

Recap and Plan

- Previous modules
 - Classification numbers that represent date spans
 - Reflect the time period of coverage
 - Separate older resources on a topic from newer ones
 - Classification numbers that specifically include a date
 - The year of the event discussed in the resource
 - The publication date of the work

In the previous modules in this unit, we discussed two situations in which the classification number itself reflects either the time period discussed in the resource or the date of promulgation or publication of the resource.

Recap and Plan

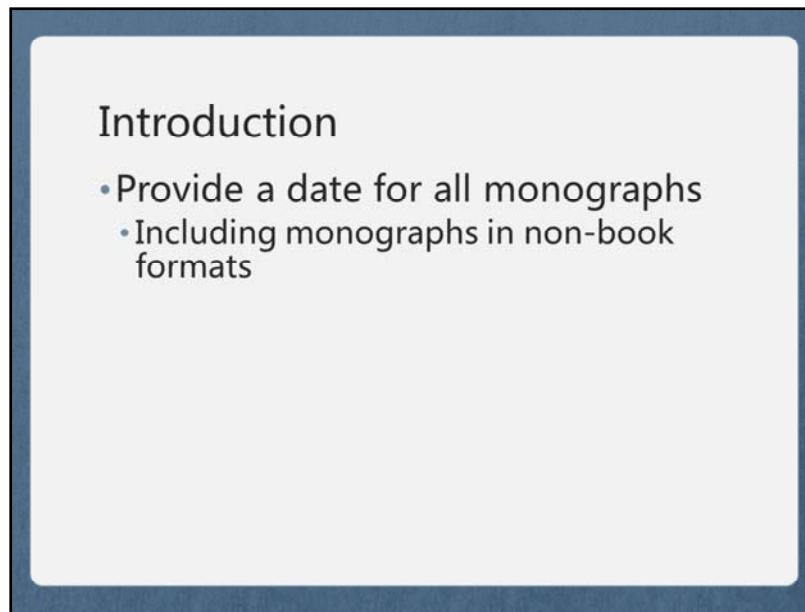
- This module
 - Dates that are the final element in call numbers
 - Reflect the date of publication, copyright, etc., of the resource
 - Used to subarrange resources within a classification number
 - Work letters
 - Appended to the date to make otherwise identical call numbers unique

In this module, we will discuss a different kind of date altogether: dates that are appended as the final element in call numbers. Those dates reflect the date of publication of the resource and are used to subarrange resources within a classification number.

We will also discuss work letters, which are letters that appear as the final element in some call numbers, and are appended to make otherwise identical call numbers unique.

We are therefore turning our attention from the classification number assigned to a resource, to the completion of the full call number. As a reminder, the classification number is only the first part of the call number. A call number uniquely identifies a resource and generally contains the classification number, a cutter number, a date, and occasionally a work letter.

In this module, we will discuss dates and work letters that are the final elements in call numbers. They are used chiefly to subarrange multiple editions of a resource.



Since 1982, it has been Library of Congress policy to add the publication date to the call number of all monographs.

The policies for adding dates to call numbers are provided in CSM instruction sheet G 140, Dates. This module is based on that instruction sheet.

Introduction

- Date is given as the final element of the call number

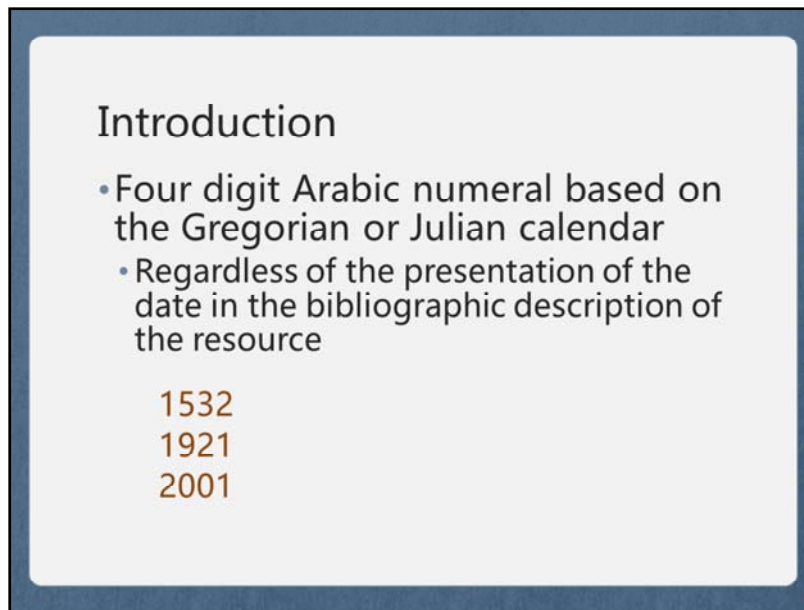
CD945.B87 **1989**

GN283.5.W66 **2010**

HV610 2018 .H68 T79 **2019**

QR460.R563 **2002**

Dates that are used for subarrangement are given as the final element of the call number, as you can see in the examples on your screen.



Introduction

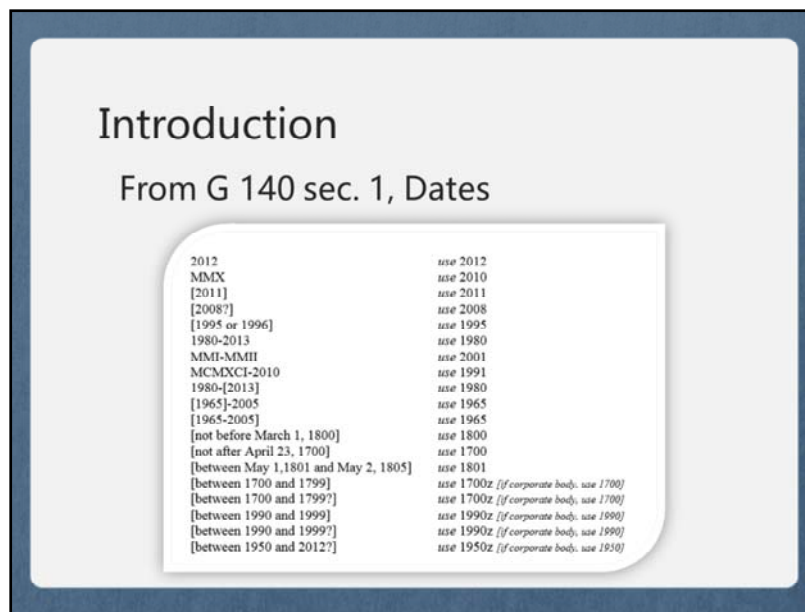
- Four digit Arabic numeral based on the Gregorian or Julian calendar
- Regardless of the presentation of the date in the bibliographic description of the resource

1532
1921
2001

The date in the call number is based on the date or dates presented in the bibliographic description for the resource, but the way it appears in the call number may look different from the way that it appears in the description.

