

## Introduction

- Completing the call number
  - G 320, Biography
    - When to use the Biography Table
    - Applying the Biography Table
    - Procedures when the Biography Table is not used

In the previous two modules we discussed the general principles for classifying biographies and also the principles for classifying biographies in the history schedules.

In this module, we will show you how to complete the call number. First we will examine CSM instruction sheet G 320, *Biography*, to determine when to use the Biography Table, which is a table of general application.

Then, in the final two modules in this series we will use the Biography Table to complete call numbers and also explain how to complete call numbers when the Biography Table cannot be used.

### Definitions

- Resources about the personal life of one or more individuals
  - Including biographies and autobiographies
- Any resource whose purpose is to relate a topic to one or more individuals
  - Activities, views, contributions relating to the topic
  - Speeches, correspondence, diaries, etc.

As a reminder, LC classification defines biography somewhat expansively. Biographies include resources that are about the personal lives of one or more individuals, but resources whose purpose is to relate a topic to one or more individuals can also be treated as biographies.

That is, a resource that discusses the views of a person about a particular field or topic can be considered biographical. So can resources that discuss the person's contributions or activities in that field.

In addition, speeches, correspondence, and diaries of a person may be classified with biography in some circumstances.

### Biography Table

<i>BIOGRAPHY TABLE</i>	
.x	Cutter for the biographee
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date Including quotations
.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.

The Biography Table reflects this scope. It provides for several categories of materials that are not specifically biographical: collected and selected works; diaries; letters; and speeches and lectures. It also includes an area for criticism.

It is a table of general application, meaning that it is printed in the CSM, but not in the schedules. Therefore, all of the instructions for using it – or not – appear in the instruction sheet with the table itself, instruction sheet G 320.

We therefore need to read the instruction sheet closely to determine when we can use the table.

### Background Statement

- Defines terms
- States the scope of the instruction sheet
- May provide cross-references to other instruction sheets

As we learned in Module 1.3, it is important to read the instruction sheet's background statement, if there is one. Background statements often define terms, and they indicate the scope of the instruction sheet. They also may provide cross-references to related instruction sheets.

Let's look at the background statement in G 320.

## Background Statement

**BACKGROUND:** *The cataloger classes biographical works under the topic with which the biographee, the person about whom a biography is written, is most closely identified. ...*

*For the purposes of this instruction sheet, it is important to recognize the different kinds of class numbers where a biography may be classed. A Biography Table may be applied only to an individual biography class number where the name of the biographee is on the first Cutter.*

It begins with a lengthy paragraph on the classification of biographies, the first sentence of which is provided on your screen: “The cataloger classes biographical works under the topic with which the biographee, the person about whom a biography is written, is most closely identified. ...” We discussed those policies in the previous two modules.

The second paragraph begins to answer the question, *When should I use this table?* It introduces the idea that we can use the Biography Table only with certain types of classification numbers. It says, “For the purposes of this instruction sheet, it is important to recognize the different kinds of class numbers where a biography may be classed. A Biography Table may be applied only to an individual biography class number where the name of the biographee is on the first Cutter.”

What is a biography number and what does “the name of the biographee is on the first Cutter” mean?

## Background Statement

- *"An individual biography class number where the name of the biographee is on the first Cutter"*

	Biography
S590.6	Collective
S590.63.A-Z	Individual, A-Z

We are jumping ahead a bit, but the number on your screen is a biography number. Briefly, it can be identified by the use of the word “biography” in the caption, and in this case, there are specific lines for collective and individual biographies. We will discuss the identification of biography numbers in more detail in a few moments.

The name of the biographee is in the first cutter in S590.63.A-Z, the number for individual biographies. That is, the name of the person that the biography is about is the basis for the first cutter in the call number.

