

Reserved Cutters Defined

- Individual cutters or ranges of cutters that are set aside for special purposes

Reserved cutters are cutters that are set aside for special purposes, and they are printed in the classification schedules and tables.

Reserved Cutters Defined

- Individual cutters or ranges of cutters that are set aside for special purposes
- Single reserved cutter

JZ6.5.**B74**

PL248.B4177 **A2**

Some reserved cutters are individual cutters that must be used as they are.

.B74 and A2 are the reserved cutters on the screen.

As you can see, a reserved cutter may be either the first or the second cutter.

Reserved Cutters Defined

- Individual cutters or ranges of cutters that are set aside for special purposes
- Reserved cutter range

CC1.A6-Z

PS3607.E86A61-.E86Z458

Other reserved cutters consist of a span, and the reserved cutter spans can also be used for either the first or second cutter. The reserved span in CC1 .A6-Z.

The second example, PS3607.E86A61-.E86Z458, may look a bit frightening at first. This is the way that Class Web formats reserved cutter ranges when they appear on the second cutter.

Reserved Cutters Defined

- Single cutters or ranges of cutters that are set aside for special purposes
- Reserved cutter range

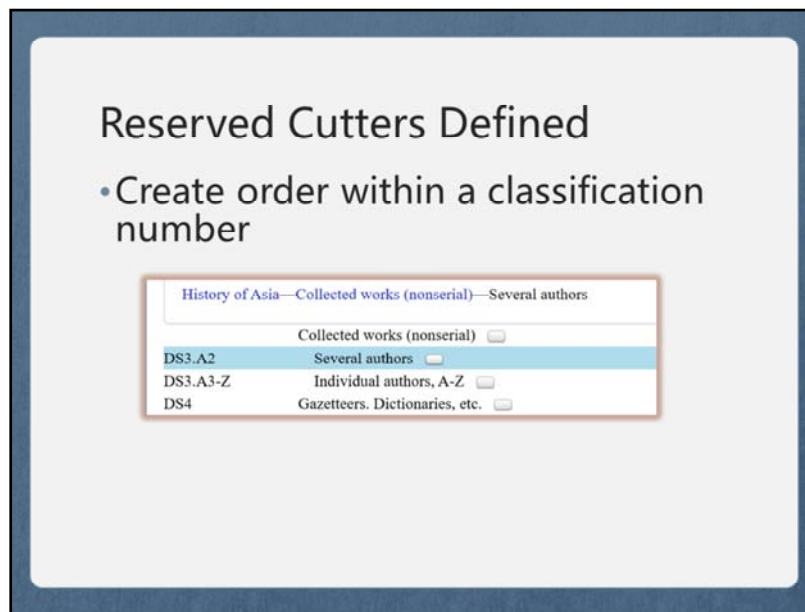
CC1.A6-Z
PS3607.E86A61-.E86Z458 

PS3607.E86 A61-Z458

It should be understood as PS3607.E86 A61-Z458. Seeing it that way shows us the situation more clearly.

The first cutter, .E86, is a reserved cutter because it is specifically written into the schedule. We have to use it exactly as presented.

The second cutter is provided as a range, and it is reserved, too.



Let's look at the schedule for an example.

DS3 is broken up into two sections with reserved cutters.

The reserved cutter .A2 is used for nonserial collected works by two or more authors.

The reserved cutter range .A3-Z is used for nonserial collected works by a single author.

In DS3.A3-Z, "Individual authors, A-Z" refers to the surname of the author, and indicates that the range .A3-Z should be used for a cutter representing the name of the author of the resource.

Reserved cutters therefore create order within a single class number. Here, the cutter .A2 means that all collections by two or more people are shelved before all collections by a single author. As we will see in a moment, each of these two groups (.A2 and .A3-Z) is further subarranged according to specific rules.

Let's start examining the rules.

Individual Reserved Cutters

- Reserved cutter is the first cutter
 - Assign the reserved cutter
 - Assign a second cutter for the main entry
 - Or follow other instructions as given
 - Complete the call number with the date of publication

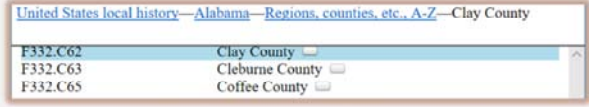
When there is an individual reserved cutter (not a range), and the reserved cutter is the first cutter, use the reserved cutter exactly as given in the schedule.

