

Plan

- Form captions
 - At the beginning of schedules and major hierarchies
 - Used relatively infrequently
 - Some special prohibitions and provisions
- General policy
 - Classify by topic, not by form

In this module and the next one we will describe the most common form captions that are found at the beginning of schedules and at the top of major hierarchies.

As we saw in the module on the principles of classification, resources typically should be cataloged by topic and not by form. This means that the LC classification numbers for forms are used relatively infrequently when compared to other types of numbers in the schedules.

In these two modules we will discuss the scope and meaning of the numbers, and emphasize special provisions for some of them. Those provisions, and even sometimes prohibitions, are enumerated in the CSM.

Introduction	
From the P schedule (Linguistics)	
P1-9	Periodicals. Serials
(P10)	Yearbooks
P11-19	Societies
P21-23	Collected works (nonserial)
P29	Encyclopedias. Dictionaries
P49	Addresses, essays, lectures
P51-59.4	Study and teaching. Research

Typical form captions include those seen here at the beginning of the **Linguistics** schedule:

- periodicals and serials;
- societies;
- collected works;
- encyclopedias and dictionaries;
- addresses, essays, lectures; and
- study and teaching and research.

Other schedules have different lists.

Introduction	
From the TS schedule (Manufactures)	
TS1	Periodicals, societies, etc.
TS5	Congresses
TS7	Collected works (nonserial)
TS9	Encyclopedias and dictionaries
TS139-140	Biography
TS144-145	General works
TS146	Juvenile works. Popular works
TS147	Pictorial works
TS148	Addresses, essays, lectures
TS149	General special

Like the **Linguistics** schedule, the schedule for **Manufactures** has

- periodicals and serials;
- collected works;
- encyclopedias and dictionaries; and
- addresses, essays, lectures.

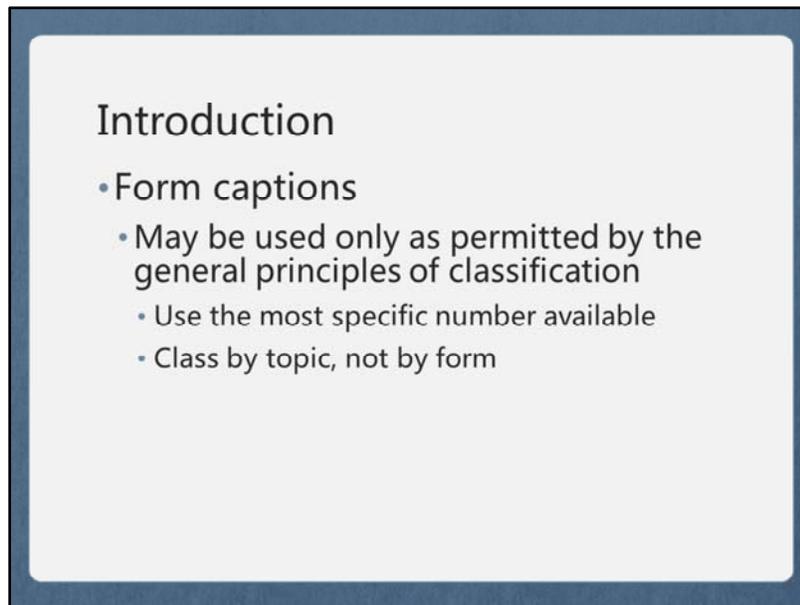
However, it also has

- congresses;
- biography;
- general works;
- juvenile and popular works;
- pictorial works; and
- general special.

Introduction	
From the HT schedule (Races)	
HT1501	Periodicals. Serials
HT1503-1504	Societies
HT1505	Congresses
HT1506	Study and teaching
HT1521	General works
HT1523	General special

The HT schedule, for race, has a still-different list.

We will discuss most of these captions during this, and the next, module.