Background Statement

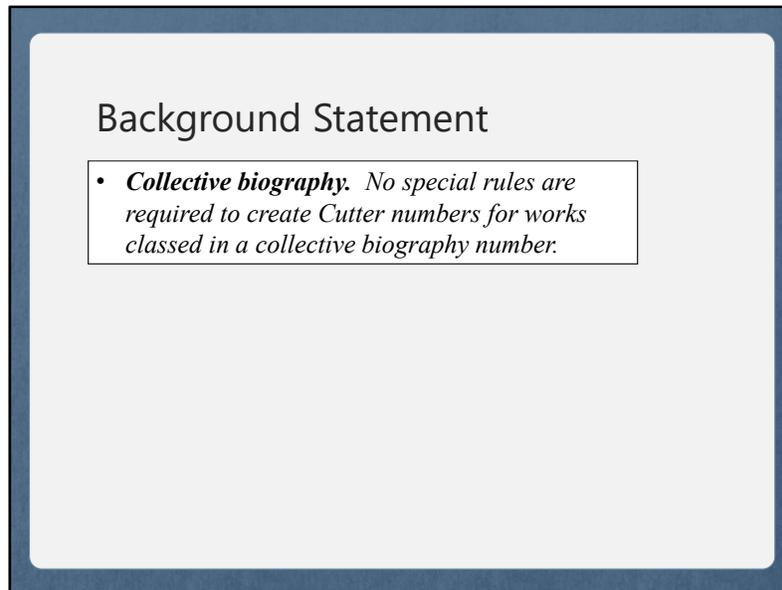
- *"An individual biography class number where the name of the biographee is on the first Cutter"*

	Biography
S590.6	Collective
S590.63.A-Z	Individual, A-Z

S590.63.R63 Robinson, Terrance

In this example, the biography is about Terrance Robinson, and it is classified in S590.63.A-Z.

His name is the basis for the first cutter, .R63.



**Background Statement**

- ***Collective biography.*** *No special rules are required to create Cutter numbers for works classed in a collective biography number.*

After the introductory information, the background statement provides four categories of resources.

First, it says that there are not any special rules for creating cutter numbers for resources classified in a collective biography number.

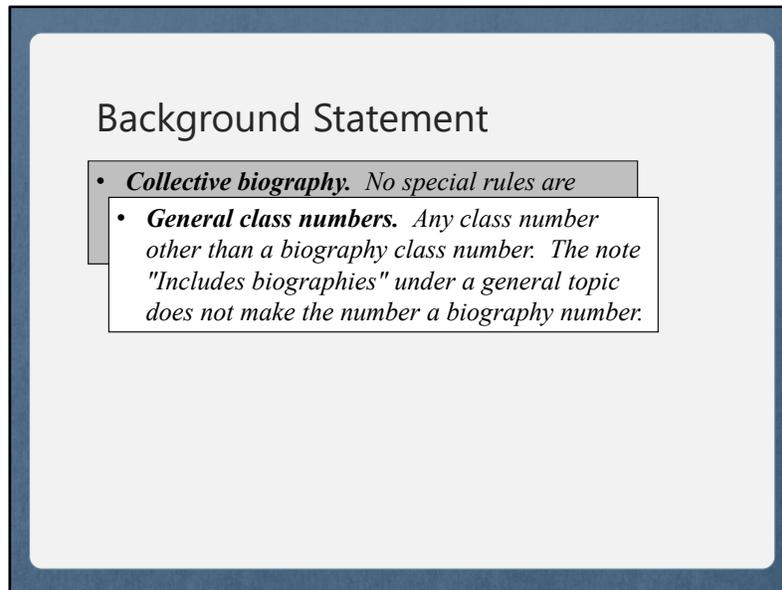
This means that we follow any special instructions in the schedule. If there are no special instructions, we apply the default instructions, which are to cutter by main entry and append the date (assuming that the resource is a monograph).

## Background Statement

- **Collective biography.** *No special rules are required to create Cutter numbers for works classed in a collective biography number.*

	Biography	
S590.6	Collective	←
S590.63.A-Z	Individual, A-Z	

In our previous example, the collective biography number was S590.6.



### Background Statement

- **Collective biography.** *No special rules are*
- **General class numbers.** *Any class number other than a biography class number. The note "Includes biographies" under a general topic does not make the number a biography number.*

The next category is “general class numbers.”

