

Call Number Changes F 170

BACKGROUND: This instruction sheet provides Library of Congress catalogers with policy guidelines for making changes to call numbers (050 fields) in existing MARC or PREMARC bibliographic records. It replaces D 241 and parts of D 243, instruction sheets that were formerly in the **Subject Cataloging Manual: General Cataloging Procedures**. For the procedures for making call number changes in the LC ILS, see Workflow #20 in the ILS Supplement to the **Classification and Shelving Manual** (available to Library of Congress staff on the Policy and Standards Division intranet at

<<http://www.loc.gov/staff/aba/psd/WF20.PDF>>).

LC practice:

1. General principle. As a general rule, do not change a call number that was correct when originally assigned, even though the class number no longer exists, a more specific class number now exists or is being established, or a different call number is judged to be marginally better. Change call numbers on MARC or PREMARC records, including records for works in LC or works designated NOT IN LC COLLECTION, only in the following situations:

- **Class number clearly erroneous.** Change the call number if the class number originally assigned is clearly in error. Class numbers may be regarded as being clearly in error if the number does not correspond to the major discipline of the work (e.g., Biology versus Religion), if it includes typographical errors, transposed letters or digits, etc., or if the class number was not correct even at the time it was assigned.
- **Call number online does not match book or holdings record.** Change the call number when an error in the call number makes the work irretrievable, i.e., if the call number in the online record differs from the call number in the book or the holdings record.
- **Alternate numbers.** Change an alternate number that is in error. Catalogers are not required to add an alternate number if a record originally did not have an alternate number.

2. Special categories of materials.

- a. Editions.** For instructions on changing call numbers for earlier editions, see F 175, sec. 2.
- b. Serial continuations.** For instructions on reclassing serials, see F 210, sec. 7.

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2. *Special categories of materials.* (Continued)

c. PZ3 or PZ4 works. Reclass a PZ3 or PZ4 work to an appropriate literature number in PR, PS, etc. only if that work is being added to the Rare Book collection by a descriptive cataloger. Do not reclass an earlier edition in PZ3 or PZ4 in order to class with a later edition in a literature number in PR, PS, etc.

d. LAW materials. Special criteria have been worked out with the Law Library concerning reclassing materials where the call number field is LAW:

(1) LAW monographs. Reclass LAW monographs in the following situations:

- Law Library requests that a specific LAW monograph be reclassified;
- a PREMARC or non-MARC record is converted to MARC according to the `cnew inputc` procedure described in DCM B5, Appendix 7, and an appropriate number exists in K; or
- a monograph classed in LAW is supplemented by a new work classing in a K number.
- a current edition being classed in the K has earlier editions in LAW. Request the earlier editions from the Law Library stacks and reclass them. If an edition has been located and sent for reclassification but some of its copies are missing, indicate this in the holdings record by using the "still marked" technique, and add a note to fix label, etc. in the item note field when the material is located. If an edition is missing, add a 952 "Better" note with the appropriate class number.
- a current edition being classed in a non-K number has another edition classed in LAW. Notify the Law Library Collection Services division to send the edition/editions in LAW to the section classing the new edition so that the other editions can be classed in the non-K number. If the edition being classed has a LAW-classed bibliographic record which is a duplicate of a non-K-classed record and the non-K number is the appropriate number, request the LAW edition(s) from the Collection Services division and delete the duplicate bibliographic record(s).

2. *Special categories of materials.*

d. *LAW materials.* (Continued)

(2) *Multipart items with LAW collected set call numbers.* Most law multipart items are now treated as multi-volume monographs. If a new volume is received for a set still classed in LAW, request the set from the Law Library stacks and assign a K number to the whole set. If there is a question as to whether or not the set should be split or kept together, contact Law Library Collection Services division.

(3) *LAW serials.* Reclass both MARC and PREMARC serials classed in LAW to a K number if a continuation is being cataloged and an appropriate K number exists. Insert the new K number in the call number field, leave the holdings record call number field LAW, insert a 955 note “Work classed in K+; sent to LL CSD for end stage processing,” and send all the printouts for the titles being reclassified to Law Library Collection Services division for end stage processing.

Monographic series with LAW collected set call numbers. Since the Library of Congress no longer classes monographic series together except in a few exceptional cases, consult with the Law Library Collection Services division to determine treatment for the set. Depending on the size of the set, the following options might be considered:

- treat as an unanalyzed serial
- remove the serial record and class each title separately
- split decision, i.e., earlier years are classed together and later years are classed separately. Serial record call number fields are adjusted to reflect the change of treatment

(4) *LAW gazettes.* If classing a continuation to a gazette that is classed either in LAW or J, send copies of the printouts of the new and the earlier titles to the Law Library Collection Services division for classification.

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3. *How to change call numbers in the LC ILS.* See Workflow #20 in the *ILS Supplement* to the *Classification and Shelisting Manual*, available to Library of Congress catalogers at

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