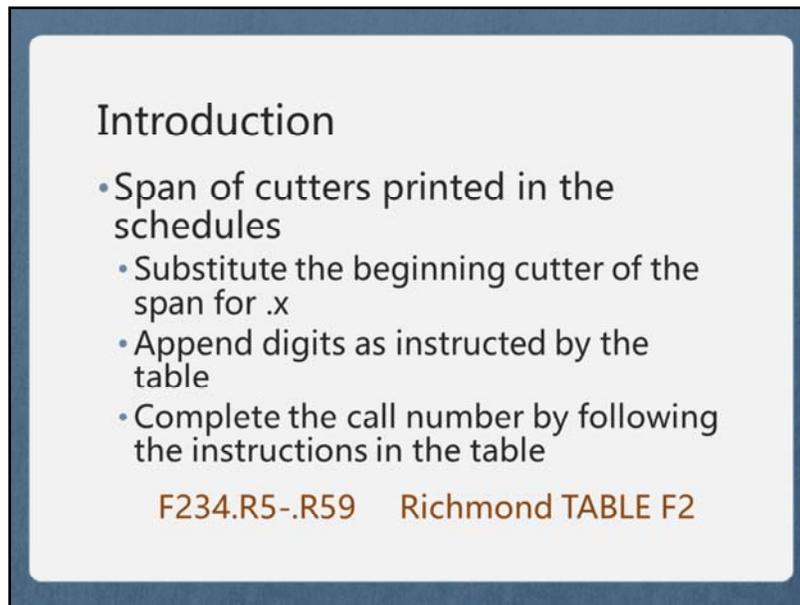


Library of Congress
Classification

Module 8.5
The .x Tables

Part 3: Cataloger-Supplied Cutters with a Range

Policy, Training, and Cooperative Programs Division
Library of Congress
September 2019



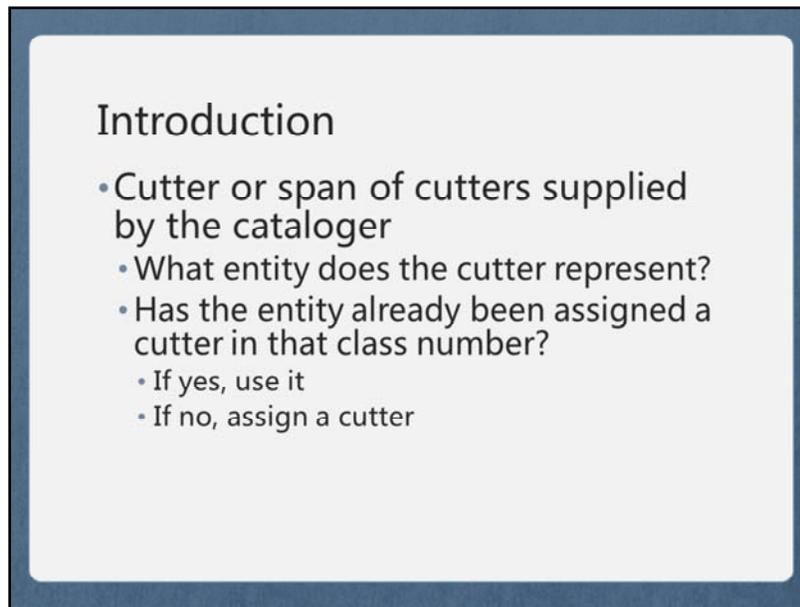
Introduction

- Span of cutters printed in the schedules
 - Substitute the beginning cutter of the span for .x
 - Append digits as instructed by the table
 - Complete the call number by following the instructions in the table

F234.R5-.R59 Richmond TABLE F2

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.



Introduction

- Cutter or span of cutters supplied by the cataloger
 - What entity does the cutter represent?
 - Has the entity already been assigned a cutter in that class number?
 - If yes, use it
 - If no, assign a cutter

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.

