

## Interpreting the Classification Schedules G 58

**BACKGROUND:** *The shelflisting technician consults the classification schedules to ensure that the proper classification has been provided for the work in hand and to determine whether any special instructions for completing the call number are presented. Normally the first one or two subject headings on the bibliographic record reflect the same subject matter shown in the schedule. The words used in the subject heading and the words in the classification caption need not be identical. For example, the subject heading(s) may read **Physical fitness for children** and/or **Physical education and training**, whereas the caption for the class number that the cataloger has provided (GV481) appears in the schedule as **Calisthenics. Group exercises**.*

*The names of specific individuals, corporate bodies, or places that may appear in subject headings usually do not appear in the classification schedules. The schedule may simply provide a general caption, e.g., **Biography – Individual, A-Z**.*

*In addition to the classification number and the topic, the schedule may include instructions for the subarrangement of the class according to special tables or lists of Cutter numbers. These instructions always take precedence over the shelflisting procedures and tables normally used, such as the Regions and Countries Table (see G 300) or the Biography Table (see G 320). These instructions may appear on the caption line, several lines above the caption, or indeed dozens of pages before the class number selected. Be certain to follow explicit instructions that may be found under a general caption at a higher level than the specific topic given.*

*The examples on the following pages illustrate some of the common types of instructions found in the LC classification schedules, with information on how the call number will be completed.*

### **Illustration #1: No special instruction: Single Cutter for main entry**

CB	HISTORY OF CIVILIZATION	CB
4	Yearbooks	
	Collected works (nonserial)	
5	Several authors	
7	Individual authors	

No specific subarrangement instructions for these numbers are provided in the schedule. A single Cutter number based on the first word of the main entry is assigned to works classed in numbers like these.

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### *Illustration #2: Reserved Cutters*

DS	ASIA	DS
	Arab War, 1967	
127.A1	Periodicals. Collections.	
127.A2-4	Sources. Documents	
127.A5-Z	General works	

This example presents three different Cuttering situations. The Cutters **.A1-49** are reserved for special types of publications. General works use the range **.A5-Z**.

Periodicals are Cuttered for main entry, resulting in two Cutters appearing in the call number, which is called "double Cuttering."

In the span .A2-A4, the Cutter must fit in this limited span of .A2 to .A4999... The actual Cutter number selected depends on works already shelved in that number: the alphabetical position is determined and the number selected to make the entry file correctly and provide for space for future expansion.

A general work is Cuttered based on the 1XX and/or 245 fields, but when the field begins with **A**, the Cutter number must be adjusted to fit the limited range available. For example, the author Abbott could not receive the normal Cutter .A22. The Cutter number must begin with .A5, so .A52 could be chosen. If the first work in this class is by Andrews, the Cutter number .A53 should not be chosen; .A63 would be preferable in order to leave space for authors with names beginning Ab-Am.

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### *Illustration #3: Double Cutter--second Cutter for 1XX and/or 245 fields*

HV	SOCIAL PATHOLOGY.	SOCIAL AND PUBLIC WELFARE.	CRIMINOLOGY	HV
		Victims of crimes.	Victimology	
6250.4.A-Z		Special classes of persons as victims,	A-Z	
6250.4.A34		Aged.	Older people	

This example is similar to DS127.A1 above. In both cases, a first Cutter number represents the form of material or the subject of the book. It is printed in the schedule. A second Cutter number is assigned for the 1XX and/or 245 fields.

### *Illustration #4: Double Cutter--second Cutter for 1XX and/or 245 fields*

HD	INDUSTRIES.	LAND USE.	LABOR	HD
		Labor.	Work.	Working class
		Hours of labor		
		Weekly rest day.	Sunday work	
5114.A3		General works		
5114.A5-Z		By region or country,	A-Z	

This example is similar to the previous one: For a general work, the first Cutter (.A3) has already been specified in the schedule as a breakdown of the class number. A second Cutter is assigned for the 1XX and/or 245 fields.

The .A5-Z will also result in two Cutter numbers, the first for the geographic area and the second for the 1XX and/or 245 fields. For countries beginning with the letter A, the Cutters need to be adjusted to accommodate the smaller span allowed.

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### *Illustration #5: Double Cutter--second Cutter for 1XX and/or 245 fields*

<b>F</b>	<b>UNITED STATES LOCAL HISTORY</b>	<b>F</b>
	Virginia	
	By period	
231	1865-1930. Reconstruction	
	Biography: William Mahone, John Edward Massey	

This number is not considered to be a "biography number" (See F 275 and G 320.) Biographies classed in this number are, however, double Cuttered: the first Cutter represents the biographee, as indicated by the first subject heading. Because this is not a "biography number", no table is used. The second Cutter represents the 1XX and/or 245 fields. This results in the presence of some single-Cuttered works in this class number, representing works simply about that historical period, and some double-Cuttered works, representing biographies.

