

Purpose of Tables

- To allow for subarrangement of similar topics without the need to print the same information repeatedly
 - Historically, reduced the size of the printed volumes
 - Reduces maintenance
- Used when the same subarrangement is used multiple times within one or more schedules

This module introduces tables as they are used in LC classification. First we will explain the purpose of tables, then we will explain where tables can be found and when they should be used. Finally, we will briefly describe the various types of tables that are found in LC classification.

Let's get started.

Tables are an economical way to allow for the subarrangement of similar topics. Instead of printing the same subarrangement over and over throughout one or more schedules, the subarrangement is printed once in the table. Historically, this practice has reduced the size of the printed volumes of LC classification.

When LC stopped publishing printed volumes of schedules and tables in 2013, the volumes filled a shelf or two. If tables had not been used – if every possible number were printed, in other words – the schedules would probably have filled an average sized classroom from floor to ceiling.

Since all of the schedules and tables are available online now, the size of printed volumes is not an issue. However, tables still serve a vital function, which is to reduce the time it takes to maintain LC classification. Pointing once to an already established table is much less time-consuming than keying every possible class number into the schedules. Some tables are only two lines long, while others consist of hundreds of lines, representing hundreds of classification numbers.

Finding and Using Tables

- In the schedules themselves
 - Sometimes called internal tables
 - Always use it to subarrange resources in the classification number in which it appears

The screenshot shows a portion of a Library of Congress Classification schedule. At the top, a caption reads: "History (General)—World War II (1939-1945)—Museums, exhibitions, etc.—By region or country, A-Z". Below this, there are two main entries: "D733.A1" and "D733.A2-Z". Under "D733.A1", the text "Museums, exhibitions, etc." is followed by a small icon. Under "D733.A2-Z", the text "By region or country, A-Z" is followed by a small icon. Below "D733.A2-Z", the text "Under each country:" is followed by a small icon. Under "Under each country:", there are two lines: ".x General works" and ".x2A-.x2ZSpecial, by city, A-Z". Below these lines, the text "e.g." is followed by a small icon. At the bottom, the text "Denmark" is followed by a small icon.

History (General)—World War II (1939-1945)—Museums, exhibitions, etc.—By region or country, A-Z
D733.A1
D733.A2-Z
Under each country:
.x General works
.x2A-.x2ZSpecial, by city, A-Z
e.g.
Denmark

Tables can be found in three places within LC classification.

Some tables are printed in the schedules themselves, in the numbers with which they are to be used. They are sometimes referred to as internal tables.

The table at D733.A2-Z is a good example. The number is used for museums and exhibitions about World War II, arranged by place. You can see the caption, “**By region or country, A-Z.**” The next line is “**Under each country.**” Then the table itself begins. It consists of two lines, one for general works and another for special cities.

Whenever you see an internal table, you should use it.

Finding and Using Tables

- Through a hyperlink in the schedules
 - Sometimes called external tables
 - Use them whenever the hyperlink appears



Medicine (General)—Medical education. Medical schools—By region or country—Europe—Greece

R787	Greece Table R1	
R789	Netherlands Table R1	
R791	Italy Table R1	
R793	Norway Table R1	
R795	Portugal Table R1	

Other tables are accessible through hyperlinks provided in Classification Web, and those are sometimes referred to as external tables. The hyperlinks appear only with numbers that are subarranged with a table. If you see a hyperlink for a table, you should use it.

Every classification number on the slide is for medical education in a particular country and is subarranged by Table R1.

Finding and Using Tables

- Through a hyperlink in the schedules
 - Sometimes called external tables
 - Use them whenever the hyperlink appears

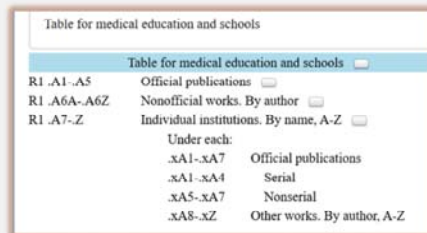


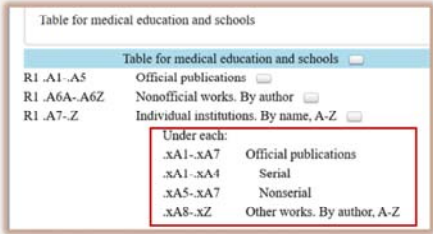
Table for medical education and schools

Table for medical education and schools	
R1 .A1-.A5	Official publications
R1 .A6A-.A6Z	Nonofficial works. By author
R1 .A7-.Z	Individual institutions. By name, A-Z
Under each:	
.xA1-.xA7	Official publications
.xA1-.xA4	Serial
.xA5-.xA7	Nonserial
.xA8-.xZ	Other works. By author, A-Z

This is Table R1. As you can see, it is the table for medical education and schools. It provides subarrangement for official and nonofficial publications about medical education in a place in general, as well as cutters for individual institutions in that place. In this case, the external table – Table R1 – includes an internal table, too!