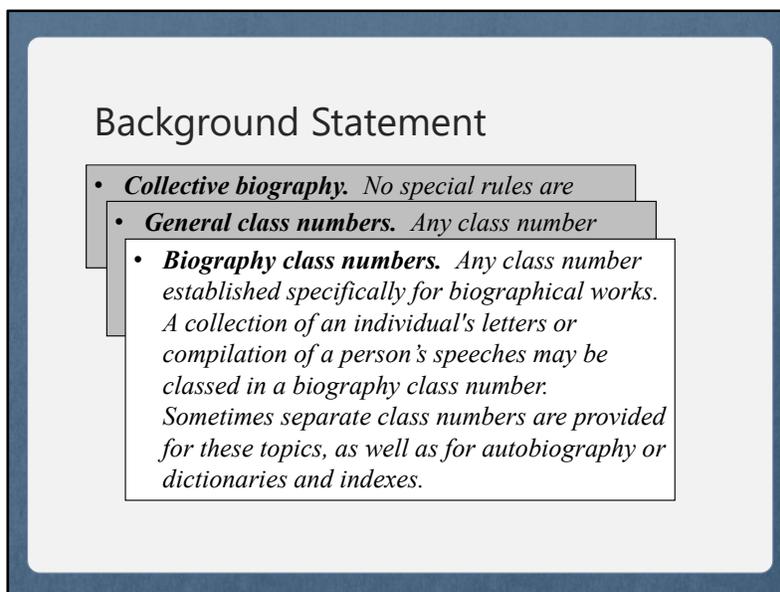
The instruction sheet says that any class number other than a biography class number is a general number, and that, “The note ‘Includes biographies’ under a general topic does not make the number a biography number.”

## Background Statement

- **Collective biography.** *No special rules are*
- **General class numbers.** *Any class number other than a biography class number. The note "Includes biographies" under a general topic does not make the number a biography number.*

F 1567 1952-1981  
Including biography: José Antonio Remón, etc.

Therefore, F1567 is not a biography number, although it says, “Including biography.”



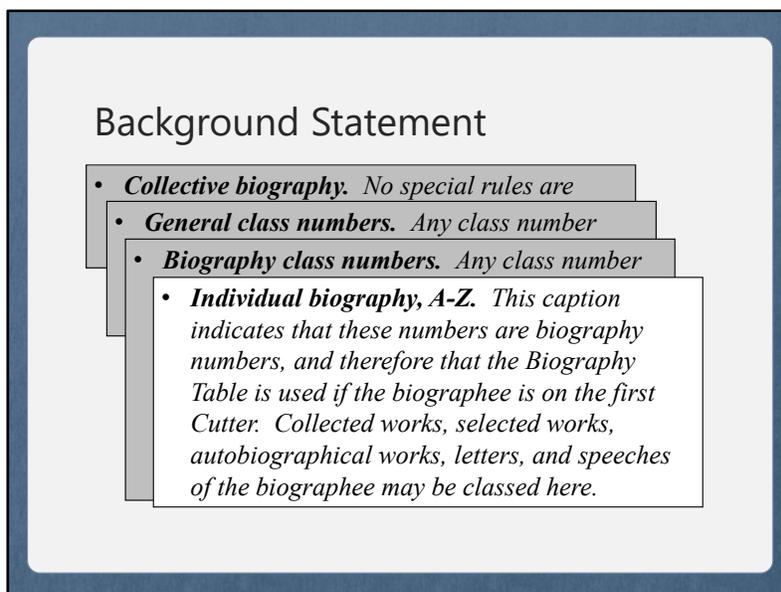
**Background Statement**

- **Collective biography.** *No special rules are*
- **General class numbers.** *Any class number*
- **Biography class numbers.** *Any class number established specifically for biographical works. A collection of an individual's letters or compilation of a person's speeches may be classed in a biography class number. Sometimes separate class numbers are provided for these topics, as well as for autobiography or dictionaries and indexes.*

The third category is biography class numbers.

The instruction sheet says that a biography class number is, “Any class number established specifically for biographical works.”

It goes on to say, “A collection of an individual's letters or compilation of a person’s speeches may be classed in a biography class number. Sometimes separate class numbers are provided for these topics, as well as for autobiography or dictionaries and indexes.”



**Background Statement**

- **Collective biography.** *No special rules are*
- **General class numbers.** *Any class number*
- **Biography class numbers.** *Any class number*
- **Individual biography, A-Z.** *This caption indicates that these numbers are biography numbers, and therefore that the Biography Table is used if the biographee is on the first Cutter. Collected works, selected works, autobiographical works, letters, and speeches of the biographee may be classed here.*

The fourth category, “Individual biography, A-Z,” should be read in conjunction with the third: This caption – that is, “Individual biography, A-Z” – indicates that these numbers are biography numbers, and therefore the Biography Table is used if the biographee is on the first Cutter.

It continues, “Collected works, selected works, autobiographical works, letters, and speeches of the biographee may be classed here.”

