PROPOSING A NEW CLASS NUMBER

Accessing the system.

Go to URL: http://classificationweb.net/Menu/proposal.html
Click on **Create, Edit and Browse Classification Proposals**
Login using the appropriate Class Web username and password.[1]

Creating a proposal.

In the browse field, enter any class number that is in the area where the new number is to be proposed and click **Go**.

Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indention, and click the letter **P** (propose) beside that caption.[2] For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, and select the letter **P** beside it. An "EZ" input screen is displayed.

Editable fields on the EZ input screen (***** = required field):

*　　**Proposed Class #.** This field contains editable data. Initially it contains the existing number that was chosen as the basis for the new proposal. Change this number to the new number proposed. Indicate whether this is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.[3]

　　　　Hierarchy. This field is editable, but if the number that was chosen as the basis for the new proposal has the same hierarchy as the newly proposed number, the field need not be edited at all.[4]

*　　**Caption.** This field is editable. Initially the field contains the existing caption that was chosen as the basis for the new proposal. Replace this caption with the new caption being proposed.

　　　　TABLE. If the proposal is for a span of numbers that is subarranged by a table, enter the applicable table number in the **TABLE** field.

　　　　Note. Enter the text of a "Class here" or "Including" note, if any, in this field.

*　　**Work cat.** Provide a citation of the work that is generating the proposal in this field.

　　　　Cataloger's comments. Enter comments about the proposal, if any, in this field.

　　　　Pattern. If the proposal is modeled or patterned on an existing approved number in LCC, enter the existing number in this field to call this to the attention of the editorial meeting.

　　　　Better. This field is used only by LC catalogers. SACO libraries should leave this field blank.

　　　　Email address. Enter the email address to which system-generated email messages should be sent. These messages notify the contributor when the proposal is scheduled for a weekly list, and when it has been approved, rejected, or approved with modifications by the editorial meeting. Leave the field blank to avoid receiving these messages.

Any of the above fields that is not marked with an asterisk may be left blank if it is not applicable to the proposal.

Saving and viewing the proposal.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click on **OK**.

Click the Class Web **Refresh** button at the top of the classification browse page immediately to the left of the **Menu** button. (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed number and caption appear in green lettering in the browse display. This display enables the contributor to confirm whether the proposed number and caption are in the correct location and at the correct indention. If there are any errors, edit the proposal by selecting the letter **M** (modify) beside it. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Use the Class Web **Refresh** button to see the changed proposal displayed in context on the browse screen.

Deleting a proposal.

A proposal can be deleted by selecting the letter **M** (modify) beside the caption and then the **Delete** button. After the screen is refreshed, the proposal is gone.

The system allows a contributer to delete only his or her own proposals, not those that were created by another contributor. A proposal can be deleted only until CPSO assigns the proposal to a weekly list. An existing, approved number, cannot be deleted, nor can any proposed number that has already been assigned to a weekly list.

Proposals for two or more consecutive numbers and captions.

If a proposal consists of a group of consecutive numbers and captions, a separate proposal must be created for each line. This is done by repeating all of the steps in this process for each new line.

Hint: Once the first proposal has been created and is displayed in green, it can be used as the basis for creating the next proposal by clicking the **P** beside it.

NOTES

[1] In order to use the classification proposal system, a user must log in manually (not via automatic login by IP address), using the user name and administrative password for the institution's account. A user cannot use the proposal system when logged into an account in read-only mode. This security measure prevents non-administrative users at an institution from being able to create or edit proposals. If a user starts a session from the automatic login menu and uses the classification proposal system while that session is still active, the system returns a message telling the user to log out and log back in manually, using the administrative password.

[2] When the cursor passes over any of the letter links at the end of each caption, an explanation of the function of that letter appears in the lower left corner of the browser. This is a standard feature in the Internet Explorer browser. It is also available in Firefox, provided that it has been enabled. (To enable it in Firefox 1.5 for Windows, check "Enable Javascript" on the Tools - Options - Content dialog box. Also check "Change status bar text" on the Advanced Javascript Settings dialog box.)

[3] **Spans of numbers**. When entering a span of numbers on the EZ form, the COMPLETE beginning number and the COMPLETE ending number on the form must be provided. Class Web and the print program for the classification schedules will truncate the span to eliminate redundancy. Examples of how, and how not, to enter spans of numbers on the EZ form:

TK140.A-TK140.Z   [NOT TK140.A-Z]
JS3931-JS3939   [NOT JS3931-3939; NOT JS3931-9]

Displayed span. This is a span that is visible on Classification Web browse screens and in the LCC printed schedules. The most common types of displayed spans are those ending with "A-Z" and those accompanied by a reference to a table that provides for an explicit breakdown of the span.

Suppressed span. This is a "summary number" span that serves to anchor a line within the classification, but is not visible on Class Web browse screens or the printed schedules. It consists of the first number and the last number of captions that fall below it in the hierarchy, i.e. captions that are indented under it. In the following example, the lines "Cats" and "History and conditions" have suppressed spans that are not shown in Class Web or the printed schedules:

	Cats
SF441	Periodicals. Societies. Serials
SF442	General works
	History and conditions
SF442.6	General works
SF442.63.A-Z	By region or country, A-Z
SF449.A-Z	By breed or type, A-Z
SF450	Feral cats

In this example, the suppressed number span for the line "Cats" is SF441-SF450. The suppressed number span for the line "History and conditions" is SF442.6-SF442.63. To create this type of proposal, the suppressed spans for these lines must be provided, and the "suppressed span" radio button must be selected.

[4] The indention of a line can be changed by editing its hierarchy field. To move a caption one indention to the right, for example, add one line to the hierarchy field. To move a caption one indention to the left, delete one line from the hierarchy field. By default, the EZ form displays the lines of the field indented as a stepladder. These indentions have no technical significance, however, and are used only to make the field easier to read and interpret. When lines are added to the field, they may indented in the same stepladder style, but it is not necessary to do so. Although the indentions are not significant and need not be uniform on the EZ form, it IS important that each level of hierarchy be placed on a SEPARATE LINE so that when the system converts the EZ form data to a MARC classification record, the proper number of hierarchy subfields will be created. (Class Web counts the number of hierarchy subfields in order to determine the appropriate indention for a caption in browse displays.)