should not be confused with an adaptation, the latter consisting of a rewritten form of a work modified for a purpose or use other than that for which the original work was intended, such as a simplification for juvenile readers, or a change in form from fiction to drama. This instruction sheet provides guidelines for classifying separately published abridgments, summaries, etc. of individual works. For the classification of collections of abstracts, see F 480.*

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3. *No original call number.* In some cases there may not be a complete LC call number for the original work, such as when the abridgment is received before the original work. In such cases use a class number and Cutter appropriate for the original work.
4. *Shelflisting.* For shelflisting of abridgments, see G 65.

The background statement defines what an abridgement is. It says, “An abridgment is a reduced form of a work produced by condensation and omission, but retaining the general sense and unity of the original. Summary, synopsis, epitome, and condensation are all to be considered synonyms.”

Abridgments of Individual Works F 475

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4. **Shelflisting.** For shelflisting of abridgments, see G 65.

It goes on to say that an abridgment is not the same as an adaptation: “An abridgment should not be confused with an adaptation, the latter consisting of a rewritten form of a work modified for a purpose or use other than that for which the original work was intended, such as a simplification for juvenile readers, or a change in form from fiction to drama.”

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4. *Shelflisting.* For shelflisting of abridgments, see G 65.

It then provides a scope statement for the instruction sheet as well as a cross reference: “This instruction sheet provides guidelines for classifying separately published abridgments, summaries, etc., of individual works. For the classification of collections of abstracts, see F 480.”

The body of the instruction sheet consists of four sections. The first states that if the schedule has explicit provisions for abridgements within a particular hierarchy, those provisions should be followed. It gives the example of abridgments of the Bible.

By the way, it is a standard rule that instructions in the schedules always take precedence over general policies.

Abridgments of Individual Works F 475

BACKGROUND: An abridgment is a reduced form of a work produced by condensation and omission, but retaining the general sense and unity of the original. Summary, synopsis, epitome, condensation are all to be considered synonyms. An abridgment should not be confused with an adaptation, the latter consisting of a rewritten form of a work modified for a purpose or use other than that for which the original work was intended, such as a simplification for juvenile readers, or a change in form from fiction to drama. This instruction sheet provides guidelines for classifying separately published abridgments, summaries, etc. of individual works. For the classification of collections of abstracts, see F 480.

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3. *No original call number.* In some cases there may not be a complete LC call number for the original work, such as when the abridgment is received before the original work. In such cases use a class number and Cutter appropriate for the original work.

4. *Shelflisting.* For shelflisting of abridgments, see G 65.

Section 2 covers cases in which the schedule does not explicitly provide for abridgments. It says that abridgements are classed with the original work, and that the book number of the abridgment is based on the book number of the original work.

Abridgments of Individual Works F 475

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3. *No original call number.* In some cases there may not be a complete LC call number for the original work, such as when the abridgment is received before the original work. In such cases use a class number and Cutter appropriate for the original work.

4. *Shelflisting.* For shelflisting of abridgments, see G 65.

Section 3 addresses the situation in which the library has not acquired, or perhaps has not classified, the original work.

Section 4 consists of a cross-reference to the instruction sheet that addresses the shelflisting of abridgments.

Supplementary Works G 155

BACKGROUND: *A supplementary work is a separately issued subordinate work that continues or complements a previously issued work. Supplements, appendices, indexes, addenda, etc., are all considered supplementary works (cf. F 720). In the past, supplementary works were automatically assigned the same call number plus the term Suppl. so that both items would shelve together. For cases where a serial supplemented a monograph or a monograph supplemented a serial, successive Cutter numbers were given. For a short period, some supplements were Cuttered for the original work and double Cuttered by the person or body responsible for the supplement. Current cataloging policy for supplements is to 1) treat the supplement as a separately cataloged item, or 2) to cover it by a note in the physical description area, or 3) to cover it by a note in the note area of the bibliographic record. This instruction sheet provides current guidelines for the shelving of supplements.*