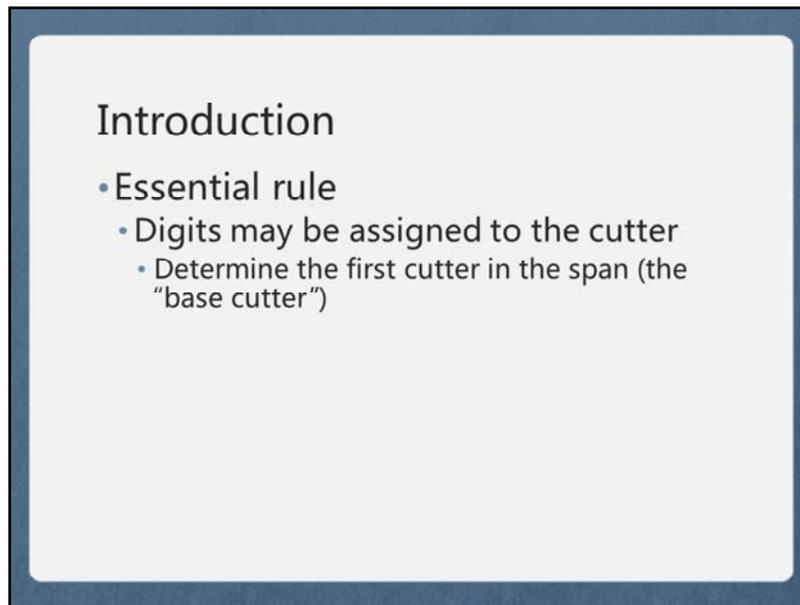
Second, has the entity that the cutter represents already been assigned a cutter in that particular class number? If it has been, use it. If it has not, create a cutter that allows the entity to be filed alphabetically relative to the other entries that are already in the classification number.

Introduction

Essential rule:

A cutter used to represent an entity in a classification number *must* be assigned to every resource about that entity in that 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.



Introduction

- Essential rule
 - Digits may be assigned to the cutter
 - Determine the first cutter in the span (the “base cutter”)

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.

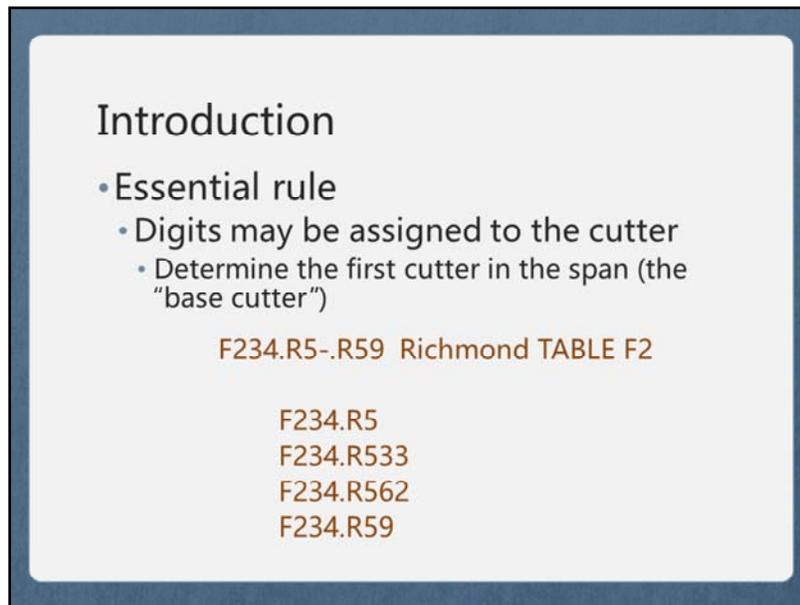
When the cutters are printed in the schedule, the schedule does this work for us.

Introduction

- Essential rule
 - Digits may be assigned to the cutter
 - Determine the first cutter in the span (the "base cutter")

F234.R5-.R59 Richmond TABLE F2

A few moments ago we saw the example F234.R5-.R59, for the history of Richmond, Virginia.