The publication date for most resources currently published in the United States is presented in Arabic numerals, but older materials and even some newer ones may use Roman numerals. Regardless, all dates in call numbers are given in Arabic numerals.

In addition, the publication date of some resources is given in terms of a calendar other than the Gregorian or Julian calendar. If the date on a resource is given in terms of the Hebrew calendar, for example, the date is converted.

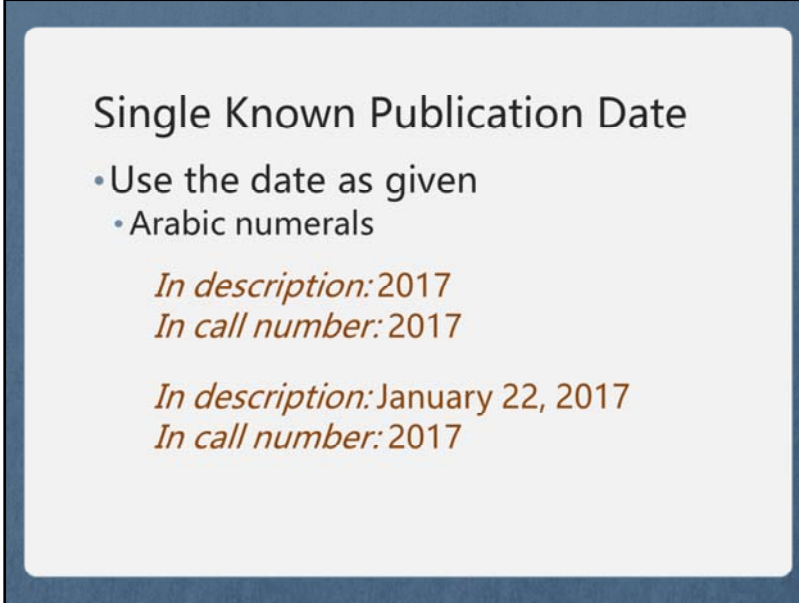


2012	<i>use 2012</i>
MMX	<i>use 2010</i>
[2011]	<i>use 2011</i>
[2008?]	<i>use 2008</i>
[1995 or 1996]	<i>use 1995</i>
1980-2013	<i>use 1980</i>
MMI-MMIII	<i>use 2001</i>
MCMXCI-2010	<i>use 1991</i>
1980-[2013]	<i>use 1980</i>
[1965]-2005	<i>use 1965</i>
[1965-2005]	<i>use 1965</i>
[not before March 1, 1800]	<i>use 1800</i>
[not after April 23, 1700]	<i>use 1700</i>
[between May 1, 1801 and May 2, 1805]	<i>use 1801</i>
[between 1700 and 1799]	<i>use 1700z (if corporate body, use 1700)</i>
[between 1700 and 1799?]	<i>use 1700z (if corporate body, use 1700)</i>
[between 1990 and 1999]	<i>use 1990z (if corporate body, use 1990)</i>
[between 1990 and 1999?]	<i>use 1990z (if corporate body, use 1990)</i>
[between 1950 and 2012?]	<i>use 1950z (if corporate body, use 1950)</i>

Section 1 of instruction sheet G 140 provides a useful table of the various ways that dates can be presented in bibliographic descriptions, along with the way that the date should be presented in the call number. The dates can sometimes be straightforward and consist of a single Arabic numeral, such as 2012 in the first line of the table. They can also be Roman numerals, bracketed dates, bracketed dates with question marks, and so on. They may also appear as spans of dates.

We will discuss some of the possibilities over the next several slides, and also provide an opportunity for you to practice. Before continuing the video, please open G 140 so that you can refer to it.

Please click the screen when you are ready to continue.



Single Known Publication Date


- Use the date as given
 - Arabic numerals

In description: 2017
In call number: 2017

In description: January 22, 2017
In call number: 2017

If there is a single known publication year, you should use that year as given. If the date includes a specific month and/or day, just use the year.

For example, if the description says 2017, use 2017. Also use 2017 if it says January 22, 2017.



Single Known Publication Date

- Use the date as given
 - Roman numerals

In description: MMXVII
In call number: 2017

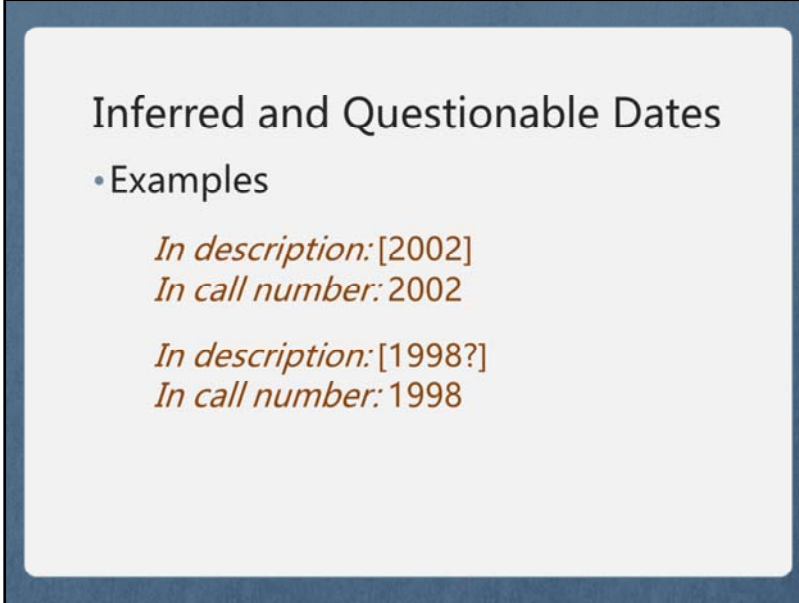
Dates that appear as Roman numerals in the description are converted to Arabic numerals in the call number.

Inferred and Questionable Dates

- Recorded in various ways, but always in square brackets
- Use the inferred or questionable date as given
- Do not include the brackets or the question mark, if present

Sometimes the date of the resource is questionable or inferred. Those dates always appear in square brackets, and most of the table in G 140 addresses those situations.