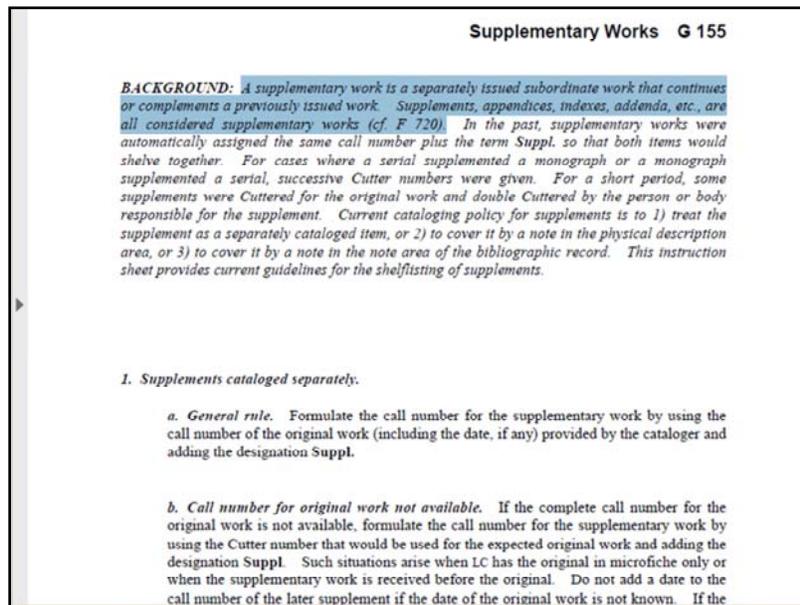
1. Supplements cataloged separately.

a. General rule. Formulate the call number for the supplementary work by using the call number of the original work (including the date, if any) provided by the cataloger and adding the designation **Suppl.**

b. Call number for original work not available. If the complete call number for the original work is not available, formulate the call number for the supplementary work by using the Cutter number that would be used for the expected original work and adding the designation **Suppl.** Such situations arise when LC has the original in microfiche only or when the supplementary work is received before the original. Do not add a date to the call number of the later supplement if the date of the original work is not known. If the

Now let's look at a lengthier instruction sheet, this one from the shelving section. G 155 provides instructions on how to complete the call numbers for supplementary works.

The instruction sheet begins with a background statement that first defines what is meant by supplementary work.



It says,

A supplementary work is a separately issued subordinate work that continues or complements a previously issued work. Supplements, appendices, indexes, addenda, etc., are all considered supplementary works.

It also provides a confer reference to the instruction sheet for the classification of supplementary works.

It then provides a bit of historical background.

Supplementary Works G 155

***BACKGROUND:** A supplementary work is a separately issued subordinate work that continues or complements a previously issued work. Supplements, appendices, indexes, addenda, etc., are all considered supplementary works (cf. F 720). In the past, supplementary works were automatically assigned the same call number plus the term Suppl. so that both items would shelve together. For cases where a serial supplemented a monograph or a monograph supplemented a serial, successive Cutter numbers were given. For a short period, some supplements were Cuttered for the original work and double Cuttered by the person or body responsible for the supplement. Current cataloging policy for supplements is to 1) treat the supplement as a separately cataloged item, or 2) to cover it by a note in the physical description area, or 3) to cover it by a note in the note area of the bibliographic record. This instruction sheet provides current guidelines for the shelving of supplements.*

1. Supplements cataloged separately.

a. General rule. Formulate the call number for the supplementary work by using the call number of the original work (including the date, if any) provided by the cataloger and adding the designation **Suppl.**

b. Call number for original work not available. If the complete call number for the original work is not available, formulate the call number for the supplementary work by using the Cutter number that would be used for the expected original work and adding the designation **Suppl.** Such situations arise when LC has the original in microfiche only or when the supplementary work is received before the original. Do not add a date to the call number of the later supplement if the date of the original work is not known. If the

The next sentence concisely states the current policy on the descriptive cataloging of supplements:

Current cataloging policy for supplements is to 1) treat the supplement as a separately cataloged item, or 2) to cover it by a note in the physical description area, or 3) to cover it by a note in the note area of the bibliographic record.