Introduction

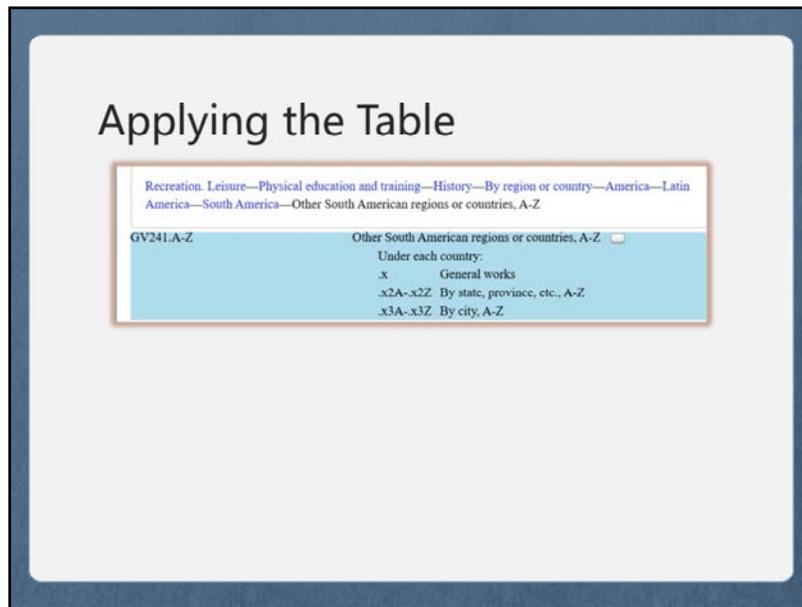
- Essential rule
 - Digits may be assigned to the cutter
 - Determine the first cutter in the span (the "base cutter")

F234.R5-.R59 Richmond TABLE F2

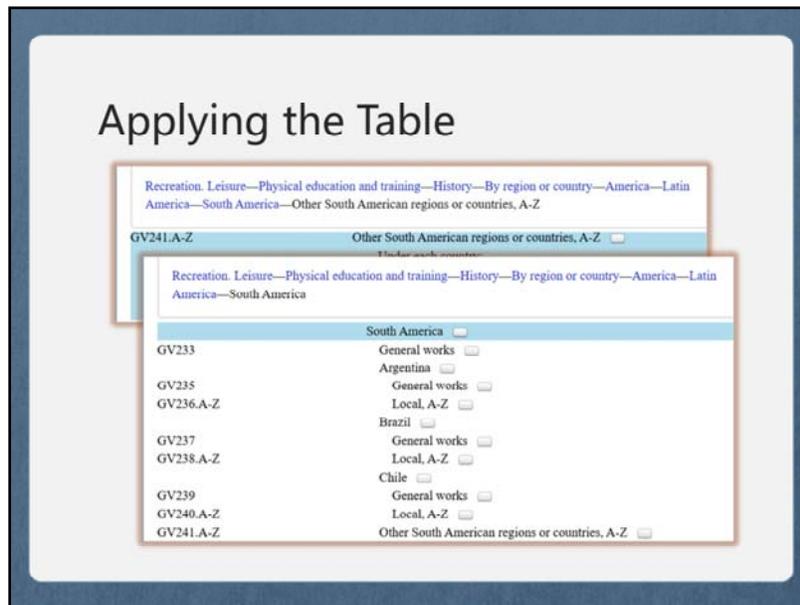
F234.R5
F234.R533
F234.R562
F234.R59

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**.

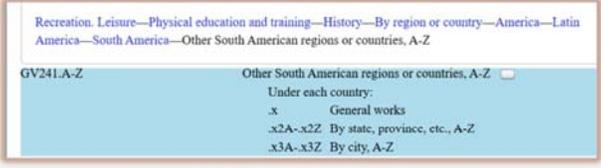


If we look above GV241.A-Z, we can see the context for that caption. The schedule includes separate ranges of numbers for **Argentina**, **Brazil**, and **Chile**. All other regions and countries in **South America** are placed in GV241.

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.

Applying the Table



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Petrie, Randolph
Title: Physical education in Bolivia
Subject: Physical education and training—Bolivia.
Publication date: 2000

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.

