

Cuttering by Region or Country, A-Z F 430

BACKGROUND: One common situation in which the classification schedules do not provide a full class number is with alphabetical listings of geographic places. This instruction sheet covers the various aspects of this situation. For shelflisting procedures on this topic and the list of regions and countries in one alphabet, see G 300.

1. Caption. When proposing a number in the classification schedule and providing for a Cutter arrangement for individual regions or countries, use the following caption:

By region or country, A-Z

2. Older captions. **By country, A-Z** still appears as a caption in many places in the classification system and should be interpreted to mean **By region or country, A-Z** unless the schedule has specific instructions to the contrary or specific provisions for regions.

3. Assigning a Cutter number. Assign a Cutter number only for a country, a region that is larger than a country, or a region that crosses national boundaries.

a. General rule for regions. Assign a Cutter number for a region that is larger than a single country or that crosses national boundaries. *Examples:*

Africa, North	.A355	[encompasses many countries]
Yukon River Valley	.Y8	[crosses Canadian-U.S. boundary]

b. General rule for countries and regions within a country. Under a caption that reads **By region or country, A-Z** (or its equivalent) and that includes no subarrangement, use the country Cutter number both for the country as a whole and for any region or political division that is located entirely within the country. *Examples:*

Italy	.I8
Italy, Southern	.I8
Abruzzi (Italy)	.I8
Naples (Italy)	.I8

F 430 Cuttering by Region or Country, A-Z

3. Assigning a Cutter number. (Continued)

c. Country names modified by an adjective. When assigning a Cutter number for a region whose name consists of the name of a country modified by an adjective, use the following guidelines:

- If the class number represents only the one country, assign a Cutter number that corresponds with the adjective. *Example:*

Brazil, local, A-Z

Brazil, North	.N6
Brazil, Central West	.C4

- If the class number represents more than one country, assign a Cutter number for the country only. Do not bring out the region. *Examples:*

South America, by region or country, A-Z

Brazil, North	.B6
Brazil, Central West	.B6

4. Use current place names. Base the Cutter number on the latest form of a place name unless different provisions are printed in the classification schedule. *Examples:*

.C75	Congo (Democratic Republic)]
[not .Z28	Zaire]

.S72	Sri Lanka
[not .C3	Ceylon]

5. Use current political status and name. If a place was formerly located within the boundaries of another country, assign a Cutter number for the country in which it is currently situated and use its present name, even if the work describes its former status and refers to the place by an earlier name. *Example:*

A work on Danzig, Germany, now named Gdańsk, Poland, should be assigned **.Pxx** for Poland and **.Gxx** for Gdańsk, even if the work covers only the period when it was called Danzig and located in Germany.

Cuttering by Region or Country, A-Z F 430

6. Historical jurisdictions/entities. Assign a Cutter number using the established form of any historical jurisdiction or entity that existed in the past and whose former territories are not encompassed by a present day country. *Example:*

Islamic Empire .I742

7. Great Britain.

a. General rule. Treat the constituent countries of Great Britain (England, Wales, Scotland, Northern Ireland) as localities of Great Britain unless the schedule has special provisions or instructions to the contrary. That is, assign a Cutter number for Great Britain, not for England, Wales, Scotland or Northern Ireland.

b. Subarrangements. Unless the schedule has special provisions or instructions to the contrary, if there is provision for local subarrangement, treat any level below Great Britain as a local. *Examples:*

A work to which a heading of the type [*topic*]**—England** has been assigned should be assigned the Cutter number **.Gxx** for Great Britain and **.Exx** for England.

A work to which a heading of the type [*topic*]**—England—London** has been assigned should be assigned the Cutter number **.Gxx** for Great Britain and **.Lxx** for London.

8. Islands.

a. Islands located near their parent countries. If an island is located near a country and is treated as part of that country, assign the Cutter number for the country. *Example:*

Jutland .D4 [*Denmark*]

b. Islands that are countries or isolated from their parent countries. If an island or group of islands is isolated from its parent country, or is itself a country, assign a Cutter number for the entity under its own name. *Example:*

Puerto Rico .P9
Falkland Islands .F3

F 430 Cuttering by Region or Country, A-Z

9. Subarrangement. When an “Under each” subarrangement provides for an alphabetical listing of localities, use localities only under individual countries. Do not use the provision for localities under regions. Other parts of the subarrangement, however, may be used under regions. The following types of subarrangement may be seen in the schedules. *Examples:*

By region or country, A-Z

Under each:

- .x General works
- .x2 Local, A-Z

By region or country, A-Z

Under each (local numbers used under country only):

- .x General works
- .x2 Local, A-Z

By region or country, A-Z

Under each (local numbers used under country only):

- .x Periodicals. Societies. Serials
- .x2 General works
- .x25 Local, A-Z
- .x3 By company, A-Z

10. Shelflisting. For shelflisting information and the Regions and Countries Table, see G 300.