PREFACE

A manual on the application of the Library of Congress classification in specific cataloging situations has existed as an internal document for use by Library of Congress catalogers since the 1970s. In 1992, the classification manual, consisting of individual instruction sheets prepared by the Office for Subject Cataloging Policy (formerly the Office of the Principal Cataloger, Subject Cataloging Division), was published under the title *Subject Cataloging Manual: Classification*. Update pages were published in 1995. The first edition of the shelflisting manual was published in 1987 as *Subject Cataloging Manual: Shelflisting*, followed by a second edition in 1995. Because classification and shelflisting are such closely related processes, the two manuals were combined into a single volume in the 2008 edition and entitled *Classification and Shelflisting Manual*.

Janis L. Young, senior cataloging policy specialist in the Policy and Standards Division, reviewed and revised the existing instruction sheets to bring them into conformity with current policy and procedures, to achieve a consistent editorial style, and to prepare them for this 2013 edition of the manual.

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