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# Library of Congress Classification

## Module 11.4 Using the Biography Table

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Policy, Training, and Cooperative Programs Division  
Library of Congress  
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## Introduction

- Previous modules
  - Principles for classifying biographies
  - Determining whether to use the Biography Table
    - By reading CSM G 320

Over the previous three modules, we discussed the principles for classifying biographies.

We have also shown you how to read CSM instruction sheet G 320 to determine whether you should use the Biography Table, a table of general application, with a particular class number.

## Introduction

- Completing call numbers
  - Biography Table
  - Other tables used to subarrange biographies
- G 320, Biography

In this module, we will discuss the categories in the Biography Table and demonstrate their use with some resources. We will also briefly show you some of the other biography tables.

Everything that we will discuss in this module is explained in CSM instruction sheet G 320, *Biographies*, and as always, we recommend that you consult it regularly.

## Biography Table

- May be used when
  - The class number is an individual biography number
  - The biographee is in the first cutter
  - There are no instructions to use a different table
  - The biographee is the first subject heading

As you know from the previous module, we can use the Biography Table only:

1. when the classification number for the resource is an individual biography number,
2. when the biographee is on the first cutter,
3. when the schedule does not say that we are to use another table, and
4. when the name of the biographee is the first subject heading.

## Biography Table

<i><b>BIOGRAPHY TABLE</b></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.

We looked briefly at the Biography Table in the previous module and in Module 10.3.

Let's examine the table more thoroughly now. First we will explain the meaning of each of the captions.

## 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.

Collected works, are resources that are, or that purport to be, every work written by the person.

If the person is still alive, it is used for collections of the all of the person's works until the present. This does not happen very often.

### 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.

**Selected works** are compilations of some, but not all, of the person's works. The works are all published in their entirety.

The same caption also contains **selections**, which are excerpts from various works. The compilation might include particularly important passages from four of the author's essays or books, for example.

**Quotations** are also included in this caption, which makes sense because quotations are usually short excerpts from longer works.

## 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.

**Autobiographies** and **diaries** are listed on the next line, which is used for resources about the biographee's life that were written by the biographee him- or herself.

### 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 caption for **letters** is used for collections of letters to and/or from the biographee. If the collection consists of letters between two people, it is classed according to the editor's intent – that is, which of the two people did the editor intend to emphasize. If the intent is not clear, the collection is classified with the more prominent person. If it is not clear who is more prominent, then the collection can be classified with the first person listed.

**Speeches, essays, and lectures** by the biographee is the next caption at .xA5. It also includes interviews that focus on the life and work of the biographee.

### 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 captions **for collected works; selected works; and speeches, essays, and interviews** should be used for compilations only when there is no clear topic to the compilation. If a compilation focuses on a specific subject, it should be classified with that subject. A compilation of works about Victorian literature, written by the same scholar, would be classified with Victorian literature.

### 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.

“**Individual biography and criticism**” is assigned to a variety of resources. It is primarily used for biographies that are written by someone other than the biographee, but it is also used for commentaries and criticism of every category that is provided above.

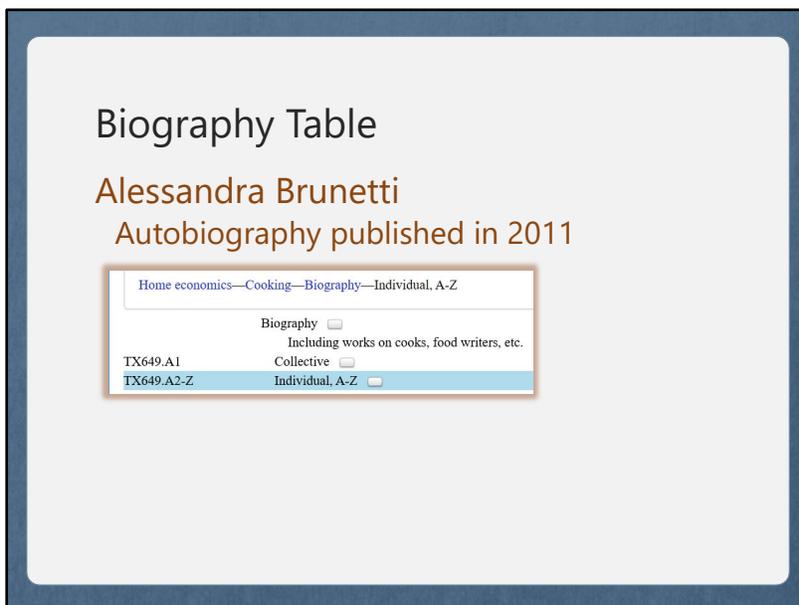
Someone writes a commentary on an autobiography? It goes here. A critique of an interview that the biographee gave? It goes here, too. And so does anything else written *about* the biographee or the works of the biographee.

