

Library of Congress classification often makes provisions for subarranging topics by place.

In Module 2.2 we discussed the overarching principle: we classify by topic whenever a choice has to be made between classifying a resource by topic or by place.

Introduction

- Classification by place or by topic?
- Classify by topic, unless there are instructions to the contrary

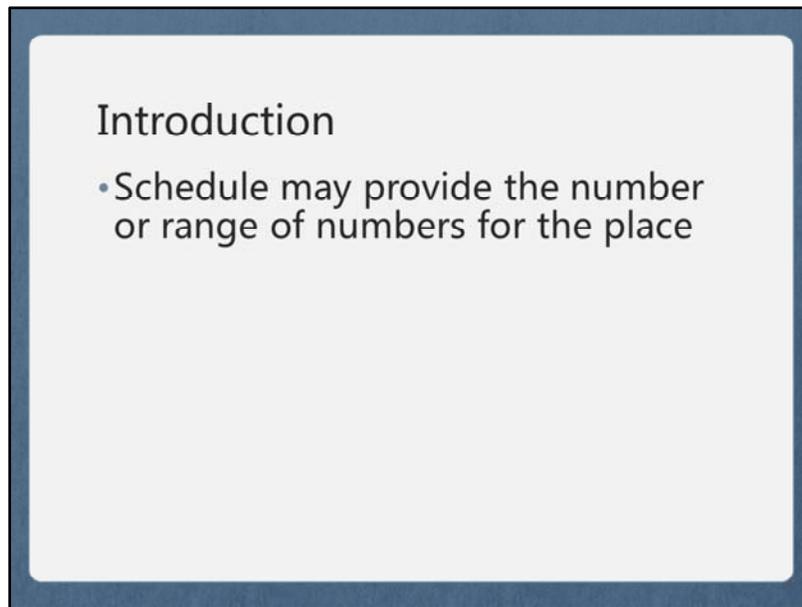
Knitting sweaters in Ireland



The screenshot shows a portion of the Library of Congress Classification table. The top line is "Handicrafts. Arts and crafts—Home arts. Homecrafts—Textile arts and crafts—Decorative needlework. Fancy work—Knitting and crocheting". Below this is a blue header "Knitting and crocheting" with a small icon. Underneath are several sub-entries: "For bead crochet see TT861.3", "Cf. RM735.7.K54 Therapeutic use", "Cf. TT679-695 Machine knitting", "By region or country, A-Z", "Subarrange each country by Table T4a", "General works", and "Shawls, sweaters, socks and other articles". To the left of these entries are the classification numbers "TT819.A-Z", "TT820", and "TT825".

For example, a resource about knitting sweaters in Ireland would be classified in TT825, which includes sweaters, instead of TT819.A-Z, which is for knitting in specific places.

This principle can be found in CSM instruction sheet F 10.



Introduction

- Schedule may provide the number or range of numbers for the place

Sometimes, topics are subarranged by place, so you can bring out both instead of choosing between.

Introduction

- Schedule may provide the number or range of numbers for the place



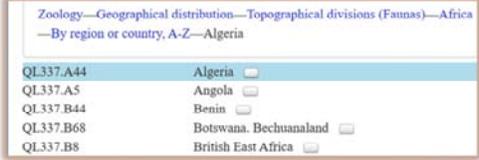
Botany—Geographical distribution. Phytogeography—Topographical divisions—Africa—By region or country—Somalia	
QK415	Somalia
QK416	Zaire. Congo (Democratic Republic)
QK416.4	Congo (Brazzaville)
QK417	Liberia
QK418	Morocco

For example, this is a small portion of the list of countries in Africa that appears in the portion of the botany schedule on phytogeography.

Each country is assigned a number: QK415 for Somalia, QK417 for Liberia, and so on.

