

## Recap and Plan

- Training so far
  - Resources entered under personal name or title
- This module
  - Resources entered under a corporate body
  - Classification of government documents
  - Instruction sheets
    - G 220, Corporate Bodies
    - F 603, Government Documents

In almost all of our examples in this training so far, the resources have been entered under a personal name or a title. If you noticed that fact, you may have thought that we were ignoring the fact that some resources are entered under corporate body instead, or thought that the rules were the same for resources entered under corporate body. You would have been wrong on both counts.

All of the rules that we have discussed so far apply only to resources that are entered under personal names and titles. Those types of resources probably constitute the vast majority of resources that are cataloged, because the rules for using a corporate body main entry are restrictive.

The rules for assigning cutters to resources entered under a corporate body – which we will occasionally refer to as “corporate main entry” – are different in many cases. In this module, we will highlight and discuss those differences. At the end of this module, we will also briefly discuss special rules for the classification of government documents, which are usually have a corporate main entry.

This module is based on CSM G 220, *Corporate Bodies*, and F 603, *Government Documents*.

### General Rule

- Assign the same cutter to all resources by the corporate body, in that classification number
- For monographs
  - Add the publication date to the call number to make it unique
    - If necessary, add a work letter
      - Start with **b**

The first major rule difference is that when two or more resources entered under the same corporate body are classified in the same number, they are assigned the same cutter number.

The publication date is added to make the call number unique. If two or more resources classified in the same number, are entered under the same corporate, and are published in the same year, then we need to add a work letter to make the call number unique.

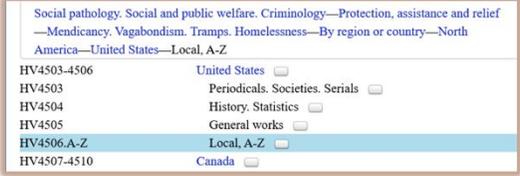
For monographs, we start with the work letter “b”; recall from Module 5.3 that the work letter “a” usually is used with facsimile editions.

We will discuss what to do with serials an a few minutes.

## General Rule

### Example

#### Homelessness in Broward County, Florida



The screenshot shows a hierarchical classification browser. At the top, the full path is displayed: "Social pathology. Social and public welfare. Criminology—Protection, assistance and relief—Mendicancy. Vagabondism. Tramps. Homelessness—By region or country—North America—United States—Local, A-Z". Below this, a list of classification levels is shown with checkboxes to the right. The level "HV4506.A-Z" is highlighted in blue, indicating the selected classification for the example.

|             |  |
|-------------|--|
|             | United States <input type="checkbox"/>                   |
| HV4503-4506 | Periodicals. Societies. Serials <input type="checkbox"/> |
| HV4503      | History. Statistics <input type="checkbox"/>             |
| HV4504      | General works <input type="checkbox"/>                   |
| HV4505      | Local, A-Z <input checked="" type="checkbox"/>           |
| HV4506.A-Z  | Canada <input type="checkbox"/>                          |
| HV4507-4510 |  |

We are cataloging some resources about homelessness in Broward County, Florida.

The resources will all be classified in HV4506.A-Z, for homelessness in local places in the United States.

The first cutter is for the place, and we assign a second cutter for the main entry.

General Rule

Example

Homelessness in Broward County, Florida

| Entered under     | Title ... date                          | Call number                          |
|-------------------|---|--------------------------------------|
| Velazquez, Martha | Broward County's homeless ... 2013      | HV4506.B76 <b><u>V34</u></b><br>2013 |
| Velazquez, Martha | Homelessness in Broward County ... 2010 | HV4506.B76 <b><u>V35</u></b><br>2010 |

Perhaps you recall that two different resources by the same *person* that are classified in the same number have different cutter numbers.

Therefore, these two resources by Martha Velazquez have different second cutters.

General Rule

Example

| Entered under                    | Title ... date                          | Call number                 |
|----------------------------------|---|-----------------------------|
| Broward County Housing Authority | Study on homelessness ... 2011          | HV4506.B76 <b>B75</b> 2011  |
| Broward County Housing Authority | Services for homeless people ... 2013   | HV4506.B76 <b>B75</b> 2013  |
| Broward County Housing Authority | Homelessness in Broward County ... 2013 | HV4506.B76 <b>B75</b> 2013b |
| Broward County Housing Authority | Broward's homeless population ... 2013  | HV4506.B76 <b>B75</b> 2013c |

VOICE 1: When we are cataloging resources that are entered under a corporate body, the rule is the exact opposite: every resource with the same main entry has the same cutter number.