Applying the Table

Call number	Region or country
GV241.C6	Colombia
GV313.E2	Ecuador
GV241.P5	Peru
GV241.U7	Uruguay
GV241.V4	Venezuela

Main entry: Petrie, Randolph
Title: Physical education in Bolivia
Subject: Physical education and training—Bolivia.
Publication date: 2000

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.

Applying the Table

Call number	Region or country
GV241.C6	Colombia
GV313.E2	Ecuador
GV241.P5	Peru
GV241.U7	Uruguay
GV241.V4	Venezuela

Main entry: Petrie, Randolph
Title: Physical education in Bolivia
Subject: Physical education and training—Bolivia.
Publication date: 2000 **GV241.B5**

Now that we have our cutter, we need to consult the table.

Applying the Table

Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

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.

Applying the Table

Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Petrie, Randolph
Title: Physical education in Bolivia
Subject: Physical education and training—Bolivia.
Publication date: 2000 **GV241.B5 P48 2000**

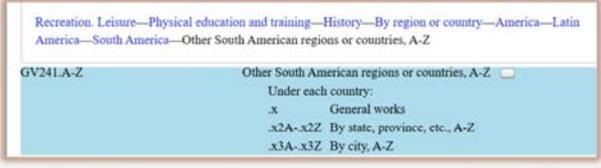
We simply assign .B5.

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.

Our call number is GV241.B5 P48 2000.

Applying the Table



Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

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

GV241.B5

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.**”

Applying the Table

Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241 **Read as: .x3 A-Z By city, A-Z** tries, A-Z

.x	General works
.x2A-.x2Z	By state, province, etc., A-Z
.x3A-.x3Z	By city, A-Z

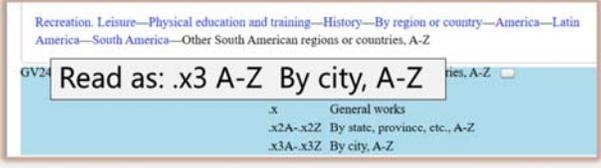
Main entry: Lind, Wilson
Subject: Physical education and training—Bolivia—Sucre.
Publication date: 2010

GV241.B5

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.

Applying the Table



The screenshot shows a table with a header row: "Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z". The first row of the table is highlighted in blue and contains the text "Read as: .x3 A-Z By city, A-Z". A callout box points to the ".x3 A-Z" part of this row. Below the table, the following information is provided:

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

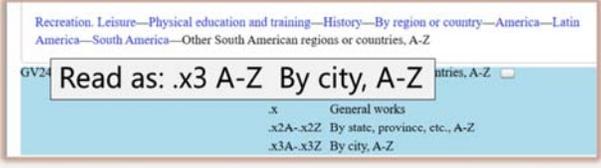
GV241.B53

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.

Applying the Table



The screenshot shows a classification table with a highlighted row. The table header is "Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z". The highlighted row is "GV241 .x3 A-Z By city, A-Z" with a checkbox for "entries, A-Z". Below the table, the call number components are listed: "Main entry: Lind, Wilson", "Subject: Physical education and training—Bolivia—Sucre.", and "Publication date: 2010". A brown box contains the call number "GV241.B53 S83".

Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241 .x3 A-Z By city, A-Z entries, A-Z

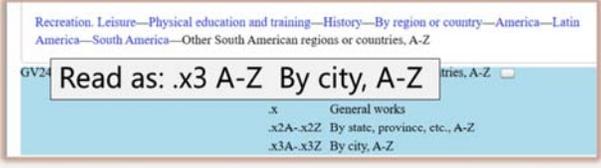
.x General works
.x2A-.x2Z By state, province, etc., A-Z
.x3A-.x3Z By city, A-Z

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

GV241.B53 S83

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



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241 **Read as: .x3 A-Z By city, A-Z** tries, A-Z

.x General works
.x2A-.x2Z By state, province, etc., A-Z
.x3A-.x3Z By city, A-Z

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

GV241.B53 S8355 2010

The full call number is GV241.B53 S8355 2010.

