

Introduction

- In the previous modules
 - Interpreting standard captions
 - Specific situations
- In this module
 - Assigning cutters to geographic places
 - G 300 Regions and Countries Table
 - G 302 U.S. States and Canadian Provinces

In the previous modules in this unit, we explained the purpose of standard captions such as “**By region or country, A-Z**” and how they should be interpreted.

We also discussed policies that apply to some special situations, such as metropolitan areas and historical jurisdictions. Many of the examples included cutters, but we did not explain how those cutters are assigned.

Two *CSM* instruction sheets govern the assignment of cutters to geographic places: G 300, Regions and Countries Table, and G 302, U.S. States and Canadian Provinces. This module will focus on those two instruction sheets, and we also will explain how to create cutters for places that the instruction sheets do not cover.



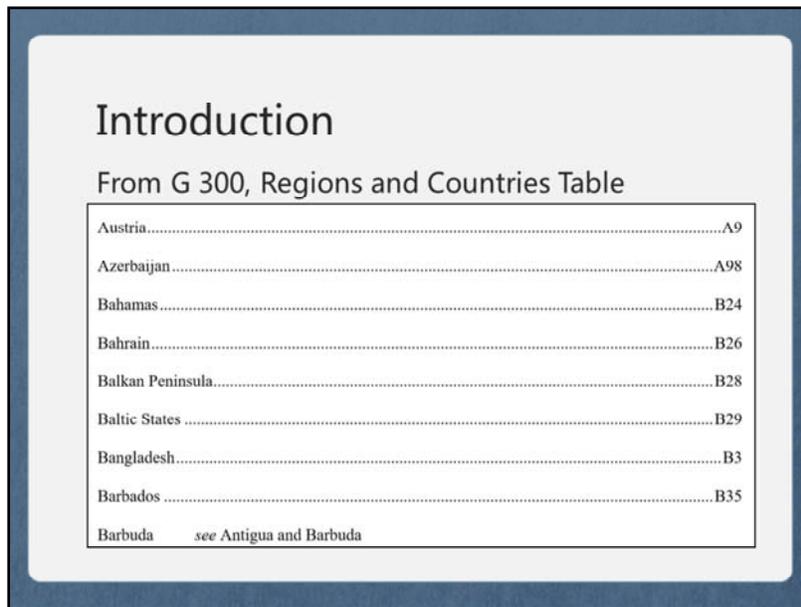
Introduction

- Lists of standard cutters
 - G 300 Regions and Countries Table
 - Countries
 - Regions that are larger than a country or that cross international boundaries
 - Historical jurisdictions
 - Islands
 - Major dependencies
 - G 302 U.S. States and Canadian Provinces

CSM instruction sheets G 300 and G 302 consist of lists of standard cutters for geographic places.

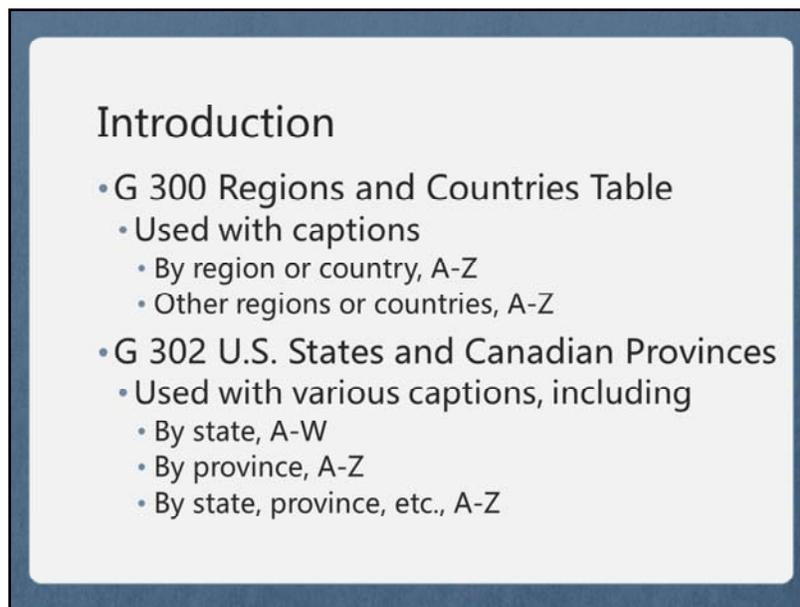
G 300 is primarily a list of all of the countries of the world and their standard cutters. It also includes cutters for regions that are commonly studied and/or written about, as well as cutters for some historical jurisdictions, and islands. Finally, it includes cutters for some major dependences, such as the French overseas dependency of French Guiana and the American territory of Guam.

G 302 is pretty self-explanatory. It contains a list of the states of the United States and the Canadian provinces, with standard cutters for each of them.



Introduction	
From G 300, Regions and Countries Table	
Austria.....	A9
Azerbaijan.....	A98
Bahamas.....	B24
Bahrain.....	B26
Balkan Peninsula.....	B28
Baltic States.....	B29
Bangladesh.....	B3
Barbados.....	B35
Barbuda.....	<i>see</i> Antigua and Barbuda

This is a small excerpt from G 300. As you can see by the entry for Barbuda, the lists include some references.

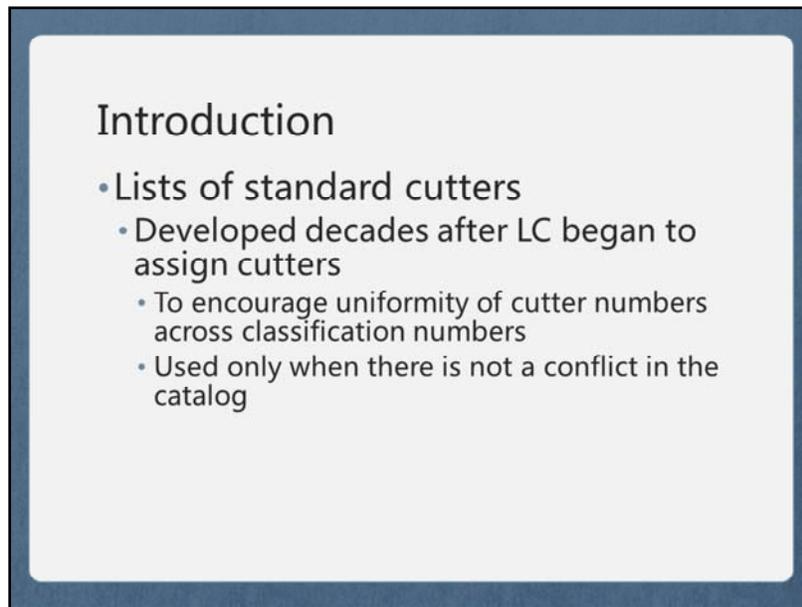


Introduction

- G 300 Regions and Countries Table
 - Used with captions
 - By region or country, A-Z
 - Other regions or countries, A-Z
- G 302 U.S. States and Canadian Provinces
 - Used with various captions, including
 - By state, A-W
 - By province, A-Z
 - By state, province, etc., A-Z

The cutters in instruction sheet G 300 are used when the caption in the schedule reads, “**By region or country, A-Z**” or “**Other regions and countries, A-Z.**”