Introduction

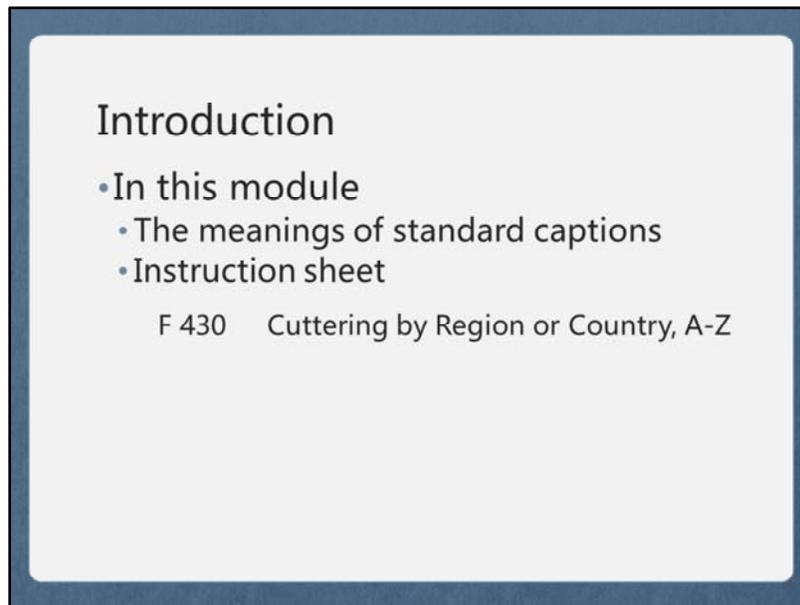
- Schedule may provide the number or range of numbers for the place



Zoology—Geographical distribution—Topographical divisions (Faunas)—Africa	
—By region or country, A-Z—Algeria	
QL337.A44	Algeria
QL337.A5	Angola
QL337.B44	Benin
QL337.B68	Botswana, Bechuanaland
QL337.B8	British East Africa

This is another list of countries of Africa, this time from the zoology schedule. In this case, the countries are represented by cutter numbers.

In most cases, though, the names of countries, or states, or provinces, or cities, or what-have-you, are *not* provided by the schedules.



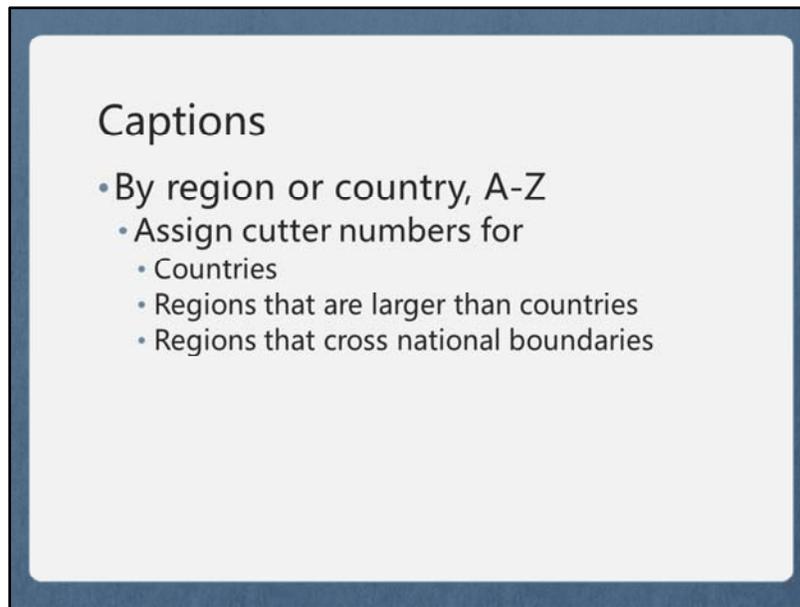
Introduction

- In this module
 - The meanings of standard captions
 - Instruction sheet

F 430 Cuttering by Region or Country, A-Z

In this module, we will explain the meanings of the captions that designate classification by place.

This module is based on CSM instruction sheet F 430, *Cuttering by Region or Country, A-Z*.



By far the most common caption for classification by place is “**By region or country, A-Z.**”

The meaning of the “by country” part of the caption should be quite obvious: the cutter is based on the name of a country.

The meaning of “by region” is not as obvious. Only regions that are larger than countries and regions that cross national boundaries can have cutters in in numbers with the caption “**By region or country, A-Z.**”



Captions

- By region or country, A-Z
 - Assign cutter numbers for
 - Countries
 - Regions that are larger than countries
 - Regions that cross national boundaries

Sri Lanka
Turkmenistan
Africa
Europe, Western
Malay Archipelago

Sri Lanka is eligible for a cutter, and so is Turkmenistan, because both are countries.