Assign a second cutter for the main entry, or follow other instructions as provided by the schedule, as we discussed in the previous module.

Individual Reserved Cutters

- Reserved cutter is the first cutter

Main entry: Hopkins, Jed
Title: A history of Clay County, Alabama
Publication date: 1970



United States local history—Alabama—Regions, counties, etc., A-Z—Clay County	
F332.C62	Clay County
F332.C63	Cleburne County
F332.C65	Coffee County

Here is our first example.

A history of Clay County, Alabama would be classified in F332.C62.

The reserved cutter is .C62, and we cannot add digits to it.

There are no special instructions and we are allowed to have up to two cutters, so we should add a second cutter to represent the main entry.

Individual Reserved Cutters

- Reserved cutter is the first cutter

Main entry: Hopkins, Jed
Title: A history of Clay County, Alabama
Publication date: 1970

Catalog:

F332.C62 H47	Heritage of Clay County
F332.C62 L36	Laney, Mildred Smith

The catalog has entries for a title main entry at H47 and a personal name main entry at L36.

Individual Reserved Cutters

- Reserved cutter is the first cutter

Main entry: Hopkins, Jed
Title: A history of Clay County, Alabama
Publication date: 1970

Catalog:

F332.C62 H47	Heritage of Clay County
F332.C62 H66	Hopkins, Jed
F332.C62 L36	Laney, Mildred Smith

The cutter for Hopkins, as determined by the Cutter Table, is .H66.

It fits nicely between .H47 and .L36.

Individual Reserved Cutters

- Reserved cutter is the first cutter

Main entry: Hopkins, Jed
Title: A history of Clay County, Alabama
Publication date: 1970

Catalog: **F332.C62 H66 1970**

F332.C62 H47	Heritage of Clay County
F332.C62 <u>H66</u>	Hopkins, Jed
F332.C62 L36	Laney, Mildred Smith

Since the work is a monograph, we add the date of publication.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Cutter	Instruction
B945.E43A-.E43Z7	Separate works, A-Z <input type="checkbox"/>
	Biography, autobiography, criticism, etc. <input type="checkbox"/>
B945.E43Z8-.E43Z99	Dictionaries, indexes, concordances, etc. <input type="checkbox"/>
B945.E44A1-.E44A19	Periodicals. Societies. Serials <input type="checkbox"/>
B945.E44A3	Autobiography, diaries, etc. By date <input type="checkbox"/>
B945.E44A4	Letters. By date <input type="checkbox"/>
B945.E44A5	Speeches. By date <input type="checkbox"/>
B945.E44A6-.E44Z	General works <input type="checkbox"/>

Sometimes both cutters are individual reserved cutters, as in this example from the classification range for Catherine Z. Elgin, an American philosopher. Let's look closely at it.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Philosophy (General)—Modern (1450/1600-)—By region or country—United States—
By period—19th and 20th centuries—Later 19th and 20th centuries, 1860-2000—
Individual philosophers, A-Z—Elgin, Catherine Z., 1948—Biography, autobiography,
criticism, etc.—Periodicals. Societies. Serials

B945.E43A-.E43Z7	Separate works, A-Z <input type="checkbox"/>
	Biography, autobiography, criticism, etc. <input type="checkbox"/>
B945.E43Z8-.E43Z99	Dictionaries, indexes, concordances, etc. <input type="checkbox"/>
B945.E44A1-.E44A19	Periodicals. Societies. Serials <input type="checkbox"/>
B945.E44A3	Autobiography, diaries, etc. By date <input type="checkbox"/>
B945.E44A4	Letters. By date <input type="checkbox"/>
B945.E44A5	Speeches. By date <input type="checkbox"/>
B945.E44A6-.E44Z	General works <input type="checkbox"/>

There are several lines that begin B945.E44, which is for resources about Elgin and her philosophy. The cutter .E44 is reserved, meaning that we have to use it as-is.