Finding and Using Tables

- Through a hyperlink in the schedules
- Sometimes called external tables
- Use them whenever the hyperlink appears



The screenshot shows a web interface for the Library of Congress Classification. At the top, there is a search bar with the text "Table for medical education and schools". Below this, there is a table with the following structure:

Table for medical education and schools	
R1 .A1-.A5	Official publications
R1 .A6A-.A6Z	Nonofficial works. By author
R1 .A7-.Z	Individual institutions. By name, A-Z

Under each:

.xA1-.xA7	Official publications
.xA1-.xA4	Serial
.xA5-.xA7	Nonserial
.xA8-.xZ	Other works. By author, A-Z

It appears in the “**Individual institutions**” caption under the line “**Under each.**”

Finding and Using Tables

- Through a hyperlink in the schedules
- Sometimes called external tables
- Use them whenever the hyperlink appears

Table for medical education and schools	
R1	A1-.A5
R1	A6A-.A6Z
R1	A7-.Z
Under each:	
.xA1-.xA7	Official publications
.xA1-.xA4	Serial
.xA5-.xA7	Nonserial
.xA8-.xZ	Other works. By author, A-Z

The table number, R1, appears on each line of the table, prior to the subarrangement instructions. It should be ignored when you are making a classification number. We will talk more about that in the next modules.

Finding and Using Tables

- Through a hyperlink in the schedules
- Classification Web
 - Enhanced and hierarchical browsers: incorporates some tables into the schedules



The screenshot shows a web interface with a title bar that reads "Medicine (General)—Medical education. Medical schools—By region or country". Below the title bar is a table with four rows. The first row is highlighted with a red border. Each row contains a classification number, a country name followed by "Table R1", and a small icon.


R791	Italy Table R1	
R793	Norway Table R1	
R795	Portugal Table R1	
R795.6	Romania Table R1	

The enhanced and hierarchical browsers in Classification Web can incorporate some external tables into the schedules themselves. This creates a seamless display and is a timesaver for catalogers. It also helps with accuracy.

We will click on Italy, which is classed in R791.

Finding and Using Tables

- Through a hyperlink in the schedules
- Classification Web
 - Enhanced and hierarchical browsers: incorporates some tables into the schedules



The screenshot shows a web interface for the Library of Congress Classification. At the top, there is a breadcrumb trail: "Medicine (General)—Medical education. Medical schools—By region or country—Europe—Italy—Official publications". Below this, a table is displayed with three main rows: "R791.A1-.A5", "R791.A6A-.A6Z", and "R791.A7-Z". The first row is highlighted in blue and labeled "Official publications". The second row is labeled "Nonofficial works. By author". The third row is labeled "Individual institutions. By name, A-Z". Under the third row, there is a section titled "Under each:" followed by a list of sub-rows: ".xA1-.xA7", ".xA1-.xA4", ".xA5-.xA7", and ".xA8-.xZ". To the right of these sub-rows, there are labels: "Official publications", "Serial", "Nonserial", and "Other works. By author, A-Z". At the bottom left, there is a link "R793" and a link "Norway Table R1".

The browser has incorporated the table into the schedule. Instead of R1, each line begins with the class number, which looks as if it was printed in the schedule itself.

On occasion, the browser cannot incorporate the table into the schedule. In that case, it simply displays the table.

Finding and Using Tables

- Through a hyperlink in the schedules
- Classification Web
 - Standard browser: clicking the hyperlink displays the table

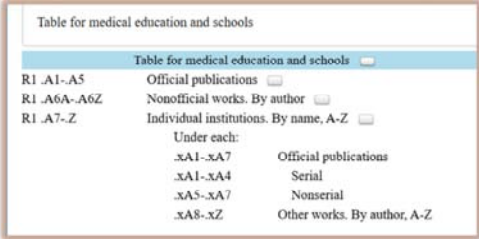


Table for medical education and schools	
R1 .A1-.A5	Official publications <input type="checkbox"/>
R1 .A6A-.A6Z	Nonofficial works. By author <input type="checkbox"/>
R1 .A7-.Z	Individual institutions. By name, A-Z <input type="checkbox"/>
Under each:	
.xA1-.xA7	Official publications
.xA1-.xA4	Serial
.xA5-.xA7	Nonserial
.xA8-.xZ	Other works. By author, A-Z

The standard browser never incorporates the tables into the schedule. Therefore, clicking on the hyperlink displays the table itself.

