

Introduction

- Completing call numbers
 - In general numbers
 - Biography on the first cutter
 - Biography on the second cutter
- G 320, Biography

In this module, we will demonstrate how to complete call numbers for biographies in general class numbers. There is one set of instructions to follow when the biographee is on the first cutter and another set when the biographee is on the second cutter.

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.

General Numbers

- Biography on the first cutter
 - First cutter: based on name of biographee
 - Second cutter: based on main entry
 - Apply the preferred shelflist order (G 65)
 - File all resources about the person after all resources by the person

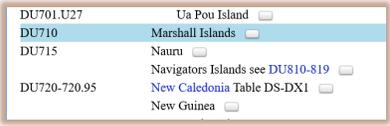
If the first cutter represents the name of the biographee, then we assign a second cutter for the main entry.

If the class number includes resources *by* the person as well as the biography, then we apply the preferred shelflist order from CSM instruction sheet G 65. In brief, all resources about the person should file after resources by the person.

General Numbers

- Biography on the first cutter

Amata Kabua, president of the Marshall Islands



DU701.U27	Ua Pou Island	<input type="checkbox"/>
DU710	Marshall Islands	<input type="checkbox"/>
DU715	Nauru	<input type="checkbox"/>
	Navigators Islands see DU810-819	<input type="checkbox"/>
DU720-720.95	New Caledonia Table DS-DX1	<input type="checkbox"/>
	New Guinea	<input type="checkbox"/>

Amata Kabua was a president of the Marshall Islands, so a biography of Kabua would be classified in DU710, the history of the Marshall Islands.

DU710 is clearly not a biography number, so we cannot use the Biography Table. In addition, there are no instructions about subarrangement.

Since this is a biography, the first cutter will be based on Kabua's name. We have to consult the catalog to assign a cutter that allows Kabua to file alphabetically with the other entries.

General Numbers

- Biography on the first cutter

Amata Kabua, president of the Marshall Islands

Call number	Main entry	Title
DU710.K58	Kiste, Robert C.	Kili Island
DU710.K72 2000	Kramer, Fritz	Bikini : atomares ...
DU710.K73 1983	Kramer, Fritz	Bikini, oder, Die ...
DU710.K83 1987		Kwajalein

We find that the first entry under K is .K58 for Kiste.

General Numbers

- Biography on the first cutter

Amata Kabua, president of the Marshall Islands

Call number	Main entry	Title
DU710.K33		Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island
DU710.K72 2000	Kramer, Fritz	Bikini : atomares ...
DU710.K73 1983	Kramer, Fritz	Bikini, oder, Die ...
DU710.K83 1987		Kwajalein

We can use the Cutter Table to assign a cutter to Kabua; .K33 will work.

General Numbers

- Biography on the first cutter

Amata Kabua, president of the Marshall Islands

Call number	Main entry	Title
DU710.K33 V55 2000	Vigilone, Mary	Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island
DU710.K72 2000	Kramer, Fritz	Bikini : atomares ...
DU710.K73 1983	Kramer, Fritz	Bikini, oder, Die ...
DU710.K83 1987		Kwajalein

Now we assign a second cutter for the main entry, Mary Vigilone, and append the date.

This may look a bit strange to you for two reasons. The first is that all of the other resources in this number have only one cutter, but this one has two. That is the way it should be, because the other resources are about the history of the Marshall Islands. This is the only biography.

The second reason is that Mary Vigilone is out of order alphabetically with the other main entries. Again, this is the way it should be, because we are cataloging a biography. The name of the biographee is filed alphabetically with the main entries.

General Numbers

- Biography on the first cutter

A history of the Marshall Islands by Amata Kabua

Call number	Main entry	Title
DU710.K	Kabua, Amata	A history of the ...
DU710.K33 V55 2000	Vigilone, Mary	Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island

Now let's say that Kabua wrote a history of the Marshall Islands that needs to be classified in DU710. The preferred shelflist order indicates that all of the resources *by* the person that are classed in that number are filed before resources *about* that person.

