

Title Work Letters in Subclass PZ G 350

BACKGROUND: In subclass PZ, works by individual authors are subarranged by work letters representing the title of the work, ignoring initial articles. These title work letters are not Cutter numbers, because the capital letter is not followed by a numeral. Instead, the first letters of the title of the work (excluding initial articles) are used.

Title work letters have been used primarily in the span PZ5-10.5. The LC shelflist should be consulted to determine whether title work letters have been used in other class numbers in PZ.

1. General rule. Consult the class number in the shelflist. Find the proper location for the work being shelflisted. Use the first two letters of the title (excluding articles) as the title work letters. Complete the call number by adding the publication date. *Examples:*

<i>PZ7.B1387 Lo 1988</i>	<i>Baehr, Patricia Goehner. Louisa eclipsed</i>
<i>PZ7.B1387 Sc 1989</i>	<i>Baehr, Patricia Goehner. School isn't fair!</i>

When an author repeats the same initial words in the titles of multiple works, adjust the title work letters to achieve an alphabetical arrangement of titles. *Examples:*

<i>PZ7.A2615 Mu 1987</i>	<i>Adler, David A. My dog and the birthday mystery</i>
<i>PZ7.A2615 Mw 1986</i>	<i>Adler, David A. My dog and the green sock mystery</i>
<i>PZ7.A2615 My 1982</i>	<i>Adler, David A. My dog and the key mystery</i>

[Note: My dog and the key mystery was cataloged first. Title work letters for the other titles were adjusted.]

Title work letters may be expanded to three or more letters to achieve an alphabetical arrangement of titles. *Examples:*

<i>PZ7.R79835 Haj 1999</i>	<i>Rowling, J. K. Harry Potter and the chamber of secrets</i>
<i>PZ7.R79835 Hal 2000</i>	<i>Rowling, J. K. Harry Potter and the goblet of fire</i>
<i>PZ7.R79835 Halm 2003</i>	<i>Rowling, J. K. Harry Potter and the Order of the Phoenix</i>
<i>PZ7.R79835 Ham 1999</i>	<i>Rowling, J. K. Harry Potter and the prisoner of Azkaban</i>

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2. **Second letter of first significant word is “a.”** Assign three work letters when the second letter of the first significant word in the title is **a**. *Example:*

PZ7.L58418 Jaf 1983 Lewin, Hugh. *Jafta*

3. **Titles beginning with one-letter words.** For titles beginning with one-letter words, assign the letter, followed by an **a** and add additional letters if necessary. *Examples:*

PZ7.B81263 Iaam 2002 Brown, Alan. *I am a dog*
PZ7.D29465 Paf 1997 Davis, Lee, 1941- *P.B. Bear’s Christmas*

4. **Titles beginning with Arabic numerals.** Titles that begin with Arabic numerals should file before titles beginning with letters. Begin the title work letter with **Aa**, followed by a third letter. *Example:*

PZ7.C2146 Aah 2005 Carle, Eric. *10 little rubber ducks*

5. **Uniform titles.** Base the work letters on the title proper, not on the uniform title.

6. **Works entered under title.** Do not assign title work letters to works entered under title. Assign Cutter numbers instead.

7. **Translations.** Class translations with the language of translation, not with the original work. A Spanish translation of an English-language children’s novel classes in PZ73, not PZ7. Treat bilingual editions as translations. An English and Spanish bilingual edition of a work originally written in English classes in PZ73.

8. **Previous practices.** Previous practices can be found in the shelflist. For instance, a single letter was used; numerals were filed as if spelled out; authors whose names began with **Mc** were filed as if they were **Mac**; and dates were not added. See G 100 for further information on previous shelflisting practices. Use the rules as described above in sections 1-7 for current cataloging. Do not revise records using previous practices. *Examples:*

PZ7.S268 E Sawyer, Edith A. *Elsa’s gift home*
PZ7.B81667 Th Brown, Paul. *3 rings*
PZ7.R6435 Mi Rolerson, Darrell A. *Mr. Big Britches*