

In the previous module we described several of the form captions that are found in the schedules:

- General works;
- General special;
- Periodicals and serials; and
- Societies.

In this module, we will continue with

- Congresses;
- Popular works;
- Juvenile works; and
- others.

As in the previous module, we describe here the most common form captions found at the beginning of schedules and the top of major hierarchies.

As we saw in the module on the principles of classification, generally resources should be cataloged by *topic* and not by *form*.

This means that the LC classification numbers for form are used relatively infrequently when compared to other types of numbers in the schedules.

Congresses (F 240)

- Definition
 - Collected papers delivered or published for one or more conferences, including
 - Unnamed conferences
 - Condensations of the papers
 - Reports of the proceedings and discussions, lists of attendees, etc.
 - A combination of the above
 - Entered under the name of the conference, a corporate body, or title

The caption **Congresses** can be used for several types of resources.

One. Collections of papers delivered or published for a conference, or multiple conferences. This includes condensations and abstracts of the papers. In addition, the conference does not have to have a formal name to be considered for classification in a **Congresses** number.

Two. Reports of the proceedings, lists of attendees, and so forth.

Three. A combination of papers and reports.

To use this caption, the resource's main entry should be the name of the conference, the name of a corporate body, or the title.

Congresses (F 240)

- Use **Congresses** number for both monographic and serial publications
- If **Congresses** number is not established
 - Class in the periodicals number, if available, if cataloged as a serial
 - Class in the **General works** number if cataloged as a monograph (or as a serial, if periodicals number is not available)

The **Congresses** numbers are used for both monographs and serials. If there is not a **Congresses** number, then it is classed in either the periodicals number or in **General works**.

Use the periodicals number if the resource is cataloged as a serial and there is a periodicals number available.

Use the **General works** number if the resource is cataloged as a monograph, or if it is cataloged as a serial but there is no periodicals number available.

Congresses (F 240)

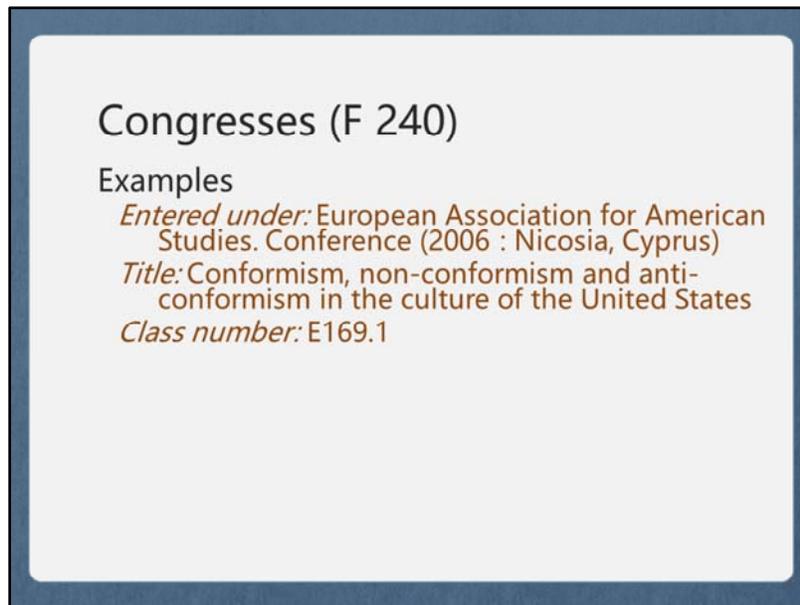
- Class individually cataloged monographs by topic
 - If the topic of the conference varies, do not attempt to class the monographs together

The principle of classifying by topic instead of by form applies to conferences.

Class individually cataloged monographs by topic. There is a tendency to try to class all of the monographs of a conference together, but that is not the policy.

Class each monograph by the topic of the monograph. If two monographs of the same conference happen to have the same topic, they are classed together. Otherwise, they are separated.

Let's look at some examples.