Once the Broward County Housing Authority has been assigned the second cutter B75 in HV4506.B76, it has to be used for every other resource entered under the Broward County Housing Authority that is classed in this number.

The publication date is added to make the call numbers unique.

VOICE 2: As an aside, you may be wondering why the first and second cutters are different, when they both represent Broward County. The second cutter is assigned relative to the other resources classified in HV4506.B76. In this case, it appears that another resource was already assigned B76, so Broward County Housing Authority was assigned B75 for the second cutter.

### General Rule

#### Example

| Entered under                    | Title ... date                          | Call number                 |
|----------------------------------|---|-----------------------------|
| Broward County Housing Authority | Study on homelessness ... 2011          | HV4506.B76 B75 2011         |
| Broward County Housing Authority | Services for homeless people ... 2013   | HV4506.B76 B75 <b>2013</b>  |
| Broward County Housing Authority | Homelessness in Broward County ... 2013 | HV4506.B76 B75 <b>2013b</b> |
| Broward County Housing Authority | Broward's homeless population ... 2013  | HV4506.B76 B75 <b>2013c</b> |

Did you notice that three of the resources were published in 2013?

The first resource cataloged just has the date. The work letter “b” is appended to the date for the second resource that was cataloged, and the work letter “c” is appended for the third resource cataloged.

These work letters are what make the call numbers unique.

## General Rule

- Exception
  - Prior to 1982, dates were not always appended for monographs
  - If another resource is cataloged, use a successive cutter number

| Entered under                               | Title ... date                              | Call number         |
|---|---|---------------------|
| Coalition for the Homeless (New York, N.Y.) | Homeless veterans in New York City ... 1981 | HV4506.N6 C63       |
| Coalition for the Homeless (New York, N.Y.) | Homelessness in New York ... 1990           | HV4506.N6 C632 1990 |

There is one exception, and it relates to a change in cataloging policy that happened in 1982. Before that date, call numbers for most monographs did not include a date. If you find that you are cataloging a resource entered under the same corporate body in the same class number, assign a successive cutter number. That is, assign a cutter number that falls immediately after the cutter that is already assigned. Usually this is accomplished by appending a 2, as you can see in the example on your screen.

A publication that was cataloged before the change in the rule on dates was assigned the cutter C63. Another resource was cataloged after the rule change, and the cutter assigned was C632. The idea is to keep the main entries for the same corporate bodies together.

Using the same cutter and appending the date would make it appear as if the new resource is a new edition of the older resource, and that is not desirable.

### Translations, Editions, Selections, Etc.

- Use the same cutter number
  - Make the call number unique with the date (and a work letter, if necessary)
  - Do not use the Translation Table for translations

We also use the same cutter number for all translations, editions, selections, and so forth, if they have the same corporate main entry and are classified in the same number.

For translations, it is important to remember that we do not use the Translation Table.

Translations, Etc.

Example

*Entered under:* Rijksmuseum (Netherlands)  
*Title:* Koper en brons  
*Publication date:* 1986  
*Call number:* **NK6402.5.N4 A477 1986**

Here is an example of a translation.

It is a Dutch work that was entered under the Rijksmuseum in the Netherlands.

Translations, Etc.

Example

*Entered under:* Rijksmuseum (Netherlands)  
*Title:* Koper en brons  
*Publication date:* 1986  
*Call number:* **NK6402.5.N4 A477 1986**



The screenshot shows a classification tree with the following structure:

- Decorative arts. Applied arts. Decoration and ornament—Other arts and art industries—Metalwork—Museums—Other countries. By country and city, A-Z
  - Museums 
    - Collective 
      - United States. By city and museum, A-Z 
        - Other countries. By country and city, A-Z 
          - Special periods 
            - see NK6407-6410.3

The number assigned was created by following the instructions.

NK6402.5.N4 represents museums with decorative metalwork collections in the Netherlands.

The instructions in the caption say, “By country and city, A-Z,” so the A47 portion of the second cutter refers to Amsterdam, the city where the museum is located.

The final 7 in the second cutter was appended to represent the main entry.

Therefore, the call number of every resource that is classified in NK6402.5 and that has the main entry Rijksmuseum has to be NK6402.5.N4 A477.

Translations, Etc.