Applying the Table

Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Morales, Beverly
Subject: Physical education and training—Bolivia—Tarija (Department)
Publication date: 1999

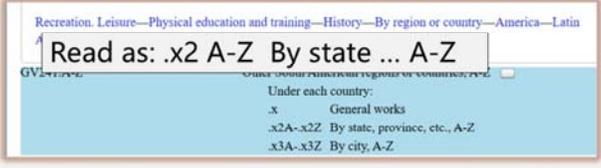
GV241.B5

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.

Applying the Table



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin

Read as: .x2 A-Z By state ... A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

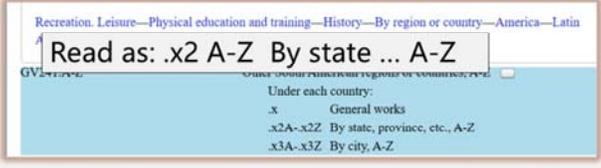
Main entry: Morales, Beverly
Subject: Physical education and training—Bolivia—Tarija (Department)
Publication date: 1999

GV241.B5

It should be read as .x2 A-Z.

We append the digit -2 to the base cutter, making the first cutter .B52.

Applying the Table



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin

Read as: .x2 A-Z By state ... A-Z

Under each country:

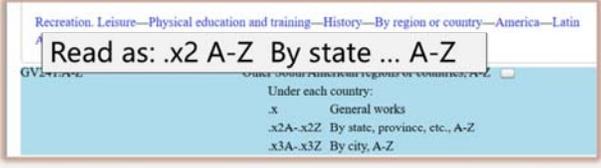
- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Morales, Beverly
Subject: Physical education and training—Bolivia—Tarija (Department)
Publication date: 1999

GV241.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.

Applying the Table



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin

Read as: .x2 A-Z By state ... A-Z

Under each country:

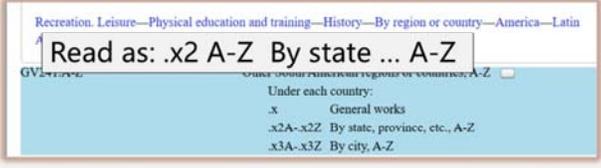
- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Morales, Beverly
Subject: Physical education and training—Bolivia—Tarija (Department)
Publication date: 1999

GV241.B52 T37

We have therefore assigned two cutters already, and still have to represent the main entry. We will add digits for Morales.

Applying the Table



Recreation. Leisure—Physical education and training—History—By region or country—America—Latin

Read as: .x2 A-Z By state ... A-Z

Under each country:

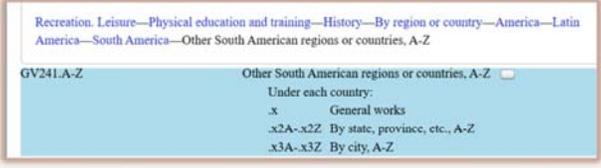
- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Morales, Beverly
Subject: Physical education and training—
Bolivia—Tarija (Department)
Publication date: 1999

GV241.B52 T3766 1999

The full call number is GV241.B52 T3766 1999.

Applying the Table



Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Dietz, Matthew
Subject: Physical education and training—
Bolivia—Cochabamba (Department)
Publication date: 2002

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.

Applying the Table

Recreation. Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A-Z Other South American regions or countries, A-Z

Under each country:

- .x General works
- .x2A-.x2Z By state, province, etc., A-Z
- .x3A-.x3Z By city, A-Z

Main entry: Dietz, Matthew
Subject: Physical education and training—
 Bolivia—Cochabamba (Department)
Publication date: 2002

GV241.B5

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.

Applying the Table

Recreation, Leisure—Physical education and training—History—By region or country—America—Latin America—South America—Other South American regions or countries, A-Z

GV241.A

Read as: .x2 A-Z By state ... A-Z

.x General works
.x2A-.x2Z By state, province, etc., A-Z
.x3A-.x3Z By city, A-Z

Main entry: Dietz, Matthew
Subject: Physical education and training—Bolivia—Cochabamba (Department)
Publication date: 2002

GV241.B52 C6335 2002

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 append the digits -35 for the main entry, Dietz. Finally, we appended the date of publication.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

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.

