

## **Exceptional Call Numbers for Rapid Cataloging (July 1999)**

On DLC or DLC-equivalent copy, there are a few instances where the rapid cataloger must alter an existing call number or send the book back to a librarian for review if the call number has not already been verified. These are the cases needing special attention:

### **1. ML 410, ML 50**

Books with these call numbers must have a locally-assigned cutter. If one of these call numbers does not have an indication that the cutter has been verified or modified by a librarian, put the book aside as a problem.

### **2. Cutter numbers ending in the letter "x"**

Sometimes, lccopycat or pcc records will have an LC style call number where the cutter ends with an x. Delete the x and use the rest of the call number as is.

### **3. Analytic call numbers**

If the call number field has a call number containing volume numbering, that call number must be verified or modified by a librarian. If it has no such indication, put the book aside as a problem.

Ex.:           050       AS207 \$b .C278 1999 no.3 \$a HA907

### **4. Bibliography and alternative call numbers**

If the call number field contains a Z call number and the beginning of another call number, ordinarily use the Z number and delete the alternative number that appears in the second \$a. If the alternative call number starts with a P, put the book aside as a problem.

Ex.:           050       Z2537 \$b .G78 1998 \$a HC135  
(use the Z number and delete the second \$a)

Ex.:           050       Z7089 \$b .H35 1997 \$a PQ9298.C57  
(set the book aside as a problem)

### **5. Call numbers that appear incomplete**

Occasionally, lccopycat or pcc cataloging will lack an LC-style call number or will have a call number that contains only the classification part and no cutter. If there is no 050/090 field on the record or if there is no subfield \$b, set the book aside as a problem.

### **6. CIP books where the date of publication has changed**

When the date of publication has changed for a CIP (Cataloging in Publication) record, make sure that the date in the call number agrees with the date in the 260 and fixed field. (The only exceptions are conference publications where the date in the call number must match the date in the 111 field).