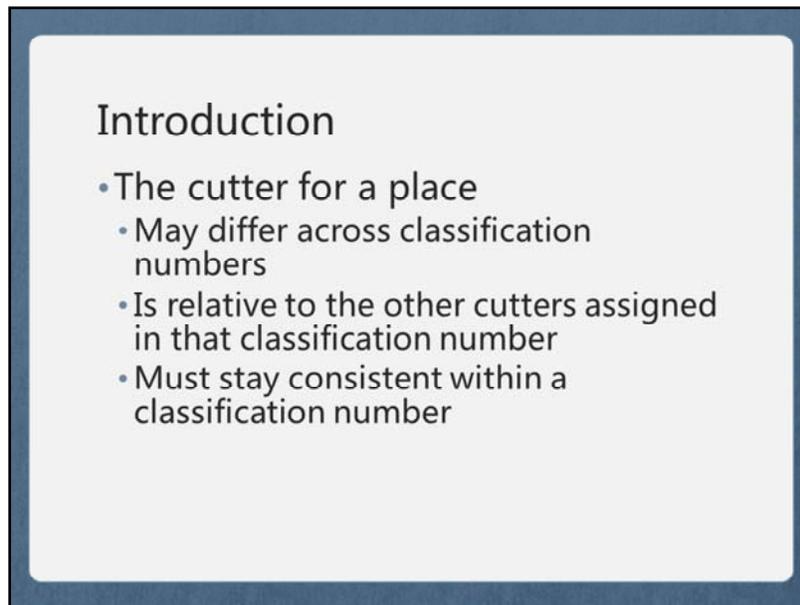
G 302 is used wherever cutters are assigned to American states and Canadian provinces. The most common captions are, “**By state, A-Z,**” “**By province, A-Z,**” and “**By state, province, etc., A-Z,**” but there are many variations.



Introduction

- Lists of standard cutters
 - Developed decades after LC began to assign cutters
 - To encourage uniformity of cutter numbers across classification numbers
 - Used only when there is not a conflict in the catalog

The lists of cutters were developed to encourage uniformity of cutter numbers across classification numbers, but they were developed many decades after LC began to assign cutters to places. Therefore, the cutter number assigned to a particular country or region in a particular classification number may differ from the cutter listed in the *CSM*.



Introduction

- The cutter for a place
 - May differ across classification numbers
 - Is relative to the other cutters assigned in that classification number
 - Must stay consistent within a classification number

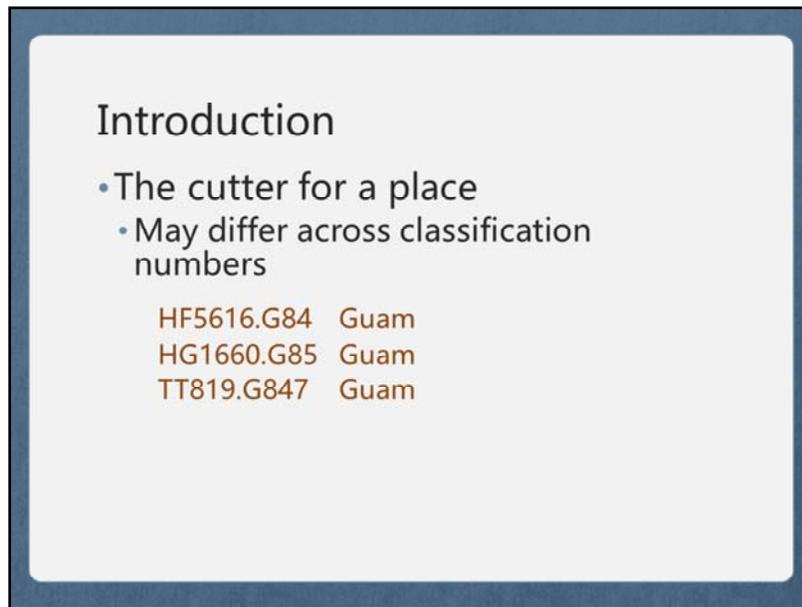
It is important to remember three basic facts as you assign cutter numbers for places.

First, the cutter for a place may differ across class numbers.

Second, the cutter for a place is relative to the other cutters that are assigned in a particular class number.

And third, the cutter for a place must remain consistent within a single class number.

Let's discuss each of those points in turn.



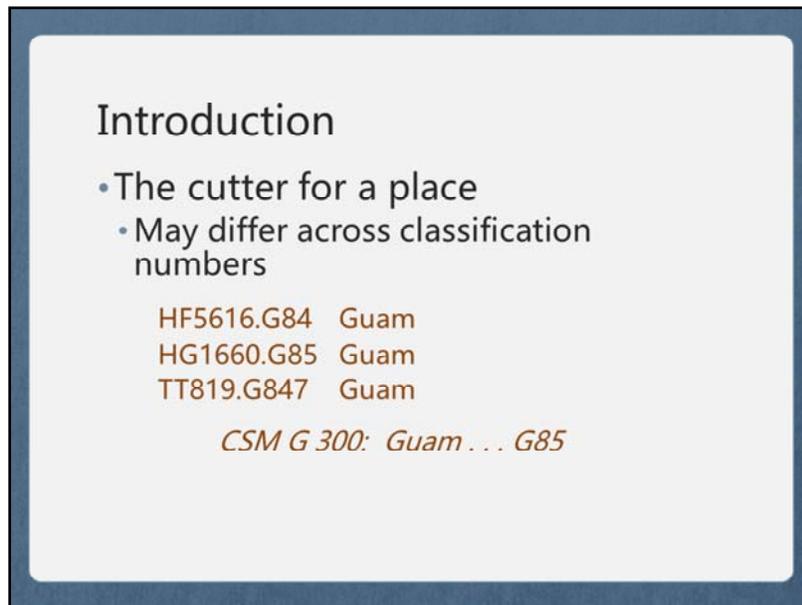
Introduction

- The cutter for a place
 - May differ across classification numbers

HF5616.G84 Guam
HG1660.G85 Guam
TT819.G847 Guam

Although the tables of cutters in the *CSM* are intended to promote consistency, the reality is that cutters for places may – and often do – differ across class numbers.

Each of these three class numbers has the caption “**By region or country, A-Z.**” In HF5616, Guam was assigned **.G84**, but in HG1660, it was assigned **.G85**, and in TT819 it is **.G847**.



Introduction

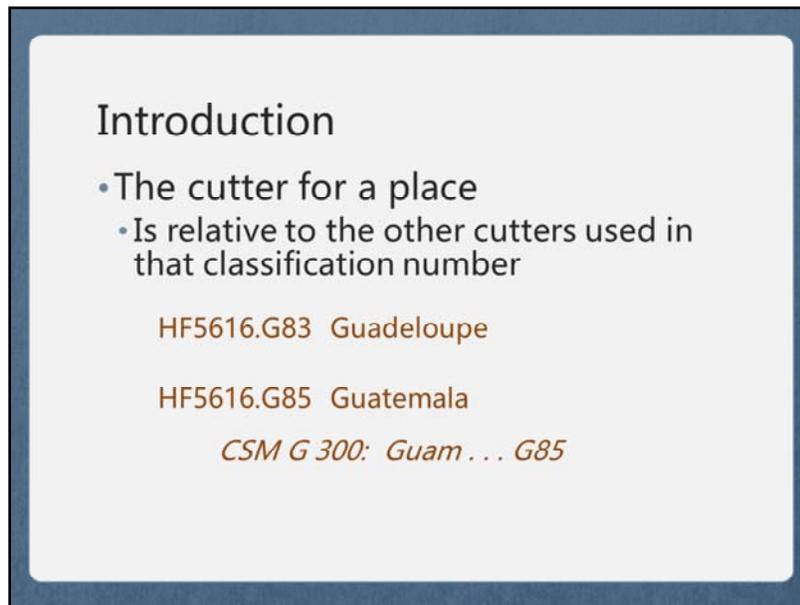
- The cutter for a place
 - May differ across classification numbers

HF5616.G84 Guam
HG1660.G85 Guam
TT819.G847 Guam

CSM G 300: Guam . . . G85

CSM instruction sheet G 300 says that Guam’s cutter is .G85, so it is tempting to think that only HG1660.G85 is “correct.”