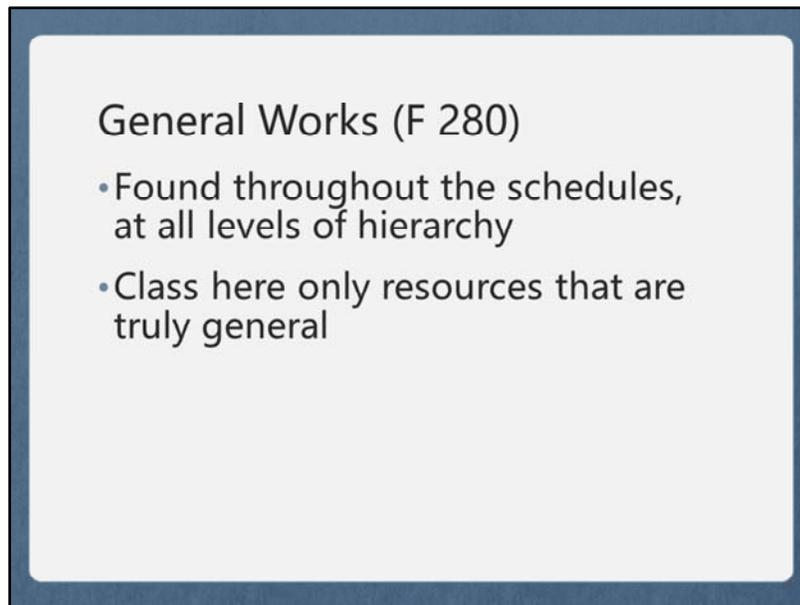


Introduction

- Form captions
 - May be used only as permitted by the general principles of classification
 - Use the most specific number available
 - Class by topic, not by form

We want to stress again – because it cannot be stressed too often – that the preference is always to class a resource with the *topic* of the resource, not the form, even if the resource is in that particular form.

This policy also supports the policy of specificity, since the form captions are typically established at very high levels of hierarchy and are therefore used for only the most general of resources.



The caption **General works** is found throughout the schedules, at all levels of specificity.

Resources classed in the **General works** numbers should have truly general coverage of the topic.

General Works (F 280)

Example

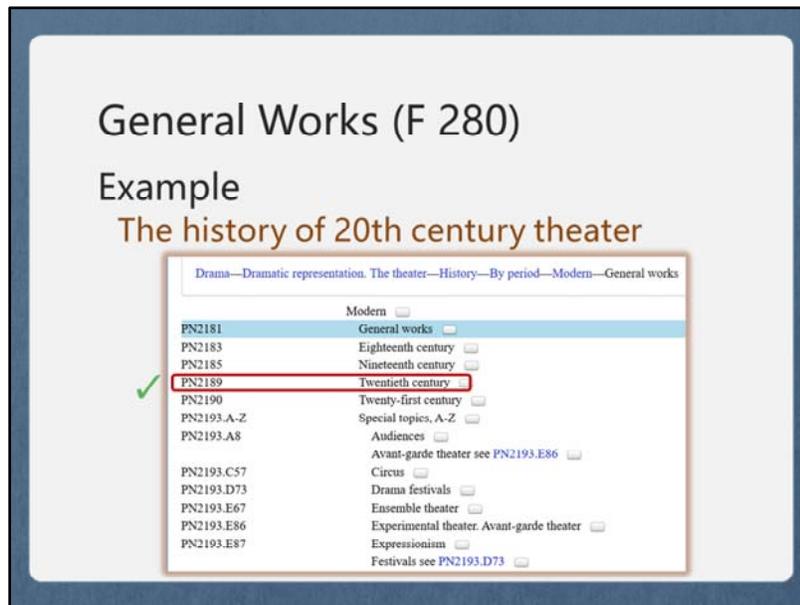
A history of theater since the 18th century

Drama—Dramatic representation. The theater—History—By period—Modern—General works

