In the previous module, we explained how to apply an .x table when the cutter or span of cutters is printed in the schedules.

When the schedule provides an individual cutter, such as .N9 in the example on your screen, we are to assign the cutter as given, and then add additional elements to complete the call number. Those elements are typically another cutter and a date, but it may vary.
In this module, we will demonstrate how to use .x tables when an individual cutter is supplied by the cataloger before the table is applied. In other words, the cutter is not printed in the schedule. You have to assign it yourself.

There are two questions that you need to ask before you can begin to apply the table. First, what entity does the cutter represent? It may be a place, a person, a title, or something else. Second, has the entity that the cutter represents already been assigned a cutter in that particular class number? If it has, we use it. If it has not, we need to create a cutter that allows the entity to be filed alphabetically relative to the other entries that are already in the classification number.
It is essential to remember that once a cutter has been used to represent a place, topic, etc., it must continue to be used for everything about that place, topic, etc., in that class number. There are no exceptions.
We will begin with a simple situation.

As you can see, KF5076.A-Z is subarranged using an internal table – a table that is printed in the schedule itself. It consists of two lines, .A2 and .A3-Z.

But before we examine the table too closely, let’s ask our first question: What entity does the cutter in KF5076.A-Z represent?

The caption for that number is “Particular cases. By president, A-Z.” Look at the hierarchy pane. As you can see, this number refers to constitutional law as it relates to impeachment of presidents of the United States. Therefore, “Particular cases. By president, A-Z” refers to the name of the president. The range A-Z represents an individual president’s surname.
Let’s say that we are cataloging a resource entitled *The Legal Basis for the Impeachment of Clinton* by Dominik Smith. The cutter refers to Clinton, so we have to search the catalog to determine what cutter, if any, has already been assigned to Clinton in this class number.
This is a sample of call numbers assigned to resources in LC’s catalog.

All of the resources in this chart are about Bill Clinton’s impeachment, and as you can see, all of them have the same first cutter: .C57
We will therefore begin our call number with KF5076.C57.

Every single resource about Bill Clinton’s impeachment that is classed in KF5076 must be assigned the cutter .C57.
Now that we know we have assigned a cutter for the A-Z portion of KF5076.A-Z, we are ready to apply the table.

It is an .x table, because we have already assigned a cutter, although the .x is not explicitly included.

As we noted before, the table consists of two lines. Each of those lines begins with a cutter number, so we should not append any digits to .C57. Instead, we add a second cutter.

The resource we are cataloging is not an official document for the impeachment proceedings, so we will use the second line, .A3-Z, for general works.

There are not any special instructions about the meaning of the second cutter in the reserved range .A3-Z, so we follow the default instructions and cutter by main entry. We have to refer to the catalog again in order to determine what cutter to assign.
Smith has to fit between R39 for Ray and S72 for Starr.

We can use the Cutter Table and assign S65 to Smith.

We complete the call number with the date of publication.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Main entry in catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>KF5076.C57 S72 2018</td>
<td>Starr, Kenneth, 1946-</td>
</tr>
</tbody>
</table>

*Main entry:* Smith, Dominik

*Title:* The legal basis for the Impeachment of Clinton

*Subject:* Clinton, Bill, 1946- —Impeachment.

*Publication date:* 2017
Take one more look at the table. The cutter in the classification number, KF5076.A-Z, is preceded by a period.

Notice that the cutters in the table are also preceded by a period. The period is dropped from the second cutter – the one in the table – when the call number is assigned because the policy states that only the first cutter is preceded by a period.
Here is a similar table. We are cataloging a resource entitled *Interviews with Janet Micelli*, published in 2002. It will be classified in N7433.4.A-Z because Janet Micelli is best known for her artists’ books, which are books that are intended as visual art objects.

By looking at the hierarchy pane, we can see that N7433.4.A-Z is in the hierarchy for artists’ books. The caption is, “Special artists, A-Z.” As a reminder, when a caption uses the word “special,” it does not imply a qualitative judgment. It just means “individual.”

As before, our first question is, what entity does the cutter in N7433.4.A-Z represent? Think about it for a moment and click the screen when you know the answer.
It represents the name of the artist, in this case Janet Micelli.

Our next question is: Has Micelli already been assigned a cutter in that classification number?

For the answer to that question, we have to look in the catalog.
Janet Micelli has not been assigned a cutter yet, so we have to create one.

She has to fit between .M49 and .M54. A good cutter might be .M53.

Remember that once we assign .M53 for Janet Micelli, .M53 has to be used for all resources by and about Janet Micelli that are classified in N7433.4.
Now that we have assigned Micelli’s cutter, we can examine the table.

Each line begins with an .x, followed by a cutter or span of cutters. The resource we are cataloging is a collection of interviews. Please use the table to complete the call number. When you have done so, click the screen to check your answer.

The second cutter is given to us by the third line of the table, .xA35, which is used for “Speeches, essays, interviews, etc., of the artist.”

It is a reserved cutter so we cannot add digits to it.

However, there is a special instruction in the caption, “By date.” Therefore, we finish our call number with the date of publication.
Now we are cataloging a scholarly study of Micelli’s artist books, and we are classifying it in N7433.4.A-Z.

What will the first cutter be (if you do not know the cutter itself, describe how it should be determined).

Click the screen when you are ready to continue
A criticism of Janet Micelli’s artists’ books that is being classified in N7433.4.A-Z is assigned the first cutter .M53. There is already one other resource about Micelli with that cutter, so we are required to use it again.

Now please look at the table and determine how you would finish the call number.

Click the screen when you are ready to continue.
Biography and criticism is on the line marked .xZ7-.xZ99, which should be interpreted as .xZ7-Z99.
All biography and criticism, therefore, has to be assigned a second cutter in the range Z7-Z99. Robertson is toward the end of the alphabet and we do not yet have any cutter number assigned in this span, so we can assign something like Z87. You may have chosen something else; as long as it is between Z7 and Z99 and is toward the end of the range, it is fine.

As always, the date is appended to all call numbers for monographs.
Exercises

Click when you are ready to begin