In Module 8.3 we explained how to apply an .x table when the schedule provides a range or span of cutters.

The first cutter in the range, the .R5 on your screen, is substituted for the .x. The first cutter may be used as given; more commonly, though, one or more digits is appended to that cutter, according to the instructions in the table. Then we follow instructions in the table to complete the call number with another cutter, the publication date, or some other element.
In this module, we will demonstrate how to use .x tables when the cutter is supplied by the cataloger and the table indicates that you should add digits to the cutter.

As we saw in the previous module, there are two questions to ask yourself before you can begin to apply the table. First, what entity does the cutter represent? It may be a person, a place, 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 been, use it. If it has not, create a cutter that allows the entity to be filed alphabetically relative to the other entries that are already in the classification number.
As we said in the last module, it is essential to remember that once a cutter has been used to represent an entity, it must continue to be used for everything about that entity in that class number. There are no exceptions.
When digits are to be assigned to the cutter, it is necessary to compare the cutter numbers assigned in the catalog to the instructions in the table in order to determine the “base cutter” – that is, the first cutter in the span.

When the cutters are printed in the schedule, the schedule does this work for us.
A few moments ago we saw the example F234.R5-.R59, for the history of Richmond, Virginia.
As we already know, .R5 is the first cutter in the span so we replace the .x in the table with .R5 and append digits as instructed. The cutter for every single resource about Richmond that is classified in F234 therefore begins with .R5. Other cutters assigned to resources about Richmond may be .R533, .R562, or .R59.

When the cutter or cutter span is not printed in the schedules, we have to determine what that initial – that base cutter – is, based on entries in the catalog. Let’s see how it is done.
This is the area of the GV schedule that is used for resources about physical education and training in South America. The caption at GV241.A-Z is **Other South American regions or countries, A-Z.**
If we look above GV241.A-Z, we can see the context for that caption. The schedule includes separate ranges of numbers for Argentina, Brazil, and Chile. All other regions and countries in South America are placed in GV241.

Now ask yourself: what does the A-Z in GV241 refer to? In other words, what is the cutter based on?

Click the screen when you have your answer.
If you said the name of the country or region, you are correct.

We are cataloging *Physical education in Bolivia* by Randolph Petrie, published in 2002, and we need to classify it in GV241 because Bolivia does not have any numbers specifically assigned to it.

Now we have to determine whether a cutter has already been assigned to Bolivia, so we will search the catalog.
This is the list of cutters that have been assigned in GV241, along with the name of the country that each cutter represents. Bolivia does not yet have a cutter, so we will assign one.

In the next unit we will discuss the assignment of cutters for regions and countries, as well as for U.S. states and Canadian provinces. For now, just trust us that B5 is the cutter that Bolivia should be assigned in GV241.
Now that we have our cutter, we need to consult the table.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Region or country</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV241.C6</td>
<td>Colombia</td>
</tr>
<tr>
<td>GV313.E2</td>
<td>Ecuador</td>
</tr>
<tr>
<td>GV241.P5</td>
<td>Peru</td>
</tr>
<tr>
<td>GV241.U7</td>
<td>Uruguay</td>
</tr>
<tr>
<td>GV241.V4</td>
<td>Venezuela</td>
</tr>
</tbody>
</table>

*Main entry: Petrie, Randolph*

*Title: Physical education in Bolivia*

*Subject: Physical education and training—Bolivia.*

*Publication date: 2000 GV241.B5*
We can see that there are three lines:

**General works;**
**By state, province, etc., A-Z;** and
**By city, A-Z.**

The instruction for **General works** is to assign the base cutter.

The other lines say that we are to add a digit to the first cutter and assign a second cutter.

The resource we are cataloging is about physical education in Bolivia in general, so we use the **General works** number.
We simply assign .B5.

Because there are no special instructions for subarrangement and we have assigned only one cutter number so far, we add a second cutter to represent the main entry and then append the publication date.

This is the first resource about Bolivia in this classification number, so we can simply use the Cutter Table to assign a cutter for Petrie.

Now we are cataloging a resource about physical training in Sucre, a city in Bolivia.

We have already cataloged one resource about physical training in Bolivia, and we used the cutter .B5. That cutter has to be used as the base cutter for every single resource about Bolivia that is classified in GV241.

Since Sucre is a city in Bolivia, we use the .x3A-.x3Z line of the table; the caption is “By city, A-Z.”
If you find the notation confusing, as many do, remember that it can be read as .x3 A-Z.

