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# Library of Congress Classification

Module 8.4

The .x Tables

Part 2: Cataloger-Supplied Single Cutter

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Policy, Training, and Cooperative Programs Division  
Library of Congress  
September 2019

## Introduction

- Individual cutter printed in the schedules
  - Assign the cutter as given
  - Complete the call number by following the instructions in the table

J87.N9 North Dakota TABLE J1

In the previous module, we explained how to apply an .x table when the cutter or span of cutters is printed in the schedules.

When the schedule provides an individual cutter, such as .N9 in the example on your screen, we are to assign the cutter as given, and then add additional elements to complete the call number. Those elements are typically another cutter and a date, but it may vary.

## Introduction

- Individual cutter supplied by the cataloger
  - What entity does the cutter represent?
  - Has the entity already been assigned a cutter in that class number?
    - If yes, use it
    - If no, assign a cutter

In this module, we will demonstrate how to use .x tables when an individual cutter is supplied by the cataloger before the table is applied. In other words, the cutter is not printed in the schedule. You have to assign it yourself.

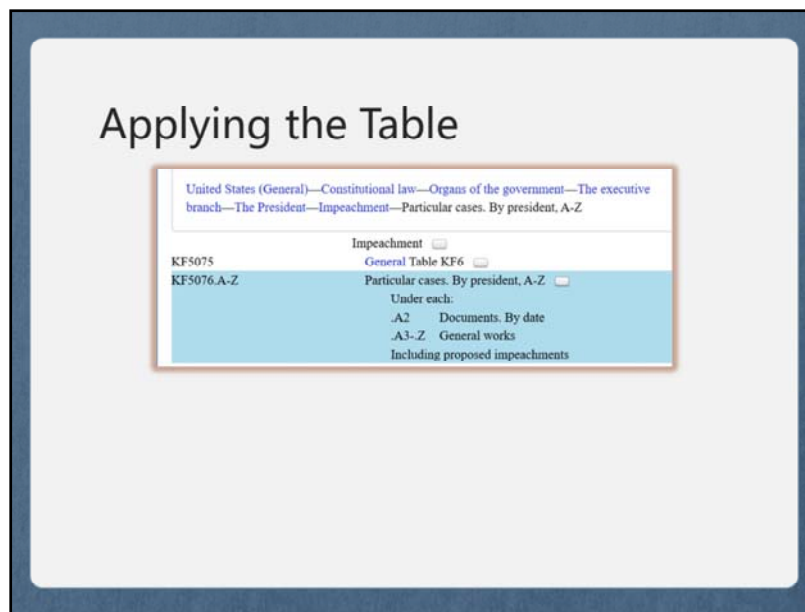
There are two questions that you need to ask before you can begin to apply the table. First, what entity does the cutter represent? It may be a place, a person, a title, or something else. Second, has the entity that the cutter represents already been assigned a cutter in that particular class number? If it has, we use it. If it has not, we need to create a cutter that allows the entity to be filed alphabetically relative to the other entries that are already in the classification number.

## Introduction

### Essential rule

A cutter used to represent an entity in a classification number must be assigned to every resource about that entity in that classification number

It is essential to remember that once a cutter has been used to represent a place, topic, etc., it must continue to be used for everything about that place, topic, etc., in that class number. There are no exceptions.



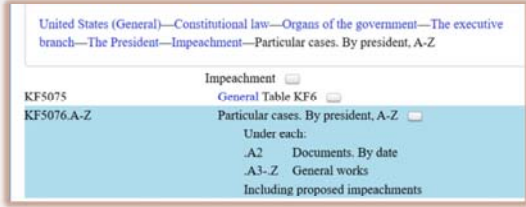
We will begin with a simple situation.

As you can see, KF5076.A-Z is subarranged using an internal table – a table that is printed in the schedule itself. It consists of two lines, .A2 and .A3-Z.

But before we examine the table too closely, let's ask our first question: What entity does the cutter in KF5076.A-Z represent?

The caption for that number is "**Particular cases. By president, A-Z.**" Look at the hierarchy pane. As you can see, this number refers to constitutional law as it relates to impeachment of presidents of the United States. Therefore, "Particular cases. By president, A-Z" refers to the name of the president. The range A-Z represents an individual president's surname.