Since this is a history, not a biography, it is assigned a single cutter for the main entry, Kabua.

General Numbers

- Biography on the first cutter

A history of the Marshall Islands by Amata Kabua

Call number	Main entry	Title
DU710.K33 X	Kabua, Amata	A history of the ...
DU710.K ???	Kabua, Amata	Marshall Islands
DU710.K33 V55 2000	Vigilone, Mary	Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island

It should not be assigned the same cutter as the biography, because we might acquire a resource that has to be filed between the two, we would not be able to do that if we used the same cutter.

General Numbers

- Biography on the first cutter

A history of the Marshall Islands by Amata Kabua

Call number	Main entry	Title
DU710.K326 1995	Kabua, Amata	A history of the ...
DU710.K33 V55 2000	Vigilone, Mary	Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island

For that reason, let's give Kabua's history a cutter that is close to .K33, perhaps .K326 - .K327, .K329 – would also be okay. We end the call number with the date of publication.

General Numbers

- Biography on the first cutter

A history of the Marshall Islands by Amata Kabua

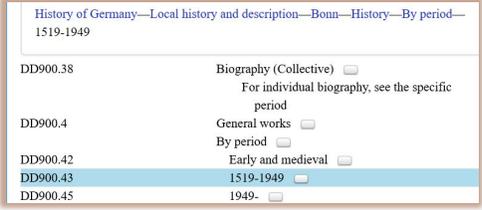
Call number	Main entry	Title
DU710.K326 1995	Kabua, Amata	A history of the ...
DU710.K327 1996	Kabua, Amata	Marshall Islands
DU710.K33 V55 2000	Vigilone, Mary	Amata Kabua
DU710.K58	Kiste, Robert C.	Kili Island

This way, the resource acquired later can easily be assigned a unique cutter.

General Numbers

- Biography on the first cutter

Leopold Kaufmann, chief mayor of Bonn, 1851-1875



History of Germany—Local history and description—Bonn—History—By period—1519-1949	
DD900.38	Biography (Collective) <input type="checkbox"/> For individual biography, see the specific period
DD900.4	General works <input type="checkbox"/>
	By period <input type="checkbox"/>
DD900.42	Early and medieval <input type="checkbox"/>
DD900.43	1519-1949 <input checked="" type="checkbox"/>
DD900.45	1949- <input type="checkbox"/>

Let's look at another example.

Leopold Kaufmann was the chief mayor of Bonn. The schedule does not include any biography numbers for Bonn, so we will classify the resource in DD900.43.

Our first step is to consult the catalog under DD900.43.K because we know that the first cutter will be based on Kaufmann.

General Numbers

- Biography on the first cutter

Leopold Kaufmann, chief mayor of Bonn, 1851-1875

Call number	Main entry	Title
DD900.43.K35 2000	Kahn, Margit	Bonn
DD900.43.K38		Biografie von...
DD900.43.K54 1986	Kneidel, Ronald	History of Bonn

The biography of Kaufmann has to file between Kahn at .K35 and Kneidel at .K54.

We can use the Cutter Table and assign .K38. Now we add a second cutter for the main entry.

General Numbers

- Biography on the first cutter

Leopold Kaufmann, chief mayor of Bonn, 1851-1875

Call number	Main entry	Title
DD900.43.K35 2000	Kahn, Margit	Bonn
DD900.43.K38 A59 1995	<u>Anziger, Rolf</u>	Biografie von...
DD900.43.K54 1986	Kneidel, Ronald	History of Bonn

Anziger, the biographer, can be assigned A59, based on the Cutter Table. We finish the call number with the date of publication.

