CONTENTS

F 50   Classification Proposals

APPENDICES

BACKGROUND: *In 2006, an automated Minaret-based classification proposal system replaced the former manual worksheet-based system.   This instruction sheet provides guidelines for using the automated system to propose a new classification number, to propose a new reference, or to modify an existing number.   It also includes, as an Appendix, examples of the most common types of classification proposals, together with step-by-step instructions for creating them.   For unusually complicated situations, catalogers should consult with the Policy, Training, and Cooperative Programs Division for assistance in preparing a proposal.*

1. *Accessing the system*.

> LC catalogers go to URL: https://lcconline.info/Menu/
> SACO catalogers go to URL: https://classweb.org/Proposal/
> All catalogers: Click on **Proposal system** under **LC Classification**, then click on
> > **Create, Edit and Browse Classification Proposals**
> > > Login with Minaret username and password.

2. *Proposing a new number.*

> ***a.   Creating a proposal.***   In the browse field, enter any class number that is in the area where the new number is to be proposed and press **Enter.**
>
> Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indention. Click the **white icon** at the end of the caption and select **Propose a new class number here** from the pop-up menu.   For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, click the **white icon** and select **Propose a new class letter here**.   An EZ input screen is displayed.
>
> In the **Generated** field, select the appropriate radio button, as follows:
>
> > ***Book***.   LC catalogers select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, etc.

F 50   Classification Proposals

2. Proposing a new number.

a. Creating a proposal.   (Continued)

No book. LC catalogers select this button if no bibliographic item is being submitted with the proposal.   For example, if the proposal is being made in order to correct an error in the schedule or in response to correspondence, select **No book**.

> *Note: If the item that has generated the proposal is a rare book, printed music or a serial, cartographic, or audio-visual work, select* **No Book** *and do not submit the item with the proposal.*

CIP. LC catalogers and catalogers in SACO libraries select this button if the proposal is being made in connection with the cataloging of an LC CIP.

Coop. Catalogers in SACO libraries select this button if the proposal is not being made in connection with the cataloging of an LC CIP.

Editable fields on the EZ input screen (***** = required field):

*   **Proposed Class #.** This field initially contains the existing number that was chosen as the basis for the new proposal. Change this number to the new number or number span being proposed.

When entering a span of numbers, enter the complete beginning number and the complete ending number into the form. *Examples:*

TK140.A-TK140.Z   [*not* TK140.A-Z]
JS3931-JS3939   [*not* JS3931-9 *or* JS3931-3939]

2. Proposing a new number.

   a. Creating a proposal.

   Editable fields on the EZ input screen (* = required field):   *(Continued)*

   Indicate whether it is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.

   Single #. Select for an individual number, e.g., HV27; PN1995.9.A26.

   Displayed span. Select for spans that are visible in the schedules. The most common types of displayed spans are those ending with ".A-Z" and those accompanied by a reference to a table that provides for an explicit breakdown of the span.

   Suppressed span. This is a "summary number" that serves to anchor a line within the classification, but is not visible in the schedules. It consists of the first number and the last number of the captions that fall below it in the hierarchy, i.e., the captions that are indented underneath it.

   Example. In this example, the lines "Cats" and "History and conditions" have suppressed spans. The suppressed span for the line "Cats" is SF441-450. The suppressed span for "History and conditions" is SF442.6-SF442.63. The lines SF441, SF442, SF442.6, and SF450 have single numbers, and SF442.63.A-Z and SF449.A-Z are displayed spans.

	Cats
SF441	Periodicals. Societies. Serials
SF442	General works
	History and conditions
SF442.6	General works
SF442.63.A-Z	By region or country, A-Z
SF449.A-Z	By breed or type, A-Z
SF450	Feral cats

F 50   Classification Proposals

2. Proposing a new number.

a. Creating a proposal.

Editable fields on the EZ input screen (***** = required field):   *(Continued)*

> **Hierarchy.**   If the number that was chosen as the basis for the new proposal has the same hierarchy as the newly proposed number, the field need not be edited.
>
> The indention of a line can be changed, if necessary, by editing the hierarchy field. To move a caption to the right, for example, add one line to the hierarchy field. To move a caption one indention to the left, delete one line from the hierarchy field.
>
> By default, the EZ form displays the lines of the field indented like a stepladder; this is only to make them easier to read. Lines being added to the field may be indented in the stepladder style, but it is not necessary. It *is* necessary, though, to place each level of hierarchy on a *separate line* so that the proper number of hierarchy lines are created.

> *****   **Caption.**   The field initially contains the existing caption that was chosen as the basis for the new proposal. Replace this caption with the new caption being proposed.

> **TABLE.**   If the proposal is for a span of numbers that is subarranged by a table, enter the applicable table number in the **TABLE** field.

> **Note.**   Enter the text of a "Class here" or "Including" note, if any, in this field.

> *****   **Work cat.**   Provide a citation of the work that is generating the proposal in this field.   Provide the LCCN, main entry, title proper, and publication date in the $a subfield. Include in a $b subfield information from the work that will be useful in evaluating the proposal.

> **Cataloger's comments.** Enter comments about the proposal, if any, in this field.

2. Proposing a new number.

   a. Creating a proposal.

   Editable fields on the EZ input screen (***** = required field):   *(Continued)*

      Pattern.   Enter in this field an existing number or span of numbers that is being used to justify the new proposal.   If no pattern is being cited, leave the field blank.   Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines.   For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.]

      Better.   Determine from a Voyager shelflist search and enter into this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers.   This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal.   The existing records are normally not reclassified.   If there are no betters, leave it blank.

      Email address.   Enter an email address into this field to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting.   A full email address must be provided, such as **myname@loc.gov**.   Provide only one email address, or leave the field blank to avoid receiving these messages.

   Any of the above fields that is not marked with an asterisk may be left blank if it is not applicable to the proposal.

   b.   Saving and viewing the proposal. When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button.   A screen appears confirming that the proposal has been saved.   Close the screen and refresh the classification browse page.

F 50   Classification Proposals

2. Proposing a new number.

    b.   Saving and viewing the proposal. (Continued)

The newly proposed number and caption appear in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed number and caption are in the correct location and at the correct indention.   If there are any errors, edit the proposal by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu.   The EZ input screen is displayed.   Make the necessary changes and save the proposal again.   Refresh the classification browse page to see the changed proposal displayed in context on the browse screen.

    c.   Deleting a proposal.   A proposal may be deleted by clicking on the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear. Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Delete** button.   A confirmation message appears; click **Yes**. A screen confirming that that the proposal has been deleted appears. Refresh the classification browse page, and the proposal will have disappeared.