Modern <input type="checkbox"/>	
<input checked="" type="checkbox"/> PN2181	General works
<input type="checkbox"/> PN2183	Eighteenth century <input type="checkbox"/>
<input type="checkbox"/> PN2185	Nineteenth century <input type="checkbox"/>
<input type="checkbox"/> PN2189	Twentieth century <input type="checkbox"/>
<input type="checkbox"/> PN2190	Twenty-first century <input type="checkbox"/>
<input type="checkbox"/> PN2193.A-Z	Special topics, A-Z <input type="checkbox"/>
<input type="checkbox"/> PN2193.A8	Audiences <input type="checkbox"/>
	Avant-garde theater see PN2193.E86 <input type="checkbox"/>
<input type="checkbox"/> PN2193.C57	Circus <input type="checkbox"/>
<input type="checkbox"/> PN2193.D73	Drama festivals <input type="checkbox"/>
<input type="checkbox"/> PN2193.E67	Ensemble theater <input type="checkbox"/>
<input type="checkbox"/> PN2193.E86	Experimental theater. Avant-garde theater <input type="checkbox"/>
<input type="checkbox"/> PN2193.E87	Expressionism <input type="checkbox"/>
	Festivals see PN2193.D73 <input type="checkbox"/>

A resource about the history of theater since the 18th century would be classed in the **General works** number of this hierarchy, which is for the modern history of the theater.

This is a truly general resource.



A resource on the history of the 20th century theater would be classed in PN2189, **Twentieth century**, *not* in **General works**.

The **General works** number is for resources about modern theater in general, not limited to a specific topic or time period.

A resource about a time period classes with that time period.

General Works (F 280)

Example

Expressionism on the modern stage

Drama—Dramatic representation. The theater—History—By period—Modern—General works

Class Number	Topic
PN2181	General works
PN2183	Eighteenth century
PN2185	Nineteenth century
PN2189	Twentieth century
PN2190	Twenty-first century
PN2193.A-Z	Special topics, A-Z
PN2193.A8	Audiences
	Avant-garde theater see PN2193.E86
PN2193.C57	Circus
PN2193.D73	Drama festivals
PN2193.E67	Ensemble theater
PN2193.E86	Experimental theater. Avant-garde theater
PN2193.E87	Expressionism
	Festivals see PN2193.D73

If we had a resource about expressionism in theater, then we would choose another number in this hierarchy. Although this resource is about the modern period, it does not get classed with **General works** because it is about a specific *topic* in the modern period. It is assigned a class number for that specific subtopic, **Expressionism**, which is at PN2193.E87.

If you receive a resource about a topic in modern theater that is not represented in the schedules, say portrayal of emotion, and you work at LC or in a SACO library, you should propose a number for Emotion as a special topic in modern theater.

If you do not work at LC or in a SACO library, follow your library's policy. Some libraries create a number for the portrayal of emotion in the theater, while others may choose to class the resource in the **General works** number.

General Special (F 290)

- Do not use **General special**, except for
 - Amorphous resources for which it is impossible to determine the actual concepts discussed
 - Resources involving subjects so new that it cannot be determined where they fit into the classification hierarchy
- Never use **General special** if the contents of the resource can be determined
 - Propose a new number if necessary

General special frequently appears in the schedules. It should *almost never* be used in new cataloging; if you are ever tempted to use it, think twice. It can be used in only two very specific circumstances.

First, sometimes it is impossible to determine what the resource is about. This does not mean that you do not understand what the resource's creator is talking about, or that you cannot read the language of the resource. No. It means that after examining the resource, you are able to ascertain in broad terms what it is about, but cannot be more specific. This often happens because the creator does not provide a succinct thesis or summary statement, or perhaps the chapters or other divisions appear to be unrelated to each other, or some other reason.

Second, **General special** can be used for resources that are about topics that are so new that it is impossible to determine where they fit in the hierarchy. In that case, the **General special** number, if it exists, can be used as a temporary location for the resources until the proper hierarchy becomes clear.

If you can figure out what the contents are about, you should use a specific number, not a **General special** number. Again, if you work at LC or in a SACO library, propose the specific number if necessary.

Additional **General special** numbers are not being added to the schedules.

Periodicals and Serials (F 210)

- Most common caption
Periodicals. Societies. Serials
- Numerous variations
Periodicals
Periodicals, etc.
Periodicals and societies
etc.