There will be times in this unit when we request that you do the exercises with the standard browser. Doing so will ensure that you understand how tables work.

Finding and Using Tables

- Through a hyperlink in the schedules
- Table numbers are alphanumeric
 - The schedule or schedules with which the table is used
 - A sequential Arabic numeral
 - Based on location in print volumes

Like LCC itself, the numbering system for tables is alphanumeric. The alphabetic portion indicates the schedule or schedules in which the table is used, and the numeral is simply a sequential number and used only for identification purposes.

Therefore, Table R1 is used in the R schedule. Table BM3 is used with the schedule for Judaism, BM.

Some tables are named for several schedules. For example, P-PZ40 is one of the most heavily used tables in all of LCC. It is used to subarrange literary authors – that is, authors who write fiction, drama, and poetry – in any language. It has the alphabetic portion P-PZ because it is used in almost every subclass in the P schedule, including PA, PB, PQ, PS, PT, and others.

Finding and Using Tables

- Through a hyperlink in the schedules

Use an external table only when you are specifically instructed to do so by the presence of a hyperlink!

We just said that Table R1 is used in the R schedule, for example, and Table P-PZ40 is used in all of the literature schedules. We need to be clear: these tables are used in those schedules. That is true.

However, you cannot use tables with any and every classification number in the schedules. Most classification numbers are *not* subarranged by tables. You should *never* use an external table unless you are specifically instructed to do so by a hyperlink.

There are many dozens of external tables in LCC, but you cannot use them wherever you want. Use them only when the schedule tells you to do so!

Finding and Using Tables

- In the *Classification and Shelflisting Manual* (CSM)
 - Called the tables of general application
 - Used throughout the schedules
 - The schedules do not indicate when they are to be applied

The third place to find tables is in the *CSM*. These tables are called “tables of general application” because they are used throughout the schedules, as appropriate.

Unlike the internal and external tables, the schedules give no indication that a table of general application is to be used. Instead, the instructions are found in the *CSM* itself.

The fact that the tables and the instructions on their use are in the *CSM* is the only difference between tables of general application and any other table.

Finding and Using Tables

- In the *Classification and Shelflisting Manual* (CSM)

G 63	Cutter Table
G 300	Regions and Countries Table
G 302	U.S. States and Canadian Provinces

The Cutter Table in G 63 can be considered a table of general application, since it appears in the *CSM* and not in the schedules. We have already discussed its use.

And the Regions and Countries Table in *CSM* G 300 and the U.S. States and Canadian Provinces Table in G 302 are also tables of general application. We will discuss the use of these tables in Unit 9.

Finding and Using Tables

- In the *Classification and Shelflisting Manual* (CSM)

G 150 Translations/Texts in Parallel
Languages

G 240 Societies

G 320 Biographies

*Also appears in F 275, Biographies

G 330 Artists

The four other tables of general application are the tables for translations, societies, biographies, and artists. We will discuss special aspects of the translation and biography tables in Units 10 and 11, respectively.

Finding and Using Tables

- In the *Classification and Shelflisting Manual (CSM)*
 - Read the instruction sheet
 - Defines terminology
 - Discusses conditions under which the should be used
 - Types of resources
 - Types of class numbers
 - Explains how to apply the table


It is important to remember that everything you need to know about when and how to use a table of general application is in the *CSM* instruction sheet that contains the table. We cannot stress it enough: read the instruction sheet!

The instruction sheet defines the terminology. For example, G 150, Translations/Texts in Parallel Languages, defines translation, and also explains what is meant by the phrase “texts in parallel languages.” G 320, Biography, defines biography, collective biography, general class number, and biography number.

The instruction sheets provide instructions on when *not* to use the table, when *to* use it, and *how* to use it.

Types of Tables

- Tables that build whole or decimal numbers



The screenshot shows a table with two columns: the first column contains classification numbers and the second column contains table names. The table is titled "Numismatics—Tokens—By region or country—Europe—Spain". The first row is highlighted in blue and shows "CJ5146-5150" and "Spain Table C12". The second row shows "CJ5151-5155" and "Portugal Table C12". The third row shows "CJ5156-5160" and "Switzerland Table C12". The fourth row shows "Balkan States" and is empty.

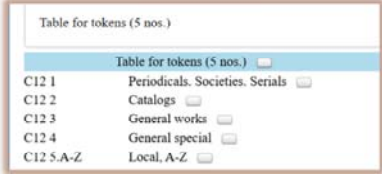
Numismatics—Tokens—By region or country—Europe—Spain	
CJ5146-5150	Spain Table C12
CJ5151-5155	Portugal Table C12
CJ5156-5160	Switzerland Table C12
	Balkan States

Now that we have outlined the purpose of tables, how to find them, and when to use them, we would like to briefly show you the two types of tables. The first type of table is used to build whole or decimal numbers.