Example

*Entered under:* Rijksmuseum (Netherlands)  
*Title:* Koper en brons  
*Publication date:* 1986  
*Call number:* **NK6402.5.N4 A477 1986**

*Entered under:* Rijksmuseum (Netherlands)  
*Preferred title:* Koper en brons. English  
*Title:* Copper and bronze  
*Publication date:* 1987  
*Call number:* **NK6402.5.N4 A477 1987**

This is true even for translations.

Usually for translations, you would append digits to represent the language of translation. That is not the case here.

As you can see, the call number for this English translation is identical to the call number for the original Dutch work, except for the date.

## Subheadings

- Subheadings of non-governmental bodies
  - Ignore all subheadings

| Heading   | Cutter |
|---|--------|
| American Association of Law Libraries   | .A46   |
| American Association of Law Libraries. Access to Electronic Legal Information Committee | .A46   |
| American Association of Law Libraries. Digital Access to Legal Information Committee    | .A46   |
| American Association of Law Libraries. Document Delivery Caucus                         | .A46   |

Corporate bodies that have subheadings can sometimes cause particular confusion. There are a few simple rules to keep in mind.

First, if the body is not jurisdictional – meaning that it is not a governmental unit – then we are to ignore all of the subheadings. Every resource in this example is classified in the same classification number. Every one of them has the same cutter number, too, despite the fact that the first one is entered under the **American Association of Law Libraries** itself, and all of the others are entered under various subordinate units of that organization. We ignore the subheadings.

## Subheadings

- Subheadings of governmental bodies entered directly
  - Ignore all subheadings

| Heading   | Cutter |
|---|--------|
| Federal Reserve Bank of Boston  | .F33   |
| Federal Reserve Bank of Boston. Community Affairs Department            | .F33   |
| Federal Reserve Bank of Boston. Public and Community Affairs Department | .F33   |
| Federal Reserve Bank of Boston. Urban Affairs Section                   | .F33   |

We also ignore the subheadings for governmental bodies that are entered directly; that is, governmental bodies that do not begin with the name of the jurisdiction followed by a period.

As you can see, if multiple publications entered under various subunits of the Federal Reserve Bank of Boston are classified in the same number, they all have the same cutter number. Every single resource entered under the Federal Reserve Bank of Boston and classified in that number *must* have the same cutter.

## Subheadings

- Subheadings of governmental bodies entered subordinately
  - Base the cutter on the jurisdiction and the first subheading
  - Ignore all other subheadings

| Heading   | Cutter |
|---|--------|
| United States. Department of Labor                      | .U567  |
| United States. Department of Labor. Consumers' Division | .U567  |
| United States. Department of State                      | .U57   |

It is a bit different when the name of a governmental body is entered subordinately to the name of the jurisdiction. That is, the main entry begins with the name of a jurisdiction followed by a period, and then the name of an agency or department.

In this case, we are to base the cutter on the name of the jurisdiction and the first subheading.

Once again, all of the examples are classified in the same number. The cutter for each begins with the letter U for the United States. The Department of Labor received the cutter .U567, so the Department of State, which needs to file after the Department of Labor, was given .U57. Notice that we did not consider the Consumers' Division when we created the cutter for the other resource in the example, because only the first subheading is significant.

## Name Changes

- Significant changes
  - Cutter for the new heading

*Earlier heading:*

Virginia. State Tax Commission

*Later heading:*

Virginia. Department of Taxation

The policy of designating a single cutter per corporate body, within a class number, leads to a question: what if the name of the corporate body changes? The answer depends on the situation. If the change is significant, then a new cutter is assigned.

For example, the Virginia State Tax Commission became the Virginia Department of Taxation. This is a significant change because a commission is quite different from a department. Other types of changes are significant, too.

## Name Changes

- Significant changes
  - Cutter for the new heading

*Earlier heading:*

Exxon Corporation

*Later heading:*

Exxon Mobil Corporation

For example, the Exxon Mobile Corporation was formed by the merger of Exxon and Mobile.

The addition of a significant word to the name makes the name change significant.

If resources entered under Exxon Mobil Corporation are classified in the same number as those entered under Exxon Corporation, the two groups of resources should have different cutter numbers.

## Name Changes

- Insignificant or minor changes
  - Use the same cutter number

*Earlier heading:*

Virginia. State Board for Contractors

*Later heading:*

Virginia. Board for Contractors

Name changes that are insignificant or minor do not merit a new cutter number.

The name of the Virginia State Board for Contractors was changed to the Virginia Board for Contractors. This is an insignificant change because the nature and purpose of the body did not change; the only difference was removing the word “state” from the name of a state board.