The general rules are to use the inferred or questionable date as it is, but do not include the brackets or question mark in the call number.



Inferred and Questionable Dates

- Examples
 - In description:* [2002]
In call number: 2002
 - In description:* [1998?]
In call number: 1998

If there is a single date in brackets, then use that date in the call number, without the brackets.

If there is a single date in brackets with a question mark, then use *that* date in the call number, without the brackets or question mark.

Date Ranges

- Use the first date in the range
 - A multipart resource that is published over two or more years
 - Questionable publication date

A date range is given in the bibliographic description when a multipart resource is published over two or more years, or when the specific publication date is unknown but a general time period can be determined.

In both of those cases, use the first date in the range given in the bibliographic description.

Date Ranges

- Use the first date in the range
 - A multipart resource that is published over two or more years
 - Questionable publication date

In description: 1960-1965

In call number: 1960

For example, if the date range is 1960-1965, use 1960 in the call number.

Date Ranges

- Use the first date in the range
 - A multipart resource that is published over two or more years
 - Questionable publication date

In description: 1960-1965

In call number: 1960

In description: [1820-1822]

In call number: 1820

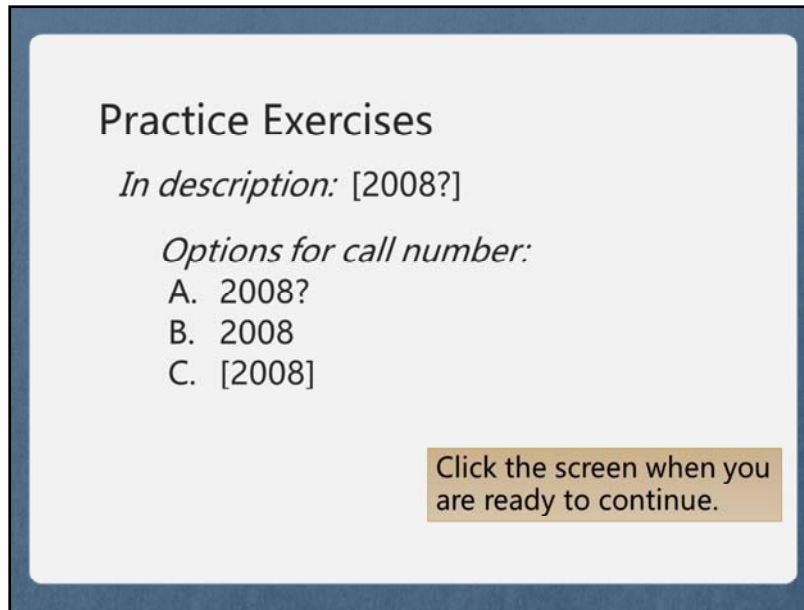
If the date is bracketed and determined to be between 1820 and 1822, use 1820.

For most resources, determining the correct date to use in the call number is as simple as finding the applicable line in the table.

For the next few slides, we will give you a date or span of dates as it appears in the description, and three options for the way the date should appear in the call number.

Please consult the table in instruction sheet G 140 to figure out which of those options is the correct one.

When you think you know the answer, please click the screen to advance to the next slide in order to check it.

A screenshot of a software interface for practice exercises. It features a light gray background with a dark blue border. The title "Practice Exercises" is at the top. Below it, the text "In description: [2008?]" is displayed. Further down, the text "Options for call number:" is shown, followed by a list of three options: "A. 2008?", "B. 2008", and "C. [2008]". In the bottom right corner, there is a tan-colored button with the text "Click the screen when you are ready to continue.".

Practice Exercises

In description: [2008?]

Options for call number:

- A. 2008?
- B. 2008
- C. [2008]

Click the screen when you are ready to continue.

In the first practice exercise, the date is 2008 with a question mark and it is enclosed in brackets.

Practice Exercises

In description: [2008?]

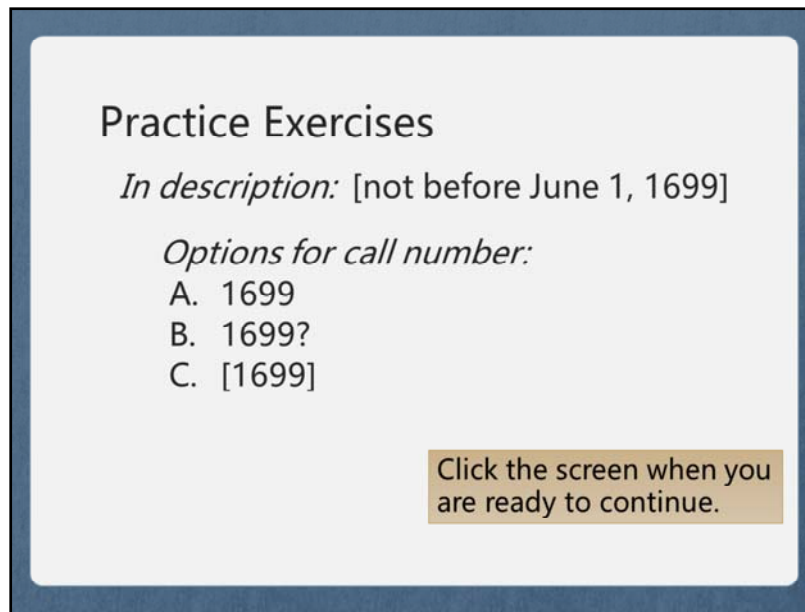
Options for call number:

A. 2008?

B. 2008

C. [2008]

The correct answer is B, 2008, without a question mark or brackets.

A screenshot of a practice exercise screen. The screen has a light gray background with a dark blue border. At the top, the title "Practice Exercises" is displayed in a bold, black, sans-serif font. Below the title, the text "In description: [not before June 1, 1699]" is shown in a smaller, italicized, black font. Underneath, the text "Options for call number:" is also in an italicized, black font. Below this, there are three multiple-choice options: "A. 1699", "B. 1699?", and "C. [1699]", each on a new line. In the bottom right corner, there is a small, light brown rectangular button with the text "Click the screen when you are ready to continue." in a black, sans-serif font.

Practice Exercises

In description: [not before June 1, 1699]

Options for call number:

- A. 1699
- B. 1699?
- C. [1699]

Click the screen when you are ready to continue.

In this practice exercise, the date is presented as a phrase enclosed in brackets. The phrase says: not before June 1, 1699.

