

Cutter Table

- A system for replacing letters with numbers
- Used with the entry element to achieve an alphabetical arrangement of resources within a class number
 - Also used for cutters established in the schedules and tables
- CSM G 63
 - Cutter Table
 - The rules and guidelines for applying it

The Cutter Table is a method for replacing letters with numbers, and it is usually used with the entry element – the primary or first-named creator or the title of the resource – in order to create an alphabetical arrangement of resources within a class number.

The Cutter Table is also used to create some of the cutters that are established in the schedules and tables.

The Cutter Table itself, as well as the rules for using it, are provided in *Classification and Shelving Manual* instruction sheet G 63.

Cutter Table

- Each cutter consists of
 - The initial letter of the name, title, etc.
 - Two or more digits, representing the second and third letters

As we have mentioned in previous modules, a cutter consists of an initial letter of a name, title, subject, geographic place, or something else, and then two or more digits, representing the second and third letters of that name, title, subject, or whatever.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

This is the Cutter Table. It is read vertically and then horizontally. Let's start by looking at the five categories that appear on the left.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals		.A12-.A19			

The category “After initial vowels” is used when the first letter of the word being cuttered begins with a vowel: A, E, I, O, or U.

The next three categories are for words that begin with a consonant. There are separate categories for words beginning with an S and with Qu, and then a category that applies to all other consonants.

The last category that is highlighted on the screen is “For expansion.” We will explain that in a few moments.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals		A12-.A19			

There are two additional categories at the bottom of the table: the letters Qa-Qt and Numerals.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

Now let's examine the instructions under each of the categories, taking the category for *other initial consonants* as an example. The instructions say, "for the second letter use number."

The table is simple substitution. If the second letter of the word is an A, then we use number 3. If it is an E, we use number 4. If it is an R, we substitute a 7. And so on.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number					m-p	t	u	w-z
					6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

Let's say that the last name of the author is Beyer.

Retain the first letter, B.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number					m-p	t	u	w-z
					6	7	8	9
After the letters Qu for the third letter use number				i	o	r	t	y
				5	6	7	8	9
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals		.A12-.A19		

Now go to the table. The instructions say “for the second letter,” which is E, “use number” which is 4.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	Last name: Beyer			m-p	t	u	w-z	
				6	7	8	9	
After the letters Qu for the third letter use number	Cutter: .B4		i	o	r	t	y	
			5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals		.A12-.A19			

So far, the cutter for Beyer is .B4. Note that we have added a decimal point before the B, because Cutters are decimal numbers. The first, or only, cutter in a call number has a decimal point. For the second cutter, the decimal is only implied. In this module, all of the cutters will include decimal points.

Remember that we said cutters made with the Cutter Table have at least two digits. To assign the second digit, we use a new line of the table. We use the category called *For expansion*. Notice that it just says “for the letter,” it does not specify *which* letter. It doesn’t say third, or fourth, or so on. We already represented the first two letters of the name by .B4, so now we move to the third letter, which is Y. The numeric substitution for the letters W, X, Y, and Z is 9, so we put a 9 at the end of the cutter.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	Last name: Beyer				m-p	t	u	w-z
					6	7	8	9
After the letters Qu for the third letter use number	Cutter: .B49				i	o	r	t y
					5	6	7	8 9
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals		.A12-.A19			

The cutter for Beyer is .B49.

The same system works for the other categories: initial vowels, initial letter S, and initial letters Qu. Because Qu is actually two letters, we will discuss that category in more detail later in this module.

For now, let's look at some more examples.

Examples

Adams, Janine
Erich, Ford, 1950-
Ivanovich, Theodore

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

These names all begin with vowels, so we have excerpted the pertinent categories from the table.

Examples

Adams, Janine .A3

Erich, Ford, 1950-

Ivanovich, Theodore

After initial vowels for the second letter use number	b 2	d 3	l-m 4	n 5	p 6	r 7	s-t 8	u-y 9
For expansion for the letter use number	a-d 3	e-h 4	i-l 5	m-o 6	p-s 7	t-v 8	w-z 9	

The first name listed is Adams, so we take the first letter of the name, A, as the beginning of the cutter. The second letter is a D, which has a value of 3.