The first line that begins with B945.E44 is for periodicals, societies, and serials that are devoted to the study of Elgin. The second cutter is a reserved span, .A1-A19. We will come back to that in a few moments.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Philosophy (General)—Modern (1450/1600-)—By region or country—United States—
By period—19th and 20th centuries—Later 19th and 20th centuries, 1860-2000—
Individual philosophers, A-Z—Elgin, Catherine Z., 1948—Biography, autobiography,
criticism, etc.—Periodicals. Societies. Serials

B945.E43A-.E43Z7	Separate works, A-Z <input type="checkbox"/>
	Biography, autobiography, criticism, etc. <input type="checkbox"/>
B945.E43Z8-.E43Z99	Dictionaries, indexes, concordances, etc. <input type="checkbox"/>
B945.E44A1-.E44A19	Periodicals. Societies. Serials <input type="checkbox"/>
B945.E44A3	Autobiography, diaries, etc. By date <input type="checkbox"/>
B945.E44A4	Letters. By date <input type="checkbox"/>
B945.E44A5	Speeches. By date <input type="checkbox"/>
B945.E44A6-.E44Z	General works <input type="checkbox"/>

Autobiographies, diaries, and similar resources – such as memoirs – written by Elgin, if there are any, should be classified at B945.E44 A3. Notice that both of the cutters are reserved. The schedule is definite: any autobiography, diary, or memoir by Elgin must be classified at B945.E44 A3. The cutter .E44 must be used exactly as given, and so must the cutter A3. We cannot add any digits to A3. So what should we do?

The caption gives us instructions; it says, “By date.”

This means that we use the number as given, and add the date of publication.



Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Main entry: Elgin, Catherine Z., 1948-
Title: My life
Publication date: 2017
Call number: B945.E44 A3 2017

The call number for the autobiography published in 2017 is B945.E44 A3 2017.



Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Main entry: Elgin, Catherine Z., 1948-
Title: The diary of Catherine Z. Elgin
Publication date: 2019
Call number: B945.E44 A3 2019

Now let's say that Elgin wrote a diary, and it was published in 2019. The call number will be identical to the call number for the autobiography, except for the date. The diary's call number is B945.E44 A3 2019.



Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

B945.E44 A3 2017	My life
B945.E44 A3 2019	The diary of ...

So far, we have these two call numbers.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Philosophy (General)—Modern (1450/1600-)—By region or country—United States—By period—19th and 20th centuries—Later 19th and 20th centuries, 1860-2000—Individual philosophers, A-Z—Elgin, Catherine Z., 1948—Biography, autobiography, criticism, etc.—Periodicals. Societies. Serials	
B945.E43A-.E43Z7	Separate works, A-Z <input type="checkbox"/>
B945.E43Z8-.E43Z99	Biography, autobiography, criticism, etc. <input type="checkbox"/>
	Dictionaries, indexes, concordances, etc. <input type="checkbox"/>
B945.E44A1-.E44A19	Periodicals. Societies. Serials <input type="checkbox"/>
B945.E44A3	Autobiography, diaries, etc. By date <input type="checkbox"/>
B945.E44A4	Letters. By date <input type="checkbox"/>
B945.E44A5	Speeches. By date <input type="checkbox"/>
B945.E44A6-.E44Z	General works <input type="checkbox"/>

Now let's look at the rest of the second cutters that we have highlighted.

All of Elgin's letters will be classified in B945.E44 A4. Again, A4 is an individual reserved cutter, and we cannot add digits to it. We have to follow instructions in the schedule.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Philosophy (General)—Modern (1450/1600-)—By region or country—United States— By period—19th and 20th centuries—Later 19th and 20th centuries, 1860-2000— Individual philosophers, A-Z—Elgin, Catherine Z., 1948—Biography, autobiography, criticism, etc.—Periodicals. Societies. Serials	
B945.E43A-.E43Z7	Separate works, A-Z <input type="checkbox"/>
	Biography, autobiography, criticism, etc. <input type="checkbox"/>
B945.E43Z8-.E43Z99	Dictionaries, indexes, concordances, etc. <input type="checkbox"/>
B945.E44A1-.E44A19	Periodicals. Societies. Serials <input type="checkbox"/>
B945.E44A3	Autobiography, diaries, etc. By date <input type="checkbox"/>
B945.E44A4	Letters. By date <input type="checkbox"/>
B945.E44A5	Speeches. By date <input type="checkbox"/>
B945.E44A6-.E44Z	General works <input type="checkbox"/>

The same is true for speeches by Elgin, which are classified at B945.E44 A5. We cannot add any digits to the first or second cutter, so we have to follow instructions in the schedule.