Practice Exercises

In description: [not before June 1, 1699]

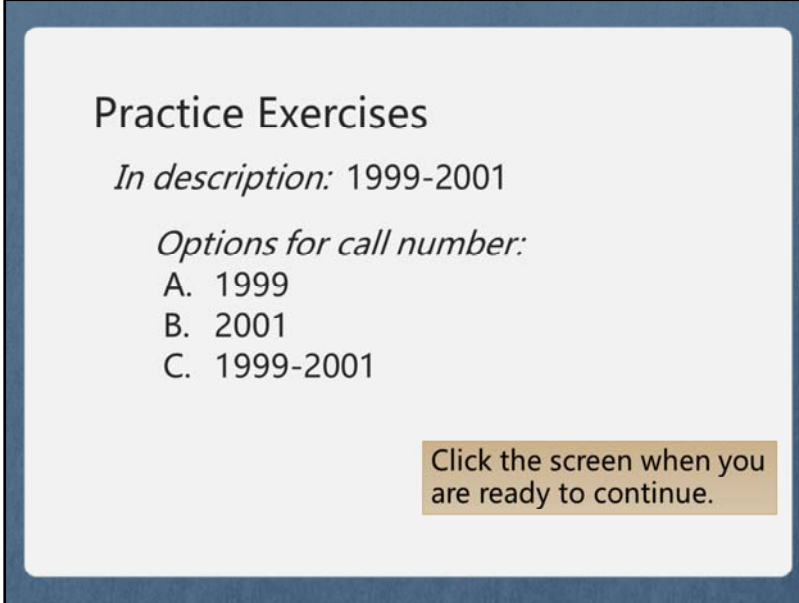
Options for call number:

A. 1699

B. 1699?

C. [1699]

The correct answer is A, 1699. Remember that brackets and question marks are not used in call numbers.

A screenshot of a practice exercise screen. It has a light gray background with a dark blue border. The text is as follows:

Practice Exercises

In description: 1999-2001

Options for call number:

- A. 1999
- B. 2001
- C. 1999-2001

Click the screen when you are ready to continue.

In this practice exercise, the date is presented as an unbracketed span: 1999-2001.

Practice Exercises

In description: 1999-2001

Options for call number:

A. 1999

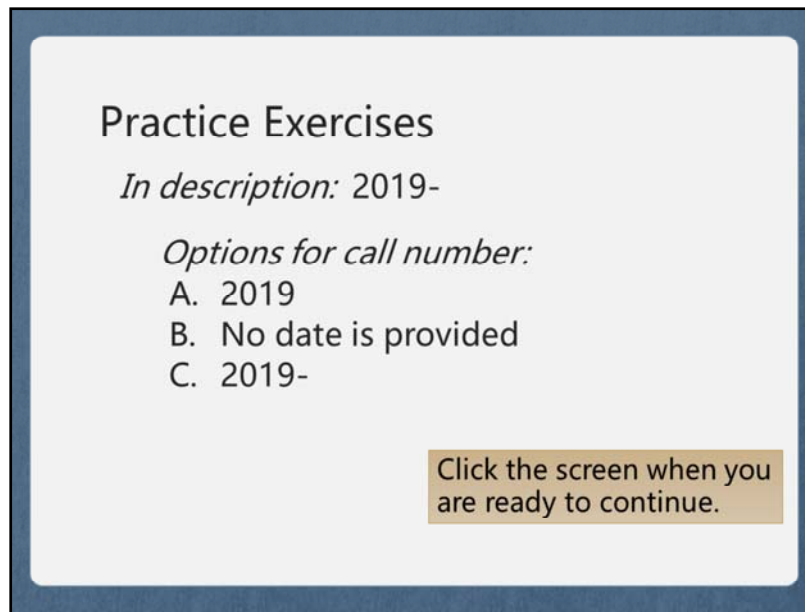
B. 2001

C. 1999-2001

The correct answer is A, 1999.

When a range is used, the first date in the range is given in the call number.

Let's do one more practice exercise.

A screenshot of a practice exercise screen. The screen has a light gray background with a dark blue border. The title "Practice Exercises" is at the top. Below it is the text "In description: 2019-". Then, "Options for call number:" is followed by a list of three options: "A. 2019", "B. No date is provided", and "C. 2019-". In the bottom right corner, there is a tan-colored button with the text "Click the screen when you are ready to continue.".

Practice Exercises

In description: 2019-

Options for call number:

- A. 2019
- B. No date is provided
- C. 2019-

Click the screen when you are ready to continue.

The date is presented as an incomplete span: 2019 with a hyphen after it.

Practice Exercises

In description: 2019-

Options for call number:

A. 2019

B. No date is provided

C. 2019-

The correct answer is A, 2019.

Did we confuse you with this one?

This situation is not included in the table, but the answer can be inferred from the table. Whenever there is a full date range – that is, both the beginning and ending dates are given – the date beginning the range is provided in the call number. Therefore, logic says that the first date of an incomplete range is also given in the call number.

So far we have discussed the general rule for providing the date in the call number. However, we have not discussed *which* date we are to use. Let's do that now, and also discuss special rules for specific cataloging situations.

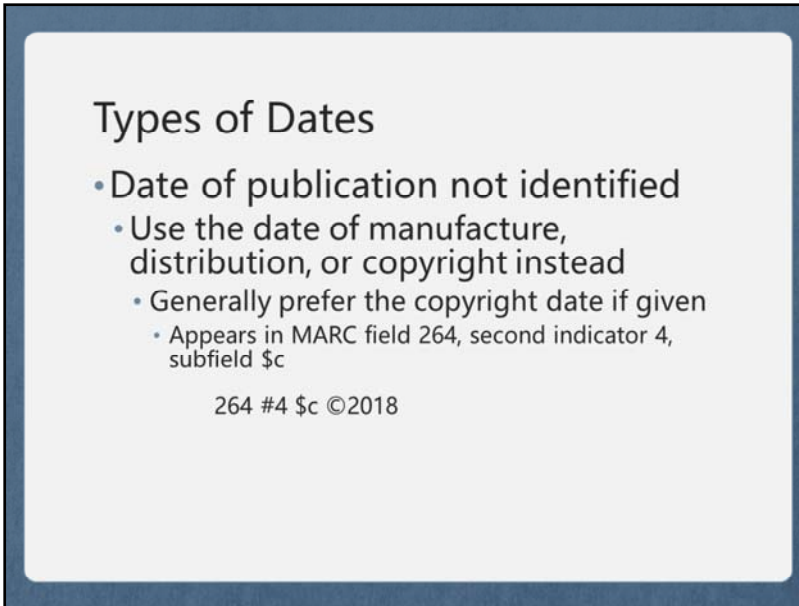
Types of Dates

- Use the publication date if given
 - Appears in MARC field 264, second indicator 1, subfield \$c

264 #1 \$c 2002

Always use the publication date when it is available. If you are using MARC format, the publication date appears in field 264, second indicator 1, subfield \$c.