## Name Changes

- Insignificant or minor changes
  - Use the same cutter number
    - Including changes to the heading based on rule changes

*AACR2:*

Pennsylvania. Dept. of Aging

*RDA:*

Pennsylvania. Department of Aging

Revisions to the authorized form of name that were made because of cataloging rule changes are also considered to be insignificant and unworthy of a new cutter.

Under AACR2, for example, the word “department” as abbreviated in headings. Under RDA it is not. The same cutter is used for both.

## Serials

- Assign the same cutter number
- Add successive work letters to the final cutter number
  - In order of receipt
  - Begin with the work letter **a**

Serials that are entered under corporate body have their own rules. As with monographs, the same cutter number is assigned to all serials entered under the same corporate body and classified in the same number.

To make the call numbers unique, successive work letters are appended to the final cutter. The first serial cataloged is given the work letter “a,” the next a “b,” and so forth.

Normally, a work letter “a” implies that the resource is a facsimile edition. That is not the case with serials.

## Serials

- Add successive work letters to the final cutter number

| Entered under                          | Title                             | Call number |
|--|-----------------------------------|-------------|
| Historical Association (Great Britain) | Proceedings of the ... conference | D1.H263a    |
| Historical Association (Great Britain) | List of members                   | D1.H263b    |
| Historical Association (Great Britain) | Select list of books ...          | D1.H263c    |

Here we can see that there are three serials entered under the British Historical Association and classified in D1.

The cutter given to the association is .H263.

The first serial cataloged was given a work letter of “a,” the second, a “b,” and the third, a “c.”

## Serials

- Add successive work letters to the final cutter number
  - Exception: Use the same call number for continuations

| Entered under                          | Title                    | Call number |
|--|--------------------------|-------------|
| Historical Association (Great Britain) | Select list of books ... | D1.H263c    |
| Historical Association (Great Britain) | Recommended books ...    | D1.H263c    |

There is a single exception to this rule, *continuations*, which occur when a serial's title changes to such an extent that a new cataloging record is made for it. The same call number is used for the new title.

Let's say that the title of the serial *Select list of books...* changed to *Recommended books ....*

The call number D1.H263c is used for the new title, just as it was for the previous one. The purpose of this rule is to keep an entire run of a serial together.

## Serials

- Serial and monographic resources entered under the same corporate body and classified in the same number
  - Use the same cutter number for both
  - Follow guidelines for monographs or serials, as appropriate

Sometimes serials and monographic resources that are entered under the same corporate body are classified in the same number.

When this happens, use the same cutter for both, and follow the guidelines for monographs or serials, as appropriate.

## Serials

- Serial and monographic resources entered under the same corporate body and classified in the same number

| Entered under                           | Type of resource | Call number       |
|---|------------------|-------------------|
| United States. Department of Labor. ... | Monograph        | HD4975.U56 [date] |
| United States. Department of Labor. ... | Serial           | HD4975.U56a       |

As you can see, a monograph entered under the United States Department of Labor and classified in HD4975 is assigned the cutter .U56. The call number is completed by appending the date, according to the rules for monographs.

A serial entered under the same corporate body and classified in the same number is also assigned the cutter .U56. According to the rules for serials, the work letter “a” is appended to the cutter because we do not append dates to the call numbers for serials.

### Resources About Corporate Bodies

- Classified in the same number as resources *entered under* the corporate body
  - Assign the same cutter number
  - Double cutter by main entry
    - If two cutters are already assigned, add digits to the second cutter

Finally, a resource about a corporate body is usually classified in the same number as resources entered under the corporate body.

When that happens, assign the same cutter to both and double cutter the resource *about* the corporate body by main entry. If two cutters are already assigned, then add digits to the second cutter, according to the general policy.

## Resources About Corporate Bodies

- Classified in the same number as resources *entered under* the corporate body

| Entered under  | Type of resource   | Cutter number(s) |
|--|--|------------------|
| National Organization for Public Health Nursing (U.S.) | List of members; serial  | .N343a           |
| Fitzgerald, Ann  | A history of the National Organization for Public Health Nursing | .N343 F58 [date] |

Here, a serial entered under National Organization for Public Health Nursing (U.S.) was given the cutter .N343.

Now a history of that organization that was written by Ann Fitzgerald is classified in the same number. The first cutter assigned is the same: .N343.