Congresses (F 240)

Examples

Entered under: European Association for American Studies. Conference (2006 : Nicosia, Cyprus)

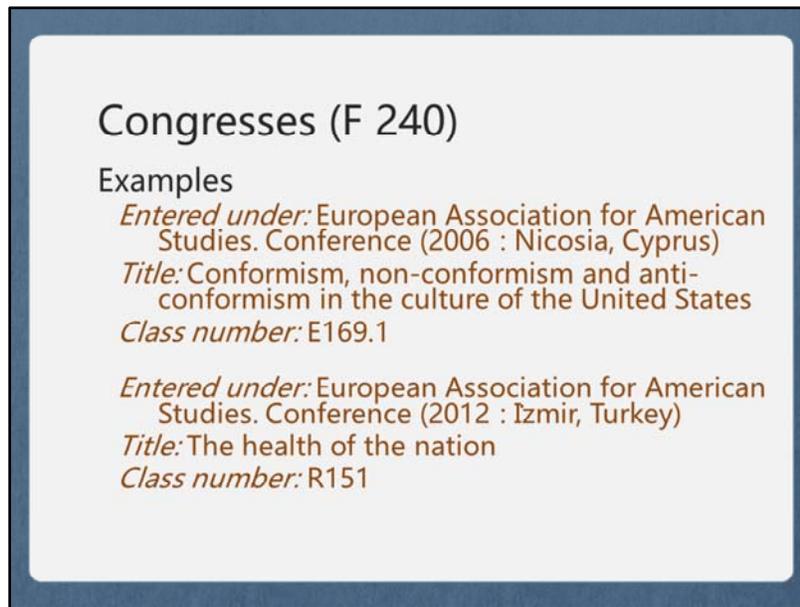
Title: Conformism, non-conformism and anti-conformism in the culture of the United States

Class number: E169.1

The hypothetical organization called the European Association for American Studies had a conference in 2006, and the theme of that conference was conformism in American culture.

The papers were published under the title *Conformism, Non-Conformism and Anti-Conformism in the Culture of the United States*.

It was classed in E169.1, the **General works** number about American national characteristics.



Congresses (F 240)

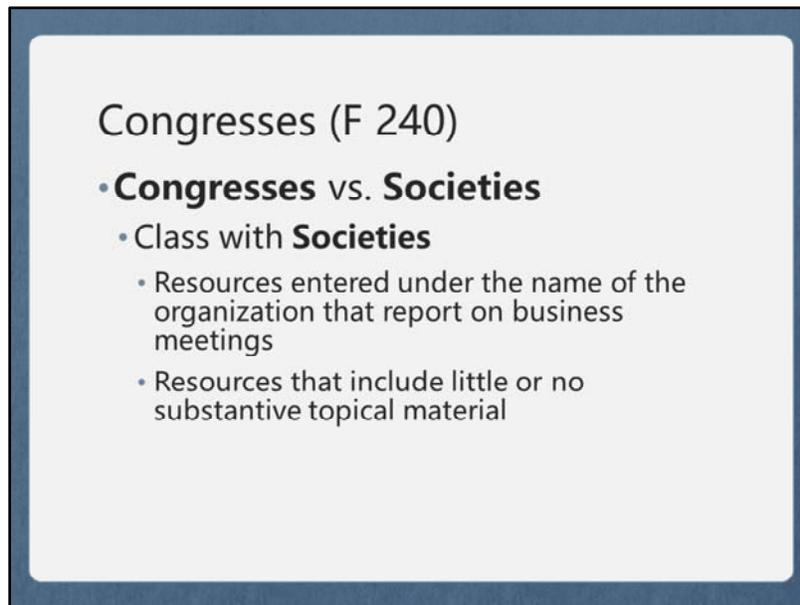
Examples

Entered under: European Association for American Studies. Conference (2006 : Nicosia, Cyprus)
Title: Conformism, non-conformism and anti-conformism in the culture of the United States
Class number: E169.1

Entered under: European Association for American Studies. Conference (2012 : Izmir, Turkey)
Title: The health of the nation
Class number: R151

The same organization had another conference in 2012 in Turkey, and the theme of that conference was medical care and health in the United States.