Supplementary Works G 155

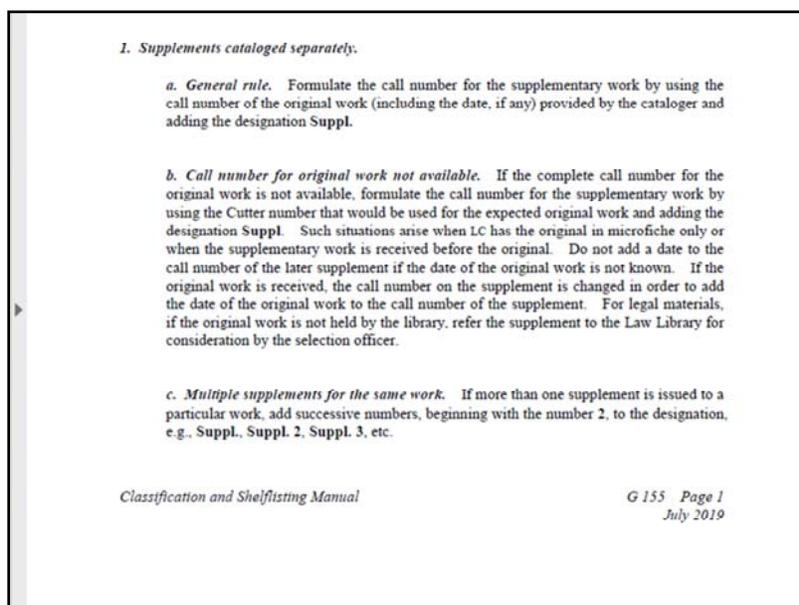
BACKGROUND: *A supplementary work is a separately issued subordinate work that continues or complements a previously issued work. Supplements, appendices, indexes, addenda, etc., are all considered supplementary works (cf. F 720). In the past, supplementary works were automatically assigned the same call number plus the term Suppl. so that both items would shelve together. For cases where a serial supplemented a monograph or a monograph supplemented a serial, successive Cutter numbers were given. For a short period, some supplements were Cuttered for the original work and double Cuttered by the person or body responsible for the supplement. Current cataloging policy for supplements is to 1) treat the supplement as a separately cataloged item, or 2) to cover it by a note in the physical description area, or 3) to cover it by a note in the note area of the bibliographic record. This instruction sheet provides current guidelines for the shelving of supplements.*

1. Supplements cataloged separately.

a. General rule. Formulate the call number for the supplementary work by using the call number of the original work (including the date, if any) provided by the cataloger and adding the designation **Suppl.**

b. Call number for original work not available. If the complete call number for the original work is not available, formulate the call number for the supplementary work by using the Cutter number that would be used for the expected original work and adding the designation **Suppl.** Such situations arise when LC has the original in microfiche only or when the supplementary work is received before the original. Do not add a date to the call number of the later supplement if the date of the original work is not known. If the

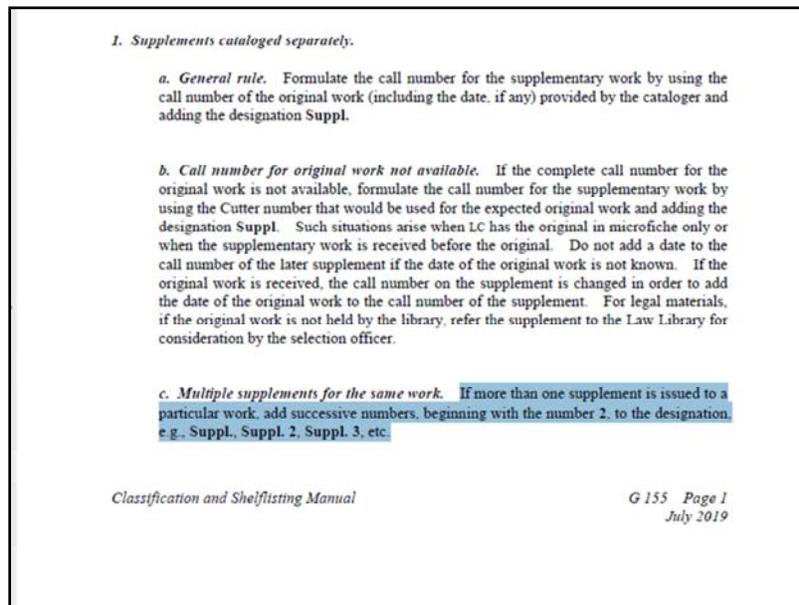
Finally, it states the scope of the instruction sheet: “This instruction sheet provides current guidelines for the shelving of supplements.”



Section 1 covers supplements that are cataloged separately. There is a general rule that states,

Formulate the call number for the supplementary work by using the call number of the original work (including the date, if any) provided by the cataloger and adding the designation **Suppl.**

The next parts of section 1 cover situations in which a call number for the original work is not available, and in which there are multiple supplements for the same original work.



