

Subject Cataloging Manual: Classification

General Guidelines

Relevant Instruction Sheets

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Subject Cataloging Manual: Classification

- Provides guidelines for establishing LC Classification numbers and assigning them to library materials
- Is an accumulation of guidelines that have been formulated over several decades

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General Principles of Classification: F 10

- Class works according to their subject matter
- Class a work by its specific subject
- Ignore form unless form captions have been established under the topic

3



General Principles of Classification: F 10

- Prefer classification by subject, unless instructions or precedent (the shelflist) clearly indicate otherwise
- Use the most specific number available
- Use a broader number only if no specific number is available and it is not feasible to establish one

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General Principles of Classification: F 10

- Where several subjects are discussed in a work, choose the classification number according to the most appropriate of the following guidelines:
 - Class according to instructions printed in the schedules
 - Class according to dominant subject

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General Principles of Classification: F 10

- If no subject is dominant, class under the first one mentioned in the work being cataloged
- Class with a broader subject, if the work deals with several subjects that, taken together, constitute a major part of a larger subject

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General Principles of Classification: F 10

- Class according to the intent of the author, when several classes appear appropriate
 - Remember the shelflist– where would an item reside in relation to similar works
- Class works on the influence of one subject on another with the subject influenced

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General Principles of Classification: F 10

Choosing between several possible class numbers : subject vs. form

Social pathology. Social and public welfare. Criminology--Drug habits. Drug abuse--Juvenile works	
HV5809.5	Juvenile works [H R B L D S]
	Special [H R B L D S]
	Class here only general works
	For special regions or countries see HV5825-5840 [H R]
HV5810	Cocaine. Crack [H R B L D S]
HV5813	Morphine. Chloral [H R B L D S]
HV5816	Opium [H R B L D S]
HV5819	Patent medicines [H R B L D S]
HV5822.A-Z	Other, A-Z [H R B L D S]
HV5822.A5	Amphetamines [H R B L D S]

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General Principles of Classification: F 10

Choosing between several possible class numbers : subject vs. place

Social pathology. Social and public welfare. Criminology--Substance abuse--Periodicals. Societies. Serials	
	Substance abuse [H R B L D S]
HV4997	Periodicals. Societies. Serials [H R B L D S]
HV4998	General works [H R B L D S]
HV4999.A-Z	Special classes of people, A-Z [H R B L D S]
HV4999.C45	Children [H R B L D S]
HV4999.D43	Deaf [H R B L D S]
HV4999.H64	Homeless [H R B L D S]
HV4999.P37	Parents [H R B L D S]
HV4999.W65	Women [H R B L D S]
HV4999.Y68	Youth [H R B L D S]
	By region or country [H R B L D S]
	United States [H R B L D S]
HV4999.2	General works [H R B L D S]
HV4999.3.A-Z	By region or state, A-Z [H R B L D S]
HV4999.4.A-Z	By city, A-Z [H R B L D S]
HV5000.A-Z	Other regions or countries, A-Z [H R B L D S]

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General Principles of Classification: F 10

Use the most specific number available

Animal culture--Pets--Cats--Behavior	
SF446.5	Behavior [H R B L D S]
	Including behavior therapy
SF446.6	Training [H R B L D S]
SF446.7	Exercises and amusements [H R B L D S]
	Including games
SF447	Culture and care [H R B L D S]
	Cf SF985-986 Diseases [H R]
	Equipment and supplies [H R B L D S]
	Including handicraft
SF447.3	General works [H R B L D S]
SF447.34	Litter boxes [H R B L D S]
SF447.5	Breeding [H R B L D S]
SF447.6	Feeding [H R B L D S]
SF447.65	Grooming [H R B L D S]
SF447.8	Working cats [H R B L D S]

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General Principles of Classification: F 10

Class according to instructions printed in the
schedules

Zoology--Invertebrates--Arthropoda--Insects--Hymenoptera (Ants, bees, wasps, etc.)--Geographical distribution--General works	
For geographical distribution of systematic divisions see QL568.A-Z [H R]	
QL567	General works [H R B L D S]
QL567.1	North America (United States and Canada) Table Q3 [H R B L D S]
QL567.2	Mexico, Central America, and West Indies Table Q3 [H R B L D S]
QL567.3	South America Table Q3 [H R B L D S]
QL567.4	Europe Table Q3 [H R B L D S]
QL567.5	Asia Table Q3 [H R B L D S]
QL567.6	Africa Table Q3 [H R B L D S]
QL567.7	Australia [H R B L D S]
QL567.75	New Zealand [H R B L D S]
QL567.8	Pacific islands Table Q3 [H R B L D S]
QL567.9	Arctic regions [H R B L D S]
QL567.95	Antarctica [H R B L D S]
QL567.96	Tropics [H R B L D S]
QL568.A-Z	Systematic divisions. By family, A-Z [H R B L D S]