The papers were published under the title *The Health of the Nation*. It should be classed at R151, **General works** about the history of medicine in the United States.



Congresses (F 240)

- **Congresses vs. Societies**
 - Class with **Societies**
 - Resources entered under the name of the organization that report on business meetings
 - Resources that include little or no substantive topical material

So what is the difference between the captions **Societies** and **Congresses**?

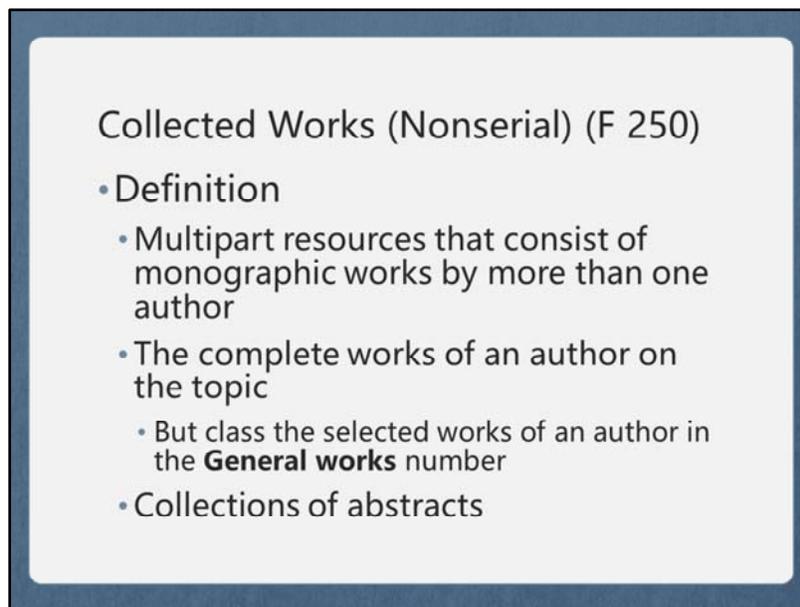
Resources that are entered under the name of an organization and that report on business meetings, and resources that include little or no substantive topical material are classed with **Societies**.

Congresses (F 240)

- **Congresses vs. Societies**
 - Class with **Societies**
 - Resources entered under the name of the organization that report on business meetings
 - Resources that include little or no substantive topical material
 - Class with **Congresses**
 - Resources whose intent is to provide topical information about the content of the conference

Resources that provide information on the content of a conference are classed with **Congresses**, even if the resource also happens to include reports of business meetings and so forth.

In short, resources about the *organization* are classed with **Societies**. Resources that provide *topical content* are classed with **Congresses**.



Collected Works (Nonserial) (F 250)

- Definition
 - Multipart resources that consist of monographic works by more than one author
 - The complete works of an author on the topic
 - But class the selected works of an author in the **General works** number
 - Collections of abstracts

The caption **Collected works (nonserial)** is almost never used, but it is a valid option in three circumstances.

The first use is for a set of monographs that consist of works by more than one author. This might be a multipart resource that collects the writings of multiple authors on a subject, such as zoology or genetics or sociology.

Another use for this caption is when all of an individual author's works on the topic are collected. The selected works of an author on a topic – that is, some of the author's writings, but not all of them, on that topic – are classed in the **General works** number.

And the final use for this caption is for collections of abstracts on the topic.

Addresses, Essays, Lectures (F 300)

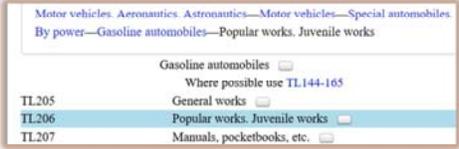
- Found only at the beginning of major topics
 - Use for collected papers, miscellaneous articles, anthologies, etc.
 - Prefer to class with the more specific topic

Addresses, essays, lectures is also rarely used.

Collected papers, miscellaneous articles on the topic, anthologies, and the like can be classed there, although they are more likely to be classed with the specific topic that is the focus of the collection.