The caption for periodicals and serials is usually the first form caption listed in the schedules, at the very top of major hierarchies.

The most common caption is **Periodicals. Societies. Serials**, but there are many variations.

The policies on the resources that are classed there are consistent, even though the caption is not.

Periodicals and Serials (F 210)

- Used for all types of serial publications
 - Periodicals
 - Serials that are not periodicals
 - Numbered monographic series
 - Topical serial society publications
 - Yearbooks

The class numbers with the caption for periodicals and serials are used for all types of serial publications.

What is the difference between a periodical and a serial?

For subject heading and classification assignment purposes, a *periodical* is a publication other than a newspaper that is actually or purportedly issued in successive parts, according to a regular schedule (such as monthly, quarterly, biennially, etc.). Each part bears a numerical or chronological designation, and the publication is intended to be continued indefinitely.

On the other hand, the term *serial* is used in a broader sense to refer to any title cataloged as a serial, including periodicals, newspapers, monographic series, and so on.

Many, if not most, periodicals are on a specific topic, and should be classed with the topic instead of in a periodicals and serials number.

Periodicals and Serials (F 210)

- Serial title changes and continuations
 - Assign the same class number
 - Whether it is a periodical number or not
 - Including parenthesized (cancelled) numbers

Periodicals and serials undergo name changes, and that affects the classification.

In the case of a serial continuation, the same class number is used for the new title that was used for the old one. As we discussed in an earlier module, serial continuations are the only time that a parenthesized number can be used in new cataloging. The intent is to keep the entire run of the serial together, regardless of the title.

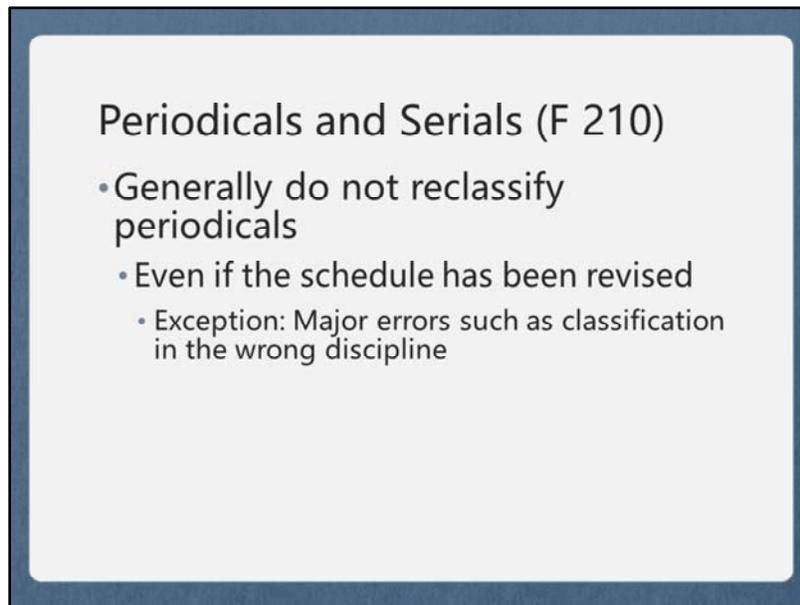
Periodicals and Serials (F 210)

- Serial title changes and continuations
 - Assign the same class number
 - Whether it is a periodical number or not
 - Including parenthesized (cancelled) numbers

German periodical about Cartesian linguistics undergoes a title change
Class number for original title: P37.5.C37
Class number for new title: P37.5.C37

A German periodical about Cartesian linguistics would be classed in P37.5.C37. If the title of that periodical is changed, the new title would be classed in P37.5.C37 as well.

In fact, the entire call number would remain the same.



Periodicals and Serials (F 210)

- Generally do not reclassify periodicals
 - Even if the schedule has been revised
 - Exception: Major errors such as classification in the wrong discipline

At the Library of Congress, periodicals are not reclassified, even if the schedule is revised.

