Subject Cataloging Manual: Classification
General Guidelines
Relevant Instruction Sheets

- 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
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

- 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
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

- 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
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

Choosing between several possible class numbers: subject vs. form

<table>
<thead>
<tr>
<th>Classification</th>
<th>Subject</th>
<th>Class Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social pathology</td>
<td>Social and public welfare</td>
<td>Cancer—Drug abuse</td>
</tr>
<tr>
<td>HIV5809.5</td>
<td>Juvenile works</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td></td>
<td>Special</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td></td>
<td>Class here only general works</td>
<td></td>
</tr>
<tr>
<td>HIV5810</td>
<td>Cocaine—Opiates</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td>HIV5813</td>
<td>Morphine—Chloral</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td>HIV5816</td>
<td>Opiates</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td>HIV5819</td>
<td>Patent medicines</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td>HIV5822 A-Z</td>
<td>Other, A-Z</td>
<td>[H B B L D S]</td>
</tr>
<tr>
<td>HIV5822 A-Z</td>
<td>Amphetamines</td>
<td>[H B B L D S]</td>
</tr>
</tbody>
</table>
Choosing between several possible class numbers: subject vs. place

Use the most specific number available
General Principles of Classification: F 10

Class according to instructions printed in the schedules

<table>
<thead>
<tr>
<th>QL567</th>
<th>General works</th>
<th>[H R B L D S]</th>
</tr>
</thead>
<tbody>
<tr>
<td>QL567.1</td>
<td>North America (United States and Canada) Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.2</td>
<td>Mexico, Central America, and West Indies Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.3</td>
<td>South America Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.4</td>
<td>Europe Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.5</td>
<td>Asia Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.6</td>
<td>Africa Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.7</td>
<td>Australia</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.75</td>
<td>New Zealand</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.8</td>
<td>Pacific islands Table Q3</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.9</td>
<td>Arctic regions</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.95</td>
<td>Antarctica</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL567.96</td>
<td>Tropics</td>
<td>[H R B L D S]</td>
</tr>
<tr>
<td>QL568 A-Z</td>
<td>Systematic distribution by family, A-Z</td>
<td>[H R B L D S]</td>
</tr>
</tbody>
</table>
General Principles of Classification: F 10

Class according to instructions printed in the schedules

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
Variations on this caption:

- Periodicals
- Periodicals, etc.
- Periodicals and societies
- Periodicals, societies, congresses, serial collections

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.
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.

Congress: F 240

- Class numbers are usually provided for congresses among the form captions that appear at the head of major topics in the LCC.
Congresses : F 240

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

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
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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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).
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.

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.
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

Class Exercise

<table>
<thead>
<tr>
<th>Manufactures -- Wood technology: Lumber, Wood products: Furniture, Willow ware: Basketmaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood technology: Lumber [H B L D S]</td>
</tr>
<tr>
<td>Of HD 9760-9762: Economics [H R]</td>
</tr>
<tr>
<td>Of SD 1-668: Forestry [H E]</td>
</tr>
<tr>
<td>Of TAD 4-424:4: Engineering materials [H E]</td>
</tr>
<tr>
<td>T5800: Periodicals [H R B L D S]</td>
</tr>
<tr>
<td>T5802: Societies [H R B L D S]</td>
</tr>
<tr>
<td>T5803: Congresses [H R B L D S]</td>
</tr>
<tr>
<td>T5804: Directories [H R B L D S]</td>
</tr>
<tr>
<td>Dictionaries and encyclopedias [H R B L D S]</td>
</tr>
<tr>
<td>History [H R B L D S]</td>
</tr>
<tr>
<td>United States [H R B L D S]</td>
</tr>
<tr>
<td>T5805: General works [H R B L D S]</td>
</tr>
<tr>
<td>T5806 A-W: Special states, A-W [H R B L D S]</td>
</tr>
<tr>
<td>T5810 A-Z: Other countries, A-Z [H R B L D S]</td>
</tr>
</tbody>
</table>
Special biography numbers are customarily found in the general materials area of a topic whose class numbers have been expanded to any extent.

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.
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

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
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

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
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.
“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.

“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.
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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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
**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
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

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
Cutter Numbers: Topical Cutters: F 350

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

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
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

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
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

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

Women. Feminism  Philadelphia  HQ1439.P5
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

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]
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

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
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

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
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!

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
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

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
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?

Literary Authors: Subarrangement of Works : F 633

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

- **Selections (!)**
  - Used for isolated excerpts, quotations, etc. from various works of an author

- **Translations**
  - Use for all translations of collections above, unless more specific provisions have been made
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