Sometimes a publication date and a copyright date or date of printing or manufacture are both given. Any time you have a publication date you should use it.



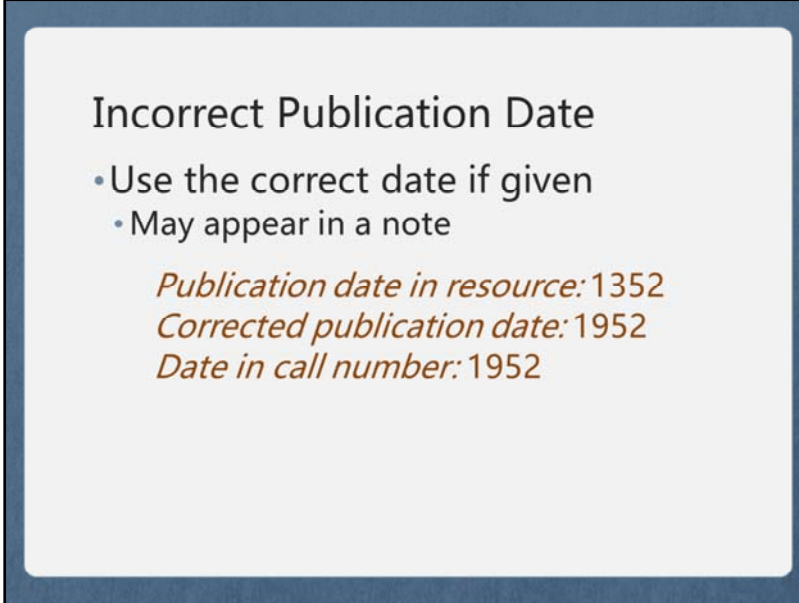
Types of Dates

- Date of publication not identified
 - Use the date of manufacture, distribution, or copyright instead
 - Generally prefer the copyright date if given
 - Appears in MARC field 264, second indicator 4, subfield \$c

264 #4 \$c ©2018

If the date of publication is not given in the bibliographic description, use the date of manufacture, distribution, or copyright instead. Generally speaking, if the copyright date and some other date are provided in the description, use the copyright date. Use the manufacture, distribution, printing, or other type of date only as a last resort.

So, if there is a publication date, use it. If there is not a publication date but there is a copyright date, use the copyright date. If there is not a publication date *or* a copyright date, then use whatever other type of date is available to you.



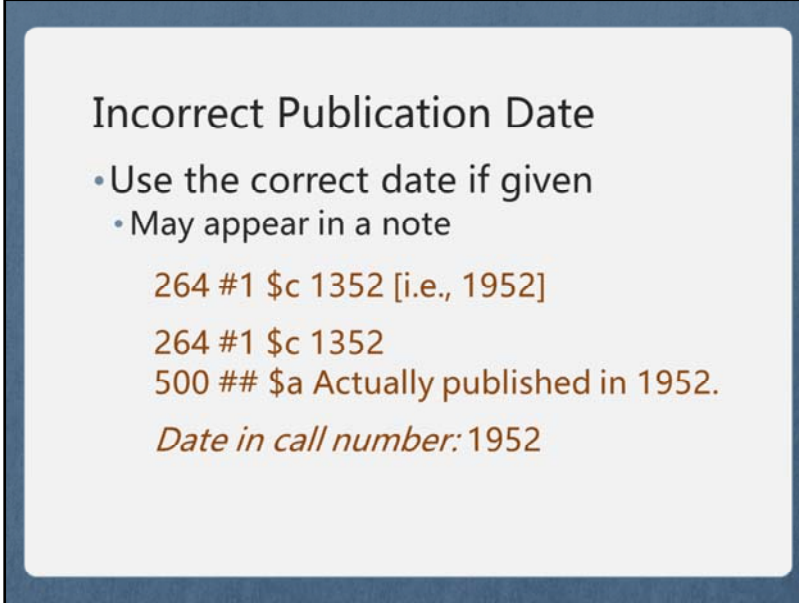
Incorrect Publication Date

- Use the correct date if given
 - May appear in a note

Publication date in resource: 1352
Corrected publication date: 1952
Date in call number: 1952

Occasionally, the publication date on the resource is clearly incorrect. If the date is corrected in the bibliographic description, use the corrected date.

For example, if the publication date given is 1352, but the resource is known to have been published in 1952, use 1952 in the call number.



Incorrect Publication Date

- Use the correct date if given
- May appear in a note

264 #1 \$c 1352 [i.e., 1952]

264 #1 \$c 1352

500 ## \$a Actually published in 1952.

Date in call number: 1952

The correction may appear alongside the incorrect date, or may appear in a note.

Either way, use the corrected date.

Incorrect Publication Date

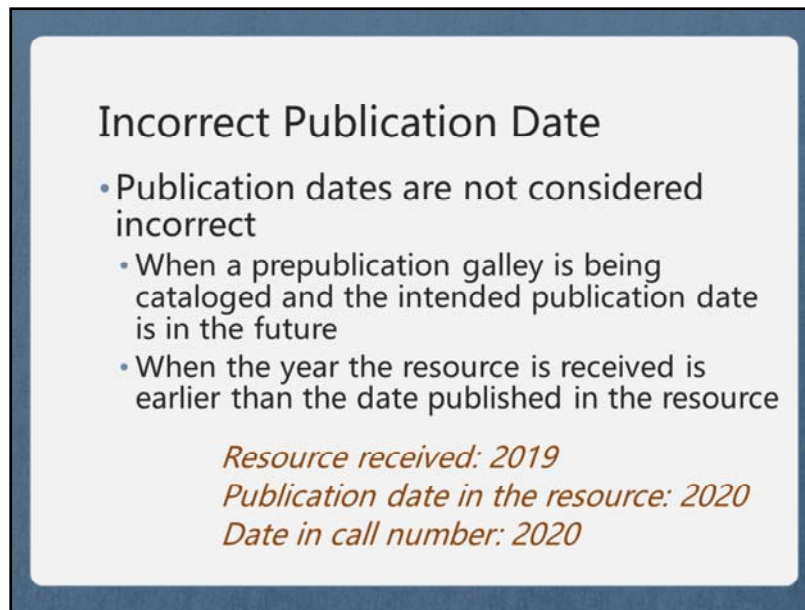
- Publication dates are not considered incorrect
 - When a prepublication galley is being cataloged and the intended publication date is in the future

Galley received and cataloged: 2019

Publication date on galley: 2020

Date in call number: 2020

Some dates that appear to be incorrect are not. An unambiguous example is when a prepublication galley is being cataloged, and the date given is in the future. Accept the date as provided.