## Applying the Table



The screenshot shows a hierarchical classification table for 'Impeachment'. The top level is 'Impeachment' with a dropdown arrow. Below it, 'General Table KF6' is listed with a dropdown arrow. Under 'General Table KF6', 'Particular cases. By president, A-Z' is listed with a dropdown arrow. Below this, 'Under each:' is listed, followed by '.A2 Documents. By date' and '.A3-Z General works'. At the bottom, 'Including proposed impeachments' is listed.

*Main entry:* Smith, Dominik  
*Title:* The legal basis for the impeachment of Clinton  
*Subject:* Clinton, Bill, 1946- --Impeachment.  
*Publication date:* 2017

Let's say that we are cataloging a resource entitled *The Legal Basis for the Impeachment of Clinton* by Dominik Smith. The cutter refers to Clinton, so we have to search the catalog to determine what cutter, if any, has already been assigned to Clinton in this class number.

### Applying the Table

Call number	Title
KF5076.C57 A2 1998a	Impeachment of William Jefferson Clinton, president of the United States ...
KF5076.C57 A2 1998c	Impeachment inquiry : William Jefferson Clinton ...
KF5076.C57 A2 2000	Proceedings of the United States Senate in the impeachment trial of President William Jefferson Clinton ...
KF5076.C57 B35 2001	Breach : inside the impeachment and trial of William Jefferson Clinton

This is a sample of call numbers assigned to resources in LC's catalog.

All of the resources in this chart are about Bill Clinton's impeachment, and as you can see, all of them have the same first cutter: .C57

### Applying the Table

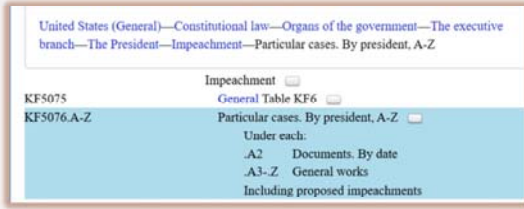
Call number	Title
KF5076.C57 A2 1998a	Impeachment of William Jefferson Clinton, president of the United States ...
KF5076.C57 A2 1998c	Impeachment inquiry : William Jefferson Clinton ...
KF5076.C57 A2 2000	Proceedings of the United States Senate in the impeachment trial of President William Jefferson Clinton ...
KF5076.C57 B35 2001	Breach : inside the impeachment and trial of William Jefferson Clinton

We will therefore begin our call number with KF5076.C57.

Every single resource about Bill Clinton's impeachment that is classed in KF5076 **must** be assigned the cutter .C57.



## Applying the Table



United States (General)—Constitutional law—Organs of the government—The executive branch—The President—Impeachment—Particular cases. By president, A-Z

Impeachment
KF5075
KF5076.A-Z
General Table KF6
Particular cases. By president, A-Z
Under each:
.A2 Documents. By date
.A3-Z General works
Including proposed impeachments

*Main entry:* Smith, Dominik  
*Title:* The legal basis for the impeachment of Clinton  
*Subject:* Clinton, Bill, 1946- —Impeachment.  
*Publication date:* 2017

KF5076.C57

Now that we know we have assigned a cutter for the A-Z portion of KF5076.A-Z, we are ready to apply the table.

It is an .x table, because we have already assigned a cutter, although the .x is not explicitly included.

As we noted before, the table consists of two lines. Each of those lines begins with a cutter number, so we should not append any digits to .C57. Instead, we add a second cutter.

The resource we are cataloging is not an official document for the impeachment proceedings, so we will use the second line, .A3-Z, for general works.

There are not any special instructions about the meaning of the second cutter in the reserved range .A3-Z, so we follow the default instructions and cutter by main entry. We have to refer to the catalog again in order to determine what cutter to assign.