Popular Works

- For resources intended for people who are not experts in the field (i.e., laypersons)
- Sometimes combined with resources for children



The screenshot shows a portion of a Library of Congress Classification schedule. At the top, it lists 'Motor vehicles. Aeronautics. Astronautics—Motor vehicles—Special automobiles. By power—Gasoline automobiles—Popular works. Juvenile works'. Below this, there are several categories with checkboxes: 'Gasoline automobiles', 'Where possible use TL.144-165', 'General works', 'Popular works. Juvenile works', and 'Manuals, pocketbooks, etc.'. The 'Popular works. Juvenile works' row is highlighted in blue. To the left of these categories are the call numbers TL205, TL206, and TL207.

The use of the caption **Popular works** is not addressed in a CSM instruction sheet, but it bears mentioning.

Introductory resources intended for people who do not have a background in the field (that is, laypersons) are classed in **Popular works** numbers. These captions can be found throughout the schedules, but chiefly in legal, scientific, and technical hierarchies.

Sometimes the caption is combined with the caption for **Juvenile works**, which is our next topic.

Juvenile Works (F 615)

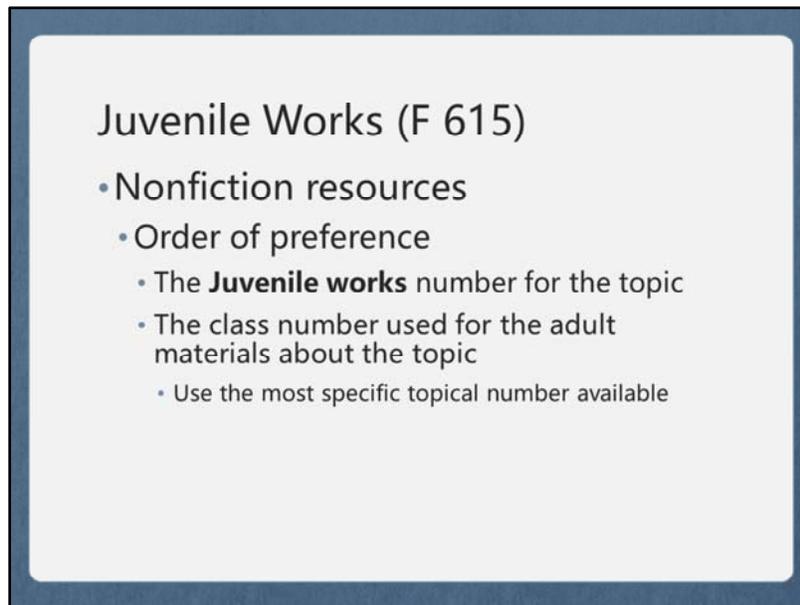
- Definition
 - Fiction intended for children and teenagers through high school age
 - Nonfiction resources intended for people through the age of 15 or 9th grade

A lot of libraries keep their juvenile materials separate from the adult materials, but that is not the case in Library of Congress classification. There are **Juvenile works** numbers, but again, because that is a form caption, topic should be preferred.

What do you mean by “juvenile”?

In LC classification, juvenile fictional resources are those that are intended for children and teenagers through high school age. Juvenile fiction is classed in PZ.

Nonfiction juvenile materials are resources that are intended for young people through the age of 15 or the 9th grade. Our next several slides will focus on nonfiction.



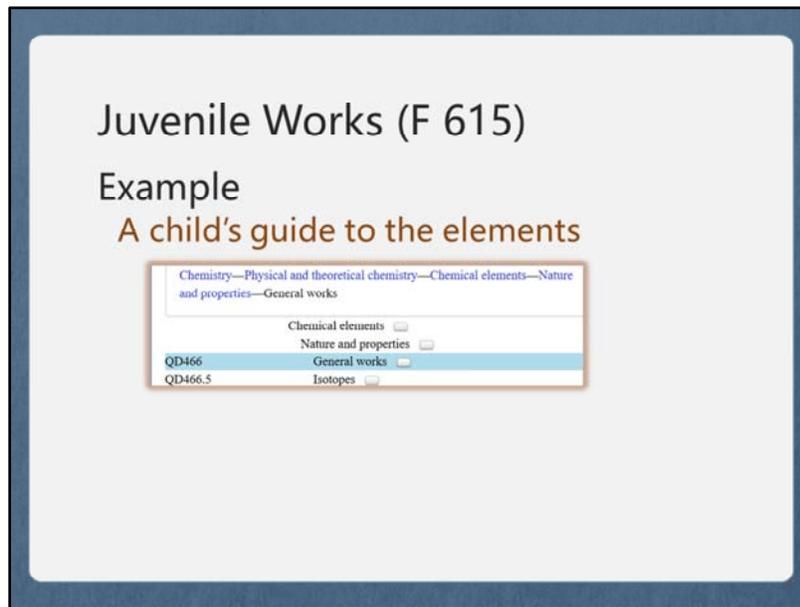
Juvenile Works (F 615)