Incorrect Publication Date

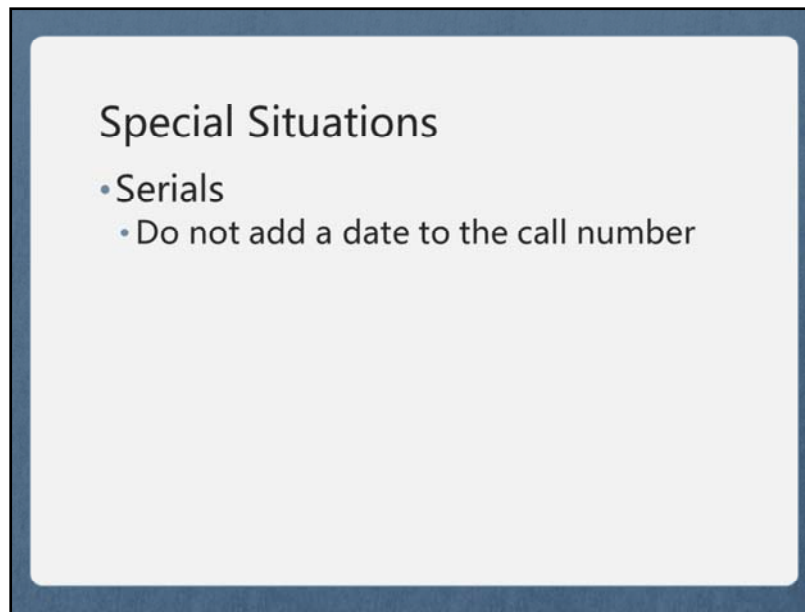
- Publication dates are not considered incorrect
 - When a prepublication galley is being cataloged and the intended publication date is in the future
 - When the year the resource is received is earlier than the date published in the resource

Resource received: 2019
Publication date in the resource: 2020
Date in call number: 2020

Other times, your library might receive a resource in one year, but the publication or copyright date in that resource is the following year. This is not an incorrect date, either. This sort of thing happens regularly.

Accept the date as given in the resource, and use it in the call number. If a resource is received in 2019, but the publication date is 2020, use 2020 in the call number.

Now let's talk about the rules for some specific types of resources.



First, dates that are intended to subarrange resources are not appended to call numbers for serials.

The call numbers for serials can include a date only when the date is used for classification purposes. We discussed those kinds of dates in the previous module.

Special Situations

- Congress or conference headings
 - Use the date of the conference if
 - The main entry of the resource is the authorized access point for the conference and
 - The main entry includes the date of the conference

*Main entry: Conference on Dental Hygiene
(4th : 2010 : Los Angeles, Calif.)*

Date of publication: 2015

Date in call number: 2010

There is a special rule about conference and congress publications. If the authorized access point for the conference is the main entry *and* the access point includes the date of the conference, use that date in the call number. Do not use the publication date.

Conference proceedings and papers are often published one or more years after the conference; sometimes a decade or more may pass between the time that the papers were delivered at the conference and their publication. The important date is the date on which they were presented, so that is the date that we use in the call number.

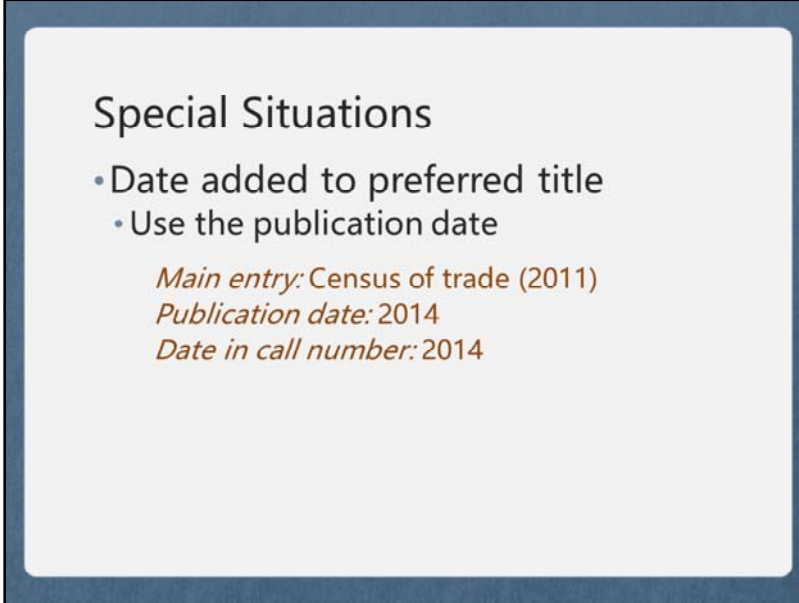
In the example on your screen, the 4th Conference on Dental Hygiene took place in 2010, but the proceedings were not published until 2015. Use 2010 in the call number.

Special Situations

- Congress or conference headings
 - Use the publication date if
 - The conference main entry does not include the date of the conference
 - The authorized access point for the conference is provided as an additional access point
 - An authorized access point for the conference is not assigned

If the main entry for the conference does not include the date, use the publication date of the resource.

Likewise, if the conference is given only an added access point, or is not represented in an access point at all, use the publication date.



Special Situations

- Date added to preferred title
 - Use the publication date

Main entry: Census of trade (2011)
Publication date: 2014
Date in call number: 2014

That rule does not apply to publication dates added to preferred titles used as main entries. Use the date of publication if it is present; if not, use the date of copyright, distribution, manufacture, or some other date, as we discussed earlier.

Special Situations

- Multipart resources
 - Use the publication date of the first part
 - If a volume received later has an earlier date, do not change the date in the call number

Publication date of volume 1: 1987-

Date in call number: 1987


Publication date of volume 2, received later: 1986

As we have already indicated, we are to use the earliest date of publication when we are cataloging a multipart monograph. But what happens when we do not know the publication date for volume 1? Or when we know the date for volume 1, but a later volume – which we receive later – has a publication date that is earlier than the date on volume 1?