The instruction is telling us to use the base cutter, .B5, and append a -3 to it. Our first cutter is .B53.
Now we have to interpret the A-Z portion of the instruction. What does that cutter represent?

If you said the city, Sucre, you are correct.

We will use the Cutter Table to assign a two-digit cutter to Sucre.
So how do we complete the call number? We have already assigned two cutters, so we cannot assign a third. Recall from Module 7.3 that we assign digits to the second cutter to represent the main entry in this situation. The main entry here is Lind, so let’s append –55. We will finish the call number with the date of publication.
Applying the Table

Main entry: Lind, Wilson
Subject: Physical education and training—Bolivia—Sucre.
Publication date: 2010

Our next resource is about physical education in Tarija, a department of Bolivia.

Again, we have to begin with the base cutter .B5 for Bolivia.

There is not a line for departments in the table. However, the line “By state, province, etc., A-Z” is intended for first-level administrative subdivisions of countries, regardless of what they are called. Bolivia’s first-level subdivisions are called departments, so we should use .x2A-.x2Z.
It should be read as .x2 A-Z.

We append the digit -2 to the base cutter, making the first cutter .B52.
The A-Z refers to the name of the department, so we have to assign a second cutter for Tarija. Let’s assign .T37.
We have therefore assigned two cutters already, and still have to represent the main entry. We will add digits for Morales.
The full call number is GV241.B52 T3766 1999.
Our next resource is about physical education in Cochabamba, another department of Bolivia. What is our base cutter? When you know the answer, click the screen.
If you said B5, then you are paying attention!

Let’s think about how you would finish the call number. Write it down, or remember it, and click the screen to continue when you are finished.
We assigned GV241.B52 C6335 2002. I hope your number is somewhat similar.

The first cutter is .B52 because we have to use .B5 as the base cutter. The table says that for first-level administrative subdivisions, we append a -2 and then we add a second cutter. We chose C63 for Cochabamba, based on the Cutter Table. Then we had to appended the digits -35 for the main entry, Dietz. Finally, we appended the date of publication.
A couple of years have passed, and more resources about Bolivia have been classed in GV241. This chart represents the entries in the catalog. In addition to the resources we have already examined, there are new entries for the cities of Cochabamba and La Paz.
Now we are cataloging another resource about the city of Cochabamba. It was written by Rafael Belliard and was published in 2018.

We need to focus on the call number that was assigned to the 2013 resource on Cochabamba by Imaculata Nuñes, so we have temporarily removed the other lines of the chart.

In order to assign a call number to the resource by Belliard, we have to “reverse engineer” the call number already assigned. That is, we have to take it apart into its component elements and determine what each letter and digit means.

Well, why is that? Well, we have said several times now that the base number that is assigned for a country always has to be used for the country. Therefore, .B5 is always used for Bolivia. The same is true for each city and department. Cochabamba always has to be assigned the same second cutter – and then digits are added for the main entry.

Therefore, we have to examine the number. We know that .B5 is the base cutter for Bolivia. We also know that appending the digit 3 to .B5 gives us the cutter .B53 and indicates that a cutter for the city comes next. But what is the cutter for the city?

The full cutter is С6368. Think about the name of the city and the main entry, and compare them to the Cutter Table. С6 would represent С-o in Cochabamba. С63 would represent С-o-c in Cochabamba. С636 could represent С-o-c-h in Cochabamba, but the second 6 could also represent the N in Nuñes. So which one is it? Which one is more likely? Well remember that the general rule is to assign two digits for a cutter, unless you have to assign more because of special instructions or crowding in the catalog. Therefore, the -68 portion of the second cutter is most likely to represent the main entry, Nuñes. С63 is for Cochabamba.

The call number for the resource by Belliard must begin with the number for Cochabamba, GV241.B53 С63. In fact, the call number for everything about Cochabamba that is classified in GV241 must begin with that number.