### *Illustration #6: Double Cutter--digit added for 1XX and/or 245 fields*

<b>TF</b>	<b>ELECTRIC RAILWAYS</b>	<b>TF</b>
	Electrification of steam railroads	
859.A-Z4	Special cities (Terminals, etc.), A-Z	
859.Z5A-Z	Special railroads, A-Z	

Because the second Cutter is derived from the name of the railroad to represent the subject, it is necessary to extend the digits of the second Cutter to represent the main entry. The numbers selected depend on the items already shelved. If a railroad is used for the first time, the last digit should approximate the position of the contents of the 1XX and/or 245 fields in the alphabet. For example, if TF859.Z5P46 represents electrification of the Pennsylvania Railroad, then the author Carleton could be represented by a 3, resulting in TF859.Z5P463.

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*Illustration #7: Double Cutter--digit added for 1XX and/or 245 fields*

P	PHILOLOGY. LINGUISTICS	P
	Relation to sociology. Sociolinguistics	
40	General works	
40.5.A-Z	Special aspects, A-Z	
40.5.L35	Language planning Table P1	

It is necessary to consult the table, which reads:

.x	General works
.x2A-Z	By region or country, A-Z

General works use .L35 and a second Cutter is added for the author or title. However, if the work is limited to a specific place, the digit 2 is added to the topical Cutter and the second Cutter is used for the place. The 1XX and/or 245 fields can therefore be represented only by a digit. For example, language planning in Ireland classes in P40.5.L352I75, with L352 reflecting the alphabetical listing of countries and I75 representing Ireland. A work by O'Laorie would use the digit 6, resulting in P40.5.L353I756.

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### *Illustration #8: Double Cutter--digit added for 1XX and/or 245 fields*

TL	MOTOR VEHICLES. AERONAUTICS. ASTRONAUTICS	TL
	Artificial satellites	
	By country, region, etc. A-Z	
	United States	
796.5.U5	General works	
796.5.U6A-Z	Special projects or programs, A-Z	
	e.g.	
796.5.U6V3	Vanguard	

An individual work about the Vanguard program would use digits to show the alphabetical order of the 1XX and/or 245 fields. For example, a work by Green is Cuttered .U6V35, and a work by Stehling is Cuttered .U6V37.

### *Illustration #9: "Under each" subarrangements: .x and .x2*

HV	SOCIAL PATHOLOGY. SOCIAL AND PUBLIC WELFARE. CRIMINOLOGY	HV
	Protection, assistance and relief	
	Special classes	
	Older people	
	By region or country	
	Other regions or countries	
1478.A-Z	Other American regions or countries, A-Z	
	Under each country:	
	.x Periodicals. Societies. Serials	
	.x2 General works. History	
	.x3 Other	
	.x4A-Z By region or state, A-Z	
	.x5A-Z By city, A-Z	

The notation ".x" refers to the Cutter number selected for the item being shelved. .x2 means that the digit 2 is appended to that Cutter number. For example, the Cutter number for Venezuela in G 300, used in the absence of conflict in the shelflist, is .V4. A general work on older people in Venezuela would be HV1478.V42. A Cutter number for the 1XX and/or 245 fields would then be added. For a work on the elderly in Caracas, the call number would begin with HV1478.V45C37, and the author would be reflected in the digit after the 7.

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### *Illustration #10: Examples of a variety of captions with special instructions for shelflisting*

It is particularly important that the schedule be consulted before shelflisting because special instructions, such as those below, may affect the creation of the book number.

HV1478.A-Z	Other American regions or countries, A-Z Subarrange each country by Table H77a
	Psalms of Solomon Texts
BS1830.P7A1	Polyglot. By date
BS1830.P7A3	English. By date
BS1830.P7A5-.P7Z	Other languages, A-Z Subarrange each language by date
BS1965	Modern printed editions. By date
	Manuscripts. Codices
BS1969	General works
BS1970.A-Z	Individual manuscripts (regardless of version), A-Z By name or other distinctive word For criticism use subarrangement by author, A-Z
BT299.3	2001- Subarrange by editor or compiler
CD1377.957.A-Z	Special collections, A-Z Subarrange by date
DD801.R713	Museums, exhibitions, etc. Subarrange by author

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*Illustration #10: Examples of a variety of captions with special instructions for shelisting.  
(Continued)*

HB3717	Particular crises. By date of crises Subarranged by author
NK8402.A-Z NK8402.5.A-Z	United States. By city and museum, A-Z Other countries. By country and city, A-Z
	United States
T223	General works Table T5
T223.5	Confederate States of America Table T5
T224.A-.W	States, A-W Subarrange each by Table T6
T225.A-Z	Cities, A-Z Subarrange each by Table T6