- Nonfiction resources
 - Order of preference
 - The **Juvenile works** number for the topic
 - The class number used for the adult materials about the topic
 - Use the most specific topical number available

The preference is to class nonfiction juvenile resources with the **Juvenile works** number for the topic.

Most topics do not have a **Juvenile works** number, though, and in those cases the resources are classed with the adult materials on the topic.

Again, according to the policy, the most specific topical number is used.



For example, let's say that we are cataloging a resource for children that is about the chemical elements.

It should be classified in QD466 with **General works** on **Chemical elements**, which is part of the **Chemistry** schedule.

Juvenile Works (F 615)

Example

A child's guide to the elements

The image shows two overlapping panels from the Library of Congress Classification browser. The top panel is titled "Chemistry—Physical and theoretical chemistry—Chemical elements—Nature and properties—General works" and contains the following items:

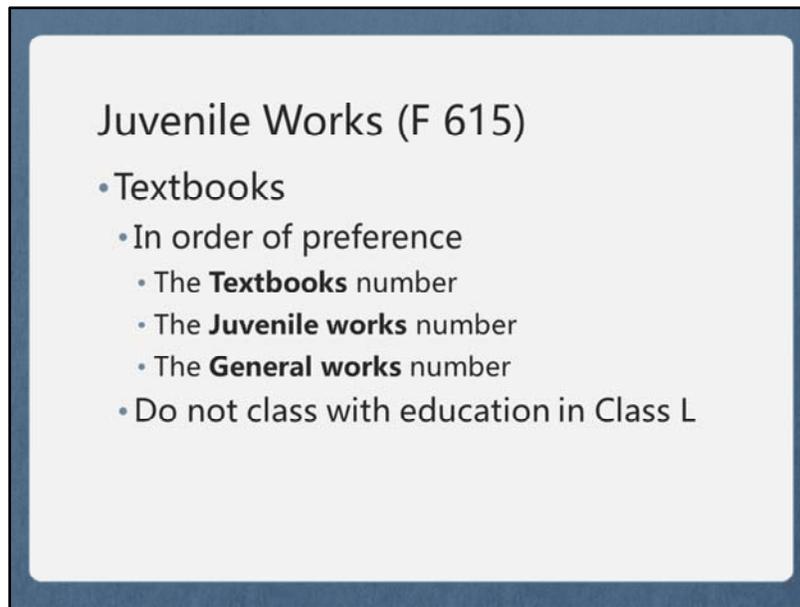
- Chemical elements
- Nature and properties
- General works

The items "General works" and "General works" are highlighted in blue. A green checkmark is to the left of the "General works" item. Below the top panel, the bottom panel is titled "Chemistry—Juvenile works" and contains the following items:

- Elementary textbooks
- To 2000
- 2001-
- Juvenile works
- Popular works
- Recreations, home experiments, etc.

The item "Juvenile works" is highlighted in blue. A red X is to the left of the "Juvenile works" item.

It should not be classed in the **Juvenile works** number under **Chemistry**, QD35, because the resource is not about chemistry in general.



The classification of textbooks can raise questions, and those questions are also answered in CSM instruction sheet F 615.

Generally speaking, the preference is to class a textbook in a **Textbooks** number.

If that is not available, then class it in the **Juvenile works** number (assuming that it is for children under the age of 15 or 9th grade).