That is not the case at all. Each of these numbers is correct.



Introduction

- The cutter for a place
 - Is relative to the other cutters used in that classification number

HF5616.G83 Guadeloupe

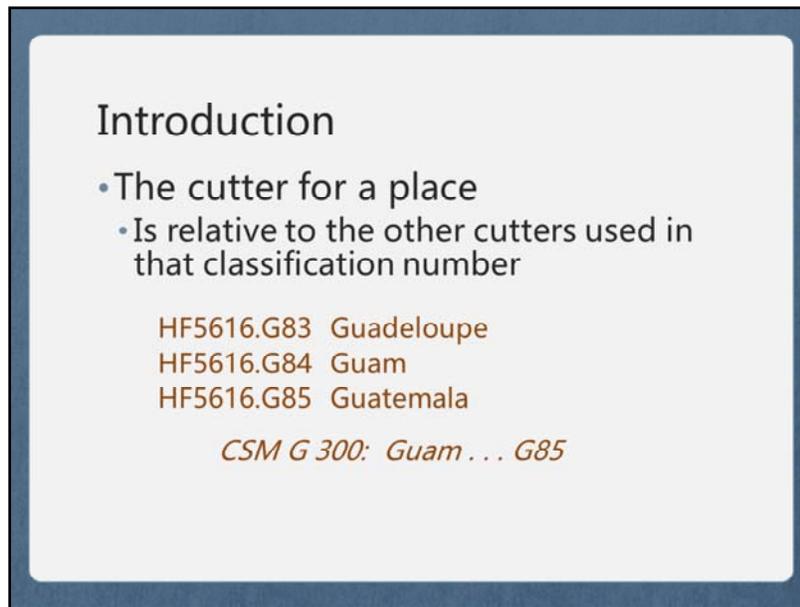
HF5616.G85 Guatemala

CSM G 300: Guam . . . G85

The cutter assigned to a place is relative to the other cutters already used in that particular classification number.

Let's say that in HF5616, Guadeloupe has been assigned .G83. Guatemala has been cuttered at .G85, although the *CSM* says that Guam is supposed to be .G85.

We always base the cutter for place on what appears on the catalog.



Introduction

- The cutter for a place
 - Is relative to the other cutters used in that classification number

HF5616.G83 Guadeloupe
HF5616.G84 Guam
HF5616.G85 Guatemala

CSM G 300: Guam . . . G85

Guam has to fit between Guadeloupe and Guatemala, so .G84 is the logical choice.

This policy follows the general rules for assigning relative cutters, which we discussed in Module 7.2.

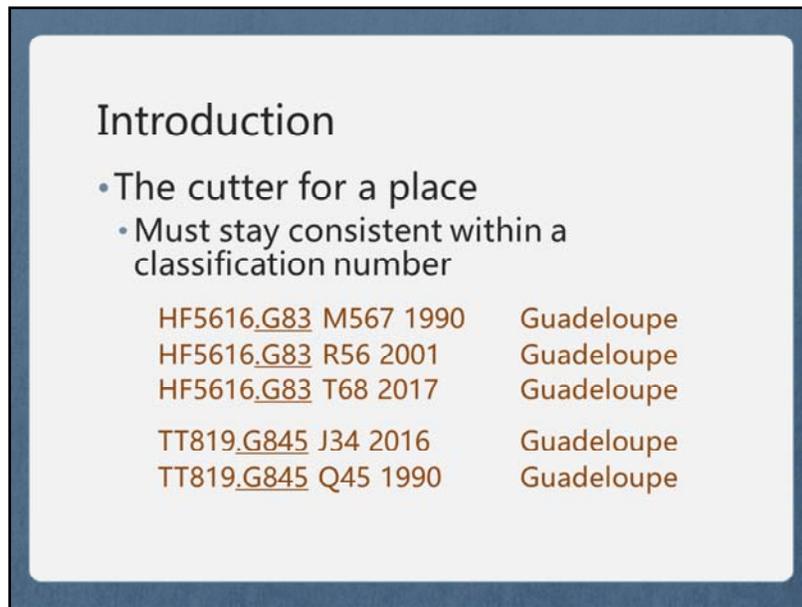
Introduction

- The cutter for a place
 - Must stay consistent within a classification number

HF5616. <u>G83</u> M567 1990	Guadeloupe
HF5616. <u>G83</u> R56 2001	Guadeloupe
HF5616. <u>G83</u> T68 2017	Guadeloupe

Finally, although the cutter number assigned to a specific place may differ from class number to class number, it must remain consistent within a single class number.

Guadeloupe has been assigned .G83 in HF5616.A-Z, so every resource about Guadeloupe in that class number must have the first cutter .G83.

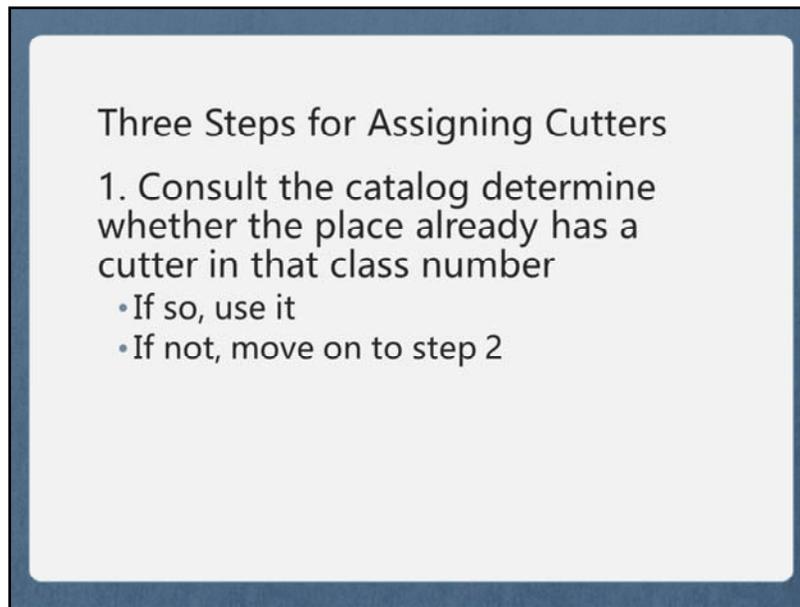


Introduction

- The cutter for a place
 - Must stay consistent within a classification number

HF5616. <u>G83</u> M567 1990	Guadeloupe
HF5616. <u>G83</u> R56 2001	Guadeloupe
HF5616. <u>G83</u> T68 2017	Guadeloupe
TT819. <u>G845</u> J34 2016	Guadeloupe
TT819. <u>G845</u> Q45 1990	Guadeloupe

If Guadeloupe is assigned .G845 in TT819.A-Z, it must always be .G845 in that class number.



There are three steps to assigning cutters for places.

First, consult the catalog to determine whether the classification number already includes a cutter for the place. If it has, assign it to the resource you are cataloging and complete the call number.

If a cutter has not already been assigned, move on to step 2.