General Numbers

- Biography on the first cutter
- Consider the context of the number

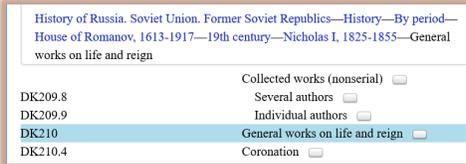
History of France—History—By period—19th century—Restoration, 1815-1830— Biography of Louis XVIII, 1815-1824	
	Restoration, 1815-1830 <input type="checkbox"/>
	Including reign of Louis XVIII
DC256	General works <input type="checkbox"/>
DC256.5	Social life and customs. Civilization <input type="checkbox"/>
DC256.8	General special <input type="checkbox"/>
DC257	Biography of Louis XVIII, 1815-1824 <input checked="" type="checkbox"/>
	Charles X, 1824-1830 <input type="checkbox"/>

Single cutter based on main entry

Remember that some numbers dedicated to biographies are not officially biography numbers according to instruction sheet G 320. DC257 is such a number and is for biographies of Louis XVIII of France. It would be assigned only one cutter, for the main entry, because DC257 already means that it is about Louis XVIII. There is no need to assign a cutter for Louis, because it would be redundant.

General Numbers

- Biography on the first cutter
- Consider the context of the number



Number	Category
DK209.8	Collected works (nonserial) <input type="checkbox"/>
DK209.9	Several authors <input type="checkbox"/>
DK210	Individual authors <input type="checkbox"/>
DK210.4	General works on life and reign <input checked="" type="checkbox"/>
	Coronation <input type="checkbox"/>

Single cutter based on main entry

The same is true of “General works on life and reign” numbers, such as this one for Nicholas I of Russia.

There should be a single cutter based on main entry, because “General works on life and reign” indicates biography, but it is still not a biography number.

General Numbers

- Biography on the second cutter
 - Second cutter based on name of the biographee
 - Add digits to represent the main entry
 - Apply the preferred shelflist order (G 65)
 - File all resources about the person after all resources by the person

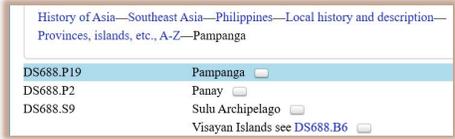
When a general class number already includes a cutter, the biographee is said to be on the second cutter. That is, the second cutter is based on the name of the biographee, and digits are added to represent the main entry.

Once again, we need to follow the preferred shelflist order and file all resources about the person after all resources *by* the person. This is accomplished by assigning successive cutters.

General Numbers

- Biography on the second cutter

Rosa Flores, governor of Pampanga



History of Asia—Southeast Asia—Philippines—Local history and description—Provinces, islands, etc., A-Z—Pampanga	
DS688.P19	Pampanga <input type="checkbox"/>
DS688.P2	Panay <input type="checkbox"/>
DS688.S9	Sulu Archipelago <input type="checkbox"/>
	Visayan Islands see DS688.B6 <input type="checkbox"/>

Let's say that Rosa Flores was a governor of Pampanga, a province of the Philippines. A biography of her would class in DS688.P19. Since there is already one cutter assigned, the biographee – that is, Flores – is on the second cutter.

We consult the catalog to find a cutter that will allow Flores to file alphabetically with main entries that begin with F.

General Numbers

- Biography on the second cutter

Rosa Flores, governor of Pampanga

Call number	Main entry	Title
DS688.P19 A68 2009	Aquino, Jesus	My story to tell
DS688.P19 F56		Rosa Flores
DS688.P19 H4	Henson, Mariano	Province of Pampanga

There are not any entries with a second cutter beginning with F, so we can use the Cutter Table to assign F56 to Flores.

General Numbers

- Biography on the second cutter

Rosa Flores, governor of Pampanga

Call number	Main entry	Title
DS688.P19 A68 2009	Aquino, Jesus	My story to tell
DS688.P19 F5663 2016	McNeil, Beth	Rosa Flores
DS688.P19 H4	Henson, Mariano	Province of Pampanga

We then append digits for the main entry, McNeil, and the date.