If there is not a **Textbooks** or a **Juvenile works** number for the specific topic, then class it in the **General works** number.

Textbooks are not classed with education in class L. They are classed with the topic they teach.

Here are some examples.

Juvenile Materials (F 615)

- Textbooks

Title: A history of the American people

United States—History—General works	
General works	
E178	Comprehensive works
E178.1	Textbooks
E178.2	Outlines, syllabi, etc.
For chronology see E174.5	
E178.25	Examinations, questions, etc.
E178.3	Juvenile works
Including collections of stories from American history for children	
Cf. PE1127.H5-.H6 English readers on United States history	
E178.4	Comic and satirical works
Including humor of American history	

A textbook called *A History of the American People* would be classed with high-level resources on the history of the United States.

There is a **Textbooks** number available, E178.1, so that is the best class number.

Juvenile works, E178.3, would be used only if there were not a textbook number.

Juvenile Materials (F 615)

- Textbooks

Title: A history of the Americas

America—General—History	
	History <input type="checkbox"/>
E16	Historiography <input type="checkbox"/>
E16.5	Study and teaching <input type="checkbox"/>
	Biography <input type="checkbox"/>
E17	Collective <input type="checkbox"/>
	Individual, see country, period, etc. <input type="checkbox"/>
X E18	General works <input type="checkbox"/>
	Including comprehensive works on America
E18.5	Chronology, chronological tables, etc. <input type="checkbox"/>
✓ E18.7	Juvenile works <input type="checkbox"/>
E18.75	General special <input type="checkbox"/>

A textbook about the history of the Americas as a whole (North, Central, and South America) would class at the beginning of the E schedule.

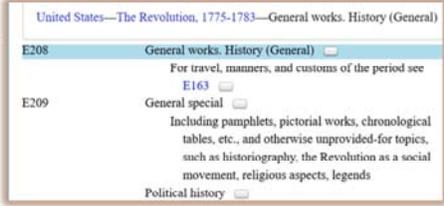
There is not a **Textbooks** number, but there is a **Juvenile works** number, which should be used.

General works would be used only if there were not a **Textbooks** number nor a **Juvenile works** number.

Juvenile Materials (F 615)

- Textbooks

Title: A history of the American Revolution



United States—The Revolution, 1775-1783—General works. History (General)

✓ E208 General works. History (General)
For travel, manners, and customs of the period see
E163

E209 General special
Including pamphlets, pictorial works, chronological
tables, etc., and otherwise unprovided-for topics,
such as historiography, the Revolution as a social
movement, religious aspects, legends

Political history

Finally, let's say that you are cataloging a textbook on the American Revolution. There is not a **Juvenile works** number nor a **Textbooks** number in the hierarchy for the American Revolution, so you would class it in E208, **General works** on the American Revolution.

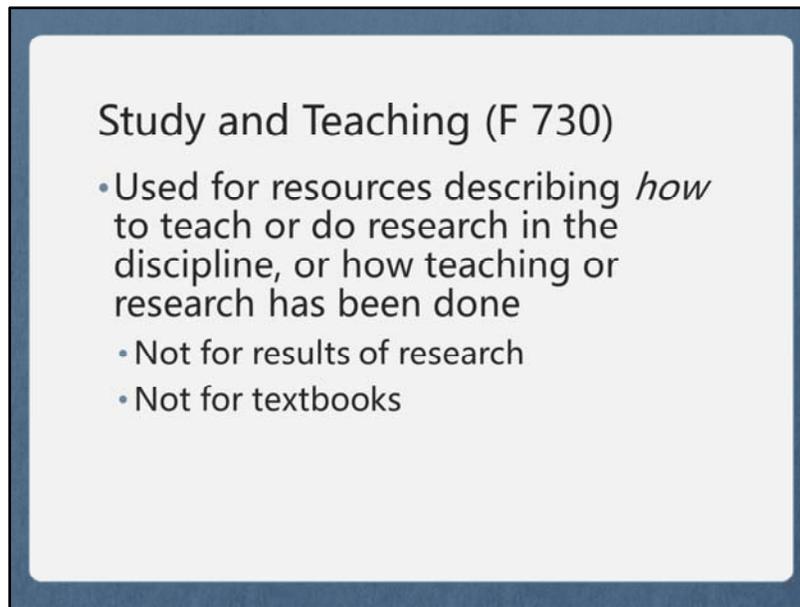
Juvenile Materials (F 615)