The system allows catalogers to delete only their own proposals, not those that were created by other catalogers.   A proposal can be deleted only until PTCP assigns the proposal to a tentative list.   An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

    d.   Proposals for two or more consecutive numbers and captions.   If a proposal consists of a group of consecutive numbers and captions, a separate proposal must be created for each line.   This is done by repeating all of the steps in this process for each new line.

        Once the first proposal has been created and is displayed in green, it can be used as the basis for creating the next proposal by clicking the **white icon** beside it and selecting **Propose a new class number here**.   For detailed instructions on creating multiple-line proposals, see Example 3 in the Appendix to this instruction sheet.

3. Proposing a new see reference or confer note. There are two different methods for creating a see reference or a Cf. note. The first method, which is often more straightforward, is described in sect. 3.a below. The second method, which is less straightforward but more technically correct, is described in section 3.b below. Method 2 is preferred, although either method is acceptable except when a proposal is being made to parenthesize (cancel) an existing number. In that case, always use the first method.

a. Creating a proposal (Method 1).

> *Note: When creating a see reference or Cf. note to a new number that is being proposed at the same time, be sure to create the proposed number BEFORE attempting to create the see reference or Cf. note.   If a user attempts to create a reference or Cf. note to a number that does not yet exist, the system returns an error message.*

In the browse field enter the class number where the reference is to be added, and press **Enter**.   Locate the class number in the browse display, click on the **white icon** and select **Propose a new reference here** from the pop-up menu.   An EZ input screen is displayed.   Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

> *See reference.*   A "see" reference appears in Class Web and the printed classification schedules as follows:
>
> Cats see SF441   *[if the reference is to a single number]*
> Cats see SF441+   *[if the reference is to a span of numbers]*
>
> To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Cats**; in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

F 50   Classification Proposals

3. *Proposing a new see reference or confer note.*

    a. *Creating a proposal (Method 1).*   *(Continued)*

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats	*[if the reference is to a single number]*
Cf. SF441+ Cats	*[if the reference is to a span of numbers]*

To create this type of reference, select the second radio button on the EZ form.   In the **Cf. Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441	*[if the reference is to a single number]*
For cats see SF441+	*[if the reference is to a span of numbers]*

To create this type of reference, select the third radio button on the EZ form.   In the **For Topic** field, type **cats** (lowercase the term you type in this field); in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Work cat. Provide a citation of the work that is generating the proposal in this field.   Provide the LCCN, main entry, title proper, and publication date in the $a subfield. Include in a $b subfield information from the work that will be useful in evaluating the proposal.

3. Proposing a new see reference or confer note.

a. Creating a proposal (Method 1).   *(Continued)*

Cataloger's comments.   Enter comments about the proposal, if any, in this field.

Email address.   Enter an email address in this field to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting.   A full email address must be provided, such as **myname@loc.gov**.   Provide only one email address, or leave the field blank to avoid receiving these messages.

b. Creating a proposal (Method 2). Section 3.b(1) below describes the procedure for making a proposal for a reference when a proposal for a new number is *not* also being proposed. Section 3.b(2) below describes the procedure when a new number is also being proposed.

(1)   *Creating a reference to an existing number using Method 2.* In the browse field enter the class number to which the reference will refer, and press Enter. Locate the class number in the browse display, click on the **white icon**, and select **Propose a change to this record** (or **Modify or delete this proposal** if the class number is also being proposed) from the pop-up menu.   An EZ input screen is displayed.

Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. Close the MARC record and return to the browse screen. Refresh the screen. The existing line will be duplicated, but colored brown to indicate that it is a revision proposal. Click on the **white icon** to the right of the brown caption and select **Modify or delete this proposal** from the drop-down menu. The EZ input screen will reappear with additional fields.

Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

F 50   Classification Proposals

3. Proposing a new see reference or confer note.

    a. Creating a proposal (Method 2).   (Continued)

        See reference.   A "see" reference appears in Class Web and the printed classification schedules as follows:

            Robb, J. D., 1950- see PS3568.O243

            To create this type of reference, select the first radio button on the EZ form. In the **See ref (class #)** field, type the location where the reference should appear, **PS3568.O222** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span). This number is for filing purposes only, and will not appear on the classification browse screen. In the **Caption** field, type **Robb, J. D., 1950-** .

        Cf. note.   A "Cf." note appears in Class Web and the printed classification schedules as follows:

           Cf. QK86.5 Applied ethnobotany   *[if the reference is to a single number]*
           Cf. QK86.5+ Applied ethnobotany *[if the reference is to a span of numbers]*

            To create this type of reference, select the radio button marked **Cf. note** on the EZ form.   In the **Cf. note (class no #)** field, type the number under which the Cf. note should appear.   For example, type **GN476.73** if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **GN476.73-GN467.732**); in the **Topic** field, type **Applied ethnobotany**.

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(1) Creating a reference to an existing number using Method 2.   *(Continued)*

"For ... see ..." reference.   A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

> For applied ethnobotahy see QK86.5
> *[if the reference is to a single number]*
> For applied ethnobotany see QK86.5+
> *[if the reference is to a span of numbers]*

To create this type of reference, select the radio button labeled **For … see…**, on the EZ form. In the **For … see… (class #)** field, type **QK86.5** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **QK86.5-QK86.52**). In the **Topic** field, type **applied ethnobotany** (lowercase the term you type in this field).

*Note: Additional reference fields can be added if a reference already exists, or if more than a single reference is being proposed. Click the radio button next to the type of reference for which another field is desired, then click the **Append field** button at the bottom of the EZ form. The additional field will appear in the form.*

Work cat.   Provide a citation of the work that is generating the proposal in this field.   Provide the LCCN, main entry, title proper, and publication date in the $a subfield. Include in a $b subfield information from the work that will be useful in evaluating the proposal.

Cataloger's comments.   Enter comments about the proposal, if any, in this field.

F 50   Classification Proposals

3. *Proposing a new see reference or confer note.*

   b. *Creating a proposal (Method 2).*

   (1)   *Creating a reference to an existing number using Method 2.*   *(Continued)*

   Email address.   Enter an email address in this field to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting.   A full email address must be provided, such as **myname@loc.gov**.   Provide only one email address, or leave the field blank to avoid receiving these messages.