For both A4 and A5, the instructions are, “By date.”

Individual Reserved Cutters	
<ul style="list-style-type: none">• Both cutters are reserved• Follow special instructions	
<u>Call number</u>	<u>Title</u>
B945.E44 A3 2017	My life
B945.E44 A3 2019	The diary of ...
B945.E44 A4 2019	Letters, 1990-2000
B945.E44 A5 2015	Speeches, 1997-2010
B945.E44 A5 2018	Speeches, 2011-2017

Say that in addition to the two autobiographical resources that we have already discussed, she also published one collection of letters and two collections of speeches. The call numbers in the catalog would look like those you see on the screen.

Individual Reserved Cutters	
<ul style="list-style-type: none">• Both cutters are reserved• Follow special instructions	
<u>Call number</u>	<u>Title</u>
B945.E44 A3 2017	My life
B945.E44 A3 2019	The diary of ...
B945.E44 A4 2019	Letters, 1990-2000
B945.E44 A5 2015	Speeches, 1997-2010
B945.E44 A5 2018	Speeches, 2011-2017

We want to clarify one more point: unless the schedule provides specific information to the contrary, the instruction “by date” means publication date.

The date in the call number does not match the date of coverage of the resource, even if the date of coverage appears in the title. The collection of speeches that were delivered between 1997 and 2010 was published in 2015, and 2015 is the date used in the call number.

Individual Reserved Cutters

- Both cutters are reserved
- Follow special instructions

Philosophy (General)—Modern (1450/1600-)—By region or country—United States—	
By period—19th and 20th centuries—Later 19th and 20th centuries, 1860-2000—	
Individual philosophers, A-Z—Elgin, Catherine Z., 1948—Biography, autobiography, criticism, etc.—Periodicals. Societies. Serials	
B945.E43A-.E43Z7	Separate works, A-Z
B945.E43Z8-.E43Z99	Biography, autobiography, criticism, etc.
B945.E44A1-.E44A19	Dictionaries, indexes, concordances, etc.
B945.E44A3	Periodicals. Societies. Serials
B945.E44A4	Autobiography, diaries, etc. By date
B945.E44A5	Letters. By date
B945.E44A6-.E44Z	Speeches. By date
	General works

Let's take one more look at the schedule before we move on to ranges of reserved cutters.

The second cutters A1-19, A3, A4, A5, and A6-Z are reserved, so it is impossible to have a second cutter of A2, or A24, or A29876, or any other cutter that begins A2. Likewise, digits cannot be appended to A3, A4, or A5, so A356, A4874, and A52 are also invalid.

Whenever you see an individual reserved cutter -- meaning that an individual cutter is specifically printed in the schedule -- you cannot ever append digits to it. If it is the first cutter, you should add a second cutter unless there are special instructions. However, if the individual reserved cutter is the *second* cutter you *cannot* append digits or another cutter and you *must* follow the special instructions.

Now let's talk about ranges of reserved cutters.

Ranges of Reserved Cutters

- Cutter assigned to resource must fit into the designated span
 - Cutters may be of any length
- Resources are arranged in the standard filing order
 - Letter used in the cutter may not match the first letter of the main entry
 - Cutters may not match the number that would be created using the Cutter Table

Whereas an individual reserved cutter must be used as it is printed, ranges of reserved cutters can provide more flexibility. An assigned cutter may be of any length, as long as it fits within the designated span.

Resources are filed according to the standard shelf order and filing rules, but it is important to be aware that the letter used in the cutter may not match the first letter of the main entry of the resource. Even when it does match, it is entirely possible that the digits assigned are completely different from those that would be assigned if the Cutter Table were being used.

Ranges of Reserved Cutters

- Follow special instructions
- Meaning of the cutter
- Further subarrangement

BM674.6.A5-Z	By editor
PQ4582.S5A5-.S5Z3	Minor works. By title, A-Z Subarranged by translator alphabetically

As always, it is important to follow special instructions, which include instructions about the entity on which the cutter should be based, and also instructions for further subarrangement.