- Textbooks

Title: A history of the American Revolution

E208	United States—The Revolution, 1775-1783—General works. History (General)	✓
E209	United States—History—General works	
	General works	
	E178 Comprehensive works	
	E178.1 Textbooks	✗
	E178.2 Outlines, syllabi, etc.	
	E178.25 Examinations, questions, etc.	
	E178.3 Juvenile works	✗

You would *not* go up a hierarchical level to the general history of the United States, which is where the **Textbooks** and **Juvenile works** numbers are located.



As our last topic, we would like to talk about how the related captions **Study and teaching**, **Research**, and **Methodology** are to be used.

Study and teaching is to be used for resources describing how to teach or do research in the discipline, including from a historical viewpoint.

It is *not* used for the results of research, or for textbooks.

Study and Teaching (F 730)

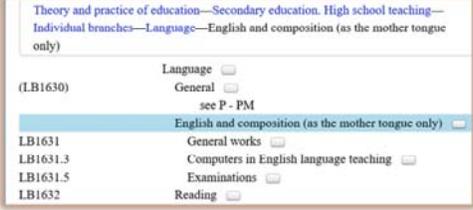
- Teaching at elementary level (or elementary and secondary levels together)
 - Class in LB1572-1599 if provision was made for the subject, e.g.,
 - Speech
 - Spelling
 - History
 - Social sciences. Civics
 - If provision was not made, class in the schedule for the subject

Resources about teaching a topic at the elementary level, or the elementary and secondary levels together, may be classed in two different ways.

These resources are classed in LB1572-LB1599, if the subject is listed in that range. If not, then they are classed in the schedule for the subject being taught.

Study and Teaching (F 730)

- Teaching at the secondary level (or higher)
- Class in the schedule for the subject
 - Exception: LB1631-1632, English reading and composition as the mother tongue



Theory and practice of education—Secondary education. High school teaching— Individual branches—Language—English and composition (as the mother tongue only)	
(LB1630)	Language <input type="checkbox"/>
	General <input type="checkbox"/>
	see P - PM
	English and composition (as the mother tongue only) <input checked="" type="checkbox"/>
LB1631	General works <input type="checkbox"/>
LB1631.3	Computers in English language teaching <input type="checkbox"/>
LB1631.5	Examinations <input type="checkbox"/>
LB1632	Reading <input type="checkbox"/>

Resources about teaching a topic at the secondary level or higher are classed in the schedule for the subject.

The only exception is resources about teaching English reading and composition, when English is the mother tongue. Those resources are classed in LB1631-1632.

Study and Teaching (F 730)	
From the P schedule (Linguistics)	
	Study and teaching. Research
P51	General
P53	General special
P53.25	Bilingual method
P53.295	Curriculum planning
P53.42	Group work
P53.67	Project method
P53.9	Vocabulary teaching

Some schedules provide several narrower topics under **Study and teaching**, such as this selection from the **Linguistics** schedule.

Study and Teaching (F 730)

Technology (General)—Industrial engineering—Study and teaching

T56.3	Industrial engineering as a profession. Industrial engineers. Management consultants <input type="checkbox"/>
	Study and teaching <input type="checkbox"/>
T56.4	General works <input type="checkbox"/>
T56.42	Research <input type="checkbox"/>
T56.8	Project management <input type="checkbox"/>
	Applied mathematics. Quantitative methods <input type="checkbox"/>

Social pathology. Social and public welfare. Criminology—Criminology—Study and teaching

HV6024	Study and teaching <input type="checkbox"/>
HV6024.5	Research <input type="checkbox"/>
	General works <input type="checkbox"/>
HV6025	English <input type="checkbox"/>
HV6026.A-Z	Other languages. A-Z <input type="checkbox"/>
HV6027	Elementary textbooks. Juvenile works <input type="checkbox"/>

Most schedules, though, provide only one or two numbers.