   When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button.   A screen appears confirming that the proposal has been saved and showing the MARC classification record.   Close that screen.

   Refresh the classification browse page, or browse to the location of the reference. The newly proposed reference or note appears in brown lettering in the browse display.   This display enables the cataloger to confirm whether the proposed reference is in the correct location and is correct in all other respects.   If there are any errors, do not attempt to modify the proposal.   Instead, delete it, as instructed in sec. 3.c., below, and create a new reference.

   (2)   *Creating a proposal for both a new number and a reference using Method 2.*

   Note: If creating a see reference or Cf. note to a new number that is being proposed at the same time, make the proposal for the new number first, following the instructions in sec. 2 above. The proposal for the reference will be added to the EZ form for the proposal.

   After saving the proposal for the new number, click on the **white icon** next to the green caption and select **Modify or delete this proposal** from the pop-up menu. The EZ input screen for the proposal is displayed.   Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

3. Proposing a new see reference or confer note.

   b. Creating a proposal (Method 2).

      (2)   Creating a proposal for both a new number and a reference using Method 2.   (Continued)

        See reference.   A "see" reference appears in Class Web and the printed classification schedules as follows:

            Cats see SF441   *[if the reference is to a single number]*
            Cats see SF441+   *[if the reference is to a span of numbers]*

            To create this type of reference, select the first radio button on the EZ form. In the **See ref (class #)** field, type the location where the reference should appear, **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **SF441-SF450**). This number is for filing purposes only, and will not appear on the classification browse screen. In the **Caption** field, type **Cats**.

        Cf. note.   A "Cf." note appears in Class Web and the printed classification schedules as follows:

            Cf. SF441 Cats   *[if the reference is to a single number]*
            Cf. SF441+ Cats   *[if the reference is to a span of numbers]*

            To create this type of reference, select the radio button marked **Cf. note** on the EZ form.   In the **Cf. note (class no #)** field, type the number under which the Cf. note should appear.   For example, type **SF441** if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **SF441-SF450**. In the **Topic** field, type **Cats**.

F 50   Classification Proposals

3. Proposing a new see reference or confer note.

    b. Creating a proposal (Method 2).

        (2)   Creating a proposal for both a new number and a reference using Method 2.   (Continued)

            "For ... see ..." reference.   A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

> For cats see SF441   *[if the reference is to a single number]*
> For cats see SF441+ *[if the reference is to a span of numbers]*

            To create this type of reference, select the radio button labeled **For … see…**, on the EZ form. In the **For … see… (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the   span, e.g., **SF441-SF450**). In the **Topic** field, type **cats** (lowercase the term you type in this field).

            *Note: Additional reference fields can be added if a reference already exists, or if more than a single reference is being proposed. Click the radio button next to the type of reference for which another field is desired, then click the **Append field** button at the bottom of the EZ form. The additional field will appear in the form.*

        Cataloger's comments.   Enter comments about the proposal, if any, in this field.

        Email address.   Enter an email address in this field to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting.   A full email address must be provided, such as **myname@loc.gov**.   Provide only one email address, or leave the field blank to avoid receiving these messages.

3. Proposing a new see reference or confer note.

    b. Creating a proposal (Method 2).

        (2)   Creating a proposal for both a new number and a reference using Method 2.

        Email address.   (Continued)

        When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved and showing the MARC classification record.   Close that screen.

        In the browse field enter the class number to which the reference will refer, and press **Enter**.   Locate the class number in the browse display. The newly proposed reference or note appears in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location. Do not attempt to correct the indention if it is incorrect. Staff in PTCP will correct it.

    c. Deleting a proposal.

A proposal can be deleted by clicking on the **white icon** next to the proposal in the browse display and selecting **Modify or delete this proposal** from the pop-up menu. The EZ form will display. Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Delete** button.   A confirmation message appears; click **Yes**. A screen confirming that that the proposal has been deleted appears.   Refresh the classification browse page, and the proposal will have disappeared.

The system allows catalogers to delete only their own proposals, not those that were created by other catalogers. A proposal can be deleted only until PTCP assigns the proposal to a tentative list.   An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

F 50   Classification Proposals

4. Proposing a modification to an existing class number.

    a. Creating a proposal.   In the browse field, enter the class number to be modified, and press **Enter**.   Click on the **white icon** at the end of the caption and select **Propose a change to this record** from the pop-up menu.   An EZ input screen is displayed.

    In the **Proposal generated by** field, select the appropriate radio button.   See sec. 2.a, above, for an explanation of the choices.

    The following fields are editable on the EZ input screen. For a description of each, see sec. 2.a, above.

Proposed Class #	Work cat.
Hierarchy	Cataloger's comments
Caption	Pattern
TABLE	Better
Note	Email address

    Any of these fields may be left blank if they are not applicable to the proposal.

    b. Saving and viewing the proposal.   When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button.   A screen appears confirming that the proposal has been saved. Close the screen and refresh the classification browse page.

    The proposed modification appears in brown lettering in the browse display, immediately below the existing number, which continues to be displayed in black. This display enables the cataloger to confirm whether the modification is as intended.   If there are any errors, edit the proposal by clicking the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu.   The EZ input screen is displayed.   Make the necessary changes and save the proposal again.   Refresh the classification browse page to see the changed proposal displayed in context on the browse screen.

4. Proposing a modification to an existing class number.   *(Continued)*

c. Deleting a proposal.   A proposal can be deleted by clicking the **white icon** next to the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear; Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Delete** button.   A confirmation message appears; click **Yes**. A screen confirming that that the proposal has been deleted appears.   Refresh the classification browse page, and the proposal will have disappeared.

The system allows catalogers to delete only their own proposals, not those that were created by other catalogers.   A proposal can be deleted only until PTCP assigns the proposal to a tentative list.   An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Modifying multiple numbers and captions.   When proposing a change that affects several consecutive existing numbers and captions, prepare a proposal to modify only the first line of the group.   In the **Cataloger's comments** field, provide an explanation of the full scope of the proposal.   For example, to add a level of hierarchy, i.e., change the indention, of SF441-450, prepare a proposal to modify the hierarchy of only the first line of this group, and in **the Cataloger's comments** field, add an instruction such as "Change the hierarchy of this line and all subsequent lines through SF450."

e. Email address.   Enter an email address in this field to cause a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting.   A full email address must be provided, such as **myname@loc.gov**.   Provide only one email address, or leave the field blank to avoid receiving these messages.