### Biography Table

<i><b>BIOGRAPHY TABLE</b></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.

As we saw in Module 10.3 on the use of the Translation Table, the cutters A2 through A5 are reserved cutters.

They have to be used just as they are; we cannot append any digits to them. Therefore, the Translation Table cannot be used with A2 through A5 in the Biography Table. We cannot not append digits for any other reason, either. Let's look at an example, using autobiography, to see how it works.



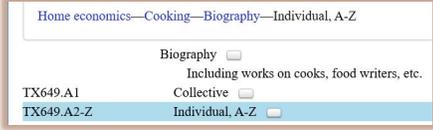
Let's say that Alessandra Brunetti is a celebrity chef from Italy, and she wrote an autobiography that was published in 2011. It was written in Italian.

It should be classified in TX649.A2-Z, which is for biographies of cooks. Instead, TX649.A2-Z is an individual biography number. We know this because the caption is “**Individual, A-Z**,” and the hierarchy line immediately before it is “**Biography**.” There is an including note, that shows the scope of the number.

We also note that the biographee is on the first cutter. That is, the first cutter represents the name of the person discussed in the resource. We have to consult the catalog to determine whether Brunetti has already been assigned a cutter. If so, we have to use it.

Biography Table

Alessandra Brunetti  
Autobiography published in 2011



Home economics—Cooking—Biography—Individual, A-Z

Biography   
Including works on cooks, food writers, etc.

TX649.A1 Collective   
TX649.A2-Z Individual, A-Z

From the catalog:

TX649.B76 Bourne, Miriam Anne  
TX649.B87 Burden, Bill

Biographies of Miriam Anne Bourne are assigned the cutter .B76, while Bill Burden has been assigned .B87.

The Cutter Table would give us .B78, which would allow Brunetti to file correctly, but would put B-o-u very close to B-r-u.

Let's assign a number that is closer to Burden than to Bourne.

Biography Table

Alessandra Brunetti TX649.B83

Autobiography published in 2011

Home economics—Cooking—Biography—Individual, A-Z

Biography

Including works on cooks, food writers, etc.

TX649.A1      Collective

TX649.A2-Z      Individual, A-Z

From the catalog:

TX649.B76    Bourne, Miriam Anne

TX649.B87    Burden, Bill

TX649.B83 will work.

Now we will consult the Biography Table.

## Biography Table

Alessandra Brunetti TX649.B83  
Autobiography published in 2011

Home economics—Cooking—Biography—Individual, A-Z

Biography

Including works on cooks, food writers, etc.

TX649.A1 Collective

TX649.A2-Z Individual, A-Z

.xA25	Selected works.	Selections.	By date
→ .xA3	Including quotations	Autobiography, diaries, etc.	By date
.xA4	Letters.		By date

**Autobiography** is at .xA3, so we use the cutter we have, append A3, and then follow the instructions in the caption. It says “**By date.**”

## Biography Table

Alessandra Brunetti TX649.B83 A3 2011  
Autobiography published in 2011

Home economics—Cooking—Biography—Individual, A-Z

Biography

Including works on cooks, food writers, etc.