The only exception is when there is a major error in the class number assigned.

Perhaps a periodical on modern languages has been classed in BP, **Islam and the Bahai Faith**, instead of in PB, **Modern and Celtic languages**.

Societies (F 225)

- Organizations devoted to a subject
- Often included as part of the periodicals number, e.g.,
Periodicals. Societies. Serials
Periodicals and societies
- May have their own number

Societies are often included in the periodicals and serials numbers, but may also have their own number, which usually appears directly after periodicals and serials.

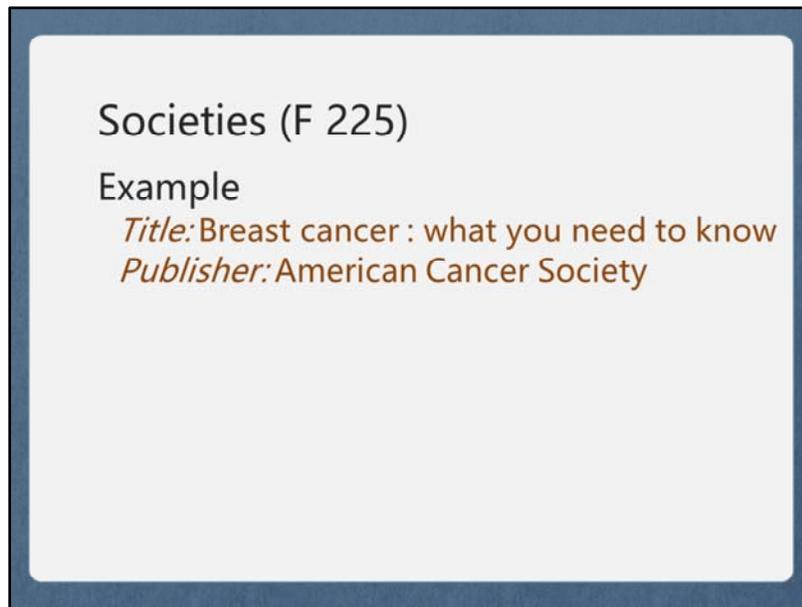
A society can be defined simply as an organization devoted to a subject.

Societies (F 225)

- Resource consists of substantive material on the topic
- Class with the topic
- Do not class in the number for societies

Societies sometimes publish resources that consist of substantive material on their topic of interest.

Those resources should be classed with the topic and not in the number for societies.



Societies (F 225)

Example

Title: Breast cancer : what you need to know

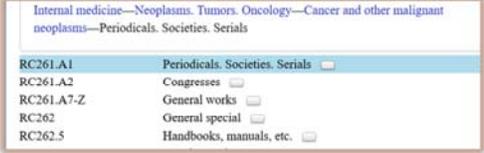
Publisher: American Cancer Society

Let's say, for example, that the American Cancer Society published a title called, *Breast cancer : what you need to know*. This resource is not about the American Cancer Society itself. It is a publication about a topic of interest.

Societies (F 225)

Example

Title: Breast cancer : what you need to know
Publisher: American Cancer Society



The screenshot shows a hierarchical list of classification numbers and their corresponding categories. The categories are: Periodicals, Societies, Serials; Congresses; General works; General special; and Handbooks, manuals, etc. The number RC261.A1 is highlighted in blue.

Classification Number	Category
RC261.A1	Periodicals, Societies, Serials
RC261.A2	Congresses
RC261.A7-Z	General works
RC262	General special
RC262.5	Handbooks, manuals, etc.

There is a **Societies** number in the hierarchy for **Cancer and other malignant neoplasms**, RC261.A1, but it should not be used for this resource because the resource is not about a society.