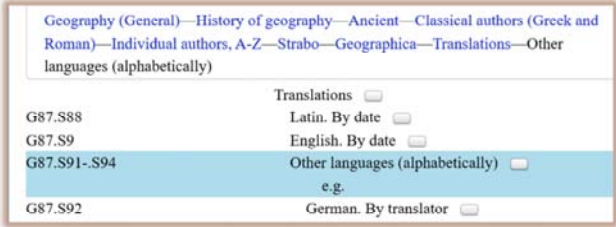
In BM674.6.A5-Z, for example, the cutter should reflect the editor of the resource instead of the main entry.

In PQ4582.S5 A5-Z3, the first cutter is an individual reserved cutter and must always be assigned as .S5. The schedule says that this number is arranged “By title, A-Z,” which means alphabetically by title.

Then, again according to the schedule, further subarrangement is made by translator. As we know from the previous module, we can only have two cutters, and both cutters are already assigned. Therefore, we should append digits representing the translator onto the second cutter.

Ranges of Reserved Cutters

- Follow special instructions
 - Meaning of the cutter
 - Further subarrangement



The screenshot shows a hierarchical classification path: Geography (General)—History of geography—Ancient—Classical authors (Greek and Roman)—Individual authors, A-Z—Strabo—Geographica—Translations—Other languages (alphabetically). Below this, a table lists reserved cutters for translations. The range G87.S91-.S94 is highlighted in blue, indicating it is reserved for other languages arranged alphabetically. Other cutters include G87.S88, G87.S9, G87.S92, and G87.S94, each with a corresponding language and arrangement instruction.

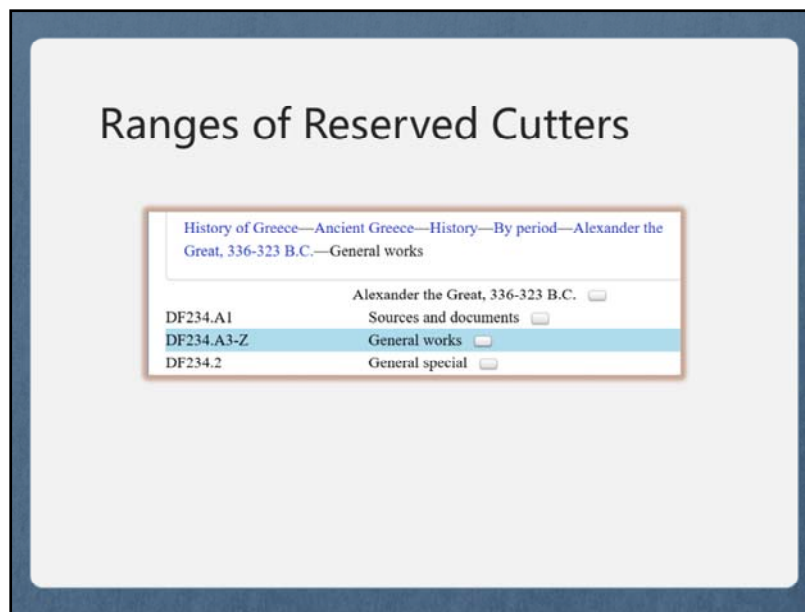
Cutter	Language	Arrangement
G87.S88	Latin	By date
G87.S9	English	By date
G87.S91-.S94	Other languages	(alphabetically)
G87.S92	German	By translator

The range G87.S91-.S94 is reserved for translations of Strabo's *Geographica* into any language but Latin and English (which have their own reserved cutters).

The cutter in this case reflects the language of the translation, and the languages of translation are arranged alphabetically. As we can see, German is at .S92; Spanish would have to be assigned a cutter between .S92 and .S94. The cutter would be chosen based on the entries already in the catalog.

There are also further instructions, which we can see in the caption for German: By translator. The range of reserved cutters is the first cutter, so we add another cutter for the translator.

We will return to Strabo later in this module. For now, let's look at a more typical example.



DF234.A3-Z represents one of the most common situations: a range that excludes a small portion of the possible “A” cutters.

