

Cutter Numbers: Topical Cutters F 350

BACKGROUND: When a series of topics does not lend itself to a logical or hierarchical order, the classification schedules frequently provide for alphabetical order using Cutter numbers to designate the individual topics, e.g.,

	<i>Vegetables, cereals, fruits, etc.</i>
TX557	<i>General works</i>
TX558	<i>Special, A-Z</i>
TX558.A3	<i>Acorns</i>
TX558.A6	<i>Apples</i>
TX558.B3	<i>Bananas</i>

This instruction sheet gives guidelines for establishing new topics in the form of Cutter numbers in an alphabetical list.

1. Establishing topical Cutter numbers. Topical Cutter numbers are printed in the LC classification schedules. Establish them in the same manner as class numbers. The editorial staff will adjust the numeric portion of the Cutter number if necessary.

If a topical Cutter number has previously been used but not incorporated into the classification schedules, establish it as a new number when assigning it to new material or when otherwise convenient. It was formerly the practice in certain areas of the LC classification to print under a given number only a representative sample rather than a complete list of all Cutter numbers usable under the number. The listing was preceded by the notation **e.g.** That practice is no longer followed in connection with *topical* Cutter numbers. If such an arrangement is encountered and a new topic is being established, cancel the **e.g.** notation and establish the new topic. If time is available, also establish any other topics that currently exist in the shelflist.

2. Unprinted Cutter numbers. The following types of Cutter numbers are generally not printed in the LC classification schedules and need not be established: personal, corporate, and geographic names, names of languages (when a topic is subarranged by language), and titles of individual works, except for literary works from early periods up to 1500.

In some areas of the LC classification, a few representative Cutter numbers of these types are printed, preceded by the notation **e.g.** It is not necessary to cancel these representative listings, but do not add any additional examples to them.

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3. Formulating the caption for new topical Cutter numbers. When possible, formulate the caption to match the subject heading unless the nature and context of the list dictates that a caption other than the established subject heading should be used. Follow existing patterns in each topical Cutter number list.

When double captions are used or *Including* notes are proposed under a caption, make a *see* reference from the alphabetical position of the alternate terminology. Formulate the *see* reference using the full classification number, i.e., the class letters, class number, and Cutter number, even for numbers within the same Cutter number list. *Examples:*

TX770.A-Z	Special breads, A-Z
TX770.C72	Crackers
→	Crepes, <u>see</u> TX770.P34
TX770.M83	Muffins
→	Pancakes. Waffles. Crepes
TX770.P34	
TX770.T65	Tortillas
→	Waffles, <u>see</u> TX770.P34

F247.A-Z	Regions, counties, etc., A-Z
F247.C3	Calhoun Co.
→	Canaan Valley, <u>see</u> F247.T8
F247.H2	Hampshire Co.
F247.M5	Mercer Co.
F247.T8	Tucker Co.
→	Including Canaan Valley

4. Hierarchy in Cutter number developments. Do not build hierarchy into topical Cutter number developments unless this practice is already well established, as in QL737.