TX649.A1

TX649.A2-Z

Collective

Individual, A-Z

.xA25	Selected works.	Selections.	By date
→ .xA3	Including quotations	Autobiography, diaries, etc.	By date
.xA4	Letters.	By date	

The full call number is TX649.B83 A3 2011.

## Biography Table

### Alessandra Brunetti

#### Autobiography published in 2011

Call number	Description of resource
TX649.B83 A3 2011	Autobiography in Italian
TX649.B83 A3 2013	Autobiography translated into English

.xA25	Selected works. Selections. By date Including quotations
→ .xA3	Autobiography, diaries, etc. By date
.xA4	Letters. By date

Let's say that Brunetti has gotten very popular in the United States, so her 2011 biography was translated into English.

We cannot append any digits to A3, so the call number is the same as the call number for the Italian edition, except for the publication date.

Biography Table

Alessandra Brunetti  
Autobiography published in 2011

Call number	Description of resource
TX649.B83 A3 2011	Autobiography in Italian
TX649.B83 A3 2013	Autobiography translated into English
<u>TX649.B83 A3 2017</u>	<u>Abridgment of the 2011 autobiography</u>

Now we have received an abridgment of her autobiography. If you recall from Module 10.1, for abridgments we generally append a 2 to the final cutter assigned to the original work.

Since the Biography Table says that A3 is a reserved cutter, though, we cannot do that. Instead, we have to assign the same call number as before, but the different publication date.

Biography Table

Alessandra Brunetti  
Autobiography published in 2011

Call number	Description of resource
TX649.B83 A3 2011	Autobiography in Italian
TX649.B83 A3 2013	Autobiography translated into English
<u>TX649.B83 A3 2015</u>	<u>New autobiography published in 2015</u>
TX649.B83 A3 2017	Abridgment of the 2011 autobiography

Now we receive Brunetti’s 2015 autobiography. This autobiography is a continuation of the 2011 autobiography; it is not just a new edition. It does not matter, though. It has the same call number as the rest, except for the date.

Therefore, the various resources appear to be a bit mixed up. The 2011 edition is followed by the translation of the 2011 edition, and that is followed by the 2015 autobiography. So far, so good. But then an abridgment of the 2011 autobiography follows, which seems out of order. That is perfectly fine. That is how it should be when using the Biography Table.

### 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.

Now let's look at the “**Individual biography and criticism**” caption. The first thing to notice is that the second cutter is a reserved span, which means that we can append digits.

This means that we can use the Translation Table, append 2 for abridgments, and also follow the instructions for criticism that we discussed in Module 10.4 and that are discussed in CSM instruction sheet G 340.

Also notice the instruction, “**By main entry.**” This is just a restatement of the default rule, so there is no confusion.

Let's see how this works in practice. We will use Alessandra Brunetti again.

## Biography Table

### Alessandra Brunetti

Call number	Main entry	Description of resource
TX649.B83 L89 2017	Luz, Alex	Criticism of autobiography

.xA6-Z Individual biography and criticism.  
By main entry  
Including criticism of selected works,  
autobiography, quotations, letters,  
speeches, interviews, etc.

We receive a commentary on the autobiography that Brunetti published in 2011. Normally, commentaries on an individual work are classed with the original work, but that is not the case with the Biography Table.

Instead, we class it in TX649.B83 A6-Z. According to the instructions, the second cutter is for the main entry. (Hopefully you noticed that the first cutter is still .B83, the cutter we assigned to Brunetti when we received her autobiography.)

### Biography Table

#### Alessandra Brunetti

Call number	Main entry	Description of resource
TX649.B83 G74 2015	<u>Greco, Carlo</u>	<u>Biography (in Italian)</u>
TX649.B83 L89 2017	Luz, Alex	Criticism of autobiography

Now we receive a biography of Brunetti that was written by Carlo Greco.

It was written in Italian, but that is not significant.

We use the same base number, TX649.B83, append a second cutter for the main entry and then append the date.