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General Principles of Classification: F 10

Class according to instructions printed in the
schedules

Architecture--History--Modern architecture--General works	
For other regions and countries see NA701-1614 [H R]	
Modern architecture [H R B L D S]	
Class architectural movements identified with one country and largely one century under the country in NA701-1613	
Prefer classification by country	
NA500	General works [H R B L D S]
	Renaissance, 16th century [H R B L D S]
NA510	General works [H R B L D S]
NA512.A-Z	Special aspects or movements, A-Z [H R B L D S]
	Special countries see NA701-1614 [H R]

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General Principles of Classification: F 10

Class according to instructions printed in the
schedules

Philology. Linguistics -- Language. Linguistic theory. Comparative grammar -- Vocabulary. Terminology (General) --Special aspects, A-Z	
P305.19.A-Z	Vocabulary for special topics, A-Z [H R B L D S] Class here linguistic works For terminology of subjects, see the subject in A-Z, e. g. R123, Medicine
P305.19.C64	Colors [H R B L D S]
P305.2	Abbreviations. Acronyms [H R B L D S]

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Periodicals : F 210

- At the head of important topics in the LC Classification schedules there is usually a class number or a group of class numbers for serial publications
- The most common caption used:

Periodicals. Societies. Serials

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Periodicals : F 210

- Variations on this caption:

Periodicals

Periodicals, etc.

Periodicals and societies

Periodicals, societies, congresses,
serial collections

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Periodicals : F 210

- Establish a class number for periodicals only as part of a proposal for a major new development for a topic on which many periodicals are likely to be published

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Periodicals : F 210

- Unless there are other specific provisions in the schedule, class all serial publications, including periodicals, numbered monographic series, and topical serial society publications on this number


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Congresses : F 240

- Class numbers are usually provided for congresses among the form captions that appear at the head of major topics in the LCC


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Congresses : F 240

- Congresses may be entered under the name of the congress, the name of a corporate body, or title

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Congresses : F 240

- Numbers for congresses are used to class
 - Collected papers delivered or published for one or more named or unnamed congresses, symposia, conferences, meetings, etc.
 - Condensations of these papers

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Congresses : F 240

- Reports of the proceedings and discussions, program statements, lists of delegates, etc. of congresses
- Combinations of these various types of materials

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Congresses : F 240

- If a number for congresses has been established, class both monographic and serial congresses in that number
- Do not class congresses in the number for periodicals unless congresses are explicitly included in the caption for that number (as in class Q)

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Congresses : F 240

- If no number has been established for congresses, class congresses in the General Works number, or in the periodical number if the congress is cataloged as a serial
- Class each monographic congress according to its subject matter

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Congresses : F 240

- When two or more serial records represent continuations of the same congress, follow the general rules for serial continuations
 - If the numbering continues, class all continuations in the same number
 - If the numbering does not continue, treat as independent works

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Congresses : F 240

- Class works about a congress in the same number that has been or would be assigned to the congress itself
- Assign as the first subject heading the name of the congress

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Congresses : F 240

Class Exercise

<u>Manufactures--Wood technology. Lumber--Wood products. Furniture--Willowware. Basketmaking</u>	
	Wood technology. Lumber [H R B L D S] Cf. HD9750-9769 Economics [H R] Cf. SD1-668 Forestry [H R] Cf. TA419-424.6 Engineering materials [H R]
TS800	Periodicals [H R B L D S]
TS801	Societies [H R B L D S]
TS802	Congresses [H R B L D S]
TS803	Directories [H R B L D S]
TS804	Dictionaries and encyclopedias [H R B L D S] History [H R B L D S]
	United States [H R B L D S]
TS805	General works [H R B L D S]
TS806.A-W	Special states, A-W [H R B L D S]
TS810.A-Z	Other countries, A-Z [H R B L D S]

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Biography : F 275

- Special biography numbers are customarily found in the general materials area of a topic whose class numbers have been expanded to any extent

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Biography : F 275

- Use of these numbers is not limited to purely biographical works:
 - A work whose purpose is to relate an individual (or a group of individuals) to a topic may also be classed in a biography number