As you can see, Spanish tokens as a topic in numismatics has a range of numbers: CJ5146-5150. The range is subarranged with Table C12.

Types of Tables

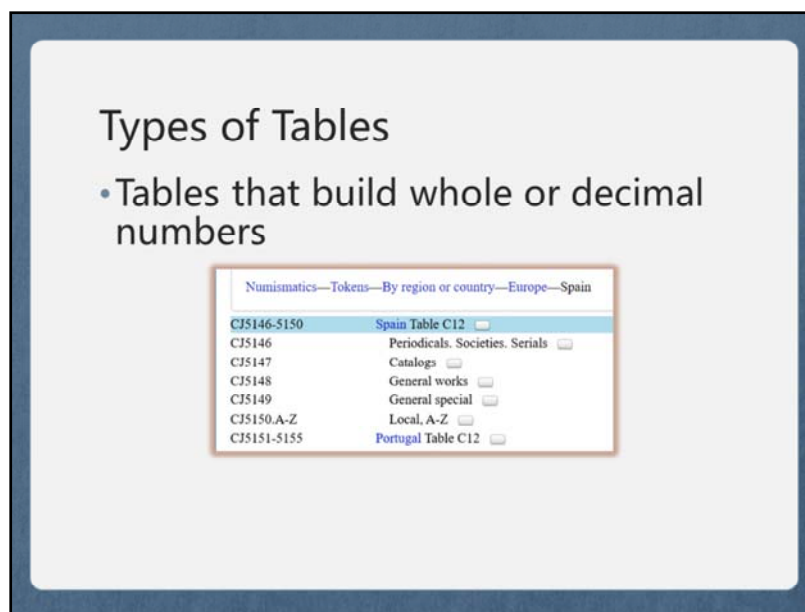
- Tables that build whole or decimal numbers



The screenshot shows a window titled "Table for tokens (5 nos.)". It contains a table with two columns: the first column lists classification numbers (C12 1, C12 2, C12 3, C12 4, C12 5.A-Z) and the second column lists their corresponding meanings (Periodicals, Societies, Serials; Catalogs; General works; General special; Local, A-Z). Each entry in the second column has a small icon to its right.

Table for tokens (5 nos.)	
C12 1	Periodicals, Societies, Serials
C12 2	Catalogs
C12 3	General works
C12 4	General special
C12 5.A-Z	Local, A-Z

In other words, Table C12 provides the meaning for each of those numbers. The first number in the range is for periodicals, the second is for catalogs, the third is for general works, and so on.

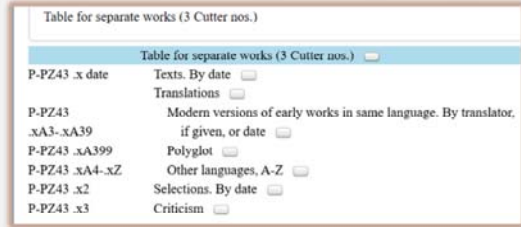


This is the display generated by the enhanced browser. It incorporates the table into the schedule. The first number, periodicals, is CJ5146, the second number, for catalogs, is CJ5147, and so forth.

We will provide detailed instructions on using these tables in the next module.

Types of Tables

- Tables that subarrange already-assigned cutter numbers
- “The .x tables”



The screenshot shows a window titled "Table for separate works (3 Cutter nos.)". It contains a list of classification numbers on the left and their corresponding subarrangement options on the right. The options are: Texts. By date, Translations, Modern versions of early works in same language. By translator, if given, or date, Polyglot, Other languages, A-Z, Selections. By date, and Criticism. Each option has a small square icon next to it.

Classification Number	Subarrangement Option
P-PZ43 .x date	Texts. By date
P-PZ43	Translations
.xA3-.xA39	Modern versions of early works in same language. By translator, if given, or date
P-PZ43 .xA399	Polyglot
P-PZ43 .xA4-.xZ	Other languages, A-Z
P-PZ43 .x2	Selections. By date
P-PZ43 .x3	Criticism

We will call the second type of table “.x tables.” They subarrange cutter numbers that you have assigned.

Table P-PZ43 is an example of an “.x table” and appears on your screen.

The high-level explanation is that you determine the classification number and cutter to assign to the resource, and then refer to the appropriate table when instructed. The table provides additional digits to add to the cutter and/or specifies what the second cutter should be.

We will explain this process in great detail later in this unit.