### Applying the Table

Call number	Main entry in catalog
KF5076.C57 P67 1999	Posner, Richard A.
KF5076.C57 R39 2002	Ray, Robert W.
KF5076.C57 S72 2018	Starr, Kenneth, 1946-

*Main entry:* Smith, Dominik  
*Title:* The legal basis for the impeachment of Clinton  
*Subject:* Clinton, Bill, 1946- —Impeachment.  
*Publication date:* 2017

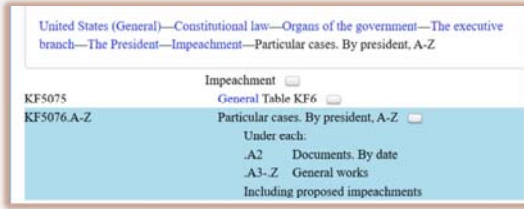
KF5076.C57 S65 2017

Smith has to fit between R39 for Ray and S72 for Starr.

We can use the Cutter Table and assign S65 to Smith.

We complete the call number with the date of publication.

## Applying the Table



United States (General)—Constitutional law—Organs of the government—The executive branch—The President—Impeachment—Particular cases. By president, A-Z

Impeachment
KF5075
KF5076.A-Z

General Table KF6

Particular cases. By president, A-Z

Under each:

- .A2 Documents. By date
- .A3-Z General works
- Including proposed impeachments

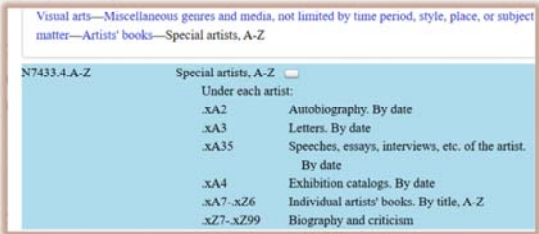
*Main entry:* Smith, Dominik  
*Title:* The legal basis for the impeachment of Clinton  
*Subject:* Clinton, Bill, 1946- —Impeachment.  
*Publication date:* 2017

KF5076.C57 S65 2017

Take one more look at the table. The cutter in the classification number, KF5076.A-Z, is preceded by a period.

Notice that the cutters in the table are *also* preceded by a period. The period is dropped from the second cutter – the one in the table – when the call number is assigned because the policy states that only the first cutter is preceded by a period.

## Applying the Table



Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z Special artists, A-Z ☐

Under each artist:

.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

*Main entry:* Micelli, Janet, 1980-  
*Title:* Interviews with Janet Micelli  
*Subject:* Micelli, Janet, 1980- —Interviews.  
*Publication date:* 2002

Here is a similar table. We are cataloging a resource entitled *Interviews with Janet Micelli*, published in 2002. It will be classified in N7433.4.A-Z because Janet Micelli is best known for her artists' books, which are books that are intended as visual art objects.

By looking at the hierarchy pane, we can see that N7433.4.A-Z is in the hierarchy for artists' books. The caption is, "Special artists, A-Z." As a reminder, when a caption uses the word "special," it does not imply a qualitative judgment. It just means "individual."

As before, our first question is, what entity does the cutter in N7433.4.A-Z represent? Think about it for a moment and click the screen when you know the answer.

# Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z

Special artists, A-Z

Under each artist:

.xA2

Autobiography. By date

.xA3

Letters. By date

.xA35

Speeches, essays, interviews, etc. of the artist.  
By date

.xA4

Exhibition catalogs. By date

.xA7-.xZ6

Individual artists' books. By title, A-Z

.xZ7-.xZ99

Biography and criticism

*Main entry:* Micelli, Janet, 1980-

*Title:* Interviews with Janet Micelli

*Subject:* Micelli, Janet, 1980- —Interviews.

*Publication date:* 2002

It represents the name of the artist, in this case Janet Micelli.

Our next question is: Has Micelli already been assigned a cutter in that classification number?

For the answer to that question, we have to look in the catalog.

### Applying the Table

Call number	Artist's name
N7433.4.M49 B68 2000	Mer, Marc, 1961-
N7433.4.M54 A4 1978	Millán, Fernando
N7433.4.M545 E947 1998	Miller, Wendy, 1955-

*Main entry:* Micelli, Janet, 1980-  
*Title:* Interviews with Janet Micelli  
*Subject:* Micelli, Janet, 1980- —Interviews.  
*Publication date:* 2002

Janet Micelli has not been assigned a cutter yet, so we have to create one.

