

Basic Shelflisting Procedures G 610

1. Comparison of data. Compare the bibliographic record with the item to determine that the item and the record match. Initiate the correction of any discrepancies between the item and the bibliographic record by consulting the online authority record or the cataloger. Check the following data elements.

a. Main entry heading (1XX field). Review the main entry heading. The main entry heading may be personal (100 field), corporate (110 or 111 field), uniform title (130 field), or title (245 field).

b. Uniform title (130/240 field). Review the uniform title area.

c. Title (245 field). Review the title area to the slash mark (/) or period (.).

d. Edition (250 field). Check the edition statement. A printout of the previous edition may be in the book.

Note: The cataloger will not always classify a later edition in the same class number as the previous edition. In these cases, accept the new classification.

e. Publication, distribution, etc. (264 field). Check the place of publication, the publisher, and the imprint date.

f. Physical description (300 field). Check the pagination and size. Illustrations, maps, etc. that are loose, in a pocket, or in a separate volume should be described by the cataloger.

(1) Supplements. If a supplement is issued as a separate item but is dependent and/or continues or complements the original work, it may be described here and may also receive an accompanying note (cf. G 155).

(2) Loose-leaf materials. Loose-leaf publications designed to receive additions are described in the physical description area.

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1. Comparison of data. (Continued)

g. Series (4XX/8XX fields).

(1) **Series statement.** Check the series statement as to the wording, order, numbering, and spelling.

(2) **Series treatment.** Check to see if the series treatment is indicated as **classified as a collection** or **classified separately**. If the series is numbered but there is no treatment indicated, check the series authority record online.

h. Notes (5XX fields). Check the bibliographic record for the following types of notes:

(1) **Edition notes.** There may be notes about other **editions**, or **other manifestations** of the same work.

(2) **Continued by notes.** Disregard **continued by** or **continues** notes in monographic records.

(3) **Supplements.** If a supplement is issued as a separate item, but is dependent and/or continues or complements the original work, it may be described in the note area.

(4) **Contents notes.** Check the contents notes. If the volumes are unnumbered, then the volume numbering may appear in brackets in the contents note, followed by the title of the particular volume.

(5) **Imperfect copies.** If the determination has been made to keep an imperfect copy, an imperfect copy note will appear.

(6) **Errata notes.** If errata sheets are supplied by the publisher, a note should appear in the cataloging record.

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h. Notes (5XX fields). (Continued)

(7) **"With" notes.** If two or more distinct works, each with its own title page and paging are issued together under one cover, the entry for each work in the volume bears a note to show the presence of the other work or works.

The first work gives the catalog entry form of all the works that are bound with it, in the order that they appear in the piece being cataloged. The second and succeeding works are separately cataloged and each states in its "With" note the catalog entry form of the first work in the piece.

i. International Standard Bibliographic Number (ISBN) (020 field). Check the accuracy of the ISBN.

j. Library of Congress Control Number (LCCN) (010 field). Verify that the record number on the item being cataloged matches the record number on the bibliographic record.

k. Rare materials. If it is suspected that an item should have been designated for the Rare Book and Special Collections Division, and it has not been, refer it to the section head (cf. G 810).

2. Classification Web.

a. Checking schedules and tables. Check the classification and subjects assigned by the cataloger by referring to the classification schedules, tables, etc., as appropriate.

b. Subtopics. Determine if the secondary classification has been provided by the subject cataloger. The cataloger supplies the subtopic.

3. Consulting the shelflist.

a. Filing position. Determine the correct filing position (cf. G 100).

b. Cutter number. Determine the Cutter number (cf. G 63).

c. Completing the call number. Complete the call number in the 050 field. If the selection is **Do not acquire** place a "1" in the first indicator of the 050 field.

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4. Preparation of material.

a. LC card number. Check for the LCCN, usually recorded on the verso of the title page near the accession stamp. Add it, if not recorded, and correct it, if appropriate.

b. Main entry information supplied by the cataloger. See DCM B5.5.8.

c. Acquisition stamp. Check for an acquisition stamp. If no acquisition stamp is found in the item, follow division or section procedures.

d. "Do not acquire". See DCM B5.5.8.

e. Call number on verso of title page of unbound volumes. See DCM B5.5.8 for general instructions. Instructions for special situations are provided below.

Special situations:

- **Rare materials.** For rare materials, if bound, place the call number on the inside back cover. If unbound, place the call number on the last page, blank or not.

When assigning materials to the Rare Book Collection from the shelf (or another assignment) leave the call number in the original position and add the assignment <**Rare Bk Coll**>. However, if the call number is to be changed and must be erased, write the call number in the back of the item as specified above (cf. G 810).

- **Cover as title page.** If the title page is the cover of the item being cataloged (usually unbound), place the call number on the next printed page. Do not write the call number on a blank page.
- **Pictures on verso of title page.** If a portrait, picture, map, etc., is on the verso of the title page, place the call number on the following printed page.
- **Two title pages facing each other.** If the item contains two title pages facing each other, place the call number on the verso of the right-hand title page.

4. *Preparation of material.*

e. *Call number on verso of title page of unbound volumes.*

Special situations: (Continued)

- ***Two title pages at opposite ends.*** For Asian language materials, if the item has a title page at both the front and back, and is cataloged from the Asian title page, write the note "call number is found at other end of book" on the other title page, if that title page is in a non-Asian language.
- ***Multiple works bound together.*** If several works are bound together, add the call number on the verso of the first title page only.
- ***Materials fastened at top.*** When the item being cataloged is fastened together at the top instead of the side, as with typing practice books, place the call number as follows: for materials with an inside title page, use the page following the title page (upper right corner); for materials with a cover title page, use the first printed page (upper right corner).
- ***Text reads right to left.*** For some Asian and other languages where the text reads from the right to the left, place the call number on the verso of the title page (upper left-hand quarter). Leave the appropriate margins for binding or rebinding.
- ***Title page preceded by other pages.*** If the title page follows many pages of advertisements, etc., write a note at the top of the first page: "Title page follows page ____." Add the call number on the verso of the title page.

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4. Preparation of material.

e. Call number on verso of title page of unbound volumes. (Continued)

Examples of call number format:

BJ466	BJ466	BJ319	BJ455	BJ455
.S7	.S7	.A46	.B3S6	.B3S6
1986	1986	1989	1986	1986
Copy 1	Copy 2	Copy 1	vol.3	Suppl.
		Asian	Copy 2	Copy 3
		Japan	MRR Alc	Sci RR

When volume numbering is necessary, use the abbreviated English designations **vol.**, **pt.**, and **no.** for **volume**, **part**, and **number** (cf. G 180).

f. Loose pieces. Look through the item for loose inserts, maps, etc. If there are loose pieces, maps, errata, etc., write the LCCN or the complete call number (including volume numbering, permanent assignments, etc.) on each piece. Write the LCCN or call number in the most visible or appropriate place. (Writing this information on the top left or right of the piece usually enables it to be seen in the corner of the pocket in which it will be placed.) Attach a binding slip to alert the Binding Office that there are loose pieces. Insure that the piece count in the item record includes loose pieces that will be in a pocket.

g. Routing of Library correspondence. Send any acquisitions correspondence discovered with the material to the appropriate division.

5. *Logging out.* When logging out materials, follow section practice.

6. *Online update.* Follow section practice for online update of the 050 field.

7. *Disposition of materials and printouts.* Follow section practice.