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Biography : F 275

- Class biographical works, individual or collective, with the topic with which the biographee is most closely identified
- Class in CT only works on individuals not identified with a specific topic
- Guidelines for establishing biography numbers are given in SCM F 275

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Biography : F 275

- Collective biography:
 - A work that discusses the lives and/or contributions of two or more individuals, if a discrete section in the work is devoted to each individual
- Individual biography:
 - A continuous narrative that discusses the life of a single individual or the contributions of a single individual to a particular topic
 - An autobiography

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Biography : F 275

- Single continuous text in which several disparate lives are discussed:
 - Class according to intent– collective or individual
- Biography of members of a family:
 - Class as individual biography unless schedule in question makes a special provision for individual families

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Biography : F 275

- Persons with multi-faceted careers:
 - Class according to topical emphasis of the work
 - If several careers are discussed, class with topic with which biographee is most closely associated

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Biography : F 275

- Special biography tables:
 - Often are explicit in the schedules, especially in classes D, N, and P
 - The general biography table is used only in conjunction with biography numbers

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Biography : F 275

.x	Cutter for individual
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date Including quotations
.xA3	Autobiography, diaries, etc. By date
.xA4	Letters. By date
.xA5	Speeches, essays, lectures. By date Including interviews
.xA6-Z	Biography and criticism Including criticism of selected works, quotations, autobiography, letters, speeches, etc.

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“General Works” : F 280

- “General Works” captions exist in the schedule if there are any subtopics appearing under a main topic
- “General Works” numbers are reserved for works for which a more specific subtopical number is not appropriate

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“General Special” : F 290

- “General Special” captions are no longer being added to the schedules
- General Special numbers are reserved for:
 - “Amorphous” works for which it is impossible to determine precisely the actual concepts discussed
 - Works involving subjects so new that it cannot immediately be determined precisely where they fit in the classification hierarchy

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Classification and Time Periods : F 320

- Classification schedules often provide captions that consist of a date or span of dates
- Two techniques are used

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Classification and Time Periods : F 320

- 1) To break down the history of a topic by specific periods
 - a) Dates in captions refer to period of time covered in the work
 - b) Assign the class number that corresponds to the earliest period on which the work focuses
 - Ignore brief coverage of earlier periods that serve only as introduction to the principal time periods

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Classification and Time Periods : F 320

- c) Assign the same class number to various editions of a work, if the time period covered remains essentially the same
 - If a new edition is enlarged to focus on a later time period, class with the later period, even though editions will be separated

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Classification and Time Periods : F 320

- 2) To separate more recent material from older material
 - a) Dates in captions refer to imprint date

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Cutter Numbers: Topical Cutters : F 350

- Topical cutters are used in a schedule when a logical or hierarchical order is not apparent:

TX557	Vegetables, cereals, fruits, etc.
558	Special, A-Z
	.A3 Acorns
	.A6 Apples
	.B3 Bananas

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Cutter Numbers: Topical Cutters : F 350

- Most topical cutters are printed in the LC Classification schedules
 - Establish in the same manner as class numbers!
- Unprinted cutters also exist:
 - Personal names
 - Corporate names
 - Geographic names

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Cutter Numbers: Topical Cutters : F 350

- Names of languages (when a topic is subarranged by language)
- Titles of individual works
- Some topical Cutters

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Cuttering by Region or Country, A-Z : F 430

- “By region or country, A-Z”
 - The most common phrase in the schedules for providing geographic classification
- Assign a Cutter only for a region larger than a country, or for a country
- Cutter for the latest form of name unless different provisions are printed in the schedule

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Cuttering by Region or Country, A-Z : F 430

- Subarrangement for localities is provided by expansion:

By region or country, A-Z

Under each (local numbers used under country only)

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

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Cuttering by Region or Country, A-Z : F 430

By region or country, A-Z

Under each (local numbers used under country only)

- .x Periodicals. Societies. Serials
- .x2 General works
- .x3 Local, A-Z
- .x4 By company, A-Z

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Cuttering by Region or Country, A-Z : F 430

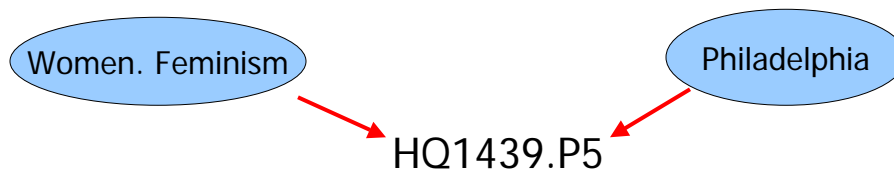
Subarrangement for localities is used under individual countries only, not under regions!