General Numbers

- Biography on the second cutter

Adolfo Gomes, a cork harvester

Industries. Land use. Labor—Special industries and trades—Manufacturing industries—Forest products. Lumber. Logging—Special products, A-Z—Cork—General works	
	Cork <input type="checkbox"/>
HD9769.C72	Periodicals. Societies. Serials <input type="checkbox"/>
HD9769.C73	General works <input type="checkbox"/>
	Including biography
HD9769.C74A-.C74Z	By region or country, A-Z, or by firm, A-Z

Let's say that Adolfo Gomes is a cork producer. His biography will be classed in HD9769.C73, which has a note specifying that the number includes biography. The first cutter is already assigned, so a second cutter will be appended to represent Gomes.

General Numbers

- Biography on the second cutter

Adolfo Gomes, a cork harvester

Call number	Main entry	Title
HD9769.C73 G66 2000	Gomes, Adolfo	Harvesting cork
HD9769.C73 H84 1990	Huerto, R.	Manual for ...

We consult the catalog and find that Gomes wrote a book that is already classified in that number. We have to file the biography of Gomes after the work that he wrote, and we do that by assigning a successive cutter number. That is, we assign a cutter that is close to the cutter that is already present.

General Numbers

- Biography on the second cutter

Adolfo Gomes, a cork harvester

Call number	Main entry	Title
HD9769.C73 G66 2000	Gomes, Adolfo	Harvesting cork
HD9769.C73 G67		Adolfo Gomes
HD9769.C73 H84 1990	Huerto, R.	Manual for ...

We can assign G67.

General Numbers

- Biography on the second cutter

Adolfo Gomes, a cork harvester

Call number	Main entry	Title
HD9769.C73 G66 2000	Gomes, Adolfo	Harvesting cork
HD9769.C73 G6748 2005	Evans, Ruth	Adolfo Gomes
HD9769.C73 H84 1990	Huerto, R.	Manual for ...

We then append digits for the main entry and also the date of publication.

General Numbers

- Biography on the second cutter

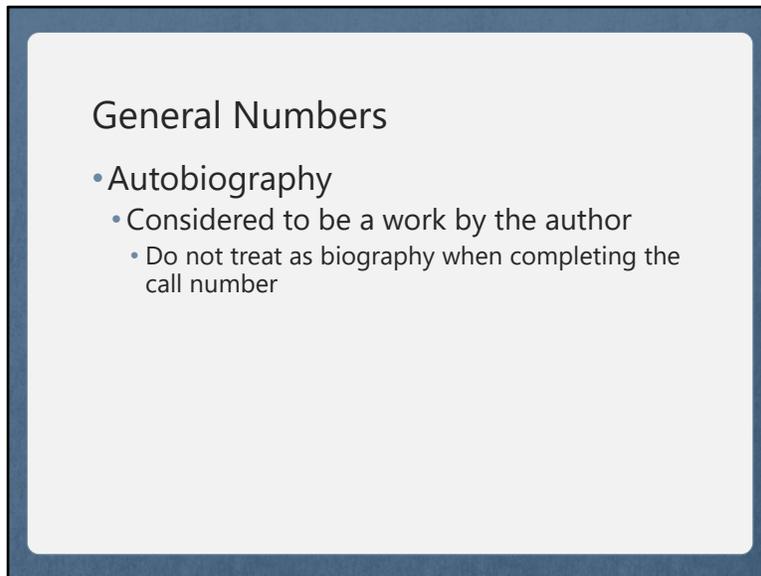
History of Spain—Local history and description—Provinces, regions, etc., A-Z—
Vizcaya—Biography—Individual, A-Z

DP302.V41	Vizcaya <input type="checkbox"/>
	Periodicals. Societies. Collections <input type="checkbox"/>
	Biography <input type="checkbox"/>
DP302.V42A1-.V42A29	Collective <input type="checkbox"/>
DP302.V42A3-V42Z	Individual, A-Z <input checked="" type="checkbox"/>
DP302.V43	Dictionaries. Gazetteers. Directories, etc. <input type="checkbox"/>

As we have seen, some class numbers are dedicated to biographies, but we cannot use the Biography Table. For example, in the example in your screen, DP302.V42 A-Z, the captions are structured like a biography number, but the biographee is on the second cutter.