Examples

Adams, Janine .A33

Erich, Ford, 1950-

Ivanovich, Theodore

After initial vowels for the second letter use number	b 2	d 3	l-m 4	n 5	p 6	r 7	s-t 8	u-y 9
For expansion for the letter use number	a-d 3	e-h 4	i-l 5	m-o 6	p-s 7	t-v 8	w-z 9	

For the third letter we have to move to the *for expansion* category.

It says that a 3 should be substituted for A, B, C, and D.

Therefore, our cutter is .A33.

Examples

Adams, Janine .A33
Erich, Ford, 1950- .E75
Ivanovich, Theodore

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

The cutter for the second name on the list, Erich, will begin with an E. The second letter is R, for which a 7 should be substituted.

Once again, for the third letter, I, we move to the *for expansion* instructions. The letters I, J, K, and L should be represented by the numeral 5.

The cutter for Erich is .E75.

Examples

Adams, Janine	.A33
Erich, Ford, 1950-	.E75
Ivanovich, Theodore	.I93

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

The last name on the list, Ivanovich, is represented by the cutter .I93 because under initial vowels, the second letter V has a value of 9 and the expansion digit represents the third letter of the name, which is A. An A in the third position is represented by 3.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals		.A12-.A19			

Now let's look at some names that begin with consonants.

Examples

Malden, French .M
Meyer, Gail .M
Morant, Dennis .M

After other initial consonants
for the second letter
use number

a	e	i	o	r	u	y
3	4	5	6	7	8	9

For expansion
for the letter
use number

a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

In this case, the names all begin with the letter M, so all of the cutters will also begin with the letter M.

Examples

Malden, French	.M35
Meyer, Gail	.M
Morant, Dennis	.M

After other initial consonants for the second letter use number	a	e	i	o	r	u	y
	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

For Malden, we look up the value of the letter A when used after an initial consonant, and find that it is the number 3. Again, we check the *for expansion* category for the third letter, which is L. The letters I, J, K, and L all have the value 5.

The cutter for Malden is .M35.

Examples

Malden, French	.M35
Meyer, Gail	.M49
Morant, Dennis	.M

After other initial consonants for the second letter use number	a	e	i	o	r	u	y
	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

For the name Meyer, we substitute 4 for the E, and then, using the expansion category, a 9 for the Y.

The cutter for Meyer is .M49.

Examples

Malden, French .M35
Meyer, Gail .M49
Morant, Dennis .M67

After other initial consonants
for the second letter
use number

a	e	i	o	r	u	y
3	4	5	6	7	8	9

For expansion
for the letter
use number

a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

Likewise, the cutter for Morant will be .M67.

Examples

D13.M35	.M35
D13.M49	.M49
D13.M67	.M67

After other initial consonants
for the second letter
use number

a	e	i	o	r	u	y
3	4	5	6	7	8	9

For expansion
for the letter
use number

a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

Now imagine that you are shelving three books in the same class number, say D13. Notice how shelving the books according to the alphanumeric cutters creates an alphabetical arrangement of the authors on the shelf.

Cutter Table

After initial vowels								
for the second letter	b	d	l-m	n	p	r	s-t	u-y
use number	2	3	4	5	6	7	8	9
After the initial letter S								
for the second letter	a	ch	e	h-l	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9
After the letters Qu								
for the third letter	a	e	i	o	r	t	y	
use number	3	4	5	6	7	8	9	
After other initial consonants								
for the second letter	a	e	i	o	r	u	y	
use number	3	4	5	6	7	8	9	
For expansion								
for the letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29	Numerals		.A12-.A19				

Now we will use the category for words that begin with the letter S.

It works the same way as the consonant and vowel categories, but there is a twist.

Examples

Samuels, Alex
Schneider, Ray
Schwab, April
Shiner, Mallory

After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

You may reasonably ask why S merits its own category. It has to do with the fact that English is a Germanic language and therefore includes a lot of words and names that begin with S-c-h. If the general *For consonants* category were used for S-c-h, it would lead to crowding in the catalog. Therefore, the distribution of numbers in the S category is different from the distribution in the general *for consonants* category.

