Library of Congress Classification

Module 8.1
Introduction to Tables

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This module introduces tables as they are used in LC classification. First we will explain the purpose of tables, then we will explain where tables can be found and when they should be used. Finally, we will briefly describe the various types of tables that are found in LC classification.

Let’s get started.

Tables are an economical way to allow for the subarrangement of similar topics. Instead of printing the same subarrangement over and over throughout one or more schedules, the subarrangement is printed once in the table. Historically, this practice has reduced the size of the printed volumes of LC classification.

When LC stopped publishing printed volumes of schedules and tables in 2013, the volumes filled a shelf or two. If tables had not been used – if every possible number were printed, in other words – the schedules would probably have filled an average sized classroom from floor to ceiling.

Since all of the schedules and tables are available online now, the size of printed volumes is not an issue. However, tables still serve a vital function, which is to reduce the time it takes to maintain LC classification. Pointing once to an already established table is much less time-consuming than keying every possible class number into the schedules. Some tables are only two lines long, while others consist of hundreds of lines, representing hundreds of classification numbers.
Tables can be found in three places within LC classification.

Some tables are printed in the schedules themselves, in the numbers with which they are to be used. They are sometimes referred to as internal tables.

The table at D733.A2-Z is a good example. The number is used for museums and exhibitions about World War II, arranged by place. You can see the caption, “By region or country, A-Z.” The next line is “Under each country.” Then the table itself begins. It consists of two lines, one for general works and another for special cities.

Whenever you see an internal table, you should use it.
Other tables are accessible through hyperlinks provided in Classification Web, and those are sometimes referred to as external tables. The hyperlinks appear only with numbers that are subarranged with a table. If you see a hyperlink for a table, you should use it.

Every classification number on the slide is for medical education in a particular country and is subarranged by Table R1.
This is Table R1. As you can see, it is the table for medical education and schools. It provides subarrangement for official and nonofficial publications about medical education in a place in general, as well as cutters for individual institutions in that place. In this case, the external table – Table R1 – includes an internal table, too!
It appears in the “Individual institutions” caption under the line “Under each.”
The table number, R1, appears on each line of the table, prior to the subarrangement instructions. It should be ignored when you are making a classification number. We will talk more about that in the next modules.
The enhanced and hierarchical browsers in Classification Web can incorporate some external tables into the schedules themselves. This creates a seamless display and is a timesaver for catalogers. It also helps with accuracy.

We will click on Italy, which is classed in R791.
The browser has incorporated the table into the schedule. Instead of R1, each line begins with the class number, which looks as if it was printed in the schedule itself.

On occasion, the browser cannot incorporate the table into the schedule. In that case, it simply displays the table.
The standard browser never incorporates the tables into the schedule. Therefore, clicking on the hyperlink displays the table itself.

There will be times in this unit when we request that you do the exercises with the standard browser. Doing so will ensure that you understand how tables work.
Like LCC itself, the numbering system for tables is alphanumeric. The alphabetic portion indicates the schedule or schedules in which the table is used, and the numeral is simply a sequential number and used only for identification purposes.

Therefore, Table R1 is used in the R schedule. Table BM3 is used with the schedule for Judaism, BM.

Some tables are named for several schedules. For example, P-PZ40 is one of the most heavily used tables in all of LCC. It is used to subarrange literary authors – that is, authors who write fiction, drama, and poetry – in any language. It has the alphabetic portion P-PZ because it is used in almost every subclass in the P schedule, including PA, PB, PQ, PS, PT, and others.
We just said that Table R1 is used in the R schedule, for example, and Table P-PZ40 is used in all of the literature schedules. We need to be clear: these tables are used in those schedules. That is true.

However, you cannot use tables with any and every classification number in the schedules. Most classification numbers are *not* subarranged by tables. You should never use an external table unless you are specifically instructed to do so by a hyperlink.

There are many dozens of external tables in LCC, but you cannot use them wherever you want. Use them only when the schedule tells you to do so!
Finding and Using Tables

- In the *Classification and Shelflisting Manual* (CSM)
  - Called the tables of general application
  - Used throughout the schedules
    - The schedules do not indicate when they are to be applied

The third place to find tables is in the CSM. These tables are called “tables of general application” because they are used throughout the schedules, as appropriate.

Unlike the internal and external tables, the schedules give no indication that a table of general application is to be used. Instead, the instructions are found in the CSM itself.

The fact that the tables and the instructions on their use are in the CSM is the only difference between tables of general application and any other table.
The Cutter Table in G 63 can be considered a table of general application, since it appears in the CSM and not in the schedules. We have already discussed its use.

And the Regions and Countries Table in CSM G 300 and the U.S. States and Canadian Provinces Table in G 302 are also tables of general application. We will discuss the use of these tables in Unit 9.
Finding and Using Tables

- In the *Classification and Shelling Manual* (CSM)

  G 150  Translations/Texts in Parallel Languages
  G 240  Societies
  G 320  Biographies
  G 330  Artists

  *Also appears in F 275, Biographies

The four other tables of general application are the tables for translations, societies, biographies, and artists. We will discuss special aspects of the translation and biography tables in Units 10 and 11, respectively.
It is important to remember that everything you need to know about when and how to use a table of general application is in the CSM instruction sheet that contains the table. We cannot stress it enough: read the instruction sheet!

The instruction sheet defines the terminology. For example, G 150, Translations/Texts in Parallel Languages, defines translation, and also explains what is meant by the phrase “texts in parallel languages.” G 320, Biography, defines biography, collective biography, general class number, and biography number.

The instruction sheets provide instructions on when not to use the table, when to use it, and how to use it.
Now that we have outlined the purpose of tables, how to find them, and when to use them, we would like to briefly show you the two types of tables. The first type of table is used to build whole or decimal numbers.

As you can see, Spanish tokens as a topic in numismatics has a range of numbers: CJ5146-5150. The range is subarranged with Table C12.
In other words, Table C12 provides the meaning for each of those numbers. The first number in the range is for periodicals, the second is for catalogs, the third is for general works, and so on.
This is the display generated by the enhanced browser. It incorporates the table into the schedule. The first number, periodicals, is CJ5146, the second number, for catalogs, is CJ5147, and so forth.

We will provide detailed instructions on using these tables in the next module.
We will call the second type of table “.x tables.” They subarrange cutter numbers that you have assigned.

Table P-PZ43 is an example of an “.x table” and appears on your screen.

The high-level explanation is that you determine the classification number and cutter to assign to the resource, and then refer to the appropriate table when instructed. The table provides additional digits to add to the cutter and/or specifies what the second cutter should be.

We will explain this process in great detail later in this unit.
Exercises

*Click when you are ready to begin*