Three Steps for Assigning Cutters

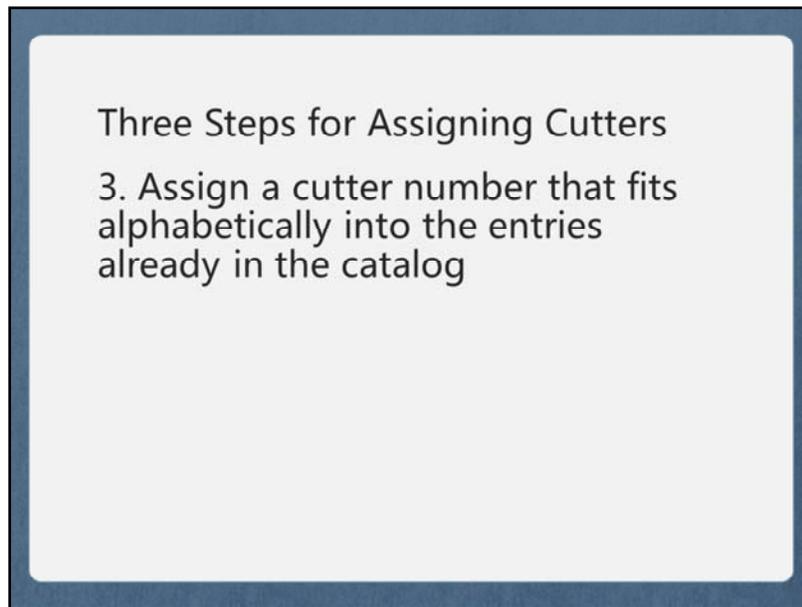
2. Consult G 300 or G 302

- Find the standard cutter for the place
- Check the catalog again
- Use the cutter number from the *CSM* if
 - There is no conflict
 - The new entry fits alphabetically into existing entries
- Move on to step 3 if the two conditions are not met

Step 2 is to consult G 300 or G 302 as appropriate. That is, if you need a cutter for a country or a region, you would consult G 300. If you need one for a Canadian province or a U.S. state, you would consult G 302.

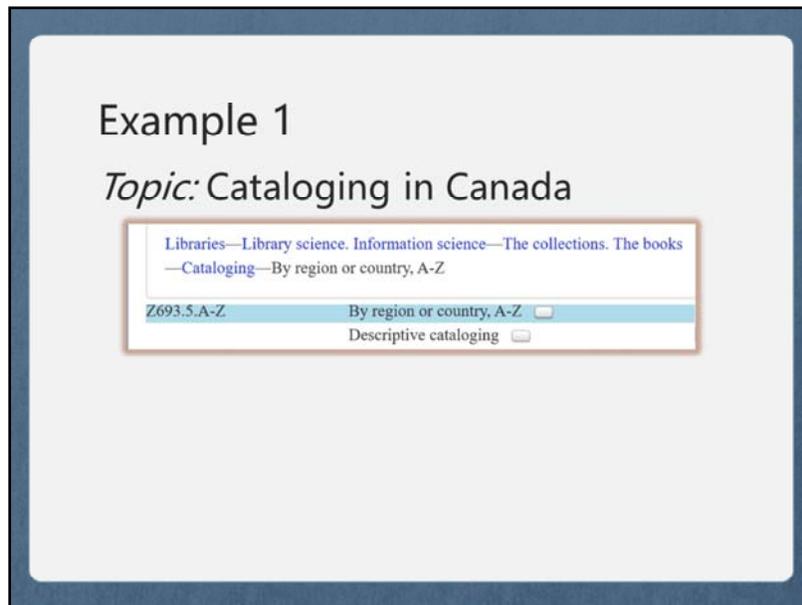
We cannot just use the cutter given in the *CSM*; it may conflict with cutters that are already assigned. Therefore, we have to check the catalog again. If the cutter from the *CSM* does not conflict with another cutter that is already assigned *and* the cutter fits alphabetically into the existing entries, we should use it.

If the cutter conflicts, or if it does not fit alphabetically, we have to move on to step 3.



In step 3, we assign a cutter number that fits alphabetically with the cutters that are already in the classification number.

Let's look at some examples, so you can see how this works in practice.



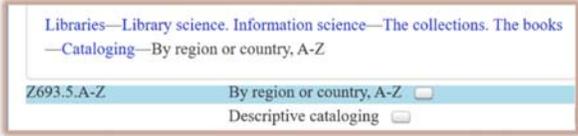
Our first example is a resource about cataloging in Canada.

The class number is Z693.5.A-Z, which has the caption “**By region or country, A-Z.**”

Our cutter will be based on Canada.

Example 1

Topic: Cataloging in Canada



Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

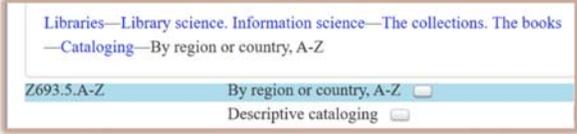
From the catalog:

- .B6 Brazil
- .C2 Canada
- .C35 Central America
- .C6 China

The first step is to check the catalog to determine whether a cutter has already been assigned to Canada.

We see that .C2 has been assigned to Canada, so we use it.

Example 1
Topic: Cataloging in Canada



Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

From the catalog:

- .B6 Brazil
- .C2 Canada
- .C35 Central America
- .C6 China

Assign Z693.5.C2

The first part of the call number will be Z693.C2 [sic], and we would finish the call number as usual. That is, we have assigned only one cutter so far and the schedules do not provide any special instructions for further subarrangement, so we append a cutter for the main entry and then the date.

There was no need to consult the *CSM*, because the cutter was already present.

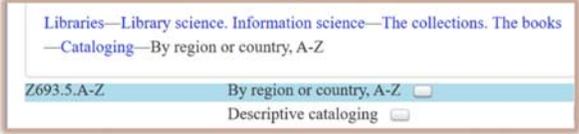


Our next resource is also about cataloging, but this time it is about cataloging in Jakarta, Indonesia.

The caption in the schedule is “**By region or country, A-Z,**” so we know from the previous module that we have to cutter for the country, Indonesia.

Example 2

Topic: Cataloging in Jakarta, Indonesia



Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z

Descriptive cataloging

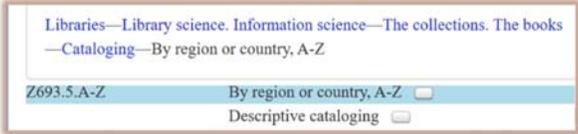
From the catalog:

- .H9 Hungary
- .I4 India
- .I8 Italy
- .L35 Latvia

We check the catalog to see if a cutter has been assigned for Indonesia yet. It has not, so our next step is to consult the CSM instruction sheet G 300, the regions and countries table.

Example 2

Topic: Cataloging in Jakarta, Indonesia



Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

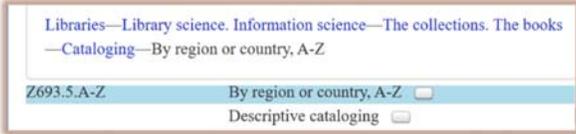
CSM G 300:
Indonesia ... I5

G 300 says that the standard cutter for Indonesia is I5.

Before we can assign it to the resource, we have to double-check the catalog to see if it fits.

Example 2

Topic: Cataloging in Jakarta, Indonesia



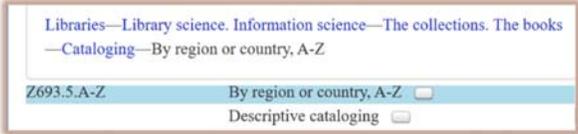
Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

From the catalog: CSM G 300:
.H9 Hungary Indonesia ... I5
.I4 India
.I8 Italy
.L35 Latvia

The cutter .I5 has not been used in Z693.5 yet, and it does fit alphabetically between India and Italy.