Continents are larger than countries, so Africa can have a cutter, too.

Western Europe is certainly larger than a country, so it also can have a cutter.

The Malay Archipelago is a region consisting of Indonesia, Philippines, Borneo, and New Guinea, so it too can have a cutter in “**By region or country.**”

Captions

- By region or country, A-Z
 - Do not assign a cutter for a jurisdiction, region, or other place within a country
 - Assign a cutter for the country
 - Do not attempt to represent the local place in the call number
 - Unless the schedule provides explicit instructions to do so

Local places *within* countries – jurisdictions, regions, or other places – are not assigned a cutter when the caption is “**By region or country.**”

Instead, assign a cutter for the *country*. The local place within the country is not represented in the call number, unless the schedule provides explicit instructions to do so. Those instructions are usually in an internal table.

Captions

- By region or country, A-Z
- Do not assign a cutter for a jurisdiction, region, or other place within a country

If the place name is...	Cutter for...
Colombo (Sri Lanka)	Sri Lanka
Missouri	United States
Transvaal (South Africa)	South Africa
Vancouver (B.C.)	Canada

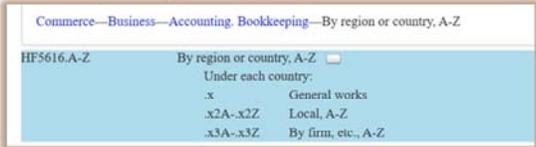
If you are cataloging a resource about the city of Colombo in Sri Lanka, you would cutter for Sri Lanka, not Colombo.

A resource about the Transvaal region in South Africa would be cuttered for South Africa.

The country name does not have to appear in the authorized form of the local place name in order to cutter for the country. Missouri is a state in the United States, and would be cuttered by .U if the caption were “By region or country, A-Z.” Vancouver, a city in the Canadian province of British Columbia, would be cuttered .C for Canada.

Captions

- By region or country, A-Z
- Represent a local place within a country only if instructed to do so



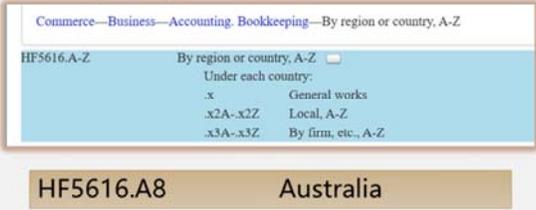
Commerce—Business—Accounting, Bookkeeping—By region or country, A-Z	
HF5616.A-Z	By region or country, A-Z <input type="checkbox"/>
	Under each country:
.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	By firm, etc., A-Z

We said not to bring out the local place in the call number unless the schedule specifically instructs you to do so. Here is an example of those instructions.

The internal table for accounting and bookkeeping by region or country indicates that we can indeed bring out a local place.

Captions

- By region or country, A-Z
- Represent a local place within a country only if instructed to do so



Commerce—Business—Accounting. Bookkeeping—By region or country, A-Z

HF5616.A-Z By region or country, A-Z

Under each country:

.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	By firm, etc., A-Z

HF5616.A8 Australia

Say that Australia has already been assigned .A8 in the catalog.

Captions

- By region or country, A-Z
- Represent a local place within a country only if instructed to do so

Commerce—Business—Accounting. Bookkeeping—By region or country, A-Z	
HF5616.A-Z	By region or country, A-Z <input type="checkbox"/>
	Under each country:
.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	By firm, etc., A-Z

HF5616.A8	Australia
HF5616.A82 N48	New South Wales

According to the policy, a resource on New South Wales, which is a state of Australia, would also be assigned .A8. However, the table indicates that a local place within the country can be brought out by appending a -2 to the first cutter and then adding a second cutter for the name of the local place. Therefore, New South Wales would be assigned HF5616.A82 N48 and digits would be appended to the second cutter to represent the main entry.

The caption “**Local, A-Z**” means any local place – at any level of jurisdiction. Therefore, resources about states and cities and regions are all interfiled alphabetically.

Captions

- By region or country, A-Z
- Represent a local place within a country only if instructed to do so



Call Number	Location
HF5616.A8	Australia
HF5616.A82 N48	New South Wales
HF5616.A82 S93	Sydney (N.S.W.)