That instruction is particularly straightforward, saying,

If more than one supplement is issued to a particular work, add successive numbers, beginning with the number 2, to the designation, for example, **Suppl., Suppl. 2, Suppl. 3, etc.**

Sections 1.d and 1.e describe the policies for supplements to a numbered volume of a series and supplements to serials.

Section 2 covers supplements that are described in a statement in the physical description area of the bibliographic record. This section is shorter than section 1, but note that it provides an example.

Finally, section 3 covers indexes that are cataloged separately, and it again provides an example.

As you can see, the instructions in the CSM tend to be very practical and task-oriented.

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d. Supplements to a numbered volume of a series. In the case of a work that supplements a particular numbered volume of a series, provide the pertinent volume number as part of the complete call number. *Example:*

HD28.Y555 vol. 55 Suppl.

e. Supplements to serials. If a monograph or serial (with the exception of indexes) is issued as a supplement to a serial, treat both publications as two distinct works. However, if a monograph or serial is issued as a supplement to a monograph, treat the supplement as described in sec. 1.a.-d.

2. *Supplements covered by a statement in the physical description area.* If a supplement is covered by a statement in the physical description area (300 field), assign the call number of the original work with added identification such as **tables**, **maps**, etc. to the supplementary work. Add the designation only to the call number in the book and the item record. *Example:*

Original work:

Main entry: Archer, Stephen Hunt.
Title/date: *Financial management ... c1983.*
Collation: *xtx, 764 p. : ill. ; 25 cm. + tables.*

050 00 2a HG4026 2b .A745 1983

Call number for supplement:

050 00 2a HG4026 2b .A745 1983 Tables

Sections 1.d and 1.e describe the policies for supplements to a numbered volume of a series and supplements to serials.

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2. *Supplements covered by a statement in the physical description area.* If a supplement is covered by a statement in the physical description area (300 field), assign the call number of the original work with added identification such as **tables, maps, etc.** to the supplementary work. Add the designation only to the call number in the book and the item record. *Example:*

Original work:

Main entry: Archer, Stephen Hunt.
Title/date: Financial management ... c1983.
Collation: xiv, 764 p. : ill. ; 25 cm. + tables.

050 00 9a HG4026 9b .A745 1983

Call number for supplement:

050 00 9a HG4026 9b .A745 1983 Tables

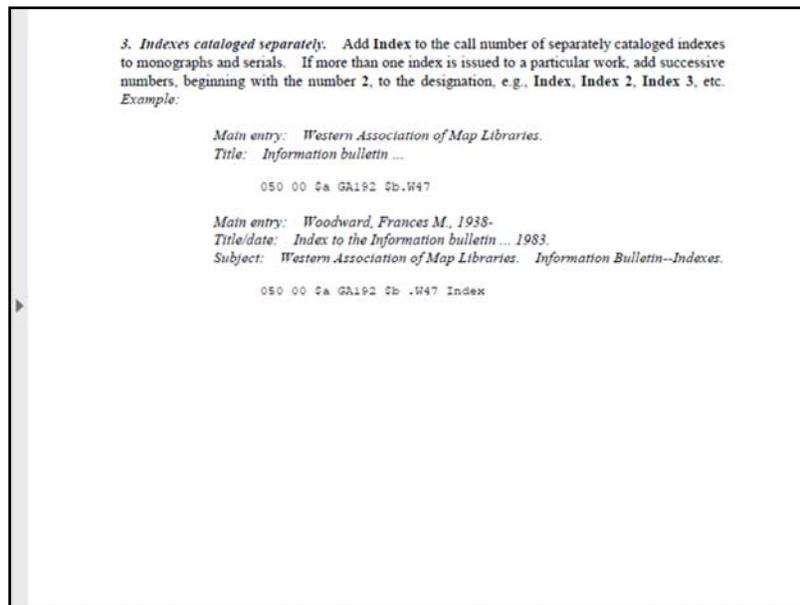
Note: If there is no identifying word used in the supplementary note, use the term *Suppl.* as the designation in the call number in the book and item record. However, do not use any designation in the call number on the bibliographic record.

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Section 2 covers supplements that are described in a statement in the physical description area of the bibliographic record. This section is shorter than section 1, but note that it provides an example.

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Finally, section 3 covers indexes that are cataloged separately, and it again provides an example.

As you can see, the instructions in the CSM tend to be very practical and task-oriented.