Example 2
Topic: Cataloging in Jakarta, Indonesia



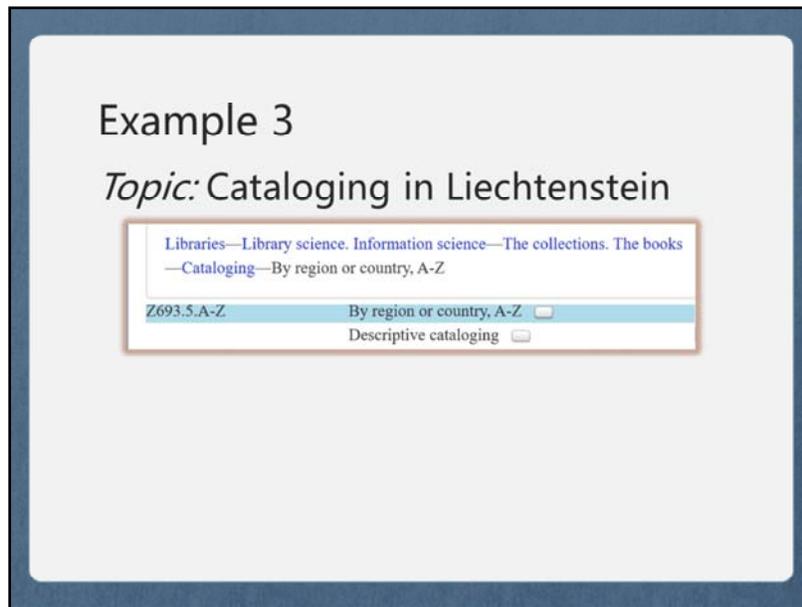
Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

From the catalog: CSM G 300:
.H9 Hungary Indonesia ... I5
.I4 India
.I8 Italy
.L35 Latvia

Assign Z693.5.I5

Therefore, we assign Z693.5.I5 and finish the call number as usual.

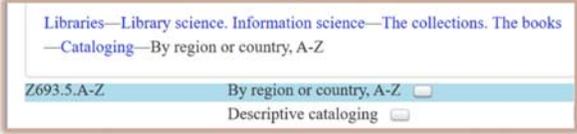


Our third example is also about cataloging, this time in Liechtenstein.

We first search the catalog to determine whether Liechtenstein has been assigned a cutter already.

Example 3

Topic: Cataloging in Liechtenstein



The screenshot shows a library catalog search interface. At the top, there is a breadcrumb trail: "Libraries—Library science. Information science—The collections. The books—Cataloging—By region or country, A-Z". Below this, there are two search filters: "Z693.5.A-Z" and "By region or country, A-Z" with a dropdown arrow. Below the filters, there is a "Descriptive cataloging" filter with a dropdown arrow.

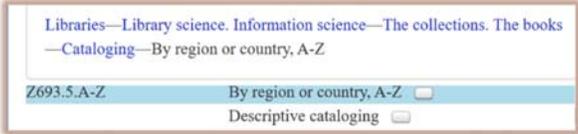
From the catalog:

- .I8 Italy
- .L35 Latvia
- .L57 Lithuania
- .M43 Malta

The only L cutters are for Latvia and Lithuania, so we must consult G 300.

Example 3

Topic: Cataloging in Liechtenstein



Libraries—Library science. Information science—The collections. The books
—Cataloging—By region or country, A-Z

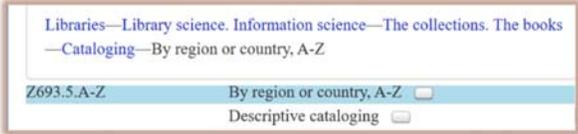
Z693.5.A-Z By region or country, A-Z
Descriptive cataloging

CSM G 300:
Liechtenstein ... L76

According to the instruction sheet, the standard cutter for Liechtenstein is .L76.

We now have to check the catalog again.

Example 3
Topic: Cataloging in Liechtenstein



The screenshot shows a search result for 'Liechtenstein' in a library catalog. The breadcrumb trail is: Libraries—Library science. Information science—The collections. The books—Cataloging—By region or country, A-Z. The selected category is 'Z693.5.A-Z' with a sub-menu for 'By region or country, A-Z' containing 'Descriptive cataloging'. Below the screenshot, a list of countries and their cutters is shown: .I8 Italy, .L35 Latvia, .L57 Lithuania, and .M43 Malta. A red arrow points to the .L57 Lithuania entry. To the right, the classification 'CSM G 300: Liechtenstein ... L76' is displayed.

From the catalog: CSM G 300:
.I8 Italy Liechtenstein ... L76
→ .L35 Latvia
.L57 Lithuania
.M43 Malta

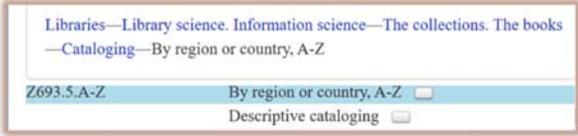
Liechtenstein has to be filed between Latvia and Lithuania, at .L35 and .L57 respectively, so .L76 will not work.

We now need to move on to step 3: assign a cutter that fits alphabetically with the cutters already in the catalog.

It is useful at this point to refer to G 300 again, to see how many countries potentially have to fit between Latvia and Lithuania.

Example 3

Topic: Cataloging in Liechtenstein



From the catalog:

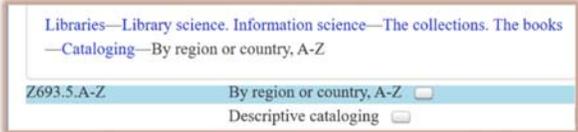
- .I8 Italy
- .L35 Latvia
- .L57 Lithuania
- .M43 Malta

Countries:

- Lebanon
- Lesotho
- Liberia
- Libya
- Liechtenstein

G 300 lists five countries, and alphabetically Liechtenstein is filed directly before Lithuania. Therefore, we can assign a cutter that is quite close to .L57 for Lithuania.

Example 3
Topic: Cataloging in Liechtenstein



The screenshot shows a hierarchical menu for classification. The path is: Libraries—Library science. Information science—The collections. The books—Cataloging—By region or country, A-Z. Under this path, there are three options: Z693.5.A-Z (highlighted in blue), By region or country, A-Z (with a dropdown arrow), and Descriptive cataloging (with a dropdown arrow).

From the catalog: .I8 Italy
.L35 Latvia
→ .L57 Lithuania
.M43 Malta

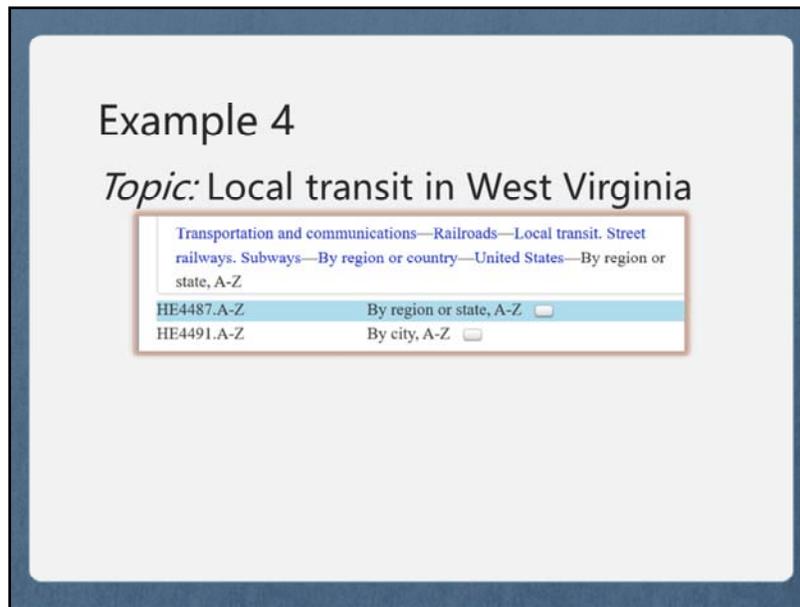
CSM G 300:
Liechtenstein ... L76

Assign Z693.5.L55

We can assign .L55, although if we assigned .L53, .L54, or .L56, those would be fine, too.