The biggest difference, though, is the inclusion of the number three for the C and H together.

Let's see how it works.

Examples

Samuels, Alex .S26

Schneider, Ray

Schwab, April

Shiner, Mallory

After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	

As you now know, the cutter for Alex Samuels will begin with the letter S. Simple substitution dictates that the second letter, A, will be given the number 2. The third letter, M, is assigned the number 6. Alex Samuels' cutter is therefore .S26.

Examples

Samuels, Alex .S26
Schneider, Ray .S36
Schwab, April
Shiner, Mallory

After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9

For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

The next name, Schneider, is treated a bit differently. The cutter again starts with an S, but now we consider the C and the H together, and assign those two letters the single digit 3. Now we move to the *for expansion* category. We move to the fourth letter, which is an N. M, N, and O all have the value 6.

The cutter for Ray Schneider is .S36.

Examples

Samuels, Alex .S26
Schneider, Ray .S36
Schwab, April .S39
Shiner, Mallory

After the initial letter S
for the second letter
use number

a	ch	e	h-l	m-p	t	u	w-z
2	3	4	5	6	7	8	9

For expansion
for the letter
use number

a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

The next name also begins with S-C-H. The cutter this time is .S39, because we take the S as-is, assign the digit 3 for the C-H, and then use the expansion category on the fourth letter, W. The letter W becomes a 9.

Examples

Samuels, Alex	.S26
Schneider, Ray	.S36
Schwab, April	.S39
Shiner, Mallory	.S55

After the initial letter S
for the second letter
use number

a	ch	e	h-l	m-p	t	u	w-z
2	3	4	5	6	7	8	9

For expansion
for the letter
use number

a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

Mallory Shiner’s name does not begin with an S-C-H, but an S-H. Her cutter is .S55 because when the first letter is an S, a 5 is substituted for the second letter H. When we apply the expansion category, we will apply it against the third letter as usual, because only the S and H are represented so far.

Please look at the cutters that we have created: .S26, .S36, .S39, and .S55. The cutters are in numerical order, just as the names are in alphabetical order. That is the effect that we want to see.

Cutter Table

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

So far, all of the letters that we have needed to represent as numerals have been represented by the Cutter Table. However, that is not always the case. Lots of very common words and names have other combinations. How do we make cutter numbers for them?

Cutter Table

After initial vowels								
for the second letter	b	d	l-m	n	p	r	s-t	u-y
use number	2	3	4	5	6	7	8	9
After the initial letter S								
for the second letter	a	ch	e	h-l	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9
After the letters Qu								
for the third letter	Thompson		e	i	o	r	t	y
use number			3	4	5	6	7	8
After other initial consonants								
for the second letter	a	e	i	o	r	u	y	
use number	3	4	5	6	7	8	9	
For expansion								
for the letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

To find out, let's take the name Thompson as an example.

We have to use the *other initial consonants* category, but it does not provide the second letter H.

Cutter Table

After initial vowels								
for the second letter	b	d	l-m	n	p	r	s-t	u-y
use number	2	3	4	5	6	7	8	9
After the initial letter S								
for the second letter	a	ch	e	h-l	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9
After the letters Qu								
for the third letter	Thompson		e	i	o	r	t	y
use number			4	5	6	7	8	9
After other initial consonants								
for the second letter	a	e	i	o	r	u	y	
use number	3	4	5	6	7	8	9	
For expansion								
for the letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number	3	4	5	6	7	8	9	
After the letters Qa-Qt			2-29	Numerals		.A12-.A19		

H comes after E and before I, which *are* represented in the table. Use the value assigned to E, which is 4, and then use the expansion category as usual. The cutter for Thompson will be .T46.

Cutter Table

After initial vowels for the second letter use number	b-c	d-k	l-m	n-o	p-q	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a-c	ch-d	e-g	h-l	m-p-s	t	u-v	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a-d	e-h	i-n	o-q	r-s	t-x	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a-d	e-h	i-n	o-q	r-t	u-x	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

If it helps, you can use your imagination to add some letters to the table.