In both cases, we base the date in the call number on the best information we have at the time that we are initially cataloging the resource. We do not change the date in the call number if the earliest date changes due to information we receive later.

Special Situations

- Date represented by the classification number
- Time spans
- Append the publication date



The screenshot shows the LCC hierarchy for Romance philology and languages—Italian—Language—Lexicography—Dictionaries—Bilingual—Other. By language, A-Z—Italian-Spanish; Spanish-Italian—To 1850. Below this, there is a table with two columns: the classification number and the time period. The first row is highlighted in blue and shows PC1645.S7 for the time period To 1850. The second row shows PC1645.S8 for the time period 1851-.

	Italian-Spanish; Spanish-Italian
PC1645.S7	To 1850
PC1645.S8	1851-

As we discussed in the previous modules in this unit, dates can be represented in the classification portion of the call number.

In Module 5.1, we discussed classification by time period and explained that the time period can refer to the time period being discussed or to the period of publication. Append the publication date in either case.

In the example on your screen, PC1645.S7 is used to classify bilingual Italian-Spanish and Spanish-Italian dictionaries that were published through 1850. Include the publication date in the call number.

Special Situations

- Date represented by the classification number
 - Date included in classification number
 - Follow the instructions in the schedule
 - Include the date of publication as the final element unless the date in the classification number is the publication date

In Module 5.2, we discussed situations in which a date is included in the classification number itself.

The most basic instruction we can provide is to follow the instructions in the schedule. But what if the schedule does not provide any specific guidance?

Consider the meaning of the date that appears in the classification number. If it refers to the publication date, then do not add the same publication date as the final element of the call number, because it would be redundant.

Special Situations

- Date represented by the classification number
- Date included in classification number

The Bible—General—Texts and versions—Modern texts and versions—English—English versions—Anchor Bible—Texts. By date

Anchor Bible ☐

BS192.2.A1 Texts. By date ☐

Subarrange by place of publication

History and criticism, etc. ☐

✓ BS192.2.A1 2018 .L49

✗ BS192.2.A1 2018 .L49 2018

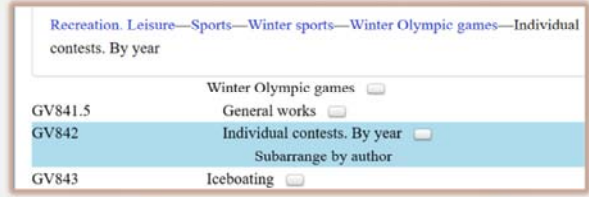
Here is an example. BS192.2.A1 is used for texts of the Anchor Bible. The instructions indicate that you are to include the date, and then subarrange by place of publication.

The class number already includes the publication date, so you do not add it again.

You may be asking yourself: why does the second cutter have a decimal point, when only the first cutter is supposed to have one? It is probably because the date is interposed between the two cutters. Regardless, it has been done that way hundreds of times in LC's catalog.

Special Situations

- Date represented by the classification number
- Date included in classification number



Recreation, Leisure—Sports—Winter sports—Winter Olympic games—Individual contests. By year

Winter Olympic games ☐

GV841.5 General works ☐

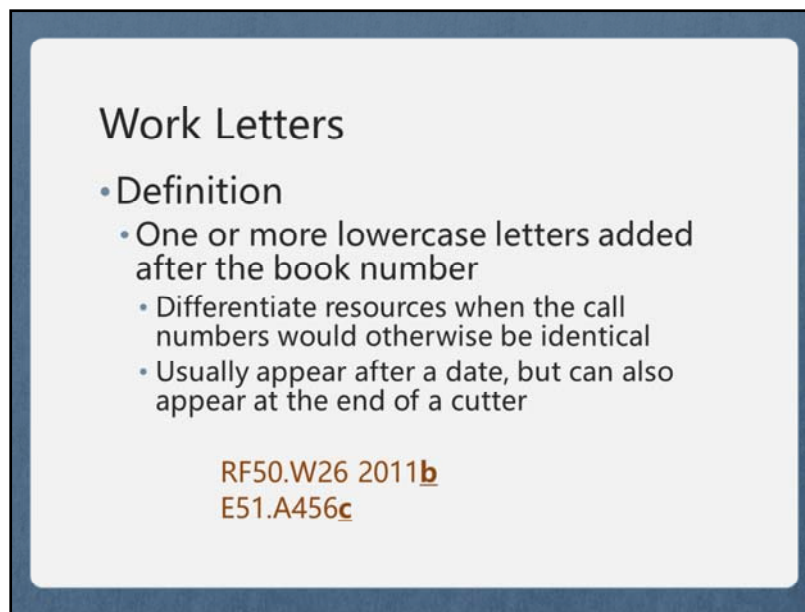
GV842 Individual contests. By year ☒

Subarrange by author ☐

GV843 Iceboating ☐

GV842 2010 .M46 2017

The date in GV842 refers to the date of the Olympic games, not to the date of publication of the resource. Therefore, the publication date is appended, according to the default policy to add a date of publication to the call number for all monographic resources.



Work Letters

- Definition
 - One or more lowercase letters added after the book number
 - Differentiate resources when the call numbers would otherwise be identical
 - Usually appear after a date, but can also appear at the end of a cutter

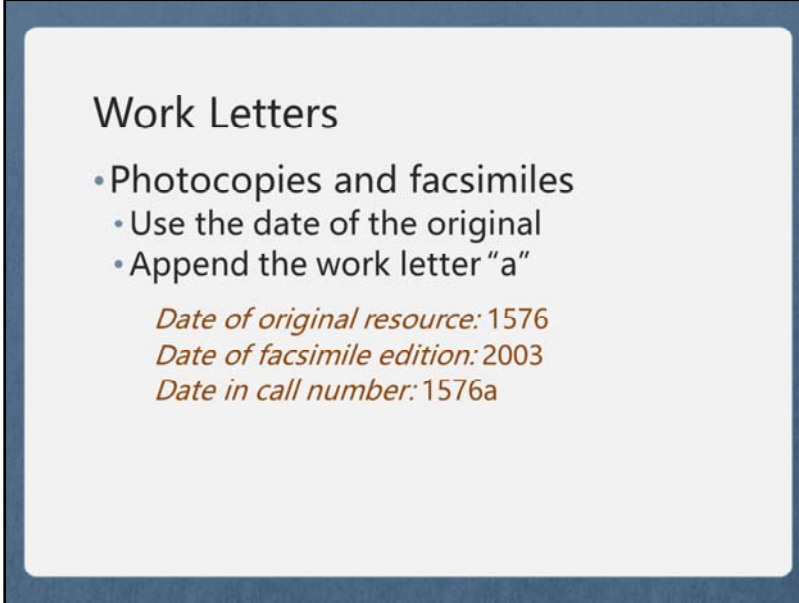
RF50.W26 2011**b**
E51.A456**c**

We have one last topic to cover before closing this module, and that is work letters.