We have now seen three examples that showed increasing levels of complexity. For the first, the cutter was already assigned. For the second, we could use the cutter as given in the *CSM*. And for the third, we had to assign a cutter ourselves because the place did not already have a cutter and the cutter in the *CSM* was inappropriate for that class number.

Let's examine some more examples, and this time we will pause occasionally to allow you to consider what you would do.



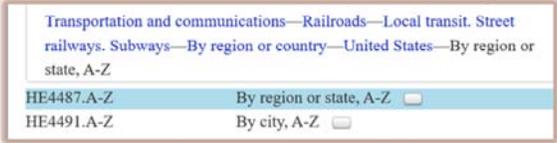
Now we are cataloging a resource about local transit options in West Virginia.

Note that this is in a hierarchy for the United States, and that the caption in HE4487.A-Z is “**By region or state, A-Z.**” Contextually, then, we assign a cutter for regions and states within the United States.

Think about what our first step should be and click the screen when you are ready to check your answer.

Example 4

Topic: Local transit in West Virginia



The screenshot shows a search interface with a title bar containing the text: "Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—United States—By region or state, A-Z". Below the title bar is a table with two rows. The first row is highlighted in light blue and contains the call number "HE4487.A-Z" and the label "By region or state, A-Z" with a small square icon to its right. The second row contains the call number "HE4491.A-Z" and the label "By city, A-Z" with a small square icon to its right.

HE4487.A-Z	By region or state, A-Z <input type="checkbox"/>
HE4491.A-Z	By city, A-Z <input type="checkbox"/>

From the catalog:
.W2 Washington (State)
.W47 West Virginia
.W6 Wisconsin

I hope you said that we need to check the catalog first. The cutters beginning with W in HE4487.A-Z are:

- .W2 for Washington State
- .W47 for West Virginia and
- .W6 for Wisconsin.

What should we do now? Click the screen when you know.

Example 4

Topic: Local transit in West Virginia

Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—United States—By region or state, A-Z

HE4487.A-Z	By region or state, A-Z	<input checked="" type="checkbox"/>
HE4491.A-Z	By city, A-Z	<input type="checkbox"/>

From the catalog:

- .W2 Washington (State)
- .W47 West Virginia
- .W6 Wisconsin

✓ Assign HE4487.W47

I hope you said that we should assign .W47 for West Virginia because it was already assigned in the catalog.

Example 4

Topic: Local transit in West Virginia

Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—United States—By region or state, A-Z

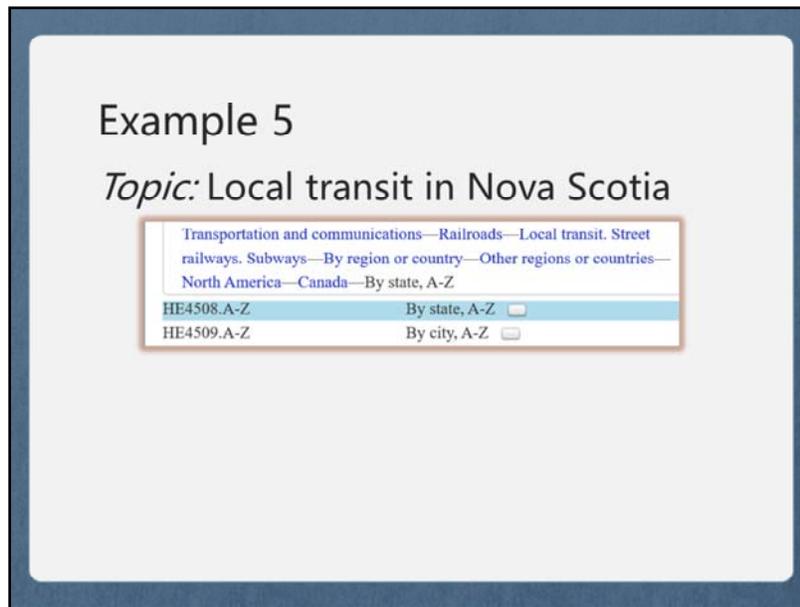
HE4487.A-Z	By region or state, A-Z	<input checked="" type="checkbox"/>
HE4491.A-Z	By city, A-Z	<input type="checkbox"/>

From the catalog: **✗** CSM G 302:
.W2 Washington (State) West Virginia ... W4
.W47 West Virginia
.W6 Wisconsin **✓** Assign HE4487.W47

Did you say to consult G 302, *U.S. States and Canadian Provinces*, instead?

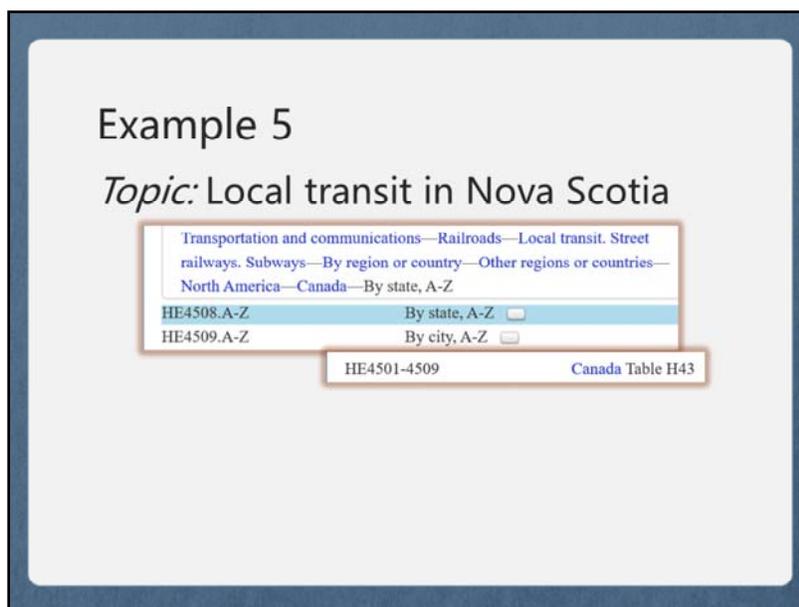
That answer would be incorrect.

If a cutter is already assigned in the catalog, we should use it. We do not need to consult the *CSM*.



This time the resource is about local transit in Nova Scotia, which should be classified in HE4508.A-Z, which is in the hierarchy for local transit in Canada.

The caption is “**By state, A-Z.**”



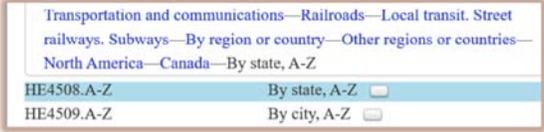
VOICE 1: We know that Canada has provinces, not states, but the caption comes from Table H43, which is used to subarrange works about local transit in dozens of countries.

VOICE 2: Recall that a table may be used hundreds of times – or more – in LCC. We have stressed that you need to interpret instructions and captions literally, but on occasion we have to mentally adjust the wording of the table to suit the context. Often, a table like this may say “**By region, province, etc.**” or something similar. Rather than listing various types of first-level administrative subdivisions, this table just lists one: state. States are the highest-level administrative subdivisions of some countries, and Canadian provinces are equivalent. So here, state actually means province!