Under *After initial vowels*, the number 2 represents B and C; 3 represents D, E, F, G, H, I, J, and K, and so forth.

Of course, some names and words start with two vowels, and the second letter is an A; the name Aaron comes to mind, immediately: A-A-R-O-N. The category for vowels does not specifically allow for that. You would use a 2 if the second letter after a vowel is an A.

You will see why that is when we talk about numerals in a moment or two.

Examples

Bheto, Arun .B44

Mba, David

Twillerbee, Jessica

After other initial consonants	
for the second letter	a e i o r u y
use number	3 4 5 6 7 8 9
For expansion	
for the letter	a-d e-h i-l m-o p-s t-v w-z
use number	3 4 5 6 7 8 9

Let's look at some examples.

The cutter for Bheto is .B44. The letter H is not provided for in the *other consonants* category, and it falls alphabetically between E and I, which are represented. Use the number for the E, because it comes before H and then move on to the third letter and the expansion category, and assign a 4 for the E.

Examples

Bheto, Arun .B44
Mba, David .M33
Twillerbee, Jessica

After other initial consonants for the second letter use number	a 3	e 4	i 5	o 6	r 7	u 8	y 9
For expansion for the letter use number	a-d 3	e-h 4	i-l 5	m-o 6	p-s 7	t-v 8	w-z 9

The cutter for David Mba is .M33.

B is not represented in the consonants category, and B falls between A and E, which are represented. Use the value for A, which is 3. The third letter of his name (which is an A), is represented by a 3 as well, according to the expansion category.

Examples

Bheto, Arun .B44
Mba, David .M33
Twillerbee, Jessica .T85

After other initial consonants for the second letter use number	a	e	i	o	r	u	y
	3	4	5	6	7	8	9
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z
	3	4	5	6	7	8	9

Jessica Twillerbee’s cutter is .T85. Again the W is not represented, and it falls between U and Y. Use the digit assigned to the U, which is 8, then move to the third letter and assign a 5.

Qu, Qa-Qt

After initial vowels								
for the second letter	b	d	l-m	n	p	r	s-t	u-y
use number	2	3	4	5	6	7	8	9
After the initial letter S								
for the second letter	a	ch	e	h-l	m-p	t	u	w-z
use number	2	3	4	5	6	7	8	9
After the letters Qu								
for the third letter	a	e	i	o	r	t	y	
use number	3	4	5	6	7	8	9	
After other initial consonants								
for the second letter	a	e	i	o	r	u	y	
use number	3	4	5	6	7	8	9	
For expansion								
for the letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29			Numerals	.A12-.A19			

There are two categories for names and words that begin with a Q. Let's talk about the Qu category first.

In English words, the letter Q is always followed by the letter U so Qu has its own line in the Cutter Table. Because Q and U are already provided for, the first digit in a cutter for a word beginning with a Qu is based on the third letter. The expansion number is then based on the fourth letter.

Qu, Qa-Qt

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	Queen: .Q44			h-l	m-p	t	u	w-z
				5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals .A12-.A19					

The word Queen would have a cutter .Q44. Although the Cutter Table effectively treats Qu as a single letter, the cutter begins with the letter Q, not the letters Qu.

Because Q and U are already provided for in the table, the third letter is used for the first digit. The third letter is E, which is assigned a 4. Now we move to the expansion category. Since Q-U-E are already provided for, the second E is the basis for the second digit, which is a value of 4.