## Background Statement

*For a work to be covered by the guidelines in this instruction sheet, the name of the biographee must be given as the first subject heading.*

The background statement includes one more important point:

For a work to be covered by the guidelines in this instruction sheet, the name of the biographee must be given as the first subject heading.

### Background Statement

- Conditions under which the Biography Table should be used
  - Class number is an individual biography number
  - Biographee is on the first cutter
  - Biographee is the first subject heading

Therefore, according to the background statement, three conditions must be met before we can use the Biography Table.

1. The class number has to be an individual biography number.
2. The first cutter must be based on the name of the biographee.
3. And the first subject heading must be the name of the biographee.

Now that we have read the background statement, we need to read the rest of the instruction sheet.

## Identifying Biography Numbers

**1. *Determining whether the class number represents a general number or a biography number.*** This decision is important because the Biography Table is used only under a biography number in which the biographee is on the first Cutter. Some class numbers in the schedules contain information that makes them appear to be biography numbers, but they are not to be treated as such.

Section 1 provides much more detailed information about what constitutes a biography number. It is titled, appropriately enough, “Determining whether the class number represents a general number or a biography number.”

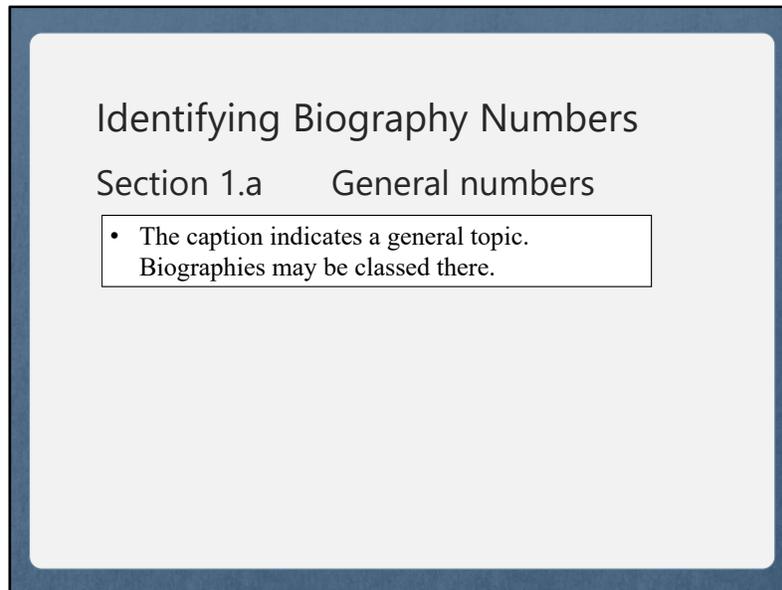
The first sentence reiterates what we learned by reading the background statement. The second sentence provides some interesting information.

## Identifying Biography Numbers

**1. Determining whether the class number represents a general number or a biography number.** This decision is important because the Biography Table is used only under a biography number in which the biographee is on the first Cutter. Some class numbers in the schedules contain information that makes them appear to be biography numbers, but they are not to be treated as such.

It says, “Some class numbers in the schedules contain information that makes them appear to be biography numbers, but they are not to be treated as such.”

How can we know the difference? Well, if we keep reading, the instruction sheet will tell us.



Identifying Biography Numbers

Section 1.a    General numbers

- The caption indicates a general topic.  
Biographies may be classed there.

Section 1.a tells us which types of numbers are “General numbers” – that is, they are not biography numbers and the Biography Table cannot be used.

When the caption indicates a general topic, the number is a general number. Biographies may be classified there, but the Biography Table cannot be used.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic. Biographies may be classed there.

F1049.5.C5 Charlottetown

F1049.5.C5 is the number for the history of Charlottetown, Prince Edward Island, in Canada.

A biography of the mayor of Charlottetown would be classified there. However, it is not a biography number, so you should not use the Biography Table.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also classed in that number. The class number, however, is a general works number.

Second, sometimes a note indicates that biographies are also classified in that number.

It is not a biography number, though, so the Biography Table cannot be used.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also classed in that number. The class number, however, is a general works number.

F 1567 1952-1981  
Including biography: José Antonio Remón, etc.

This number for the history of Panama during the period 1952-1981 is a general number.

A note states that biographies may be classified there, but we cannot use the Biography Table.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also classed in that number. The class number, however, is a general works number.

Buttons  
General works  
Including biography

HD9969.B89

Here is another example.