Janis, why didn’t the people who developed the table use the more common “**By state, province, etc.**?”

VOICE 1: I really don’t know, but I like to think that they recognized that catalogers do have common sense and can make the mental adjustment. Now that we understand how to interpret the caption, we have to check the list of cutters that are already assigned in HE4508.A-Z.

Example 5
Topic: Local transit in Nova Scotia



The screenshot shows a web interface for the Library of Congress Classification. At the top, it displays the text: "Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—Other regions or countries—North America—Canada—By state, A-Z". Below this, there are two rows of classification numbers with expandable options:

HE4508.A-Z	By state, A-Z	<input type="checkbox"/>
HE4509.A-Z	By city, A-Z	<input type="checkbox"/>

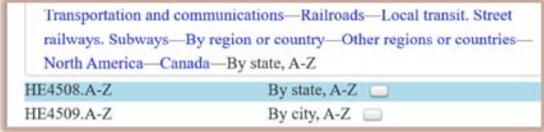
From the catalog:
.B7 British Columbia
.N4 New Brunswick
.O7 Ontario
.Q3 Quebec

There are only four provinces already represented by cutters in this classification number: British Columbia, New Brunswick, Ontario, and Quebec.

What should we do now?

Click the screen when you think you know.

Example 5
Topic: Local transit in Nova Scotia



Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—Other regions or countries—North America—Canada—By state, A-Z

HE4508.A-Z By state, A-Z

HE4509.A-Z By city, A-Z

From the catalog:
.B7 British Columbia
.N4 New Brunswick
.O7 Ontario
.Q3 Quebec

CSM G 302:
Nova Scotia ... N8

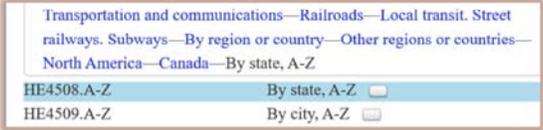
If you said that we have to check CSM instruction sheet G 302, you are correct.

The CSM provides the cutter .N8 for Nova Scotia.

Should we use it? Click the screen when you know the answer.

Example 5

Topic: Local transit in Nova Scotia



Transportation and communications—Railroads—Local transit. Street railways. Subways—By region or country—Other regions or countries—North America—Canada—By state, A-Z

HE4508.A-Z	By state, A-Z	<input type="checkbox"/>
HE4509.A-Z	By city, A-Z	<input type="checkbox"/>

From the catalog:

- .B7 British Columbia
- .N4 New Brunswick
- .O7 Ontario
- .Q3 Quebec

CSM G 302:
Nova Scotia ... N8

Assign HE4508.N8

We should assign HE4508.N8, because .N8 does not conflict with another cutter that is already assigned, and it causes Nova Scotia to file correctly between New Brunswick and Ontario.

Example 6

Topic: Family farms in Minnesota

Industries. Land use. Labor—Agricultural economies—Size of farms—Small farms. Family farms—By region or country, A-Z	
	Small farms. Family farms <input type="checkbox"/>
HD1476.A3	General works <input type="checkbox"/>
HD1476.A4-Z	By region or country, A-Z <input type="checkbox"/>
	Subarrange each country by Table H73

It is also a good idea to use instruction sheet G 302, *U.S. States and Canadian Provinces*, when classifying a resource about the United States or Canada in a “**By region or country, A-Z**” caption that can be subarranged. We follow the same procedure, but we do it twice.

Let’s say we are now cataloging a resource about family farms in Minnesota. HD1476.A-Z is used for resources about small and family farms in specific countries.

We need to cutter for the United States, because Minnesota is a state of the United States. When we search the catalog, we find that United States has already been assigned the cutter .U6.

Example 6
Topic: Family farms in Minnesota

Industries. Land use. Labor—Agricultural economies—Size of farms—Small farms. Family farms—By region or country, A-Z

HD1476.A3	Small farms. Family farms <input type="checkbox"/>
HD1476.A4-Z	General works <input type="checkbox"/>
	By region or country, A-Z <input type="checkbox"/>
	Subarrange each country by Table H73

Assign HD1476.U6

Therefore, we begin our call number with HD1476.U6.

The schedule states that we are to subarrange each country by Table H73, so let's take look at it.

Example 6
Topic: Family farms in Minnesota

Industries farms, Fa	Table for breakdown of countries, etc. (2 Cutter nos.)
H73 .x	General works
H73 .x2A-.x2Z	Local, A-Z
HD1476.A3	General works
HD1476.A4-Z	By region or country, A-Z
	Subarrange each country by Table H73

Assign HD1476.U6

It says that general works – that is, resources about the country in general – are assigned the cutter for the country.

For resources about local places in the country, we append a 2 to the first cutter then add a second cutter for the name of the local place.

Remember that in this context, “**Local, A-Z**” refers to every level of jurisdiction, and also refers to regions.

Therefore, the list of cutters could consist of cutters for states, cities, regions, counties, and so on, all interfiled with each other.

Example 6
Topic: Family farms in Minnesota

Industries farms, Fa	Table for breakdown of countries, etc. (2 Cutter nos.)
H73 .x	General works <input type="checkbox"/>
H73 .x2A-.x2Z	Local, A-Z <input type="checkbox"/>
HD1476.A3	General works <input type="checkbox"/>
HD1476.A4-Z	By region or country, A-Z <input type="checkbox"/>
	Subarrange each country by Table H73

From the catalog: CSM G 302:

.U62 C3 California Minnesota ... M6

.U62 B65 Boise, Idaho

.U62 N2 Nebraska

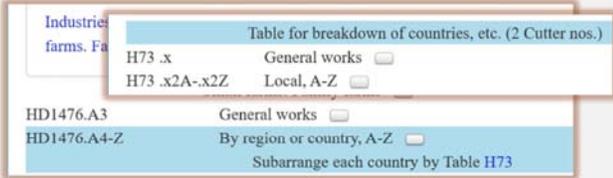
Assign HD1476.U62

We have to consult the catalog again, to determine whether Minnesota has already been assigned a cutter.

To do that, we have to search HD1476.U62 in the catalog, since we have now appended a 2 to the first cutter.

The only places with cutters so far are the states of California and Nebraska and the city of Boise, Idaho.

Example 6
Topic: Family farms in Minnesota



Industries farms, Fa	Table for breakdown of countries, etc. (2 Cutter nos.)
H73 .x	General works <input type="checkbox"/>
H73 .x2A-.x2Z	Local, A-Z <input type="checkbox"/>
HD1476.A3	General works <input checked="" type="checkbox"/>
HD1476.A4-Z	By region or country, A-Z <input checked="" type="checkbox"/>
	Subarrange each country by Table H73

From the catalog: CSM G 302:
.U62 C3 California Minnesota ... M6
.U62 B65 Boise, Idaho
.U62 N2 Nebraska **Assign HD1476.U62 M6**

We will consult G 302, which states that Minnesota's standard cutter is M6. That cutter allows the entries to file alphabetically, so we will use it.

We have already assigned two cutters, so to complete the call number we would need to append digits to the second cutter. They will represent the main entry. We will also add the date, if the resource is a monograph.

Places Without Standard Cutters

- Assign a cutter
 - International regions that are not listed in G 300
 - United States and Canada
 - Regions
 - Lower-level jurisdictions and places (counties, cities, townships, etc.)

So far, we have explained how to assign cutters when the place name is included in either G 300 or G 302. However, G 300 does not include cutters for every region that is larger than a country or that crosses national boundaries or for every historic jurisdiction. G 302 does not include any regions within the United States and Canada, either.