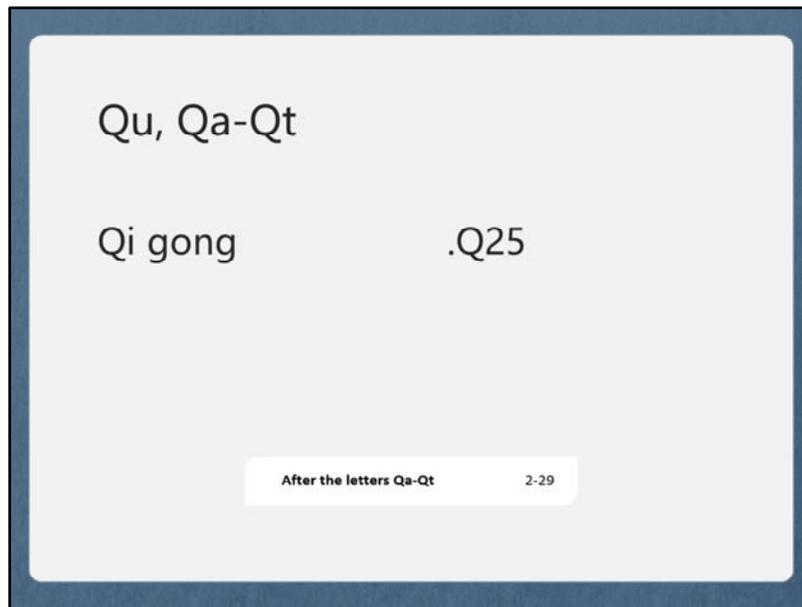
Qu, Qa-Qt

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals .A12-.A19					

In some languages, letters other than U are commonly used after the letter Q. This is perhaps most notable in Arabic and Chinese that have been romanized according to the ALA-LC Romanization Tables. Initialisms and acronyms do not always include a U after a Q, either.

Because the Cutter Table assigns the digits 3-9 for the third letter following Qu, it has a separate arrangement for Qa-Qt, which of course file alphabetically before Qu. All of the words that begin with Q-A, Q-B, Q-I, and so forth, have to fit between Q2 and Q29. The expansion line is not used for Qa-Qt, because the goal is to simply fit the entries between those numbers.

Let's look at some examples.



All of the numbers assigned depend on what is already in the catalog within a particular class number.

It is always a good idea to start somewhere in the middle of the range 2-29, because we do not know how many entries we will need to add to the catalog, and what they will be.

Let's say that the first resource received is titled Qi gong.

It can be assigned .Q25 because 2-5 is about halfway between 2 and 2-9.

Qu, Qa-Qt	
Qi gong	.Q25
Qing, Anyong	.Q26

After the letters Qa-Qt 2-29

Next, a resource entered under Qing, Anyong is received. .Q25 was assigned to Qi gong, so we can use .Q26 for this one. We want to keep the resources with an entry element Q-I plus some other letters relatively close together, but we also want to leave a bit a space. Assigning .Q25 and .Q26 accomplishes this by assigning successive numbers, but also allows for expansion because we can add digits to make intervening resources fit.

Qu, Qa-Qt	
Qi gong	.Q25
Qing, Anyong	.Q26
QTEK (Company)	.Q28

After the letters Qa-Qt 2-29

Now we catalog a resource entered under QTEK. Q-T is quite far from Q-I, so we should leave a bit more space, but no resource beginning with the letters Qa-Qt can be assigned a cutter number higher than .Q29. Let's assign QTEK .Q28. Q28 leaves space after Qing, and also leaves space for later acquisitions after QTEK.

Qu, Qa-Qt	
Qi gong	.Q25
Qijun, 1951-	.Q255
Qing, Anyong	.Q26
QTEK (Company)	.Q28

After the letters Qa-Qt 2-29

Now we receive a resource by Qijin. It has to fit alphabetically between Qi and Qing. Again, let's go to the middle and assign .Q255.

.Q256 would also be fine. We are making a three-digit cutter in order to make room for Qijin.

Qu, Qa-Qt	
Qabīlat Khuzā'ah	.Q23
Qi gong	.Q25
Qijun, 1951-	.Q255
Qing, Anyong	.Q26
QTEK (Company)	.Q28

After the letters Qa-Qt 2-29

Finally, a resource entered under this title is received. Although it starts with the letters Q-A, we should not assign .Q2, because there would be no place to put an entry that had to file before it. Every entry between Q-A and Q-T has to fit between 2 and 29. Let's assign .Q23.

One- and Two-Letter Words

- General policy: two or more digits in cutter
 - Not always possible or advisable
- Nothing comes before something
 - Adjust the cutter as necessary

The policy is to assign at least two digits to each cutter number created using the Cutter Table. That is not always advisable – or even possible -- when the initial word of the entry element consists of just one or two letters.