HD9969.B89 is the general works number for the manufacturing of buttons. It says “Including biography,” but that is only a note. It is still a general number and the Biography Table cannot be used.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also
  - Personal narratives may seem to suggest biographies. However, these numbers are considered to be general numbers.

DR89.34      September Uprising, 1923  
Personal narratives

The third category is personal narratives, which “may seem to suggest biographies. However, these numbers are considered to be general numbers.”

Personal narratives are eyewitness reports and/or autobiographical accounts of events, and classification numbers specific to personal narratives frequently appear in hierarchies for wars, rebellions, and other conflicts.

Personal narratives of the 1923 September Uprising in Bulgaria are classified in DR89.34. If we are using this number, we cannot use the Biography Table, because it is a personal narratives number, not a biography number. It does not matter how much biographical information appears within the resource we are cataloging.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also
- Personal narratives may seem to suggest biographies. However, these numbers are considered to be general numbers.

South African War, 1899-1902  
Personal narratives  
Collective  
Individual, A-Z

DT1915  
DT1916.A-Z

Here is an example that looks a little bit different.

Don't be fooled by the "Individual, A-Z" caption, which as we will see is identical to the wording of captions in biography numbers. This is a personal narratives number, because it is in the personal narratives hierarchy. We cannot use the Biography Table.

Identifying Biography Numbers

Section 1.a General numbers

- The caption indicates a general topic.
- A note indicates that biographies are also
- Personal narratives may seem to suggest
- “Life and reign” appears as a caption in the history schedules. However, these numbers have special rules: Cutter all works by the 1XX and/or 245 fields, including works by the ruler.

Leopold I, 1831-1865  
DH656 General works on life and reign

Finally, “life and reign” numbers are general numbers, too. Resources classified in these numbers are not subarranged with the Biography Table.

So, when *can* we use the Biography Table?

That is covered by section 1.b of the instruction sheet.

Biography Numbers

Section 1.b Biography classes

- The caption is **Individual biography, A-Z.**

	Astrogeology	
	Biography	
QB454	Collective	
QB454.2.A-Z	Individual, A-Z	←

We can use the Biography Table when the caption is “Individual biography, A-Z.”

This does not mean that that caption is literally “Individual biography, A-Z.” Instead, the caption “Individual, A-Z” is in a biography hierarchy, as we can see in this example for biographies of astrogeologists.

**Biography Numbers**

Section 1.b      Biography classes

- The caption for personal narratives appears as part of a caption for biography.

Iraq War, 2003-2011

DS79.766.A1	Biography. Personal narratives	←
	Collective	
DS79.766.A2-Z	Individual, A-Z	←

We can also use the Biography Table when the caption specifically indicates that personal narratives and biography are classified in the same number. This almost never happens.

It does occur in the hierarchy for the Iraq War, as you can see on the screen.

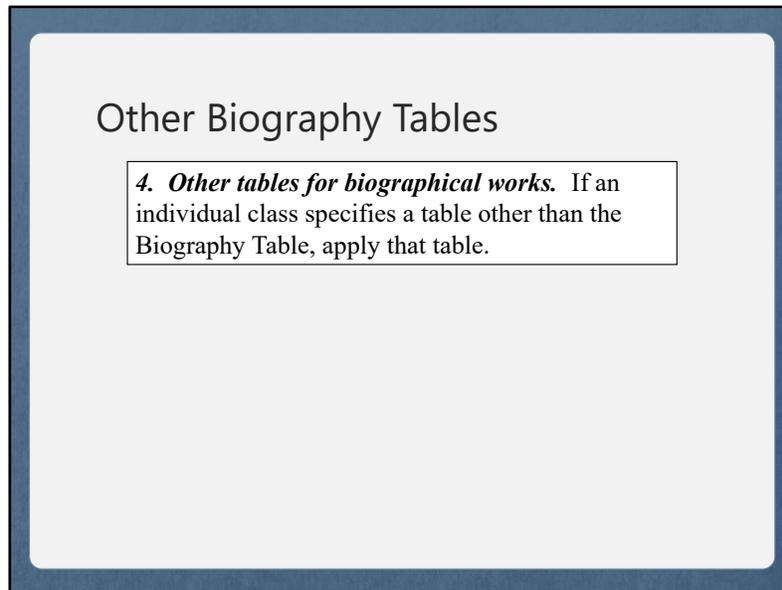
## Using the Biography Table

- Section 2
  - Shelflisting biographies in biography classes
- Section 3
  - Shelflisting biographies in general classes

Section 2 of the instruction sheet explains how to use the Biography Table. We will discuss that in the next module, since the purpose of this module is to explain how to decide *whether* to use the table, not *how* to use the table.