### Biography Table

#### Alessandra Brunetti

Call number	Main entry	Description of resource
TX649.B83 C73 2018	Craven, Dorothy	Biography
TX649.B83 G74 2015	Greco, Carlo	Biography (in Italian)
TX649.B83 L89 2017	Luz, Alex	Criticism of autobiography

Now we receive a biography written by Dorothy Craven.

We use the same procedure and assign TX649.B83 C73 2018.

### Biography Table

#### Alessandra Brunetti

Call number	Main entry	Description of resource
TX649.B83 C73 2018	Craven, Dorothy	Biography
TX649.B83 G74 2015	Greco, Carlo	Biography (in Italian)
<u>TX649.B83 G7413 2018</u>	<u>Greco, Carlo</u>	<u>English translation of Greco's biography</u>
TX649.B83 L89 2017	Luz, Alex	Criticism of autobiography

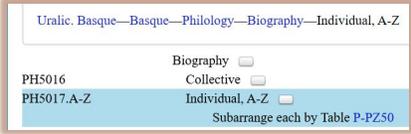
Finally, we receive an English translation of the biography by Greco. We follow the instructions for translations as written in CSM instruction sheets F 177 and G 150.

We assign the same call number as to the original work, apply the Translation Table to append 13 for English to the second cutter, and then append the date.

Now that we know how to use the standard Biography Table, let's look at a couple of others.

## Other Tables for Biography

- Example 1



The screenshot shows a classification table with the following structure:

Uralic. Basque—Basque—Philology—Biography—Individual, A-Z	
	Biography <input type="checkbox"/>
PH5016	Collective <input type="checkbox"/>
PH5017.A-Z	Individual, A-Z <input type="checkbox"/>
Subarrange each by Table P-PZ50	

Our first example is the individual biography number for scholars of Basque philology, PH5017.A-Z.

We are told to subarrange it by Table P-PZ50.

Therefore, we do *not* use the Biography Table in CSM instruction sheet G 320.

## Other Tables for Biography

- Example 1

Table for individual biography (Cutter number)	
<p><b>Table for individual biography (Cutter number)</b> <input type="checkbox"/></p> <p>This table is used in the P classification schedules under individual biography numbers for literary critics and historians, actors, journalists, teachers, philologists, and other persons not covered by the provisions for literary authors                      .x = Cutter number for the person</p>	
P-PZ50 .xA2	Collected works. By date <input type="checkbox"/>
P-PZ50 .xA25	Selected works. Selections. By date <input type="checkbox"/>
	Including quotations
P-PZ50 .xA3	Autobiography, diaries, etc. By date <input type="checkbox"/>
P-PZ50 .xA4	Letters. By date <input type="checkbox"/>
P-PZ50 .xA5	Speeches, essays, and lectures. By date <input type="checkbox"/>
	Including interviews
P-PZ50 .xA6-.xZ	Biography and criticism <input type="checkbox"/>

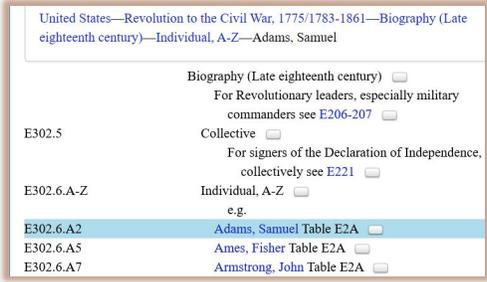
As you can see from the title, Table P-PZ50 is also a table for individual biography. The highlighted portion explains where it is to be used: in the language and literature schedules – that is, the P schedules – for persons who are not literary authors.

What is the difference between this table and the Biography Table in G 320? Well, there is not a substantive difference. The cutters all mean the same thing, although there is a difference in wording for .xA6-Z. So why do we need to use Table P-PZ50 instead of the table of general application? In short, because we are told to use it.

Some other biography tables are substantially different from the table of general application.