When this happens, remember that according to the filing rules, nothing comes before something, and you should adjust the cutter as necessary.

One- and Two-Letter Words

Ham and eggs .H36
Hello, my friend .H45

Homeward bound .H66

After other initial consonants						
for the second letter						
use number						
a	e	i	o	r	u	y
3	4	5	6	7	8	9

For expansion						
for the letter						
use number						
a-d	e-h	i-l	m-o	p-s	t-v	w-z
3	4	5	6	7	8	9

Let's say that there were already three entries with H cutters in a specific class, as you can see on the screen.

One- and Two-Letter Words

Ham and eggs	.H36
Hello, my friend	.H45
"Hi" and "bye"	.H5
Homeward bound	.H66

After other initial consonants for the second letter use number	a e i o r u y 3 4 5 6 7 8 9
For expansion for the letter use number	a-d e-h i-l m-o p-s t-v w-z 3 4 5 6 7 8 9

Now the title *"Hi" and "bye"* is cataloged. Remember that quotation marks have no filing value, so we will ignore them. The word "hi" has to fit between *Hello My Friend* and *Homeward Bound*. It is relatively easy; after an initial consonant, I has the value of 5.

The cutter is therefore .H5.

One- and Two-Letter Words

H is for horse	.H2
Ham and eggs	.H36
Hello, my friend	.H45
"Hi" and "bye"	.H5
Homeward bound	.H66

After other initial consonants							
for the second letter	a	e	i	o	r	u	y
use number	3	4	5	6	7	8	9
For expansion							
for the letter	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number	3	4	5	6	7	8	9

H is for horse is a slightly different situation. There is nothing but a space after the initial word in the title, and a space has a value of zero. Since a cutter is a decimal number, a zero is meaningless. We need to look at the Cutter Table. After an initial consonant, the lowest value is 3. Since the word H has to file before every other entry that starts with the letter H, the value we assign has to be lower than any other value that would be assigned to words starting with the letter H.

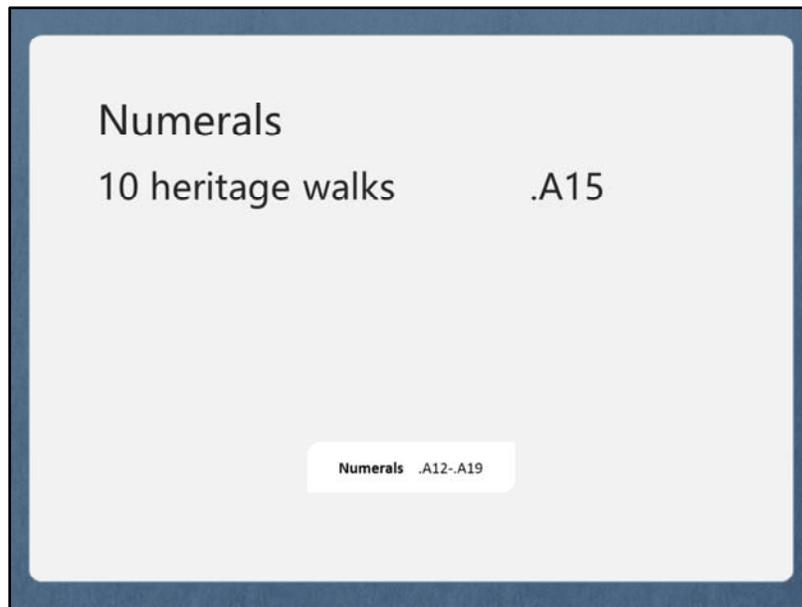
A 2 in this case would work, so the cutter would be .H2.