We will discuss Section 3, shelflisting biographies in general classes, in the next module.

For now, we will skip ahead to section 4.



Section 4 says that the Biography Table in CSM instruction sheet G 320 is only one of many tables that are used to subarrange biographies.

It is the *default* table for biography numbers when the biographee is on the first cutter. However, if the schedule instructs you to use another table, you should use the other table.

**Other Biography Tables**

**4. *Other tables for biographical works.*** If an individual class specifies a table other than the Biography Table, apply that table.

	Biography
PN2819.3	Collective
PN2819.4.A-Z	Individual, A-Z
	Subarrange each by Table P-PZ50

In this example, biographies of people in the theater in Albania are subarranged by Table P-PZ50 instead of by the Biography Table in the CSM.

### Applying the Instructions

- Conditions under which the Biography Table should be used
  - Class number is an individual biography number
  - Biographee is on the first cutter
  - There are no instructions to use a different table
  - Biographee is the first subject heading

Now that we have read the instruction sheet, let's look at six examples and consider whether we should use the Biography Table to subarrange each. Recall the conditions.

1. The class number must be an individual biography number. It cannot be a general number.
2. The biographee must be represented by the first cutter.
3. The schedule does not tell us to use a different table.
4. The biographee's name must be the first subject heading assigned.

For the purposes of the following examples, we will assume that the first subject heading is indeed the name of the biographee.

Applying the Instructions

- Example 1

→ DP142.3	Enrique III, 1390-1406 General works on life and reign Biography and memoirs of contemporaries
DP142.33	Collective
DP142.36.A-Z	Individual, A-Z

Can we use the Biography Table with DP142.3?

Think about it for a moment, and click the screen when you have your answer.

Applying the Instructions

- Example 1

✗ DP142.3	Enrique III, 1390-1406 General works on life and reign Biography and memoirs of contemporaries
DP142.33	Collective
DP142.36.A-Z	Individual, A-Z

The answer is no, we cannot.

Section 1.a states that “life and reign” numbers are general numbers. Therefore, the Biography Table cannot be used.

Applying the Instructions

- Example 2

✗ DP142.3	Enrique III, 1390-1406 General works on life and reign Biography and memoirs of contemporaries
DP142.33	Collective
→ DP142.36.A-Z	Individual, A-Z

What about DP142.36.A-Z?

Can the Biography Table be used there?

Applying the Instructions

- Example 2

✗ DP142.3	Enrique III, 1390-1406 General works on life and reign
	→ Biography and memoirs of contemporaries
DP142.33	Collective
→ DP142.36.A-Z	Individual, A-Z

The caption in for the hierarchy is “Biography and memoirs of contemporaries.”

The instruction sheet does *not* say that biography and memoirs in a single caption are *not* biography numbers, and it does include the word “biography,” so it is a biography number.

### Applying the Instructions

- Example 2

✗ DP142.3	Enrique III, 1390-1406 General works on life and reign Biography and memoirs of contemporaries
DP142.33	Collective
✓ DP142.36.A-Z	Individual, A-Z

Now we must check for our second condition:

Is the name of the biographee on the first cutter?

Yes, it is.

What about our third condition? Does the schedule instruct us to do something other than use the Biography Table?

No, it does not. Therefore, DP142.36.A-Z meets all of the conditions. We should use the Biography Table.

Applying the Instructions

- Example 3

E762	Biography of William Howard Taft, 1857-1930
→ E762.1	General works Table E2 Taft family (not genealogy) Including biography, e.g., Helen (Herron) Taft

Is E762.1 a general number, or is it a biography number?

Click the screen when you have an answer.

Applying the Instructions

- Example 3

E762	Biography of William Howard Taft, 1857-1930
→ E762.1	General works Table E2 Taft family (not genealogy) Including biography, e.g., Helen (Herron) Taft

It is a general number. A note stating that the number includes biographies does not make the number a biography number.

The Biography Table cannot be used to subarrange E762.1.

Applying the Instructions

- Example 4

		Curling
		Biography
→	GV845.6	Collective
	GV845.62.A-Z	Individual, A-Z

What about GV845.6, collective biography of curlers?