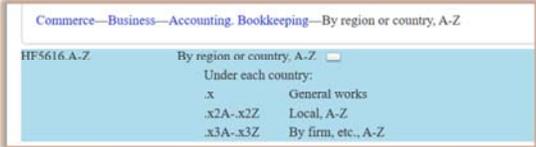
Now we are cataloging a resource about bookkeeping in Sydney, which is a city in New South Wales.

We append a -2 as before, and the second cutter starts with “S” for Sydney. We do not make an attempt to keep all of the cities in New South Wales next to each other.

As you can see, we simply follow the instructions.

Captions

- By region or country, A-Z
 - Represent a local place within a country only if instructed to do so
 - Apply this instruction only for countries, not for regions



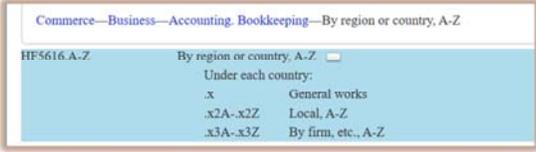
Commerce—Business—Accounting. Bookkeeping—By region or country, A-Z	
HF5616.A-Z	By region or country, A-Z <input type="checkbox"/>
Under each country:	
.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	By firm, etc., A-Z

The instructions to represent a local place should be used only within countries, not within regions, even though “regions” appears in the caption.

The reason for this is simple: a local place within a transnational region is first and foremost a unit within a country. We therefore cutter for the country.

Captions

- By region or country, A-Z
 - Represent a local place within a country only if instructed to do so
 - Apply this instruction only for countries, not for regions



Commerce—Business—Accounting. Bookkeeping—By region or country, A-Z	
HF5616.A-Z	By region or country, A-Z <input type="checkbox"/>
	Under each country:
.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	By firm, etc., A-Z

HF5616.I82 V46 Venice, Italy

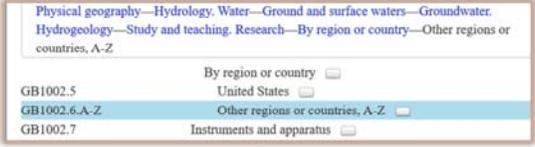
For example, Venice is a city in Italy, which is in Europe.

We cutter for the country, Italy, and then follow the instructions in the table.

We do not cutter .E for Europe for a resource about Venice.

Captions

- Other regions or countries, A-Z
 - Appears when at least one region or country has another number
 - The same rules on the cutters apply



The screenshot shows a classification tree for hydrogeology research. The root node is "Physical geography—Hydrology. Water—Ground and surface waters—Groundwater. Hydrogeology—Study and teaching. Research—By region or country—Other regions or countries, A-Z". Below this, there are three main branches: "By region or country", "United States", and "Other regions or countries, A-Z". The "Other regions or countries, A-Z" branch is highlighted in blue. Under "By region or country", there are three sub-branches: "GB1002.5", "GB1002.6.A-Z", and "GB1002.7".

Classification	Label
GB1002.5	United States
GB1002.6.A-Z	Other regions or countries, A-Z
GB1002.7	Instruments and apparatus

There is a variant on the caption **“By region or country, A-Z,”** and that is **“Other regions or countries, A-Z.”** This caption appears when one or more regions or countries has its own number. This happens most frequently when there is a separate number for the United States.

In this example, all resources about American research on hydrogeology are classified in GB1002.5. Research from any other region or country of the world is classified in GB1002.6.A-Z.

The same rules for the cutters apply: cutter by a country, a region larger than a county, or a region that crosses national boundaries.

Captions

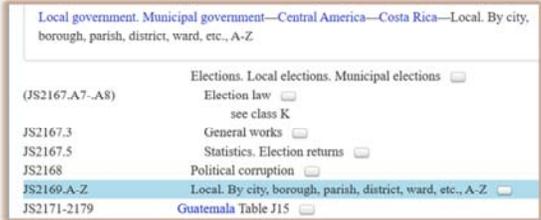
- Captions for specific jurisdictional levels
 - Cutter for the level of jurisdiction in the caption
 - Do not cutter for a local place within the jurisdiction
 - Unless instructions to the contrary are provided

By state, A-Z
By province, A-Z
By city, A-Z

There are also standard captions that refer to specific levels of jurisdiction. The principle is to always cutter for the level of jurisdiction that appears in the caption. Do not cutter for a local place within the jurisdiction.