Numerals

After initial vowels for the second letter use number	b	d	l-m	n	p	r	s-t	u-y
	2	3	4	5	6	7	8	9
After the initial letter S for the second letter use number	a	ch	e	h-l	m-p	t	u	w-z
	2	3	4	5	6	7	8	9
After the letters Qu for the third letter use number	a	e	i	o	r	t	y	
	3	4	5	6	7	8	9	
After other initial consonants for the second letter use number	a	e	i	o	r	u	y	
	3	4	5	6	7	8	9	
For expansion for the letter use number	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
	3	4	5	6	7	8	9	
After the letters Qa-Qt	2-29		Numerals .A12-.A19					

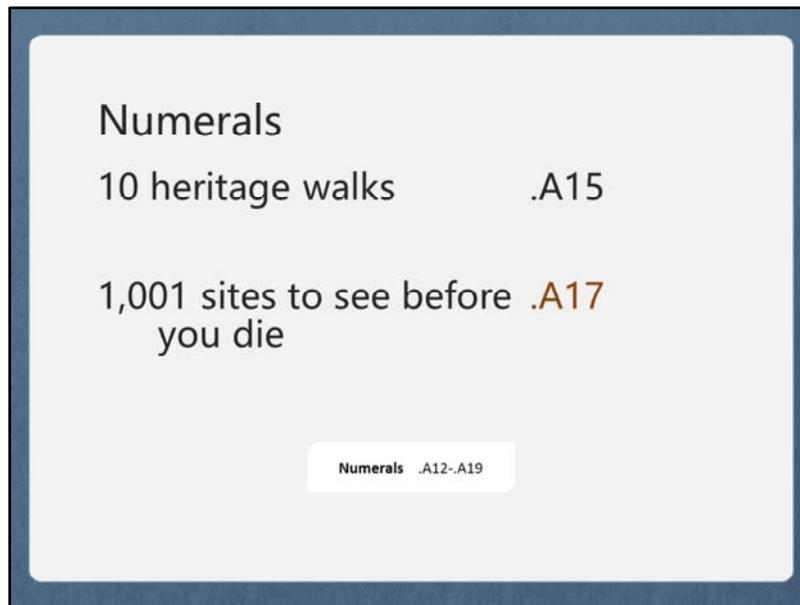
Entries that begin with numerals are treated in much the same way as entries that begin with Qa-Qt.

Recall from the module on the filing rules that numerals precede letters. If you look at all of the other categories in the table, you will see that the lowest value assigned is a 2. Therefore, numerals have been assigned the range .A12-.A19. Every entry that begins with a numeral must fit between .A12 and .A19.



With numerals it is again a good idea to assign the first resource in a class number a cutter number toward the middle of the span. It is impossible to know which numerals will need to be accommodated within a specific class number in the future.

Let's say that the first resource received is *10 Heritage Walks*. Assign it .A15, because it is the middle of the range.



The next resource received is titled *1,001 Sites to See Before You Die*. 1,001 is quite a bit larger than 10, but remember that theoretically any number – including numbers in the billions – needs to be represented. We therefore cannot assign the highest number possible, but we want to leave enough space between 10 and 1,001 to easily allow for any resource between those two numbers.

Let's say we assign .A17 to *1,001 Sites to See Before You Die*.

Numerals

10 heritage walks .A15

XIV ancient Roman sites .A155

1,001 sites to see before you die .A17

Numerals .A12-.A19

The third resource received is *XIV Ancient Roman Sites*. The values 10 and 14 are very close in numerical terms, much closer to each other than 14 and 1,001 are. We could assign .A16 because it fits, and that would be fine. But we could be a bit more precise.

.A155 might be better, because it is not just splitting the difference like .A16 would be; it allows more space between 14 and 1,001. Again, we do not want to use a cutter *too* close to .A15, because we do not know what might be coming later.

Numerals	
10 heritage walks	.A15
XIV ancient Roman sites	.A155
1,001 sites to see before you die	.A17
10,000 trips	.A18

Numerals .A12-.A19

Finally, we receive a resource entered under *10,000 Trips*. Now you see why we did not use .A19 for 1,001; we needed space for what was to come later. 10,000 is much larger than 1,001, but again, we do not want to use .A19, because for all we know, we might acquire something called 100,000 trips. So let's use .A18 for 10,000 trips.

In this module, we have shown you the basic use of the Cutter Table. In reality, the first step when assigning a cutter to a resource is to consult the catalog, *not* to consult the Cutter Table. We will demonstrate that procedure in the next module.