Methodology and Research

- Use for resources describing *how* to do research in the discipline, or how research has been done
 - Not used for results of the research

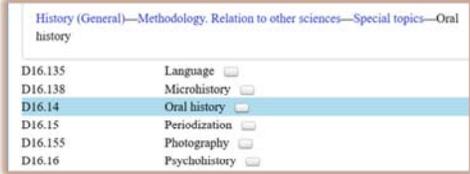
Like **Study and teaching**, **Methodology and research** should be used for resources describing how to do research in the discipline, or how research has been done.

These numbers are *not* for the results of research.

Methodology and Research

- Use for resources describing *how* to do research in the discipline, or how research has been done
- Not used for results of the research

Title: A guide to oral history



History (General)—Methodology. Relation to other sciences—Special topics—Oral history	
D16.135	Language <input type="checkbox"/>
D16.138	Microhistory <input type="checkbox"/>
D16.14	Oral history <input checked="" type="checkbox"/>
D16.15	Periodization <input type="checkbox"/>
D16.155	Photography <input type="checkbox"/>
D16.16	Psychohistory <input type="checkbox"/>

For example, *A guide to oral history*, which is about how to conduct oral history research, is classed in D16.14, **Oral history** as a methodology in history.

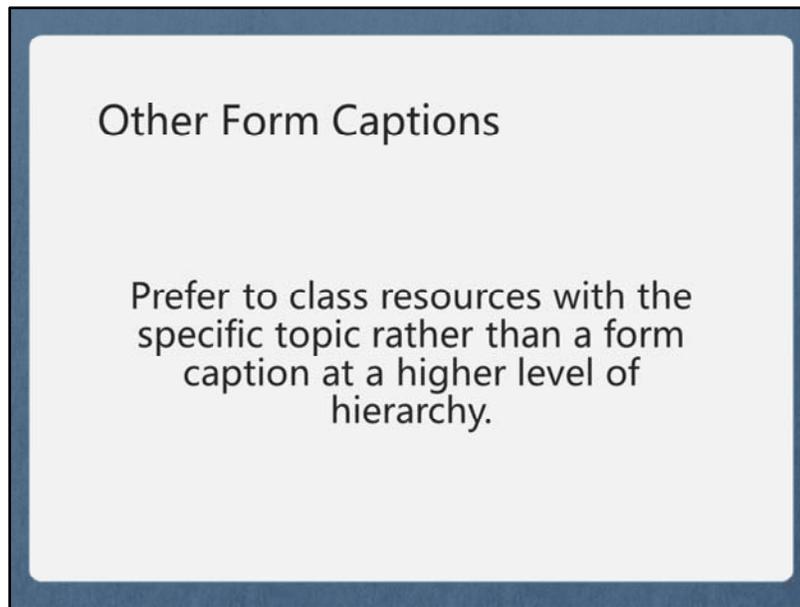
Methodology and Research

- Use for resources describing *how* to do research in the discipline, or how research has been done
- Not used for results of the research

Title: Voices from Pittsburgh's steel mills

Industries, Land use, Labor—Special industries and trades—Mineral industries, Metal trade—Particular metals—Iron industry, Steel industry—By region or country—United States—By city, A-Z	
HD9517.A-Z	By region or state, A-Z <input type="checkbox"/>
HD9518.A-Z	By city, A-Z <input checked="" type="checkbox"/>
HD9519.A-Z	By firm, etc., A-Z <input type="checkbox"/>
	Biography <input type="checkbox"/>
HD9519.8	Collective <input type="checkbox"/>
HD9520.A-Z	Individual, A-Z <input type="checkbox"/>

On the other hand, *Voices from Pittsburgh's steel mills*, which is a research study that was conducted by using oral history methods, is classed under the steel industry in Pittsburgh.



We have covered most of the common form captions as well as those that have special provisions.

There are several more that we have not covered.

For those, remember to class resources with the more specific topic rather than with a form caption at a higher, more general, level of hierarchy.