She has to fit between .M49 and .M54. A good cutter might be .M53.

Remember that once we assign .M53 for Janet Micelli, .M53 has to be used for *all* resources by and about Janet Micelli that are classified in N7433.4.

## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z	Special artists, A-Z <input type="checkbox"/>
	Under each artist:
.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

*Main entry:* Micelli, Janet, 1980-  
*Title:* Interviews with Janet Micelli  
*Subject:* Micelli, Janet, 1980- —Interviews.  
*Publication date:* 2002

N7433.4.M53

Now that we have assigned Micelli's cutter, we can examine the table.

Each line begins with an .x, followed by a cutter or span of cutters. The resource we are cataloging is a collection of interviews. Please use the table to complete the call number. When you have done so, click the screen to check your answer.

## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z	Special artists, A-Z <input type="checkbox"/>
	Under each artist:
.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

*Main entry:* Micelli, Janet, 1980-  
*Title:* Interviews with Janet Micelli  
*Subject:* Micelli, Janet, 1980- —Interviews.  
*Publication date:* 2002

N7433.4.M53 A35 2002

The full call number is N7433.4.M53 A35 2002.

The second cutter is given to us by the third line of the table, .xA35, which is used for “Speeches, essays, interviews, etc., of the artist.”

It is a reserved cutter so we cannot add digits to it.

However, there is a special instruction in the caption, “By date.” Therefore, we finish our call number with the date of publication.



## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z	Special artists, A-Z <input type="checkbox"/>
	Under each artist:
.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

*Main entry:* Robertson, Clara  
*Title:* Books of art : Janet Micelli's genius  
*Subject:* Micelli, Janet, 1980- —Criticism and interpretation.  
*Publication date:* 2019

Now we are cataloging a scholarly study of Micelli's artist books, and we are classifying it in N7433.4.A-Z.

What will the first cutter be (if you do not know the cutter itself, describe how it should be determined).

Click the screen when you are ready to continue

## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z	Special artists, A-Z <input type="checkbox"/>
	Under each artist:
.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

*Main entry:* Robertson, Clara  
*Title:* Books of art : Janet Micelli's genius  
*Subject:* Micelli, Janet, 1980- —Criticism and interpretation.  
*Publication date:* 2019

N7433.4.M53

A criticism of Janet Micelli's artists' books that is being classified in N7433.4.A-Z is assigned the first cutter .M53. There is already one other resource about Micelli with that cutter, so we are required to use it again.

Now please look at the table and determine how you would finish the call number.

Click the screen when you are ready to continue.

## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z

Special artists, A-Z ☐

Under each artist:

.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

Read as: .x Z7-Z99

*Main entry:* Robertson, Clara  
*Title:* Books of art : Janet Micelli's genius  
*Subject:* Micelli, Janet, 1980- —Criticism and interpretation.  
*Publication date:* 2019

N7433.4.M53

Biography and criticism is on the line marked .xZ7-.xZ99, which should be interpreted as .x Z7-Z99.

## Applying the Table

Visual arts—Miscellaneous genres and media, not limited by time period, style, place, or subject matter—Artists' books—Special artists, A-Z

N7433.4.A-Z Special artists, A-Z ☐

Under each artist:

.xA2	Autobiography. By date
.xA3	Letters. By date
.xA35	Speeches, essays, interviews, etc. of the artist. By date
.xA4	Exhibition catalogs. By date
.xA7-.xZ6	Individual artists' books. By title, A-Z
.xZ7-.xZ99	Biography and criticism

Read as: .x Z7-Z99

*Main entry:* Robertson, Clara  
*Title:* Books of art : Janet Micelli's genius  
*Subject:* Micelli, Janet, 1980- —Criticism and interpretation.  
*Publication date:* 2019

N7433.4.M53 Z87 2019

All biography and criticism, therefore, has to be assigned a second cutter in the range Z7-Z99. Robertson is toward the end of the alphabet and we do not yet have any cutter number assigned in this span, so we can assign something like Z87. You may have chosen something else; as long as it is between Z7 and Z99 and is toward the end of the range, it is fine.

As always, the date is appended to all call numbers for monographs.

