Providing Classification Information for Shelflisting   F 440

BACKGROUND: *Some catalogers at the Library of Congress construct complete call numbers, including both the classification portion and the unique book number. Other catalogers formulate only the classification portion of the call number and forward the item to a shelflisting technician to complete the call number by assigning a unique book number. The latter group of catalogers need to provide to the technician not only the assigned class number but also additional information about subarrangements, Cuttering, etc., so that the shelflisting technician will be able to complete the call number. This instruction sheet provides guidelines for preparing this information for shelflisting.*

LC practice:

1. How to provide the information.   Input the class number in the 050 field, ending with a +. Input alternate numbers as a second $a subfield.   *Examples:*

```
050 00 $a QE535.5.U+  (United States)

050 00 $a HV9515.T (Tampico) .x2P+ (Penal de Andonegui)

050 00 $a LD5351.T55A8-T55Z+

050 00 $a PS3517.R87A5-A59+ (Danish)

050 00 $a Z5815.B5+ $a LA 551
```

2.   Information needed.

    a. Class numbers. Assign the appropriate class number and input it in the manner indicated in sec. 1.

    b. Collected sets.   Provide both the collected set number in an 050 $a subfield, and the bracketed alternative monograph number in a second $a subfield.   *Example:*

```
050 00 $a QH301+ $a QL513.T3
```

    c. Bibliography and incunabula.   Provide both the assigned class number in an 050 $a subfield and an alternative number in a second $a subfield.

F 440   Providing Classification Information for Shelflisting

2. *Information needed.* *(Continued)*

d. *Topical information for unprinted Cutters.* Supply sufficient information to formulate a complete call number.   *Examples:*

By region or country, A-Z

```
050 00 $a GV944.M+ (Mexico)
```
   [indicate country for which Cutter is to be supplied]

Individual biography, A-Z

```
050 00 $a DA591.T+ (Thatcher)
```
   [indicate person for whom Cutter is to be supplied]

e. *Tables.* Provide complete information from tables accompanying classification schedules, including topical Cutters, the appropriate Cutter number or span or subarrangement taken from the table; and the table number being used, as appropriate. *Examples:*

```
050 00 $a Q143.P2 A3+
```

   (A3 = subarrangement for autobiography)

```
050 00 $a E757.A6-Z+
```

   (.A6-Z = Cutter span from Table II)

```
050 00 $a V63.L (Love) .xA3+
```

   (.L (Love) = Name of biographee)
   (.xA3 =   Cutter from the general (for an autobiography) biography table]

```
050 00 $a PL3748.S (San) .xZ5-999+ (P-PZ40)
```

   (.S (San) = Name of biographee)
   (.xZ5-999 (P-PZ40) = Cutter span from Table P-PZ40)

2.   Information needed.   *(Continued)*

 f. Literary authors.   Provide the following information:

- The complete class number (including Cutter number, if applicable) for the author, if a number has already been established.   If the author is not yet established, provide the number and the first letter of the Cutter number.

  > If the schedule provides more that a single number for the author, provide the specific number or Cutter appropriate for the work.

- The Cutter or Cutter span, taken from the appropriate table, that applies to the specific work.

- Any additional information required by Cutter spans, such as editor, translator, language, title, etc.

- The number of the table that is being used.

  > If the schedule does not yet indicate which table number applies for a specific author or in a specific area, submit a proposal to add the table number.

 Examples:

```
050 00 $a PS3513.R  A3-39+ (Smith) (P-PZ40)
```

> *[PS3513 = Class number]*
> *[.R = Cutter (author not yet established)]*
> *[A3-39 = Cutter span (translations into French)]*
> *[Smith = Translator]*
> *[P-PZ40 = Table number]*

```
050 00 $a PL3748.G8 A61-Z458+ (Chu) (P-PZ40)
```

> *[PL3748 = Class number]*
> *[.G8 = Cutter (author already established)]*
> *[A61-Z458 = Cutter span (separate works)]*
> *[Chu = Title to be Cuttered for]*
> *[P-PZ40 = Table number]*

F 440   Providing Classification Information for Shelflisting

2.   *Information needed.*

f. *Literary authors.*

Examples: *(Continued)*

```
050 00 $a PS3517.R87 A5-59+ (Danish) (P-PZ40)
```

> *[PS3517 = Class number]*
> *[.R87 = Cutter (author already established)]*
> *[A5-59 = Cutter span (other languages)]*
> *[Danish = Language to be Cuttered for]*
> *[P-PZ40 = Table number]*

g. Other shelflisting information.   Write on a separate slip of paper any additional instructions that might be needed if the book presents special problems in classification or Cuttering.

h.   *Main entry Cuttering not needed.* When providing the above information, it is not necessary to provide additional Cuttering information regarding the main entry, since Cuttering for main entry is a normal shelflisting procedure that requires no special instruction from the cataloger.