## Other Tables for Biography

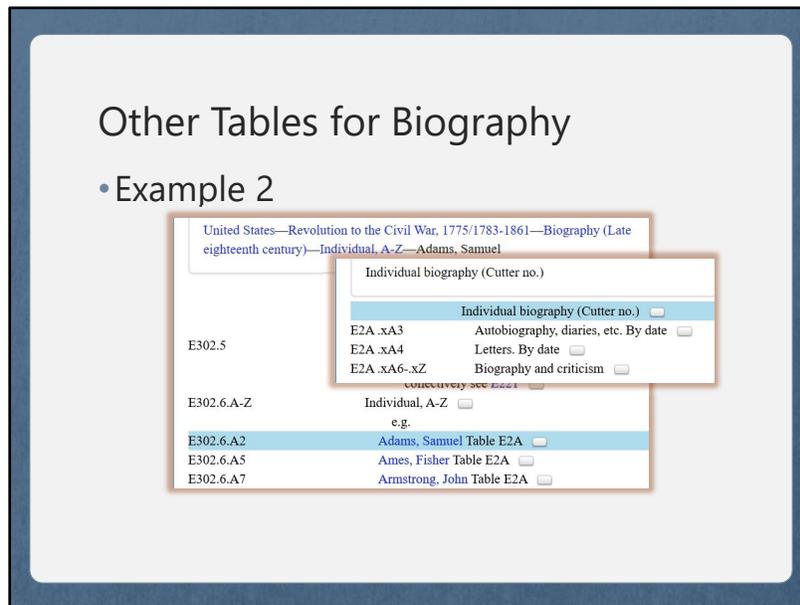
- Example 2



The screenshot shows a hierarchical classification table. The title is "United States—Revolution to the Civil War, 1775/1783-1861—Biography (Late eighteenth century)—Individual, A-Z—Adams, Samuel". The table lists various classification numbers and their corresponding tables. The entry "E302.6.A2" is highlighted in blue, and its corresponding table "Adams, Samuel Table E2A" is also highlighted in blue.

Classification Number	Table
	Biography (Late eighteenth century) <input type="checkbox"/>
	For Revolutionary leaders, especially military commanders see E206-207 <input type="checkbox"/>
E302.5	Collective <input type="checkbox"/>
	For signers of the Declaration of Independence, collectively see E221 <input type="checkbox"/>
E302.6.A-Z	Individual, A-Z <input type="checkbox"/>
	e.g.
E302.6.A2	Adams, Samuel Table E2A <input type="checkbox"/>
E302.6.A5	Ames, Fisher Table E2A <input type="checkbox"/>
E302.6.A7	Armstrong, John Table E2A <input type="checkbox"/>

E302.6 is also an individual biography number, but we are told to use Table E2A for the people classified there.



That table looks quite different from the Biography Table in CSM instruction sheet G 320. As you can see, it is much shorter.

It does not include a caption for collected works, selected works, or speeches. Those materials are classified elsewhere.

However, you would use the table in the same way.

## Other Tables for Biography

- Example 2

United States—Revolution to the Civil War, 1775/1783-1861—Biography (Late eighteenth century)—Individual, A-Z—Adams, Samuel

Individual biography (Cutter no.)

Individual biography (Cutter no.)	
E2A .xA3	Autobiography, diaries, etc. By date <input type="checkbox"/>
E2A .xA4	Letters. By date <input type="checkbox"/>
E2A .xA6-.xZ	Biography and criticism <input type="checkbox"/>

E302.5

E302.6.A-Z Individual, A-Z

e.g.

E302.6.A2 Adams, Samuel Table E2A

E302.6.A5 Ames, Fisher Table E2A

E302.6.A7 Armstrong, John Table E2A

Letters by Samuel Adams, published in 2017  
E302.6.A2 A4 2017

A collection of letters written by Samuel Adams that was published in 2017 would be assigned E302.6.A2 from the schedule and then the cutter A4 would be appended, along with the date of publication.

## Exercises

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