BACKGROUND: At the head of important topics in the classification schedules there is usually a class number or group of class numbers for serial publications. This instruction sheet provides guidelines for establishing and using these numbers. For society publications and works about individual societies, see F 225; for congresses, see F 240; for nonserial collections, see F 250.

1. Caption.   The most common caption used for class numbers for serials is:

> Periodicals.   Societies.   Serials

Many variants of this caption exist, reflecting both the style for captions at the time the class number was created and the presence or absence of other numbers for specific forms. Examples of such variants are:

> Periodicals
> Periodicals, etc.
> Periodicals and societies
> Periodicals, societies, congresses, serial publications

2. Caption for new periodicals numbers.   Use the standard caption **Periodicals.   Societies. Serials** unless it is characteristic of the specific schedule to do otherwise.   For example, the Q schedule uses the last formulation in sec. 1, above.

> Do not change existing variant captions except when completely revising a schedule.

3. *When to establish a new class number for periodicals*.   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.   Use whole numbers or decimal numbers instead of "A" Cutters.   Establish numbers for all forms of material likely to be received.

> Creating a new class number for periodicals when periodicals are already classed elsewhere requires either that an incorrect number be perpetuated or that serial runs be reclassified into the new number if periodical titles change.   Since it is preferable to keep periodicals intermingled with general works than to create either of these two situations, do not establish a new periodicals number if there are periodicals on the topic already classed in the number for general works.

F 210   Periodicals and Serials

4. Use of the periodicals class number.   Unless other specific provisions are printed in the schedules, class all serial publications, including periodicals, numbered monographic series, topical serial society publications, and other continuing resources in this number (see F 225 for further information on society publications).

>   *a.   Yearbooks.*   Except where specific numbers for yearbooks are provided in class K, class yearbooks in the periodicals number. Numbers for yearbooks in classes other than K are obsolete, and have been parenthesized (cf. F 230).

>   *b.   Serials that are not periodicals.*   Class in the periodicals number publications that are cataloged as serials because they are revised and reissued in full on a regular basis.

5.   No periodicals number.   If there is no class number for periodicals, class periodicals with general works.

6.   Serial title changes and continuations.   If the serial is linked to a previously cataloged serial and the numbering continues, assign the same call number that was assigned to the previously cataloged serial provided that the class number is acceptable.   An acceptable class number is a number essentially correct when originally assigned, even if the class number is no longer printed in the classification schedules due to schedule revision (cf. F 185).   Treat serials lacking numbering that are identified only by year as "numbering continues."

7.   Reclassification of serials.   Because of the work involved in reclassing, remarking, and reshelving large runs of serials, be very conservative in recommending that a serial be reclassed.

>   *a.   Reclass for gross errors.*   Reclass a serial only when a gross error was originally made, such as using a number that does not correspond to the major discipline of the work (e.g., Biology vs. Religion)

>   *b. Do not reclass for schedule revision or judgement.*   Do not reclass in situations where a number no longer exists because of schedule revision or where the assigned number is near the correct number.   Do not reclass because another number is judged to be slightly better than the one originally assigned.