Applying the Table

Call number	Place	Main entry
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata

Under each country:
 .x General works
 .x2A-.x2Z By state, province, etc., A-Z
 .x3A-.x3Z By city, A-Z

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

GV241.B53 C63

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 Nuñez, 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 C6368. Think about the name of the city and the main entry, and compare them to the Cutter Table. C6 would represent C-o in Cochabamba. C63 would represent C-o-c in Cochabamba. C636 could represent C-o-c-h in Cochabamba, but the second 6 could also represent the N in Nuñez. 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, Nuñez. C63 is for Cochabamba.

The call number for the resource by Belliard must begin with the number for Cochabamba, GV241.B53 C63. 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

Call number	Place	Main entry
<u>GV241.B53 C6335</u> 2018	Cochabamba	Belliard, Rafael
<u>GV241.B53 C6368</u> 2013	Cochabamba	Nuñez, Imaculata

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.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

By applying the table, we now have a very organized array of resources about physical training in Bolivia.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

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.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

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.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

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.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

All of the resources about Cochabamba are under GV241.B53 C63.

Applying the Table

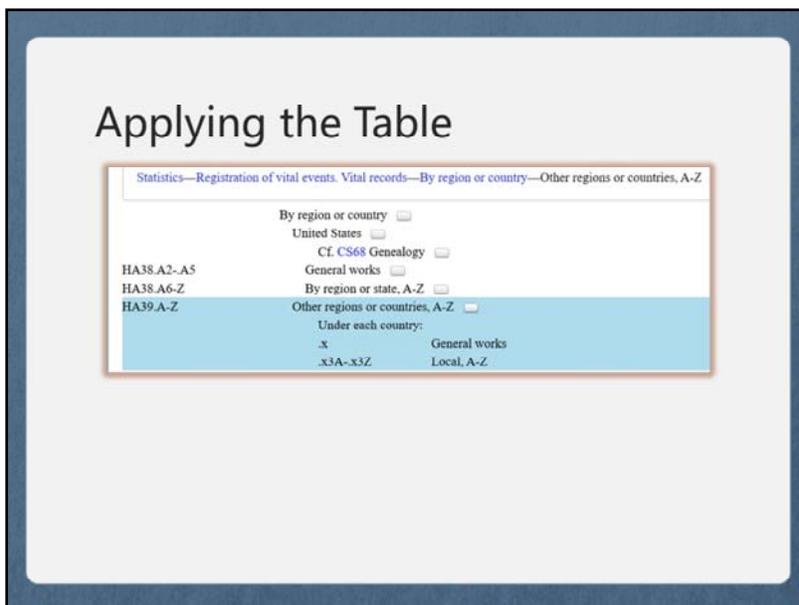
Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

The resource about La Paz has a call number that begins with GV241.B53 L3.

Applying the Table

Call number	Place	Main entry
GV241.B5 P48 2000	Bolivia	Petrie, Randolph
GV241.B52 C6335 2002	Cochabamba (Department)	Dietz, Matthew
GV241.B52 T3766 1999	Tarija (Department)	Morales, Beverly
GV241.B53 C6335 2018	Cochabamba	Belliard, Rafael
GV241.B53 C6368 2013	Cochabamba	Nuñez, Imaculata
GV241.B53 L393 1989	La Paz	Xavier, Adam
GV241.B53 S8355 2010	Sucre	Lind, Wilson

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

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.A923 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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z Other regions or countries, A-Z

Under each country:

.x General works

.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

Therefore, the portion of HA39.A923 V5455 1980 that would have to be assigned to another resource about Vienna is HA39.A923 V54.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z Other regions or countries, A-Z

Under each country:

.x General works

.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

The base number for Vorarlberg is HA39.A923 V67.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z Other regions or countries, A-Z

Under each country:

.x General works

.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

Innsbruck, Austria

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 I56	Innsbruck, Austria	
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z Other regions or countries, A-Z

Under each country:

.x General works

.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 I5667	Innsbruck, Austria	Morales, Benji
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

Our next step is to append digits for the main entry; we would also append the publication date.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x3A-.x3Z	Local, A-Z

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich

What if you are cataloging another resource about Chaco, Argentina? What is your base number now?