When the form is completed, click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button.   A screen appears confirming that the proposal has been saved and showing the MARC classification record.   Close that screen.

Refresh the classification browse page, or browse to the location of the reference. The newly proposed reference or note appears in brown lettering in the browse display.   This display enables the cataloger to confirm whether the proposed reference is in the correct location and is correct in all other respects.   If there are any errors, do not attempt to modify the proposal.   Instead, delete it, as instructed in sec. 3.c., below, and create a new reference.

F 50   Classification Proposals

5. Submitting the proposal.

>*a. LC catalogers.* Send a separate email to proposals@loc.gov for each work being cataloged. Include all subject and classification proposals for that work in the email.
>
>Indicate in the message line whether the email includes subject proposals, classification proposals, or both, using one of the following options:
>
>- Subject proposal
>
>- Class proposal
>
>- Subject and class proposals
>
>Provide the following information in the body of the email.
>
>- The LCCN and title of the work being cataloged
>
>- A list of all of the subject proposals
>
>- A list of all of the classification proposals
>
>- A list of the LCCNs of the bibliographic records to be revised (the BFM), annotated to indicate the revisions that need to be made (*in the case of subject proposals only*)
>
>Attach a PDF copy of each of the proposals to the email. Use the heading or classification number proposed as the name of each PDF.
>
>>*Note about PDFs: It is generally a good idea to make the required PDF of a proposal before saving the proposal record.   Do so by using the browser's **Print** button (or **File - Print...**).   It is also possible to make the PDF after the proposal has been saved.   Just click on the **white icon** and select **Modify or delete this proposal** beside the green caption to redisplay the EZ form for that caption.*

5. Submitting the proposal.

    a. LC catalogers.   (Continued)

Hold the book at your desk until PTCP has made a decision on the proposal(s). The proposal system will send you an automatic email when the editorial process is complete if you input your email address into the proposal.

After the editorial process is complete, adjust the bibliographic record in accordance with the decision if necessary, then finish processing the book according to the standard workflow.

    b. Catalogers in SACO institutions. Send an email listing the proposals that are ready for PTCP review to saco@loc.gov.

EXAMPLE #1: CREATING A NEW CUTTER NUMBER

Proposal: To create the number PQ1110.C38, with the caption **Cats**

Step 1:   Browse to PQ1110.

Step 2:   From the existing list of Cutters, click on the **white icon** beside PQ1110.C48. Choose **Propose a new class number here**. The EZ form is displayed:

☰ **Proposed Class Number**	*Proposal System* 🔧

Create a proposal for a new classification number

Generated	◉ Book ○ No Book ○ CIP ○ Coop
Existing class #	PQ1110.C48
Proposed class #	PQ1110.C48 ◉ Single # ○ Displayed span ○ Suppressed span

Hierarchy	French literature
	  Collections of French literature
	    General (not limited to special periods)
	      Special topics, A-Z

Caption	Christmas
TABLE	
Note ("Class here," "Including," etc.)	
Work cat.	
Cataloger's comments	
Pattern (if none, leave blank)	
Better (if none, leave blank)	

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email	

[Append field] [Insert field] [Remove field]

Step 3:   Edit the number in the **Proposed class #** field, changing it from **PQ1110.C48** to **PQ1110.C38**. Check that the radio button for **Single #** is selected.

Step 4:   Edit the caption in the **Caption** field, changing it from **Christmas** to **Cats**.

> *The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at PQ1110.C48.*

Step 5:   Cite the work generating the proposal in the **Work cat.** field.

Step 6:   Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

Step 7:   Print the screen.

Step 8:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9:   Refresh the classification browse page. The proposed new number and caption are displayed in green:

French literature—Collections of French literature—General (not limited to special periods)—Special topics, A-Z

PQ1110	Special topics, A-Z ▢
PQ1110.A47	Aeronautics ▢
PQ1110.A9	Aunis ▢
PQ1110.B48	Beverages ▢
PQ1110.B53	Blacks ▢
PQ1110.B7	Brittany ▢
PQ1110.C38	Cats ▢
PQ1110.C48	Christmas ▢
PQ1110.C55	Cities and towns ▢

Step 10: Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER

Proposal: To create the number GT5889.5, with the caption **Cats**, aligned with the existing caption **Dogs**.

Step 1:   Browse to GT5889.

Step 2:   From the existing list of Cutters, click on the **white icon** beside GT5890. (This number is chosen as the basis for the proposal because the caption is at the same alignment as the proposed new caption.) Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed:

Step 3:   Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**. Check that the radio button for **Single #** is selected.

EXAMPLE 2: CREATING A NEW SINGLE WHOLE OR DECIMAL NUMBER (Continued)

Step 4:   Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.*

Step 5:   Cite the work generating the proposal in the **Work cat.** field.

Step 6:   Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

Step 7:   Print the screen.

Step 8:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9:   Refresh the classification browse page. The proposed new number and caption are displayed in green:

Manners and customs (General)—Customs relative to special classes. By occupation—Agriculture and hunting—Domestic animals and cultivated plants—Domestic and otherwise useful animals—Horses and riding—By region or country, A-Z

	Horses and riding
	Including costumes
GT5885	General works
GT5888	Harness, bits, spurs, etc.
	Cf. SF92 Use on farms
	Cf. TS1030-1035 Leather industry
GT5889.A-Z	By region or country, A-Z
GT5889.5	Cats
GT5890	Dogs
GT5895.A-Z	Other animals, A-Z
GT5895.C37	Cattle

Step 10:   Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

EXAMPLE #3: CREATING A NEW DEVELOPMENT
WITH MULTIPLE CONSECUTIVE LINES

*(This example also illustrates **suppressed spans**,*
***displayed spans**, and **changes in hierarchy**)*

Proposal: To create the following development, to be aligned with **Fishes.   Aquarium
             animals**, which begins at SF456:

	Hamsters
SF458.9	General works
	Hamster breeders, owners, etc.
SF458.92	General works
SF458.93.A-Z	By region or country, A-Z
SF458.94	Juvenile works
SF458.95.A-Z	Special topics, A-Z

Step 1:   Browse to SF456.