Now we will add digits for the main entry. Those digits have to allow the main entries to be filed in alphabetical order.
Applying the Table

<table>
<thead>
<tr>
<th>Call number</th>
<th>Place</th>
<th>Main entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV241.B53 C6335 2018</td>
<td>Cochabamba</td>
<td>Belliard, Rafael</td>
</tr>
<tr>
<td>GV241.B53 C6368 2013</td>
<td>Cochabamba</td>
<td>Nunes, Imaculata</td>
</tr>
</tbody>
</table>

Main entry: Belliard, Rafael  
Subject: Physical education and training—Bolivia—Cochabamba.  
Publication date: 2018

The identical parts of the call numbers are boldfaced and underlined.
By applying the table, we now have a very organized array of resources about physical training in Bolivia.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Place</th>
<th>Main entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV241.B5 P48 2000</td>
<td>Bolivia</td>
<td>Petrie, Randolph</td>
</tr>
<tr>
<td>GV241.B52 C6335 2002</td>
<td>Cochabamba (Department)</td>
<td>Dietz, Matthew</td>
</tr>
<tr>
<td>GV241.B52 T3766 1999</td>
<td>Tarija (Department)</td>
<td>Morales, Beverly</td>
</tr>
<tr>
<td>GV241.B53 C6335 2018</td>
<td>Cochabamba</td>
<td>Belliard, Rafael</td>
</tr>
<tr>
<td>GV241.B53 C6368 2013</td>
<td>Cochabamba</td>
<td>Nuñes, Imaculata</td>
</tr>
<tr>
<td>GV241.B53 L393 1989</td>
<td>La Paz</td>
<td>Xavier, Adam</td>
</tr>
</tbody>
</table>
All of the resources about Bolivia in general come first. We have only one, but if there were others, they would be assigned GV241.B5 with second cutters that arrange the main entries alphabetically.
Then come all of the resources about the first-level administrative subdivisions of Bolivia, in alphabetical order by department.

Their call numbers all begin with GV241.B52. If there were two or more resources about a single department, say Tarija, the only difference in the call numbers would be the portion that represents the main entry, as well as the date. In other words, the call number for everything about Tarija would begin GV241.B52 T37.
The third group consists of resources about individual cities in Bolivia, and they are in alphabetical order by city and then by main entry.

Each of the call numbers begins with GV241.B53, showing that they are cities. Each city is assigned a consistent cutter.
All of the resources about Cochabamba are under GV241.B53 C63.

### Applying the Table

<table>
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</tr>
<tr>
<td>GV241.B53 C6368 2013</td>
<td>Cochabamba</td>
<td>Nuñes, Imaculata</td>
</tr>
<tr>
<td>GV241.B53 L393 1989</td>
<td>La Paz</td>
<td>Xavier, Adam</td>
</tr>
</tbody>
</table>
The resource about La Paz has a call number that begins with GV241.B53 L3.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Place</th>
<th>Main entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>GV241.B5 P48 2000</td>
<td>Bolivia</td>
<td>Petrie, Randolph</td>
</tr>
<tr>
<td>GV241.B52 C6335 2002</td>
<td>Cochabamba (Department)</td>
<td>Dietz, Matthew</td>
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<td>GV241.B52 T3766 1999</td>
<td>Tarija (Department)</td>
<td>Morales, Beverly</td>
</tr>
<tr>
<td>GV241.B53 C6335 2010</td>
<td>Cochabamba</td>
<td>Belliard, Rafael</td>
</tr>
<tr>
<td>GV241.B53 C6368 2013</td>
<td>Cochabamba</td>
<td>Nuñes, Imaculata</td>
</tr>
<tr>
<td>GV241.B53 L393 1989</td>
<td>La Paz</td>
<td>Xavier, Adam</td>
</tr>
</tbody>
</table>
And finally, the resource about the city of Sucre comes last. If we ever receive another resource about Sucre, we would have to reverse engineer GV241.B53 S8355 2010 to determine which portion of the second cutter represents the city name and which part represents the main entry.
Before we conclude this module, we would like to further demonstrate the procedure for determining the base number for places, based on entries that are already in the catalog.

First let’s examine the schedule. The number HA39.A-Z is for the vital records, and resources about the vital records, of countries other than the United States. What does the A-Z refer to?

If you said the region or country, you were correct.

Now let’s look at the table. Under each country, general works are assigned the cutter for the country. The line “Local, A-Z” refers to any local place within a country, at any level. The digit 3 is appended to the end of the cutter for the region or country and a second cutter is assigned for the name of the local place. The alphabetical list may therefore look like a little bit of a hodgepodge, with cities and states and regions and so forth, all mixed together in a single alphabetical list.
We are cataloging a resource about vital statistics in Vienna, Austria. The chart represents the existing entries in the catalog.

There is already a resource for Vienna, and its call number is HA39.A92 V5455 1980.

What portion of that number must we assign to the resource we are cataloging?

