

Forwarding Items to the Dewey Section G 640

BACKGROUND: *Although the Dewey Section assigns Dewey Decimal numbers to a large number of books each year, the Library of Congress does not shelve materials by these numbers. The Dewey Section is responsible for deciding the categories of materials to be classified by that section. In previous years, these general instructions were supplemented or replaced by occasional letters from the Dewey Section, showing needed changes based on staffing levels. In order to eliminate this frequent updating and to accommodate current staffing levels, the rules were changed in 2006 to a sliding date based on the current year and three previous years. In 2009 the date was changed to 2000 and forward as shown below. This instruction sheet provides guidelines on the types of materials to be forwarded to the Dewey Section.*

1. General rule. Forward only the following categories of materials to the Dewey Section:

- CIP material
- CIP verification books and CIP change requests if the class number has been changed
- Priority 2 monographs in English, French, German, Italian, Portuguese, and Spanish with an imprint date of 2000 and later, no matter where published
- Recataloged items with an imprint date of 2000 and later and in the languages listed above, where there has been a change in subject headings or LC classification

2. Out of scope. The following categories are out of scope for the Dewey Section:

- Items with MLC, MLC+, and CLC classification in the 050 field
- Serials