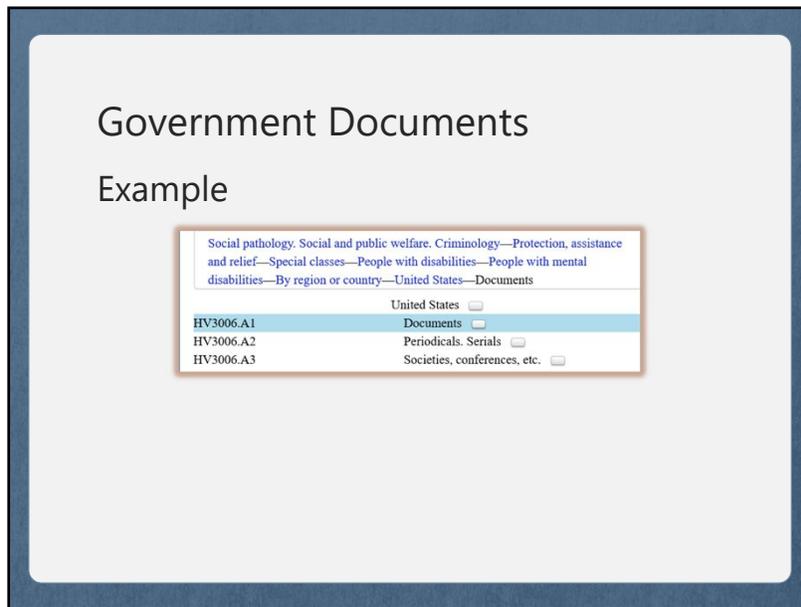
A second cutter is added to represent Fitzgerald's name, and the date is appended. Note that the work letter on the serial is not carried over into the call number for Fitzgerald's history; only the cutter itself is.

## Government Documents

- Usually not treated differently from any other resource
  - Some schedules provide separate “Documents” numbers
    - Chiefly the H schedule

Now we would like to talk about government documents. Most government documents are not treated any differently from any other resource. They are classified according to the general principles that are stated in CSM instruction sheet F 10 and explained in Unit 2 of this training. They are also cuttered the same way that any other resource is.

However, some schedules provide separate “Documents” numbers. This occurs mostly in the H schedules.



HV3006.A1 is an example of such a number.

The caption is literally “**Documents.**”

## Government Documents

- Documents numbers
  - Assigned when main entry is a government body
  - Must consist of a jurisdiction followed by an agency name

United States. Department of Justice

*not*

U.S. Army Human Engineering Laboratory

Documents numbers are assigned only when the main entry is a governmental body that is established subordinatedly. That is, the main entry has to be in the form of the name of the jurisdiction, followed by a period, and followed by the name of an agency or department.

Therefore, resources entered under *United States. Department of Justice* can be classified in a documents number. *U.S. Army Human Engineering Laboratory* cannot be, because it is entered directly instead of subordinatedly.

## Government Documents

- Documents numbers
  - Assigned for resources entered under title if there are two or more added entries (MARC field 710) consisting of jurisdictions or jurisdictions followed by agency names

*Title: Congressional Hearings*

A document number may also be assigned to a resource if the resource is entered under title and there are two or more added entries in the correct format. That is, at least two of the added entries must be in the form of a jurisdiction name, period, and the name of the agency or department.

## Government Documents

- Documents numbers
  - Assigned for resources entered under title if there are two or more added entries (MARC field 710) consisting of jurisdictions or jurisdictions followed by agency names

*Title:* Criminalizing tobacco use.

*Added entries:*

United States. Public Health Service. Office  
of the Surgeon General.

United States. Department of Justice.

Here, a resource is entered under the title *Criminalizing tobacco use*.

It has two added entries, and both of the corporate bodies are government agencies entered subordnately.

This resource could be classified in a documents number.

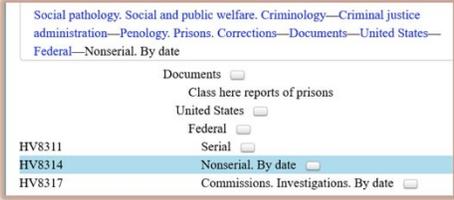
## Government Documents

- Documents numbers
  - Use only for serials unless a separate nonserial number is provided
  - Classify monographs with the topic

However, there is an important caveat: documents numbers can be used only for serials unless a separate non-serial number is specifically provided.