Here, every single cutter assigned to a general work about Alexander the Great must fit between .A3 and Z. By the way, whenever a “Z” without any digits ends a range of reserved cutters, it means that you can assign any cutter that begins with a Z. You could assign Z9999, if necessary. The possibilities for “Z” are infinite.

The caption does not include any special instructions about the meaning of the cutter, so the default rule applies: the cutter represents the main entry. Only one cutter is assigned.

Let’s take a look at some examples.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A44 1990	Alexander the Great, conqueror of the world	1990

The catalog already has one resource with an “A” cutter, and its main entry is the title, *Alexander the Great, conqueror of the world*. The cutter is .A44.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A33 1973	Abbott, Marlin	1973
DF234.A44 1990	Alexander the Great, conqueror of the world	1990

Now we are cataloging a resource with the main entry Abbott. If we were to use the Cutter Table, Abbott would have the cutter .A23. We cannot assign .A23, however, because we have to fit Abbott into the range .A3-Z. Although Abbott is toward the beginning of the alphabet, we should not assign .A3, because it does not leave any space for authors who need to be filed alphabetically before him, as unlikely as that may be.

.A33 might be a good cutter. It leaves a little bit of space, but not too much, before it. It also leaves sufficient space between Abbott and Alexander, which has the cutter .A44.

.A34 would also be good for Abbott; there is no perfect answer. Just use your judgment and consider how much space you might need before and after the cutter you create.

The call number is completed with a publication date.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A33 1973	Abbott, Marlin	1973
DF234.A44 1990	Alexander the Great, conqueror of the world	1990
DF234.B37 2002	Bartholemew, Jason	2002

Next we catalog a resource with the main entry for Jason Bartholemew. The reserved cutter range specifies that the space for the “A”s is smaller than normal, but resources cuttered for every other letter of the alphabet can be cuttered as usual.

The catalog does not include any “B” cutters yet, so we can use the Cutter Table and assign .B37 to Bartholemew. As always for monographs, the call number is completed with the publication date.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A33 1973	Abbott, Marlin	1973
DF234.A44 1990	Alexander the Great, conqueror of the world	1990
DF234.B36 1987	Barrow, Monica	1987
DF234.B37 2002	Bartholemew, Jason	2002

Here is a resource with the main entry of Monica Barrow. As we discussed in Module 7.2, the cutter for that resource has to be created relative to the resources around it alphabetically.

Since Barrow's resource has to fit before Bartholemew, we will assign .B36. We could also assign .B365 or something similar in order to save space, if we think there will be a lot of resources in this particular classification number.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A	Aa, Pietr H. (Pietr Hans)	2009
DF234.A33 1973	Abbott, Marlin	1973
DF234.A44 1990	Alexander the Great, conqueror of the world	1990
DF234.B36 1987	Barrow, Monica	1987
DF234.B37 2002	Bartholemew, Jason	2002

Now we receive a resource about Alexander the Great, written by Pietr H. Aa. How should we cutter it? It has to fit between .A3, the beginning of the reserved range, and .A33, which we assigned to Abbott.

It is unlikely in the extreme that we will classify any resources in DF234.A3-Z that have to fit before Pietr Aa. We should always expect the impossible, though, so we do need to leave space.

Ranges of Reserved Cutters		
From the schedule:		
DF234.A3-Z General works		
Call number	Main entry	Date
DF234.A325 2009	Aa, Pietr H. (Pietr Hans)	2009
DF234.A33 1973	Abbott, Marlin	1973
DF234.A44 1990	Alexander the Great, conqueror of the world	1990
DF234.B36 1987	Barrow, Monica	1987
DF234.B37 2002	Bartholemew, Jason	2002

We have chosen to assign .A325. We would not want to assign .A32, because a resource by Christiaan Aa, for example would then have to be assigned .A31, and we always want to avoid the digit 1 where we can.

.A325 allows a small amount of space between Pietr Aa and Marlin Abbott, while also leaving space before Pietr.