This means that you will occasionally have to classify a resource for a region whose cutter is not provided. When that happens, create a cutter that fits alphabetically with the entries already in the catalog, and to the extent possible try not to create a cutter that conflicts with the cutters in the *CSM*.

In addition, there are not any standard cutters for the lower-level jurisdictions of the United States and Canada. Therefore, if you are cataloging a resource about a county, a city, or a region within a state, for example, you will need to consult the catalog to see if a cutter has already been assigned and assign one, if not.

Places Without Standard Cutters

- Assign a cutter
 - All localities within countries other than the United States and Canada
 - If subarrangement under the country is permitted

There are not any lists of standard cutters for jurisdictions and regions that are within countries *other* than the United States and Canada, either. You need to consult the catalog to assign cutters for those, too.

Places Without Standard Cutters
Topic: Colleges in the Andes Region

Theory and practice of education—Higher education—Institutions of higher education—Four year institutions. Universities and colleges—By region or country, A-Z	
LB2329.8.A-Z	By region or country, A-Z <input type="checkbox"/>
LB2330	International universities and colleges <input type="checkbox"/>

Now let's consider a common situation: a search of the catalog shows that the place name is not already represented by a cutter, and the place name does not appear in lists of geographic cutters in the *CSM*.

We are cataloging a resource about colleges in the Andes Region, and have chosen LB2329.8.A-Z as the class number.

Places Without Standard Cutters
Topic: Colleges in the Andes Region

Theory and practice of education—Higher education—Institutions of higher education—Four year institutions. Universities and colleges—By region or country, A-Z	
LB2329.8.A-Z	By region or country, A-Z <input type="checkbox"/>
LB2330	International universities and colleges <input type="checkbox"/>

From the catalog:
.A38 Albania
.A73 Arab countries

We search the catalog and find that the Andes Region has not been assigned a cutter yet. The caption in the schedule is “**By region or country, A-Z**” so our next step is to consult *CSM* instruction sheet G 300.

Places Without Standard Cutters
Topic: Colleges in the Andes Region

Theory and practice of education—Higher education—Institutions of higher education—Four year institutions. Universities and colleges—By region or country, A-Z	
LB2329.8.A-Z	By region or country, A-Z <input type="checkbox"/>
LB2330	International universities and colleges <input type="checkbox"/>

From the catalog: CSM G 300:
.A38 Albania American Samoa . . . A46
.A73 Arab countries Andorra . . . A48

The Andes Region is not listed.

Now what should we do? First, it is a good idea to make sure that the region really does cross national boundaries; if it does not, then we should not make a cutter for it in this classification number.

Places Without Standard Cutters
Topic: Colleges in the Andes Region

Theory and practice of education—Higher education—Institutions of higher education—Four year institutions. Universities and colleges—By region or country, A-Z	
LB2329.8.A-Z	By region or country, A-Z <input type="checkbox"/>
LB2330	International universities and colleges <input type="checkbox"/>

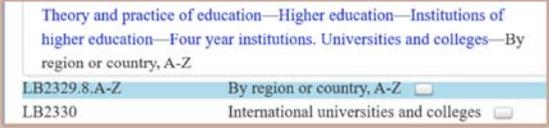
From the catalog: CSM G 300:
.A38 Albania American Samoa . . . A46
.A73 Arab countries Andorra . . . A48

Andes Region
Here are entered works on Venezuela, Colombia, Ecuador,
Peru, Bolivia, Argentina and Chile treated collectively.

The scope note in *LCSH* says that the Andes Region is in seven countries, so it definitely crosses national boundaries.

We should therefore make a cutter for it in LB2329.8. We should consider the cutters that are already assigned in the catalog as well as the cutters in G 302.

Places Without Standard Cutters
Topic: Colleges in the Andes Region



Theory and practice of education—Higher education—Institutions of higher education—Four year institutions. Universities and colleges—By region or country, A-Z

LB2329.8.A-Z	By region or country, A-Z	<input checked="" type="checkbox"/>
LB2330	International universities and colleges	<input type="checkbox"/>

From the catalog: CSM G 300:

.A38 Albania	American Samoa . . . A46
→ .A73 Arab countries	Andorra . . . A48

Assign LB2329.8.A47

The Andes Region can be assigned the cutter .A47.

It needs to file between American Samoa and Andorra, which are assigned A46 and A48, respectively, in G 300.

And .A47 fits nicely between the cutters that already appear in the catalog.

Places Without Standard Cutters
Topic: Small farms in Sonora, Mexico

Industries farms, Fa	Table for breakdown of countries, etc. (2 Cutter nos.)
H73 .x	General works <input type="checkbox"/>
H73 .x2A-.x2Z	Local, A-Z <input type="checkbox"/>
HD1476.A3	General works <input type="checkbox"/>
HD1476.A4-Z	By region or country, A-Z <input type="checkbox"/>
	Subarrange each country by Table H73

Now let's revisit the classification number for resources about small farms that we saw earlier.

If you were cataloging a resource about small farms in Sonora, Mexico, you would first search the catalog to find Mexico's cutter number.

If Mexico was not already assigned one in HD1476.A-Z, you would consult *CSM* instruction sheet G 300.

Places Without Standard Cutters
Topic: Small farms in Sonora, Mexico

Table for breakdown of countries, etc. (2 Cutter nos.)	
H73 .x	General works <input type="checkbox"/>
H73 .x2A-.x2Z	Local, A-Z <input type="checkbox"/>

HD1476.A3 General works

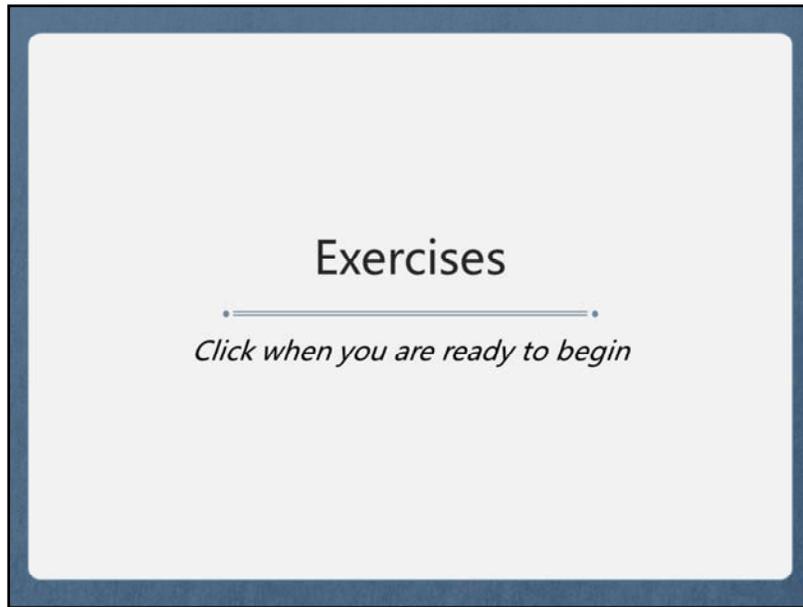
HD1476.A4-Z By region or country, A-Z
Subarrange each country by Table H73

Country in the catalog: Localities in the catalog:
.M6 Mexico .M62 A5 Actopan

Assign HD1476.M62 S66

We find that there is only one entry, and it is cuttered under A. We can assign S66 for Sonora based on the Cutter Table. To complete the call number, we would append digits for the main entry and the date.

The call number for every single resource about small farms in Sonora, Mexico, will begin with HD1476.M62 S66, because S66 is the cutter for Sonora.



Exercises

Click when you are ready to begin