Sometimes the schedule will direct you to use a specific biography table. If it does not, complete the call number by following the same rules as for general class numbers when biography is on the second cutter. That is, the second cutter is based on the name of the biographee and digits are added for the main entry.

All of our discussion so far has been about biographies classed in general numbers. What about autobiographies that are classed in general numbers?



General Numbers

- Autobiography
 - Considered to be a work by the author
 - Do not treat as biography when completing the call number

Autobiographies are both by the author and about the author. For purposes of completing the call number, we treat them as resources by the author. That is, they are not treated as biographies, and you should assign cutter numbers just as you would for any other non-biographical resource.

Note that for subject heading and classification purposes, they *are* considered to be biographies.

General Numbers

- Autobiography
 - Considered to be a work by the author
 - Do not treat as biography when completing the call number

Call number	Main entry	Title
HD9769.C73 G66 2000	Gomes, Adolfo	Harvesting cork
HD9769.C73 G6748 2005	Evans, Ruth	Adolfo Gomes
HD9769.C73 H84 1990	Huerto, R.	Manual for ...

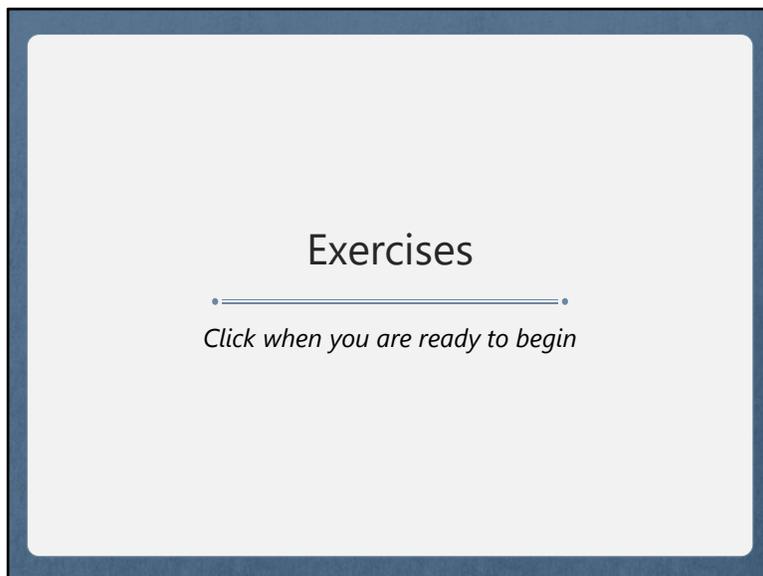
Let's revisit Adolfo Gomes, the cork harvester. The resource about cork harvesting is filed before the biography, because the preferred shelflist order says that resources *by* the person are filed before resources *about* the person.

General Numbers

- Autobiography
 - Considered to be a work by the author
 - Do not treat as biography when completing the call number

Call number	Main entry	Title
HD9769.C73 G655 2017	Gomes, Adolfo	A fruitful life
HD9769.C73 G66 2000	Gomes, Adolfo	Harvesting cork
HD9769.C73 G6748 2005	Evans, Ruth	Adolfo Gomes
HD9769.C73 H84 1990	Huerto, R.	Manual for ...

If Gomes writes an autobiography, it will be assigned a cutter that allows it to be filed alphabetically with other resources that he authored. Other titles could come between the autobiography and any biographies. As you can see, the autobiography *A Fruitful Life* has the cutter G655 and comes before *Harvesting Cork*, with the cutter G66. The biography by Evans comes last.



Exercises

Click when you are ready to begin