Work letters are one or more lowercase letters added as the final element of a call number to make the call number unique.

For monographs, they are appended to the date of publication. For serials, a work letter is appended to the final cutter number when necessary, since publication dates are not used in call numbers for serials.

We will provide a brief overview of the use of work letters here, and will also cover their use in the modules about editions and resources entered under a corporate body.



Work Letters

- Photocopies and facsimiles
 - Use the date of the original
 - Append the work letter “a”

Date of original resource: 1576
Date of facsimile edition: 2003
Date in call number: 1576a

Facsimile and photocopy editions present a special challenge. We normally use the date of publication in the call number, but the publication date of the facsimile or photocopy is much less important than the date of the resource that was replicated. Therefore, we use the date of the original resource and append an “a” to the date to indicate that it is a facsimile.

The work letter distinguishes the reproduction from the original work.

Work Letters

- Two or more editions published in the same year
 - Append a work letter to the second and successive editions
 - Assign work letters alphabetically beginning with "b"

Three editions published in 2016

F3799.A1 D56 2016

F3799.A1 D56 2016b

F3799.A1 D56 2016c

Work letters are also used when multiple editions of the same work are published in the same year. We will discuss editions more fully later, but for now just be aware that the call numbers on the three editions would be identical if we did not add a work letter.

The first edition that is received does not have a work letter, as you can see in the first call number on your screen. The second edition received is assigned the work letter "b," the third one is assigned the work letter "c," and so on.

The work letter "a" is not used for this purpose because it indicates that the resource is a reproduction.

Work Letters

- Resources entered under a corporate body
 - Add a work letter to distinguish between different publications classified in the same number
 - Assign work letters alphabetically beginning with "b"

Main entry: Society for Typography

Z994.5.T9 M674 2010

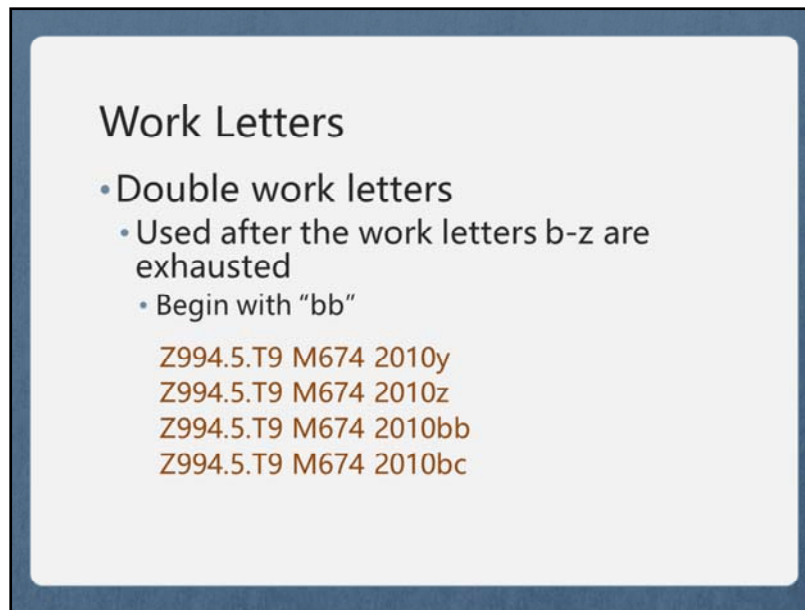
Z994.5.T9 M674 2010b

Z994.5.T9 M674 2010c

Work letters are also commonly used when multiple resources are entered under the same corporate body and classified in the same number.

Resources entered under a corporate body are cuttered differently than resources that are entered under title or a personal name. We will explain those rules in detail in the module on corporate entry.

For now, suffice it to say that the rules for cuttering resources entered under corporate bodies cause a lot of conflicting call numbers. Therefore, work letters are appended to the end of the call number to distinguish between different resources.



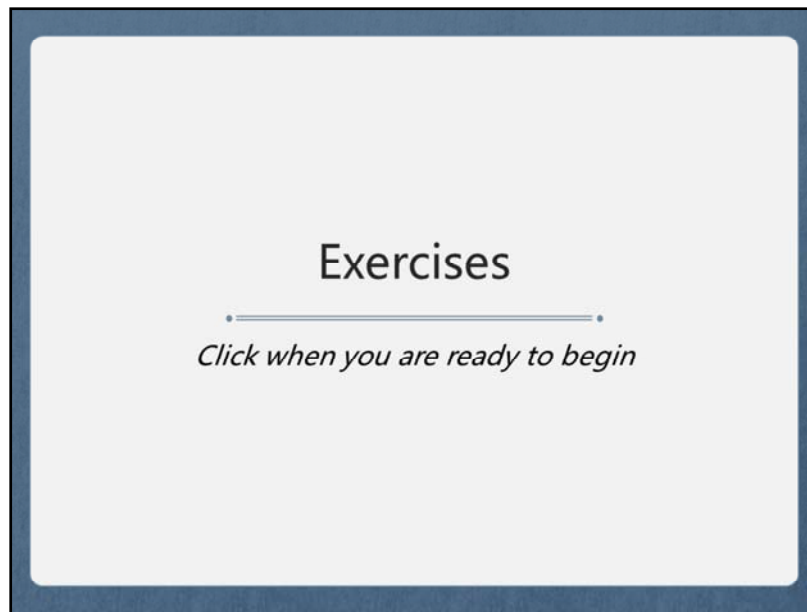
Work Letters

- Double work letters
 - Used after the work letters b-z are exhausted
 - Begin with “bb”

Z994.5.T9 M674 2010y
Z994.5.T9 M674 2010z
Z994.5.T9 M674 2010bb
Z994.5.T9 M674 2010bc

In very rare circumstances, you may find that you have exhausted all of the work letters from “b” to “z.”

In that case, begin the alphabet over again and use two work letters. Start with “bb” (because “a,” as you remember, is reserved for facsimile and reprint editions) and continue with “bc,” “bd,” and so on.



Extra examples

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