Ranges of Reserved Cutters	
English literature—19th century, 1770/1800-1890/1900—Individual authors —Yeats, William Butler—Biography, criticism, etc.—Letters to and from particular individuals. By correspondent (alphabetically)	
PR5906.A1-.A19	Biography, criticism, etc. <input type="checkbox"/>
PR5906.A2-.A3	Periodicals. Societies. Serials <input type="checkbox"/>
PR5906.A31-.A39	Dictionaries, indexes, etc. <input type="checkbox"/>
PR5906.A4	Autobiography, journals, memoirs. By title <input type="checkbox"/>
PR5906.A41-.A49	Letters (Collections). By date <input type="checkbox"/>
	Letters to and from particular individuals. By correspondent (alphabetically) <input type="checkbox"/>
PR5906.A5-Z	General works <input type="checkbox"/>

Sometimes the letter indicated by the reserved cutter range does not match the letter of the entity for which we are cutting.

This is an example from the portion of the schedule for William Butler Yeats, a British poet. The excerpt includes several reserved ranges, as well as one individual reserved cutter.

We would like to focus your attention on the reserved range PR5906.A41-.A49, which is used for correspondence between Yeats and particular individuals. Notice that the instruction says that the cutters are based on the names of the correspondents, and the correspondents are to be filed alphabetically.

All of the cutters have to be between .A41 and .A49, but it is quite possible that none of the correspondents' names will actually begin with the letter A.

Ranges of Reserved Cutters		
From the schedule:		
PR5906.A41-.A49	Letters to and from particular individuals. By correspondent (alphabetically)	
Call number	Correspondent	Date
PR5906.A46 1983	Quinn, John	1983

A collection of the correspondence between Yeats and John Quinn is already in the catalog, under the cutter .A46. Why choose that cutter? Well, Quinn is about halfway through the alphabet. The reserved range provided is .A41-.A49, and .A46 is about halfway between the two.

The call number is completed by appending the publication date of the resource – not the date of the correspondence!

By the way, John Quinn is the only actual correspondent of Yeats in this example. All of the others are hypothetical.

<h2>Ranges of Reserved Cutters</h2>		
From the schedule:		
PR5906.A41-.A49 Letters to and from particular individuals. By correspondent (alphabetically)		
Call number	Correspondent	Date
PR5906.A42 1989	Brown, Jamison	1989
PR5906.A46 1983	Quinn, John	1983

Now we receive a collection of correspondence between Yeats and Jamison Brown. Brown is at the very beginning of the alphabet, so we have to choose a cutter toward the beginning of the range. .A42 works well. It leaves a bit of space for any As or Bs that have to file before Brown. Those people would have to have three-digit cutters because we absolutely never want to end a cutter with the digit 1.

Why not use .A43? Well, we certainly could, to avoid the possibility of using the digit “1” altogether. However, this range specifically permits us to use a “1,” so it is more acceptable to use it here than in most other places.

<h2>Ranges of Reserved Cutters</h2>		
From the schedule:		
PR5906.A41-.A49	Letters to and from particular individuals. By correspondent (alphabetically)	
Call number	Correspondent	Date
PR5906.A42 1989	Brown, Jamison	1989
PR5906.A45 1997	Mayfeather, Andrew	1997
PR5906.A46 1983	Quinn, John	1983

The next collection of correspondence received is by Mayfeather.

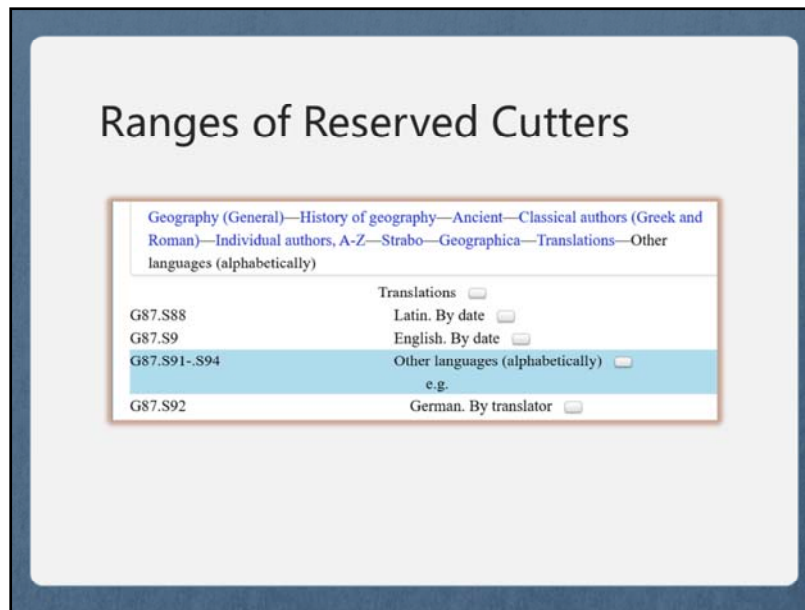
This collection needs to fit between Brown at .A42 and Quinn at .A46.