Step 2:   Click on the white icon beside the caption **Fishes. Aquarium animals**, since this
             caption is at the same indention as the proposed caption, **Hamsters**. Select
             Propose a new class number here on the pop-up menu. The EZ form is
             displayed (see next page):

Step 3: Edit the span of numbers in the **Proposed class #** field, changing it from **SF456-SF458.83** to **SF458.9-SF458.95**. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamsters**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

> *Radio button for span. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule:*

Step 4: Edit the caption in the **Caption** field, changing it from **Fishes. Aquarium animals** to **Hamsters**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Fishes. Aquarium animals**.

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

☰ **Proposed Class Number**   *Proposal System* 🔧

Create a proposal for a new classification number

Generated	⦿ Book ○ No Book ○ CIP ○ Coop
Existing class #	SF456-SF458.83
Proposed class #	SF458.9-SF458.95 ○ Single # ○ Displayed span ⦿ Suppressed span
Hierarchy	Animal culture Pets
Caption	Hamsters
TABLE	
Note ("Class here," **"Including," etc.)**	
Work cat.	2020345678: Thompson, R. Hamsters as pets, 2020.
Cataloger's comments	
Pattern (if none, leave blank)	
Better (if none, leave blank)	
	If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.
Email	myname@loc.gov

[Append field] [Insert field] [Remove field]

Step 7:   Print the screen.

> *For proposals consisting of multiple consecutive lines, a printout should be made of only the record for the first line of the proposed development. Printouts need not be made of the records for subsequent lines.*

Step 8:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 9:   Browse to SF458.9. The proposed new caption is displayed in green. The span of numbers is suppressed:

SF458.8	General works ☐
SF458.83.A-Z	By region or country, A-Z ☐
	By variety, species, etc. see SF458.A-Z ☐
	Hamsters ☐
SF459.A-Z	Other animals, A-Z ☐
	Cf. SF460-473 Birds ☐
SF459.A4	Alligators ☐

Step 10: The next number to be added is **SF458.9**. The caption **General works** is to be indented under **Hamsters**. Click the **white icon** beside the green caption **Hamsters**. Select **Propose a new class number here**. The EZ form is displayed.

Step 11: Edit the **Proposed class #** field, changing the data from **SF458.9-SF458.95** to **SF458.9**. Select the **Single #** radio button.

Step 12: Since the caption for this number, **General works**, is to be <u>indented</u> under **Hamsters**, **Hamsters** must be added as the final line in the **Hierarchy** field. Add the word **Hamsters** on a new line below the word **Pets** in the hierarchy field:

Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy, as will be seen in Step 18, below. It is important that each level of hierarchy be on its own <u>separate</u> line in the field.

Step 13: Edit the caption in the **Caption** field, changing it from **Hamsters** to **General works**.

*For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, if email notifications are desired, the email address field should be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.*

After completing Steps 10-13, the EZ form looks like this:

≡ Proposed Class Number *Proposal System* 🔧

Proposal Edit

Modify a proposal for a new classification number

Generated ⦿ Book ○ No Book ○ CIP ○ Coop
Existing class # SF456-SF458.83
Proposed class # SF458.9   ⦿ Single # ○ Displayed span ○ Suppressed span

Hierarchy
Animal culture
    Pets
Hamsters

Caption General works
TABLE

Step 14:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 15:   Refresh the classification browse page. The proposed new number and caption are displayed in green, indented under the previously created caption:

By variety, species, etc. see SF458.A-Z ⬜
Hamsters ⬜
SF458.9   General works ⬜
SF459.A-Z   Other animals, A-Z ⬜
                 Cf. SF460-473 Birds ⬜
SF459.A4   Alligators ⬜
                 Cf. SF515.5.A44 Alligator farming ⬜
SF459.A45   Amphibians ⬜

Step 16:   The next line to be added is the caption **Hamster breeders owners, etc.,** with a suppressed number span. Click the **white icon** beside the green caption **General works**. Select **Propose a new class number here**. The EZ form is displayed.

≡ Proposed Class Number *Proposal System* 🔧

Create a proposal for a new classification number

Generated ⦿ Book ○ No Book ○ CIP ○ Coop
Existing class # SF458.9
Proposed class # SF458.9   ⦿ Single # ○ Displayed span ○ Suppressed span

Hierarchy
Animal culture
    Pets
        Hamsters

Caption General works
TABLE

Step 17:   Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.92-SF458.93**. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamster breeders, owners, etc**.

Step 18:   Edit the caption in the **Caption** field, changing it from **General works** to **Hamster breeders, owners, etc**.

> *The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**. (Notice how the system has reformatted the hierarchy field that was created in Step 12, moving the caption **Hamsters** from the left margin into its correct "stepladder" position.)*

After completing Steps 16-18, the EZ form looks like this:

Step 19:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 20:   Refresh the classification browse page. The proposed new caption is displayed in green, aligned with the previously created caption.   The span of numbers is suppressed:

	By variety, species, etc. see SF458.A-Z ⬜
	Hamsters ⬜
SF458.9	General works ⬜
	Hamster breeders, owners, etc. ⬜
SF459.A-Z	Other animals, A-Z ⬜
	Cf. SF460-473 Birds ⬜
SF459.A4	Alligators ⬜

Step 21:   The next line to be added is the number **SF458.92**. The caption **General works** is to be indented under **Hamster breeders, owners, etc.** Click the **white icon** beside the green caption **Hamster breeders, owners, etc.** Select **Propose a new class number here**. The EZ form is displayed:

Step 22:   Edit the **Proposed class #** field, changing the data from **SF458.92-SF458.93** to **SF458.92**. Select the **Single #** radio button.

Step 23:   Since the caption for this number, **General works**, is to be indented under **Hamster breeders, owners, etc.**, **Hamster breeders, owners, etc.** must be added to the **Hierarchy** field. Add the line **Hamster breeders, owners, etc.** on a new line below the word **Hamsters** in the hierarchy field.

Step 24:   Edit the caption in the **Caption** field, changing it from **Hamster breeders, owners, etc.** to **General works**.

After completing Steps 21-24, the EZ form looks like this:

Step 25:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 26:   Refresh the classification browse page. The proposed new caption and number are displayed in green, indented under the previously created previously created caption:

Step 27:   The next line to be added is the number **SF458.93.A-Z**. The caption **By region, country, etc.** is to be aligned with the caption **General works**. Click the **white icon** beside the green caption **General works.** Select **Propose a new class number here**. The EZ form is displayed:

Step 28:   Edit the **Proposed class #** field, changing the data from **SF458.92** to **SF458.93.A-SF458.93.Z**. Check that the radio button for **Displayed span** is selected, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 29:   Edit the caption in the **Caption** field, changing it from **General works** to **By region or country, A-Z**.