## Government Documents

- Documents numbers
  - Use only for serials unless a separate nonserial number is provided
  - Classify monographs with the topic



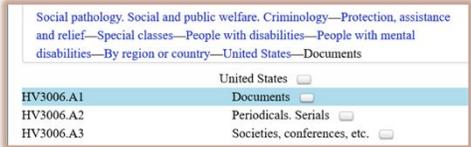
|  |   |
|--|---|
| Social pathology, Social and public welfare, Criminology—Criminal justice administration—Penology, Prisons, Corrections—Documents—United States—Federal—Nonserial. By date |   |
|  | Documents <input type="checkbox"/>                            |
|  | Class here reports of prisons                                 |
|  | United States <input type="checkbox"/>                        |
|  | Federal <input type="checkbox"/>                              |
|  | Serial <input type="checkbox"/>                               |
| HV8311   |   |
| HV8314   | Nonserial. By date <input type="checkbox"/>                   |
| HV8317   | Commissions, Investigations. By date <input type="checkbox"/> |

In this example, HV8314 is specifically intended for monographs.

Notice that it is indented under the caption “**Documents,**” so it is in the documents hierarchy.

## Government Documents

- Documents numbers
  - Use only for serials unless a separate nonserial number is provided
  - Classify monographs with the topic



|  |   |
|--|---|
| Social pathology. Social and public welfare. Criminology—Protection, assistance and relief—Special classes—People with disabilities—People with mental disabilities—By region or country—United States—Documents |   |
|  | United States <input type="checkbox"/>                |
| HV3006.A1  | Documents <input type="checkbox"/>                    |
| HV3006.A2  | Periodicals. Serials <input type="checkbox"/>         |
| HV3006.A3  | Societies, conferences, etc. <input type="checkbox"/> |

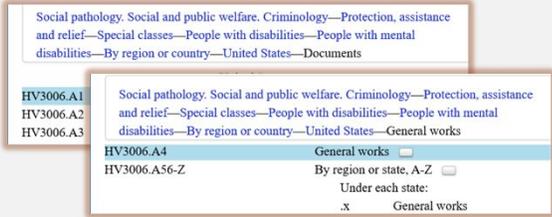
We saw this example a few moments ago.

HV3006.A1 is a documents number, but only serials can be classified there because there is no “nonserials” number indented underneath it.

In other words, HV3006.A1 is for serials that are government documents about protection of people with mental disabilities that are published by a governmental unit of the United States, and HV3006.A2 is for periodicals and serials on the same topic.

## Government Documents

- Documents numbers
  - Use only for serials unless a separate nonserial number is provided
  - Classify monographs with the topic



The screenshot displays the Library of Congress Classification system for Government Documents. It shows a hierarchy of subject headings and document numbers. The top level is "Social pathology. Social and public welfare. Criminology—Protection, assistance and relief—Special classes—People with disabilities—People with mental disabilities—By region or country—United States—Documents". Below this, there are three document numbers: HV3006.A1, HV3006.A2, and HV3006.A3. To the right, there is a section for "General works" under the heading "HV3006.A4". Below this, there is a section for "By region or state, A-Z" and "Under each state:". The document number HV3006.A56-Z is listed under "By region or state, A-Z". The document number HV3006.A56-Z is listed under "Under each state:". The document number HV3006.A56-Z is listed under "Under each state:". The document number HV3006.A56-Z is listed under "Under each state:".

Monographic government publications would be classified in another appropriate number, perhaps HV3006.A4, General works.

## Government Documents

- Assigning the cutter
  - Ignore the name of the jurisdiction
  - Base the cutter on the first subheading

| Heading                                      | Class number |
|--|--------------|
| United States. Congress. House ...           | HN56.C65     |
| United States. Department of Agriculture ... | HN56.D46     |
| United States. Office for Rural Development  | HN56.O55     |

When you are assigning a cutter for a resource classified in a documents number, do not use the name of the jurisdiction as the basis for the cutter. Instead, use the name of the first subheading. Documents numbers occur only in hierarchies for specific jurisdictions – most frequently, the United States – so basing the cutter on the name of the jurisdiction would be redundant. It would also lead to overcrowding in the catalog, because all of the cutters would start with the same letter.

We have seen the example HN56 already; it is for official documents of the United States that are about social history, problems, and reform. Resources entered under the Congress are cuttered under C, resources entered under the Department of Agriculture are cuttered under D, and the cutter for resources entered under the Office for Rural Development begin with O.

## Exercises

•=====•  
*Click when you are ready to begin*