The final digit of the first cutter is a 3, so we know that .A92 represents Austria. The entry directly above the entry for Vienna confirms that fact. The second cutter, V5455, represents both Vienna and the main entry. Think about the Cutter Table. V-i-e in Vienna would be assigned .V54, but the first “n” in Vienna would not generally be assigned a 5. The “F” in Fisher would be, though, and the F-i in Fisher would together be assigned 55.
Therefore, the portion of HA39.A923 V5455 1980 that would have to be assigned to another resource about Vienna is HA39.A923 V54.
Now we are cataloging a second resource about Vorarlberg. What is the base number for Vorarlberg?

V-o-r would be assigned V67, and the “L” in Lawrence is probably represented by a single digit, 5. Today, the general practice is to use two digits, but previous practice was often to use a single digit to represent the main entry. When you reverse engineer call numbers, your mind has to be open to all of the possibilities.
The base number for Vorarlberg is HA39.A923 V67.
What if you were cataloging a resource about vital statistics in Innsbruck, Austria? What would the base number be?

Remember, the chart on your screen represents all of the entries in the catalog so far.

When you think you know what the base number would be, click on the screen.
Since Innsbruck has not been assigned a cutter yet, we have to create one.

We first assign the cutter for Austria, .A92. Remember, every resource about Austria, or any place within Austria, that is classified in HA39 must begin with HA39.A92.

Now we append a -3, because Innsbruck is a local place in Austria.

Finally, we consult the Cutter Table to construct a cutter for Innsbruck, and I56 fits. Our base number – the number under which everything about vital statistics in Innsbruck must be classified – is HA39.A923 I56.
Our next step is to append digits for the main entry; we would also append the publication date.
Now we are cataloging a resource about vital statistics in Argentina as a whole. What is the base number for the resource?

Click the screen when you know the answer.
Did you say HA39.A7? If you did, you are correct. Good job! The table indicates that when a resource is about Argentina in general, the first cutter is the base cutter for Argentina. The second cutter represents the main entry.
What if you are cataloging another resource about Chaco, Argentina? What is your base number now?

Click the screen when you are ready.
The base number for Chaco is HA39.A73 C5.

Why?

Remember, these are all of the entries in the catalog, and the numbers are not crowded. Therefore, it is likely that the cataloger assigning these numbers was able to use the Cutter Table as-is. C-h in Chaco is represented by C5. C-h-a would not be represented by C57, because “a” is usually represented by a 2 or 3. However, the name Ramses could reasonably be represented by 7-3, for R-a.

The call number for the new resource on Chaco should begin with HA39.A73 C5.
Let’s do just one more. What if you had another resource about Santa Fe, Argentina? What is the base number?

Click the screen when you are ready to check your answer.
The base number for Santa Fe is HA39.A73 S36.

S-a-n would be assigned S36, according to the Cutter Table. It is highly unlikely that S-a-n would be represented by S368, since an “n” has a value of 6 and the numbers are not crowded here.

The main entry, Wagner, is easily represented by 83, but it is highly unlikely that it would be represented by 683, since W is so far to the end of the alphabet.
We have just seen that some of the cutters for the local places consist of a letter and one digit, and others consist of a letter and two digits. Some areas of the library’s catalog may be very crowded, though, and the base cutter may be three, four, or more digits long. If you think the problem through logically, though, you will be able to find the base number.

Janis, the cutters for Argentina and Austria are also different lengths. Argentina’s cutter is one digit long, while Austria’s is two digits. That’s common too, and again, in some areas of the catalog, you may find cutters that are even longer. Just pay attention to the catalog, and you can figure it out.

Personally, I like to keep some scrap paper handy, because sometimes it helps me to write down the possibilities before I decide!
We know that this has been a very long and detailed module, but we have to add just one more important detail before we conclude.

If one or more digits is appended to a cutter, you need to be very careful when you assign that cutter. It is quite easy to assign cutters that conflict or overlap with each other, and therefore disrupt the logical order that a table creates.

The table on your screen is from HA39.A-Z, the vital statistics number. As we saw in our examples, Argentina was assigned .A7 and Austria, .A92. Now let’s say that you are cataloging a resource about vital statistics in Armenia, which is not represented in the catalog yet.
Since Armenia is alphabetically very close to Argentina, it would be tempting to assign it .A73 or even .A72. Either would be a mistake though.
When the table is taken into consideration, Argentina has actually been assigned the span .A7-.A73.

Assigning Armenia .A73 would mean that resources about Armenia as a whole would be mixed in with resources about local places in Argentina.
It would be much better to assign Armenia .A74, thereby allowing all of the resources about that country to file after resources about Argentina, not mixed in with it.
Exercises

*Click when you are ready to begin*