Tips for Using the CSM

- Assume that there is an instruction sheet pertinent to your needs
- Read (or at least skim) the entire instruction sheet
- Always follow references

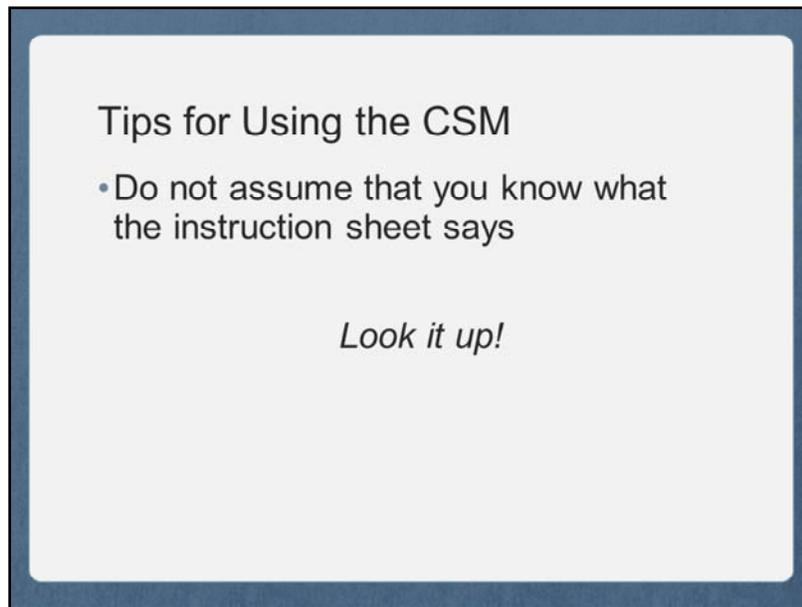
So, how should you use the CSM?

First, you should assume that there is an instruction sheet to answer whatever question you may have about classification or shelving.

Sometimes that will be a general instruction sheet such as the one that provides the principles of classification, and at other times, an instruction sheet in the special topics and materials section will specifically address your question.

When you find an instruction sheet that appears to answer your question, we recommend that you read the *entire* sheet. The first sections, or paragraphs, may seem to provide all the information you need, but there may be more detailed information later in the sheet.

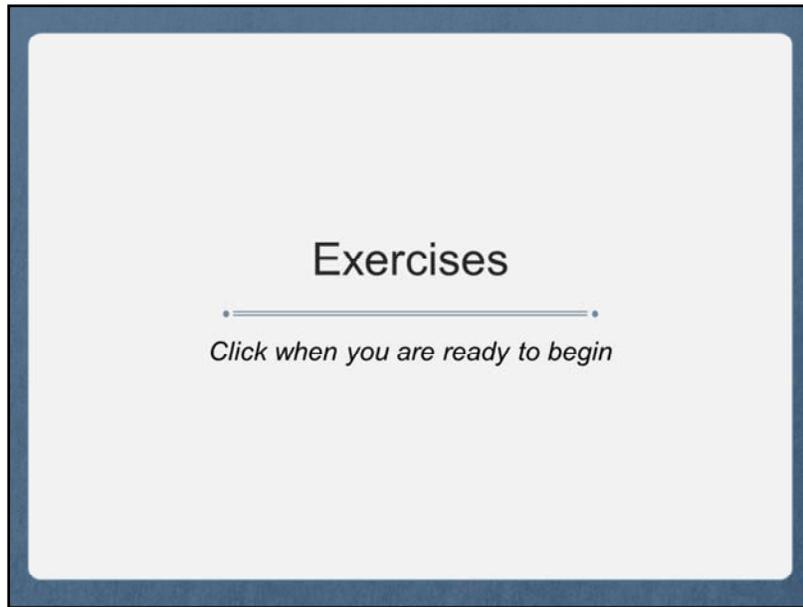
You should also always follow references to make sure that you are looking at the most appropriate instruction sheet for your needs.



Finally, never assume that you know what the instruction sheet says. Memories can be faulty, and instruction sheets may be revised. If you remember only one thing from this module, it should be this:

It is not a sign of weakness to look it up!

Please explore the manual and become familiar with it. Consulting it regularly will help you catalog more accurately, and, although it sounds counter-intuitive, it will actually speed up your cataloging when you become proficient with it.



Exercises

Click when you are ready to begin