Societies (F 225)

Example

Title: Breast cancer : what you need to know
Publisher: American Cancer Society

The image shows two overlapping windows from the Library of Congress Classification browser. The top window, which is partially obscured, displays the classification path: "Internal medicine—Neoplasms. Tumors. Oncology—Cancer and other malignant neoplasms—Periodicals. Societies. Serials". A red 'X' is placed to the left of this window. The bottom window displays the classification path: "Internal medicine—Neoplasms. Tumors. Oncology—By region, system, or organ of the body, or type of tumor. A-Z—Breast. Mammary glands". A green checkmark is placed to the left of this window. The bottom window also shows a list of sub-classifications: RC280.B7 Brain, RC280.B8 Breast, Mammary glands (highlighted), RC280.B9 Bronchi, RC280.C3 Cardia, Central nervous system see RC280.N43, and RC280.C4 Cerebellum.

Instead, it should be classed in RD280.B8, which is where resources about breast cancer are classed.

Societies (F 225)

- Resources about the society itself
 - In order of preference
 - Class in the separate societies number
 - Class in the periodicals number
 - Class in the **General works** number for the topic

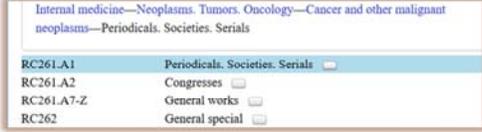
Societies *also* publish resources about the societies themselves – their membership, reports of meetings, annual reports, and so on. Those types of publications can be classed in three places. In order of preference, they are:

- In a separate **Societies** number, if there is one.
- In a **Periodicals** number if there is no separate **Societies** number and the resource is cataloged as a serial; or
- In the **General works** number if there is no **Societies** number and the resource is cataloged as a monograph, or if it is cataloged as a serial but there is no **Serials** number.

Societies (F 225)

- Resources about the society itself
 - In order of preference
 - Class in the separate societies number
 - Class in the periodicals number
 - Class in the **General works** number for the topic

Title: American Cancer Society annual report



Internal medicine—Neoplasms. Tumors. Oncology—Cancer and other malignant neoplasms—Periodicals. Societies. Serials	
RC261.A1	Periodicals. Societies. Serials <input checked="" type="checkbox"/>
RC261.A2	Congresses <input type="checkbox"/>
RC261.A7-Z	General works <input type="checkbox"/>
RC262	General special <input type="checkbox"/>

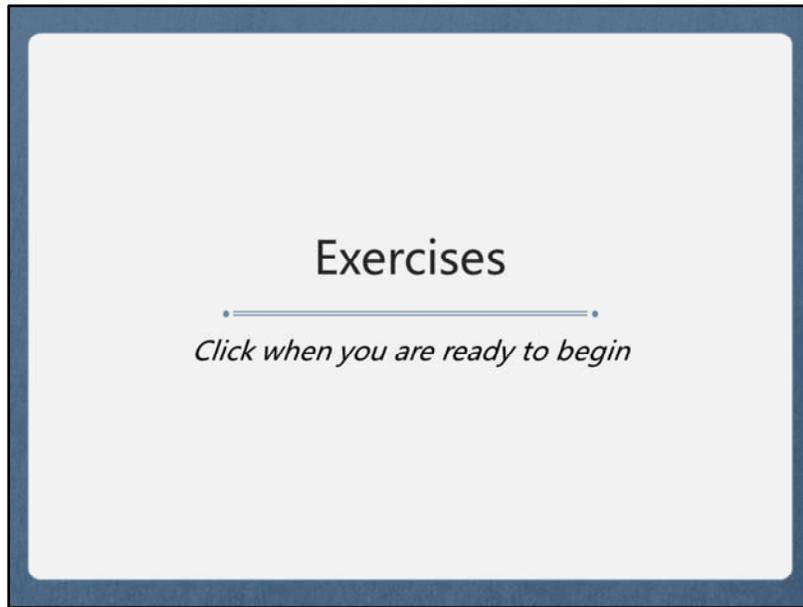
This annual report of the American Cancer Society is classed with **Periodicals. Societies. Serials** in the **Cancer and other malignant neoplasms** hierarchy.

Societies (F 225)

- Resources about both the society and the topic
 - Class with the topic

Sometimes societies publish resources that are about the society itself *and also* about the topic of interest to them.

Classify those resources with the topic.



Exercises

Click when you are ready to begin