- Other subarrangement provisions may be used under regions
- Cutter for the current country in which a locality is located, even if work describes a historically earlier country
- Treat constituent countries of Great Britain as localities of Great Britain, unless the schedule has special provisions

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City Regions and Metropolitan Areas : F 550

- Many schedules break down topics locally to the level of individual cities
 - The Cutter number used for the city also is used for the corresponding city region or metropolitan area



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Commentaries on Individual Works : F 570

- Assign the same call number to a commentary that has been assigned to the original text in the original language
 - There are varying practices to this general rule, especially for classical authors and for sacred works
 - Specific provisions are provided in the schedules


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Ethnic Groups : F 587

- General works
 - Class general works on the history, economic conditions, and/or social conditions of a specific ethnic group in the appropriate number for the group in class D, E, or F:
 - [Ethnic group]
 - [Ethnic group] \$x Economic conditions
 - [Ethnic group] \$x Social conditions
 - [Ethnic group] \$x Social life and customs
 - [Ethnic group] \$v Census; [\$x Population; \$v Statistics]

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Ethnic Groups : F 587

- Special topics
 - Class works on special topics, activities, services, etc., relating to an ethnic group with the appropriate topic:

HV1569.3.H57	Hispanic Americans with disabilities
LC2682	Education of Mexican Americans
HV3181	Social work with African Americans

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Ethnic Groups : F 587

- Groups established in GN:
 - Class general works on large groupings such as Bantus, Melanesians, Australian aborigines, etc. in GN560+ under the specific region or country
 - Special topics
 - Class works on the groups' language and literature, religion, law, formal education, music, or art in P, B, K, L, M, or N

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Folklore and Folk Literature : F 590

- Folklore and folk literature, including collections and criticism of folk literature, generally class in GR, not in P – with some exceptions
- Works that resemble folk literature but are created or adapted by a literary author class in P

PQ1877 Charles Perrault's fairy tales

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Folklore and Folk Literature : F 590

- Folk dance classes in GV
- Folk music in M1627-M1853
- Folk customs and material culture with the specific ethnic group (D, E, or F)
- Folk art in N

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Genealogy : F 600

- Genealogical materials class in CS
 - Works about the genealogy of individual American ethnic groups and local U.S. genealogy class in E and F
- Materials such as church records, census materials, etc. which are of interest to genealogists also class in CS, if the material is being presented for use by genealogists!

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Literary Authors : F 632

- General rule
 - All works by or about an individual literary author class together in the same number or span of numbers in Class P
 - The specific class is determined by
 - Language in which author wrote
 - Nationality of author
 - Country of residence or activity

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Literary Authors : F 632

- Using established literary author numbers
 - Search for AACR2 form of heading for author
 - NAR may have 053 literary author number
 - Search online catalog using shelflist search to determine if author has been assigned a literary author number
 - Remember that literary author numbers are not always printed in the schedule
 - A literary author may be represented in the shelflist, however


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Literary Authors : F 632

- Establishing new literary author numbers
 - Authors writing in one language
 - Class under literature of the language
 - Authors writing in more than one language
 - Establish a number under the literature of each language
 - Do not attempt to keep all the works of the author together

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Literary Authors : F 632

PG3476.N3	Russian-language works of Nabokov
PS3527.A15	English-language works of Nabokov

Why is the Cutter for Nabokov's
English-language works .A15 instead of a
Cutter beginning with .N ?


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Literary Authors: Subarrangement of Works : F 633

- Collective UT usage for descriptive access
does not always correspond to captions in
the schedule!


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Literary Authors: Subarrangement of Works : F 633

- Collections
 - Collected works
 - Used for complete works of an author, regardless of form or genre
 - Collected fiction, Collected essays, etc.
 - Used for complete works in one genre, when author wrote in more than one genre
 - Selected works (!)
 - Used for published collections containing two or more complete works of an author


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Literary Authors: Subarrangement of Works : F 633

- Collections
 - Selections (!)
 - Used for isolated excerpts, quotations, etc. from various works of an author
 - Not all tables provide separate captions for Selected Works and Selections!
 - Use the caption Selections in this case
 - Translations
 - Use for all translations of collections above, unless more specific provisions have been made

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Literary Authors: Subarrangement of Works : F 633

- Separate works
 - Use for individual works
 - Use for collections consisting of works, such as poems, stories, etc. that are being published for the first time while the author is still living