M is quite close to Q in the alphabet, so let's keep it simple and assign the cutter .A45.

Ranges of Reserved Cutters		
From the schedule:		
PR5906.A41-.A49 Letters to and from particular individuals. By correspondent (alphabetically)		
Call number	Correspondent	Date
PR5906.A42 1989	Brown, Jamison	1989
PR5906.A45 1997	Mayfeather, Andrew	1997
PR5906.A46 1983	Quinn, John	1983
PR5906.A485 2016	Wilke, Reginald	2016

Finally, we receive a collection of correspondence between Yeats and Reginald Wilke. Wilke is very close to the end of the alphabet, but we should not assign .A49 because we want to leave space for anyone who may have to be filed after him.

By assigning .A485, we leave a lot of space after Quinn at .A46, but also leave a bit of space after Wilke, in case we should need it later.



We said that we would come back to Strabo.

As we said earlier, the range G87.S91-.S94 is reserved for translations of Strabo's *Geographica* into any language but Latin and English (which have their own reserved cutters, as you can see on the screen).

We have a very small span for translations, and the tricky – but not difficult – part of this instruction is to determine what cutters have already been assigned to which languages.

Ranges of Reserved Cutters

From the schedule:

G87.S91-.S94 Other languages (alphabetically)

G87.S92 German. By translator

Call number	Language	Translator	Date
G87.S925 C66 2008	Italian	Conti	2008

We know from the schedule that German has the reserved cutter .S92. The catalog also includes an Italian translation that has been cuttered at .S925.

The second cutter, C66, was made on the basis of the instruction that appears in the caption for German, which is to further subarrange by translator.

.S925 was chosen because Italian is very close to German alphabetically, and the cataloger wanted to reflect that proximity in the cutter number.

Ranges of Reserved Cutters

From the schedule:

G87.S91-.S94 Other languages (alphabetically)

G87.S92 German. By translator

Call number	Language	Translator	Date
G87.S924 R33 2018	Hebrew	Rabinowicz	2018
G87.S925 C66 2008	Italian	Conti	2008

Now we receive a Hebrew translation. We can choose .S924 as the cutter for Hebrew, because doing so will allow it to fit between German at .S92 and Italian at .S925. We could have as easily chosen another cutter, as long as the cutter allows Hebrew to file between German and Italian.

As before, the second cutter is based on the name of the translator, as instructed, and the date is appended since this is a monograph.

Ranges of Reserved Cutters

From the schedule:

G87.S91-.S94 Other languages (alphabetically)

G87.S92 German. By translator

Call number	Language	Translator	Date
G87.S918 L36 1981	French	Lavaliere	1981
G87.S924 R33 2018	Hebrew	Rabinowicz	2018
G87.S925 C66 2008	Italian	Conti	2008

Next, we have to fit a French translation into the catalog. We have to place it before German at .S92, but cannot go any lower than .S91.

As we have said several times, we want to leave space. Let's assign .S918. That leaves plenty of space for languages that begin with an A, B, C, D, or E, and also leaves a bit of room for languages that need to file between French and German.

Ranges of Reserved Cutters			
From the schedule:			
G87.S91-.S94 Other languages (alphabetically)			
G87.S92 German. By translator			
Call number	Language	Translator	Date
G87.S918 L36 1981	French	Lavaliere	1981
G87.S924 R33 2018	Hebrew	Rabinowicz	2018
G87.S925 C66 2008	Italian	Conti	2008
G87.S925 R53 2019	Italian	Ricci	2019

Finally, we receive another Italian translation. Italian has already been assigned the cutter .S925, so we must use it again for this new translation.

The call numbers will be different, though, because the second cutter is based on the name of the translator, and because the date of publication is appended.