> *The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 27-29, the EZ form looks like this:

Step 30:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 31:   Refresh the classification browse page. The proposed new caption and number

are displayed in green, aligned with the previously created previously created caption.

> *Notice how the system has automatically truncated the span that was input, displaying it as **SF458.93.A-Z** rather than **SF458.93.A-SF458.93.Z**.*

	By variety, species, etc. see SF458.A-Z ⬜
	Hamsters ⬜
SF458.9	General works ⬜
	Hamster breeders, owners, etc. ⬜
SF458.92	General works ⬜
SF458.93.A-Z	By region or country, A-Z ⬜
SF459.A-Z	Other animals, A-Z ⬜
	Cf. SF460-473 Birds ⬜
SF459.A4	Alligators ⬜

Step 32: The next caption to be added is **Juvenile works**. Since this caption is to be at the same indention as the **General works** caption at SF458.9, click the **white icon** beside that caption. Select **Propose a new class number here**. The EZ form is displayed.

> *Although another number and caption could have been chosen as the basis for the new proposal, such as SF458.93.A-Z, the advantage of choosing a number that is at the same indention as the one being proposed is that there will then be no need to edit the hierarchy field on the EZ form.*
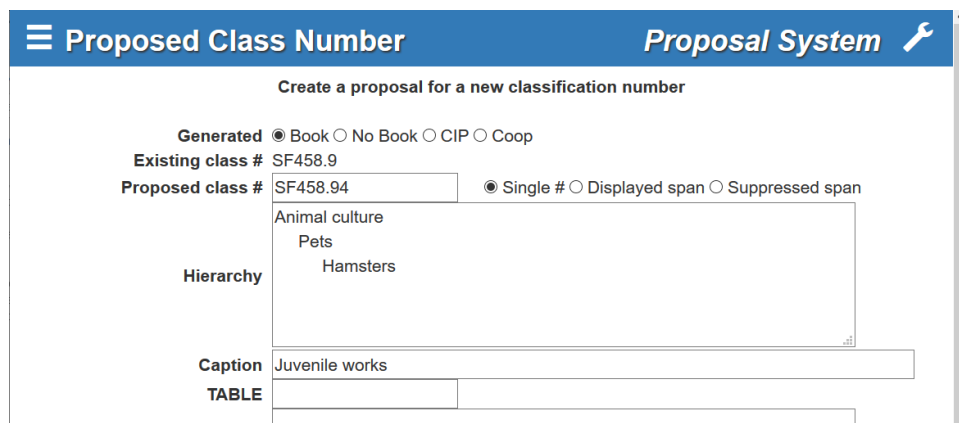
☰ **Proposed Class Number**   *Proposal System* 🔧

Create a proposal for a new classification number

Generated ◉ Book ○ No Book ○ CIP ○ Coop
Existing class # SF458.9
Proposed class # SF458.9   ◉ Single # ○ Displayed span ○ Suppressed span

Hierarchy
Animal culture
    Pets
        Hamsters

Caption General works
TABLE

Step 33:   Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.94**. Confirm that the radio button for **Single #** is selected.

Step 34:   Edit the caption in the **Caption** field, changing it from **General works** to **Juvenile works**.

> *The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.*

After completing Steps 33-34, the EZ form looks like this:

Step 35:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 36:   Refresh the classification browse page. The proposed new caption and number are displayed in green, and at the proper alignment.

Step 37:   The last caption to be added is **Special topics, A-Z**, aligned with **Juvenile works**. Click the **white icon** beside the green caption **Juvenile works**. Select **Propose a new class number here**. The EZ form is displayed:

☰ Proposed Class Number　　　　　　　*Proposal System* 🔧

Create a proposal for a new classification number

Generated	⦿ Book ○ No Book ○ CIP ○ Coop
Existing class #	SF458.94
Proposed class #	SF458.94　　　　　⦿ Single # ○ Displayed span ○ Suppressed span
Hierarchy	Animal culture 　　Pets 　　　Hamsters
Caption	Juvenile works
TABLE	

Step 38:　　　Edit the **Proposed class #** field, changing the data from **SF458.94** to **SF458.95.A-SF458.95.Z**. Select the radio button for **Displayed span**, since this is a span that should be displayed in Class Web and the printed classification schedule.

Step 39:　　　Edit the caption in the **Caption** field, changing it from **Juvenile works** to **Special topics, A-Z**.

　　　　　　　*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Juvenile works**.*

After completing Steps 38-39, the EZ form looks like this:

Step 40:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 41:   Refresh the classification browse page. The proposed new caption and number are displayed in green, and at the proper alignment.

Step 42:   Submit all of the proposals to PTCP, following the procedures in F 50 sec. 5.

An additional tip:

Spans of numbers. When entering spans of numbers, always include the FULL beginning number and the FULL ending number (including class letters in both cases). Although the system will truncate repetitive portions of spans to provide an easier-to-read display, the full numbers must be present in the underlying classification record. Examples:

Enter:	*System displays as:*
SF21-SF22	SF21-22
SF23.A-SF23.Z	SF23.A-Z

EXAMPLE #4: CHANGING A CAPTION

Proposal: To change the caption at PT134.F75 from **Friendship** to **Friendship. Friends**

Step 1:   Browse to PT134.F75.

Step 2:   Click on the **white icon** beside PT134.F75, and **select Propose a change to this record** from the pop-up menu. The EZ form is displayed:

Step 3:   Edit the caption in the **Caption** field, changing it from **Friendship** to **Friendship. Friends**

Step 4:   Cite the work generating the proposal in the **Work cat.** field.

Step 5:   Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

Step 6:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 7:   Refresh the classification browse page. The changed caption is displayed in brown below the existing caption:

Step 8:   Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

EXAMPLE #5: CHANGING THE INDENTION OF EXISTING CAPTIONS

*(This example also illustrates **suppressed spans**, **changes in hierarchy**, and*
making an identical change to a group of consecutive lines)

Proposal: The following development currently exists in KFN:

KFN5674	Museums and galleries (Table KF9)
KFN5675	Libraries (Table KF9)

A new level of hierarchy is being proposed above these two captions, resulting in the following arrangement:

	Cultural resources
KFN5673	General (Table KF9)
KFN5674	Museums and galleries (Table KF9)
KFN5675	Libraries (Table KF9)

Two new lines are being created, and two existing captions are being moved one indention to the right.