Click the screen when you are ready.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z	Other regions or countries, A-Z <input type="checkbox"/>
	Under each country:
	.x General works
	.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich

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.

Applying the Table

Statistics—Registration of vital events. Vital records—By region or country—Other regions or countries, A-Z

HA39.A-Z Other regions or countries, A-Z

Under each country:

.x General works

.x3A-.x3Z Local, A-Z

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich

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.

Applying the Table

Call number	Place	Main entry
HA39.A7 A33 1870	Argentina	Adami, Margaret
HA39.A7 B37 2001	Argentina	Barros, Clarice
HA39.A73 C573 2005	Chaco, Argentina	Ramses, Francis
HA39.A73 S3683 1996	Santa Fe, Argentina	Wagner, Boniface
HA39.A92 V65 2001	Austria	Volker, Heinrich
HA39.A923 V5455 1980	Vienna, Austria	Fischer, Emma
HA39.A923 V675	Vorarlberg, Austria	Lawrence, Tia

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!

Assigning the First Cutter

- Consider the cutter span created by the table
- Do not assign cutters that overlap with other spans

.A7	Argentina
.A92	Austria

Under each country:
.x General works
.x2A-x2Z By state, province, etc., A-Z
.x3A-x3Z By city, A-Z

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.

Assigning the First Cutter

- Consider the cutter span created by the table
- Do not assign cutters that overlap with other spans

.A7	Argentina
✗ .A73	Armenia
.A92	Austria

Under each country:
.x General works
.x2A-x2Z By state, province, etc., A-Z
.x3A-x3Z By city, A-Z

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.

Assigning the First Cutter

- Consider the cutter span created by the table
- Do not assign cutters that overlap with other spans

.A7-.A73	Argentina
✗ .A73	Armenia
.A92-.A923	Austria

Under each country:
.x General works
.x2A-.x2Z By state, province, etc., A-Z
.x3A-.x3Z By city, A-Z

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.

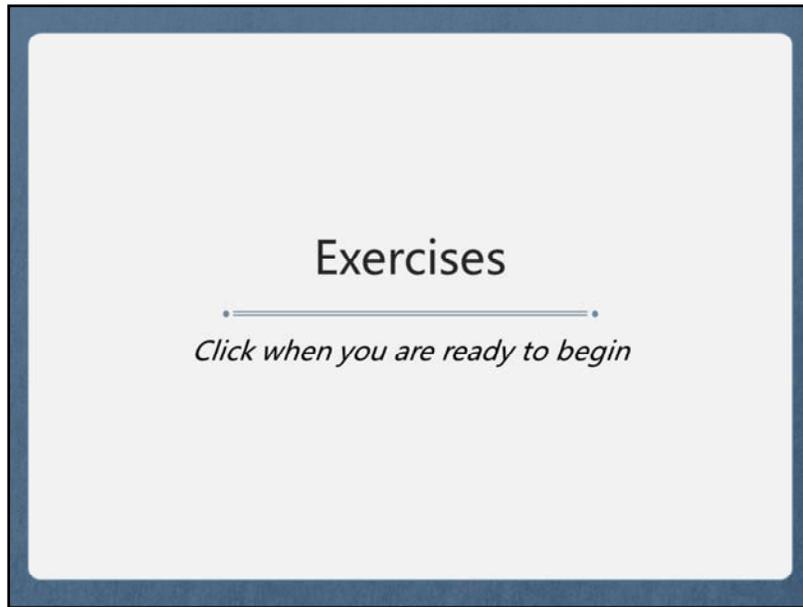
Assigning the First Cutter

- Consider the cutter span created by the table
- Do not assign cutters that overlap with other spans

.A7-.A73	Argentina
✓.A74-.A743	Armenia
.A92-.A923	Austria

Under each country:
.x General works
.x2A-.x2Z By state, province, etc., A-Z
.x3A-.x3Z By city, A-Z

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