What does the instruction sheet say?

### Applying the Instructions

- Example 4

	Curling
	Biography
→ GV845.6	Collective
GV845.62.A-Z	Individual, A-Z

- **Collective biography.** *No special rules are required to create Cutter numbers for works classed in a collective biography number.*

The background statement says that there are not any special rules for collective biography numbers.

Applying the Instructions

- Example 4

	Curling
	Biography
→ GV845.6	Collective
GV845.62.A-Z	Individual, A-Z

- The caption is **Individual biography, A-Z**.

Furthermore, section 2.b says that only numbers for *individual* biographies are considered to be biography numbers.

Applying the Instructions

- Example 4

	Curling
	Biography
✘ GV845.6	Collective
GV845.62.A-Z	Individual, A-Z

- The caption is **Individual biography, A-Z**.

Therefore, we should not use the Biography Table with GV845.6.

However, we can use it for GV845.62.A-Z, because that number fits the conditions: it is a biography number, and the biographee is on the first cutter, *and* the schedules do not instruct us to do something different.

### Applying the Instructions

- Example 5

HE7066	Poland
HE7068	Periodicals. Societies. Serials
	Guides. Directories
HE7069.A1-.A4	Biography
→ HE7069.A5.A-.A5Z	Collective
	Individual, A-Z

Is HE7069.A5 A-Z a biography number?

Yes, it is. The caption is “Individual, A-Z” and the hierarchy line immediately above it is “Biography.”

Can we use the Biography Table to subarrange it?

Click the screen when you think you know the answer.

### Applying the Instructions

- Example 5

HE7066	Poland
HE7068	Periodicals. Societies. Serials
	Guides. Directories
HE7069.A1-.A4	Biography
→ HE7069.A5.A-.A5Z	Collective
	Individual, A-Z

HE7069.A5 W58	Witkowski, Maria
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If we had a biography of Maria Witkowski, the beginning of the call number would be HE7069.A5 W58. Witkowski is therefore on the second cutter.

## Applying the Instructions

- Example 5

HE7066	Poland
HE7068	Periodicals. Societies. Serials
	Guides. Directories
HE7069.A1-.A4	Biography
HE7069.A5.A-.A5Z	Collective
	Individual, A-Z

HE7069.A5 W58	Witkowski, Maria
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Since the biographee is on the second cutter, we cannot use the Biography Table.

Applying the Instructions

- Example 6

	United States
	Late nineteenth century, 1865-1900
	Biography
	Individual
→ E664.B123	Bacon, Robert Table E2A

Can we use the Biography Table with E664.B123?

Applying the Instructions

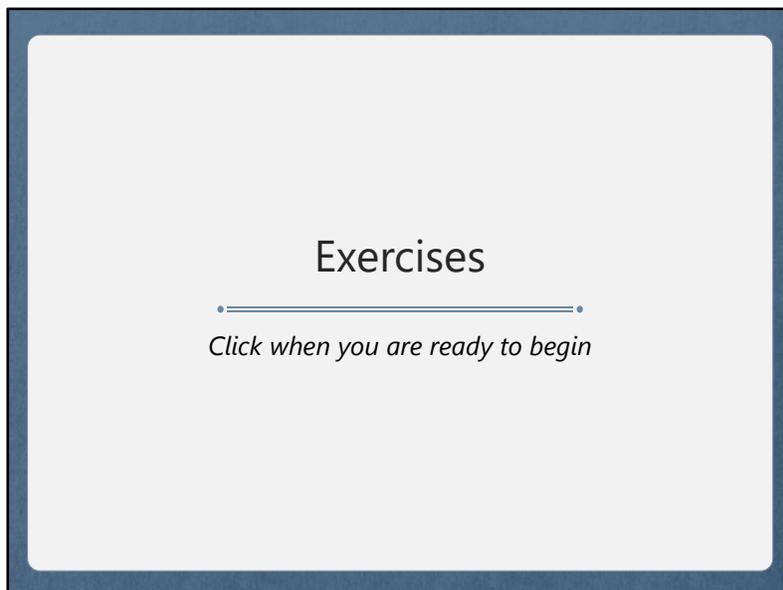
- Example 6

United States  
Late nineteenth century, 1865-1900  
Biography  
Individual  
Bacon, Robert

✗ E664.B123

Table E2A

No, we cannot, because the schedule says to use Table E2A instead.



Exercises

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*Click when you are ready to begin*