Step 1:   Browse to KFN5674.

Step 2:   Click on the **white icon** beside the caption **Museums and galleries**, since this caption is currently at the same indention as the proposed caption, **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed (see next page)

☰ **Proposed Class Number**   *Proposal System* 🔧

Create a proposal for a new classification number

Generated	⦿ Book ○ No Book ○ CIP ○ Coop
Existing class #	KFN5674
Proposed class #	KFN5674 ⦿ Single # ○ Displayed span ○ Suppressed span
Hierarchy	United States (New York) Science and the arts. Research
Caption	Museums and galleries
TABLE	KF9
Note ("Class here," "Including," etc.)	
Work cat.	
Cataloger's comments	
Pattern (if none, leave blank)	
Better (if none, leave blank)	
	If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.
Email	

[Append field]   [Insert field]   [Remove field]

Step 3:   Edit the number in the **Proposed class #** field, changing it from **KFN5674** to **KFN5673-KFN5675**. The span consists of the class numbers for the first caption and the last caption that are indented under **Cultural resources**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

> ***Radio button for span***. *Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule.*

Step 4:   Edit the caption in the **Caption** field, changing it from **Museums and galleries** to **Cultural resources**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the existing hierarchy for **Museums and galleries**.

Step 5:   Delete **KF9** from the **TABLE** field, since this new caption will not be subarranged by a table.

Step 6:   Cite the work generating the proposal in the **Work cat.** field.

Step 7:   Fill in any other applicable fields.

After completing Steps 3-7, the EZ form looks like this:

Step 8:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu
                 and click **Save** button. A screen appears confirming that the proposal has been
                 saved. Close the screen.

Step 9:   Refresh the classification browse page. The proposed new caption is displayed in
                 green. Since **Suppressed span** was selected, the span of numbers is not shown:

Step 10:   The next number to be added is **KFN5673**. The caption **General works** is to be indented under **Cultural resources**. Click the **white icon** beside the green caption **Cultural resources**. Select **Propose a new class number here** from the pop-up menu. The EZ form is displayed.

≡ **Proposed Class Number**   *Proposal System* 🔧

Create a proposal for a new classification number

Generated	⦿ Book ○ No Book ○ CIP ○ Coop
Existing class #	KFN5673-KFN5675
Proposed class #	KFN5673-KFN5675 ○ Single # ○ Displayed span ⦿ Suppressed span
Hierarchy	United States (New York) Science and the arts. Research
Caption	Cultural resources
TABLE	

Step 11:   Edit the **Proposed class #** field, changing the data from **KFN5673-KFN5675** to **KFN5673**. Select the **Single #** radio button.

Step 12:   Since the caption for this number, **General works**, is to be <u>indented</u> under **Cultural resources**, **Cultural resources** must be added as the final line in the **Hierarchy** field. Add the words **Cultural resources** on a new line below the line **Science and the arts. Research** in the hierarchy field:

Generated	⦿ Book ○ No Book ○ CIP ○ Coop
Existing class #	KFN5673-KFN5675
Proposed class #	KFN5673- ⦿ Single # ○ Displayed span ○ Suppressed span
Hierarchy	United States (New York) Science and the arts. Research Cultural resources
Caption	Cultural resources
TABLE	

Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy. It is important that each level of hierarchy be on its own <u>separate</u> line in the field.

Step 13:   Edit the caption in the **Caption** field, changing it from **Cultural resources** to **General works**.

*For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, if email notifications are desired, the email address field may be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.*

Step 14:   Enter **KF9** in the **TABLE** field, since this caption is to be subarranged by Table KF9.

After completing Steps 9-14, the EZ form looks like this:

Step 15:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 16:   Refresh the classification browse page. The proposed new number and caption are displayed in green, indented under the previously created caption:

Step 17:   The next step is to change the indention of the existing captions **Museums and galleries** and **Libraries** so that they will be indented under **Cultural resources**. Click the **white icon** beside the caption **Museums and galleries**. Select **Propose a change to this record** from the pop-up menu. The EZ form is displayed:

≡ **Modified Class Number**   *Proposal System* 🔧

Create a proposal to modify an existing classification number

Generated	◉ Book ○ No Book ○ CIP ○ Coop
Existing class #	KFN5674
Proposed class #	KFN5674 ◉ Single # ○ Displayed span ○ Suppressed span
Hierarchy	United States (New York) Science and the arts. Research
Caption	Museums and galleries
TABLE	KF9

Step 18:   Change the indention of **Museums and galleries** by adding **Cultural resources** to the hierarchy field. Add this as the bottom line of the field, directly below **Science and the arts. Research**:

≡ **Modified Class Number**   *Proposal System* 🔧

Create a proposal to modify an existing classification number

Generated	◉ Book ○ No Book ○ CIP ○ Coop
Existing class #	KFN5674
Proposed class #	KFN5674 ◉ Single # ○ Displayed span ○ Suppressed span
Hierarchy	United States (New York) Science and the arts. Research Cultural resources
Caption	Museums and galleries
TABLE	KF9

Step 19:   When making exactly the same change to more than one consecutive line, a proposal record should be created only for the first line, and a note should be added in the **Cataloger's comments** field, detailing the full scope of the change. Classification editorial staff will update the remaining lines. Since the same change is being made for both **Museums and galleries** and **Libraries**, add the following note to the Cataloger's comments field: "Change the indention of this line and the line at KFN5375."

After completing Steps 18-19, the EZ form looks like this:

Step 20:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 21:   Refresh the classification browse page. The proposed change to the caption **Museums and galleries**, showing the new indention, is displayed in brown immediately below the display of the existing caption:

	Motion pictures
KFN5672	General TABLE KF9
KFN5672.5	Censorship TABLE KF9
	Cultural resources
KFN5673	General works TABLE KF9
KFN5674	Museums and galleries TABLE KF9
KFN5674	Museums and galleries TABLE KF9
KFN5675	Libraries TABLE KF9
	Constitutional law

Step 22:   The proposal is now complete. Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

EXAMPLE #6: PARENTHESIZING A NUMBER AND
CREATING A SEE REFERENCE

Proposal: The following line currently exists in SF:

                 SF459.H3   Hamsters

A new development has been proposed for Hamsters at SF458.9-SF458.95 (see EXAMPLE #3).
A proposal is therefore being made to change the above line to:

                 (SF459.H3)   Hamsters see SF458.9-SF458.95

This should be treated as a proposal to modify an existing line by parenthesizing the number and
changing the caption to a see reference rather than a proposal to create a simple see reference.

