

*For historical or obsolete terminology, see G 660.*

### **Alternate classification number**

A secondary *classification number* that represents the subject or form of the item being cataloged but that is not used to shelve the item. Alternate classification numbers are usually provided for analytics in classed sets (cf. F 130) and subject bibliographies (cf. F 150)

**Author number.** See **Book number.**

### **Book number**

A decimal number consisting of a letter of the alphabet followed by one or more digits that is appended to a *class number* in order to arrange material on the same subject in a specified order, usually alphabetically by author. Also called **author number**.  
*Example:*

*Call number:* Z733.U58G66 1991

*Book number:* G66 [for the author's surname Goodrum]

### **"Bound with" books**

Also called "with" entries, these were primarily two independent publications bound together after publication.

## Glossary

### Call number

A number consisting of a *classification number*, a *book number*, and additional information that uniquely identifies the item. The call number is printed on the label affixed to a bibliographic item, so that the item can be shelved and found. *Example:*

*Title: Treasures of the Library of Congress*

*Call number: Z733.U58G66 1991*

### Card shelflist

The file of catalog cards arranged in the same order as the books on the shelves.

**Class number.** See **Classification number**

### Classification number

A number that represents the subject or form of an item being cataloged, selected from a classification schedule. Also called *class number*. *Example:*

GV856= Bobsledding. Tobogganing

HF5549.5.T7 = Training of employees

### Classification schedule

A printed volume or machine-readable database that contains classification numbers and captions, arranged by subject in a logical, hierarchical manner; also called *classification scheme*.

### Classification table

An economical way to represent the subarrangement of materials within a class number or span of class numbers. Provided when the same subarrangement is employed multiple times within one or more schedules, tables should be used only when instructed to do so. There are three types of tables. The first type is tables that are specific to a single number or span of numbers and are printed within the text of the schedules. The second type is tables that are specific to a particular schedule and are printed at the end of the volume in which the schedule appears. Finally, some tables are “tables of general application” and are assigned across schedules. Tables in this final category are printed in the *Classification and Shelflisting Manual*.

### Classify

To categorize, in order to arrange materials according to subject, using a classification system.

### Cutter number

Also called *Cutter*, a method of representing words or names by using a decimal point followed first by a letter of the alphabet, then by one or more Arabic numerals. A Cutter number is read and sorted as a decimal number. Named for Charles Ammi Cutter, who developed several tables using letters and numbers to achieve an alphabetical arrangement. Book numbers and some subdivisions in the classification schedules are types of Cutter numbers. *Example:*

*Call number:* Z733.U58G66 1991

*Cutter number:* .U58 [for the United States]

*Cutter number:* G66 [for Goodrum]

### Main entry

The name or title by which a work is chiefly identified. An AACR2 concept, the term is not used in RDA cataloging.

## Glossary

### Monographs issued in fascicles

Monographs that are issued in fascicles, or sections, and are incomplete in themselves but paged continuously. They require special treatment until all parts of a volume are received and bound. The three special characteristics of a work published in fascicles are (1) loss of identity (the individual fascicle disappears when the work is bound); (2) title page issued retrospectively; and (3) long publishing span, often many years.

### Online shelflist

The online file of cataloging records, arranged by computer, which may be in a different order from the books on the shelves if call numbers are not edited for consistency or accuracy before the online file is created.

### Reserved Cutter numbers

Cutter numbers, beginning usually with A or Z, that separate certain materials in a class number and thereby shorten the span of numbers usable for authors whose names begin with A or Z. For example, the spans .A1-.A5 and .Z9-.Z99, might be reserved for certain types of material, leaving only .A6-.A9 available for authors whose names begin with A, and .Z1-.Z8 for authors whose names begin with Z.

### Shelflist

A file of bibliographic records arranged in the same order as the corresponding materials on the shelves.

### Shelflisting

Arranging materials within an existing collection, normally by author; and determining the *book number* and other additions to the *classification number* necessary to create a unique number for each item. Shelflisting is also the activity of documenting the holdings of a collection as to location, volumes, and copies, providing an inventory of the collections.

### **Successive Cutter numbers**

A sequence of adjacent Cutter numbers, such as .G5, .G6, .G7, or .G5, .G52, .G53, usually used to achieve a specific subarrangement. The need for these may be indicated by a table with an "under each" subarrangement specifying the numbers. Before 1999 shelflist information cards were made to show the allocation of successive Cutters in the subarrangement.

### **Uniform title**

The title by which a work is identified for cataloging purposes. It distinguishes one work from others, often in conjunction with the *main entry*. It may also collocate the works of a person, corporate body, etc. An AACR2 concept, the term is not used in RDA cataloging.

### **Upside down books**

These may be of two types. The most common is the work in two languages, the one a translation of the other. Shelflisting is based on the descriptive cataloger's selection of the main entry. Less common are two entirely different works bound together but upside down.

**"With" entries.** See **"Bound with" books.**

### **Work letter**

A letter or letters added after the book number. Also called *work mark*.

**Work mark.** See **Work letter.**