Captions

- Captions for specific jurisdictional levels



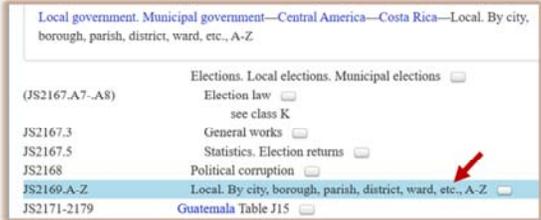
Local government. Municipal government—Central America—Costa Rica—Local. By city, borough, parish, district, ward, etc., A-Z	
	Elections. Local elections. Municipal elections <input type="checkbox"/>
(JS2167.A7-.A8)	Election law <input type="checkbox"/>
	see class K
JS2167.3	General works <input type="checkbox"/>
JS2167.5	Statistics. Election returns <input type="checkbox"/>
JS2168	Political corruption <input type="checkbox"/>
JS2169.A-Z	Local. By city, borough, parish, district, ward, etc., A-Z <input type="checkbox"/>
JS2171-2179	Guatemala Table J15 <input type="checkbox"/>

Some captions include several types of jurisdictions. It usually happens when the caption is in a table that is used for various countries, all of which may have different jurisdictional structures.

In this example, JS2169.A-Z is built with table J15, which is used many dozens of times. If you are cataloging a resource about the city government of San Diego in Costa Rica, you should use JS2169.A-Z, because cities are mentioned in the caption.

Captions

- Captions for specific jurisdictional levels



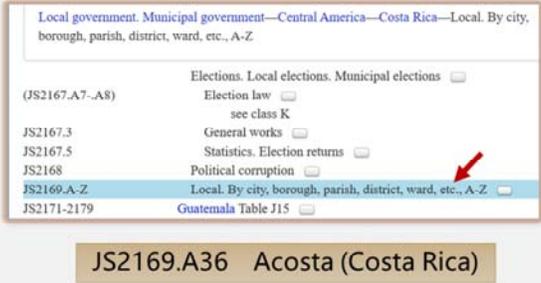
Local government. Municipal government—Central America—Costa Rica—Local. By city, borough, parish, district, ward, etc., A-Z

	Elections. Local elections. Municipal elections <input type="checkbox"/>
(JS2167.A7-.A8)	Election law <input type="checkbox"/>
	see class K
JS2167.3	General works <input type="checkbox"/>
JS2167.5	Statistics. Election returns <input type="checkbox"/>
JS2168	Political corruption <input type="checkbox"/>
JS2169.A-Z	Local. By city, borough, parish, district, ward, etc., A-Z <input type="checkbox"/>
JS2171-2179	Guatemala Table J15 <input type="checkbox"/>

The “etc.” indicates that the list is not closed – if a resource is about a jurisdiction of another type, you should still use the number. Costa Rica is divided into 81 cantons, which are below the level of a state.

Captions

- Captions for specific jurisdictional levels



Local government. Municipal government—Central America—Costa Rica—Local. By city, borough, parish, district, ward, etc., A-Z

(JS2167.A7-.A8)	Elections. Local elections. Municipal elections <input type="checkbox"/>
	Election law <input type="checkbox"/>
	see class K
JS2167.3	General works <input type="checkbox"/>
JS2167.5	Statistics. Election returns <input type="checkbox"/>
JS2168	Political corruption <input type="checkbox"/>
JS2169.A-Z	Local. By city, borough, parish, district, ward, etc., A-Z <input type="checkbox"/>
JS2171-2179	Guatemala Table J15 <input type="checkbox"/>

JS2169.A36 Acosta (Costa Rica)

Cantons are not mentioned in the caption, but if you are cataloging a resource about the canton of Acosta, you should use the same number, JS2169.A-Z. The cutter would begin with .A, for Acosta.

Conclusion

- This module
 - Interpreting standard captions that designate alphabetical arrangement by place
- Next module
 - Applying policies on the classification of particular types of places

In this module, we explained how we are to interpret the standard captions that designate alphabetical arrangement by place. In the next module, we will discuss the policies for classifying particular types of places, such as regions and historical jurisdictions.