Step 1:   Browse to SF459.H3.

Step 2:   Since the number and caption are to be modified, click on the **white icon** beside
                 the caption **Hamsters**. Select **Propose a change to this record**. The EZ form is
                 displayed:

Step 3:   Edit the caption to read **Hamsters see SF458.9-SF458.95.**

Step 4:   In the **Cataloger's comments** field, add a note to the editorial staff requesting that
                 the number SF459.H3 be parenthesized.

                         Note: Do NOT actually put parentheses around the number in the
                         Proposed class # *field.*

Step 5:   Cite the item that is generating the proposal in the **Work cat.** field.

Step 6:　　　　Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

Step 7:　　　　Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 8:　　　　Refresh the classification browse page. The proposed new reference is displayed in brown:

SF459.G9	Guinea pigs (Cavies)	
	Cf. SF401.G85 General culture	
SF459.H3	Hamsters	
SF459.H3	Hamsters see SF458.9-SF458.95	
SF459.H43	Hedgehogs	
SF459.H47	Hermit crabs	

Step 9:   Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

EXAMPLE #7: CREATING A CF. NOTE (METHOD 1)

Proposal: The following lines currently exist in the LC Classification:

GN476.73   Ethnobotany

QK86.5   Applied ethnobotany

The proposal is to create the following Cf. note:

GN476.73   Ethnobotany
                       Cf. QK86.5 Applied ethnobotany

Step 1:   Browse to GN476.73, the location where the Cf. note is to be added

Step 2:   Click on Click on the **white icon** beside GN476.73 and select **Propose a new reference here** from the pop-up menu. The EZ form for creating references is displayed:

☰ Proposed Class Number   *Proposal System* 🔧

Propose a new tracing or reference

Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers.

Generated ◉ Book ○ No Book ○ CIP ○ Coop
Location of reference GN476.73

○ **Caption**		see **Target #**	
○ **Cf. Target #**		**Topic**	
○ **For Topic**		see **Target #**	

Work cat.
Cataloger's comments

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

Step 3:   Since the reference being proposed is a Cf. note, click the radio button beside the second of the three choices on the easy form. Type **QK86.5** in the **Target #** field and **Applied ethnobotany** in the **Topic** field.

> *When entering a span of numbers, e.g., GN476.7-GN476.78, always type the FULL beginning number and the FULL ending number, even though redundant portions of the span are suppressed in both online and print displays.*

Step 4:   Cite the item that is generating the proposal in the **Work cat.** field.

Step 5:   Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

≡ **Proposed Class Number**   *Proposal System* 🔧

Propose a new tracing or reference

Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers.

Generated ◉ Book ○ No Book ○ CIP ○ Coop
Location of reference GN476.73

○ **Caption** [   ]   see Target # [   ]
◉ **Cf. Target #** [QK86.5   ]   Topic [Applied ethnobotany   ]
○ **For Topic** [   ]   see Target # [   ]

Work cat. [2018987654: Applied ethnobotany today, 2017-   ]
Cataloger's comments [   ]

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email [   ]

Step 6:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 7:   Refresh the classification browse page. The proposed new Cf. note is displayed in brown:

Biology. Ethnobiology ☐
GN476.7   General works ☐
GN476.73   Ethnobotany ☐
                 Cf. QK86.5 Applied ethnobotany ☐
              Ethnozoology ☐

Step 9:   Submit the proposal to PTCP, following the procedures in F 50 sec. 5.

Proposal: The following number is being proposed in LC Classification:

PS3568.O243   Roberts, Nora

The following see reference is also being proposed:

[PS3568.O222]   Robb, J. D., 1950- see PS3568.O243

Step 1: Create and save a proposal for PS3568.O243, following the instructions in Example 1.

Step 2: Click on Click on the **white icon** beside the new proposal for PS3568.O243 and select **Modify or delete this proposal** from the pop-up menu. The EZ form for creating the proposal is displayed again, this time with reference fields (see next page):

☰ Proposed Class Number — *Proposal System* 🔧

Proposal Edit

Modify a proposal for a new classification number

Generated ◉ Book ○ No Book ○ CIP ○ Coop
Existing class # PS3568.O198
Proposed class # PS3568.O243 ◉ Single # ○ Displayed span ○ Suppressed span

Hierarchy
American literature
Individual authors
1961-2000
R

Caption Roberts, Nora
TABLE P-PZ40

Note ("Class here," "Including," etc.)

The following class numbers (which can be spans) correspond to the place where each tracing or reference should appear in the schedules. The **Proposed class #**, at the top of this form, is the number to which these references refer.

○ **See ref. (class #)**   **Caption**
○ **For ... see ... (class #)**   **Topic**
○ **Cf. note (class #)**   **Topic**

Work cat.
Cataloger's comments
Pattern (if none, leave blank)
Better (if none, leave blank)

If you would like to be notified when your proposal is scheduled for a monthly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email

[Append field] [Insert field] [Remove field]

Step 3: Since the reference being proposed is a see reference, click the radio button next to **See ref**. Type **PS3568.O222** in the **See ref. (class #)** field **and Robb, J. D., 1950-** in the **Caption** field.

Step 4: Cite the item that is generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

Step 6:   Click on the wrench icon in the upper right-hand corner to reveal the Tools menu and click **Save** button. A screen appears confirming that the proposal has been saved. Close the screen.

Step 7:   Browse for PS3568.O222. The proposed new reference is displayed:

Ringo, Clay, 1908- see PS3558.O3473 ▢
PS3568.O198   Robb, Candace M. TABLE P-PZ40 ▢
          Robb, J. D., 1950- see PS3568.O243 ▢
          Roberts, Gillian, 1939- see PS3557.R356 ▢
          Roberts, Janet Louise see PS3552.R656 ▢
PS3568.O243   Roberts, Nora TABLE P-PZ40 ▢
PS3568.O2493   Robertson, Keith TABLE P-PZ40 ▢
          Rollins, Audre Lorde see PS3562.O75 ▢

The reference is not properly aligned with the hierarchy. PTCP staff will correct it when the proposal is scheduled for a list.

Step 8:   Submit the proposal to PTCP, following the procedures in F 50 sec. 5.