

**Call numbers: Shelflisting practice:**  
**Policies and procedures for tangible monographs**  
**UCLA Library Cataloging and Metadata Center**

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**PURPOSES OF SHEFLISTING:**

1. To provide a unique item cutter for each item cataloged.  
    **"Unique":** Some variations in item cutters may distinguish between different permutations of the same work (e.g., translation cutter extensions like "13," etc.). These item cutter permutations are not considered "unique."
2. To provide room for expansion in the online shelflist.
3. To maintain alphabetical order in the online shelflist. This is true for Biomed items, but not always possible for YRL and SEL materials.
4. NOTE: E-resources are not shelflisted

**OUTLINE:**

1. Some basic terminology
2. Basic policies/procedures for YRL and SEL items
  - a. Table 1: Class numbers
  - b. Table 2: Subject, or first of two, cutter numbers
  - c. Table 3: Item cutter numbers (i.e., cutter for main entry)
3. Basic policies/procedures for Biomed items
4. Bibliography
5. Addendum A: SEL conferences
6. Addendum B: Dates in call numbers

**SOME BASIC TERMINOLOGY** (from *Library of Congress Subject Cataloging Manual: Shelflisting*, G10, “Basic classification terminology”):

## **G 10 BASIC CLASSIFICATION TERMINOLOGY**

### **Classify**

To categorize, in order to arrange materials on the shelves according to subject, using a classification system.

### **Classification schedules**

The printed volumes or machine-readable database that contain classification numbers and captions, arranged by subject in a logical, hierarchical manner; also called **schemes**.

### **Class number**

A number that represents what the item being cataloged is about, selected from the schedules.

Example:

GV856 = Bobsledding. Tobogganing

### **Call number**

A number consisting of a class number, a book number, and additional information that uniquely identifies the item. The call number is printed on the label affixed to a bibliographic item, so that the item can be shelved and found. Example:

Title: Treasures of the Library of Congress

*Call number:* Z733.U58G66 1991

### **Book number**

An alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by author. Also called **author number**. Example:

Call number: Z733.U58G66 1991

Book number: G66 [for the author's surname Goodrum]

### **Cutter number**

An alpha-numeric device for representing words or names by using one or more letters followed by one or more arabic numerals used decimally. Named for Charles Ami Cutter, who developed several tables using letters and numbers to achieve an alphabetical arrangement. Book numbers and some subdivisions in the classification schedules are types of Cutter numbers. Example:

Call number: Z733.U58G66 1991

Cutter number: .U58 [for the United States]  
G66 [for the author]

### **Shelflisting**

The activity of arranging materials within an existing collection, normally by author; the activity of determining the book or author number and necessary additions to the call number for a unique number. Shelflisting also is the activity of documenting the holdings of a collection as to location, volumes, and copies, providing an inventory of the collections.

### **Shelflist**

A file of bibliographic records arranged in the same order as the corresponding materials on the shelves.

Subject Cataloging Manual: Shelflisting

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## BASIC POLICIES/PROCEDURES FOR YRL AND SEL MONOGRAPHS

**TABLE 1: CLASS NUMBERS:**

POLICY	EXAMPLES	EXCEPTIONS
"Addresses, essays, lectures" class numbers		
	QA8.6	YRL: use them
	QA8.4	SEL: do not use them; use cutter for general works instead
<b>Bibliography class numbers (policy change, 2003): [YRL]: --Classify with subject matter or belles-letters author, NOT in Z schedule (Z5000+)</b>		
	HM621 [bibliography of Modern Civilization]  DO NOT USE: Z5579.6	
	PJ5129.R2 Z ... [bibliography of Sholem Aleichem]  DO NOT USE: Z8730.I5	
<b>Local use: Classification numbers reserved or modified for local use</b>		
	LD791.8 LD791.9	YRL, SEL: Dissertations: Use subject cutter numbers as designated in the document "UCLA theses and dissertation cutter list (Dec. 2, 2002)." For item (main entry) cutter numbers,

		use Cutter-Sanborn tables
	ML50 ML410	Music, YRL: Certain portions of the M schedule (Music): continue established local practice
	N7433.4	Arts: Artists' books: continue established local practice
	[TR16]	[Special Collections: Continue established local practice]
	[Z233.M3]	[Special Collections: Continue established local practice]
	Special requests from client units	YRL, SEL: Follow the special request as specified on the item's workform

**TABLE 2: SUBJECT, OR FIRST OF TWO, CUTTER NUMBERS:**

<b>POLICY</b>	<b>EXAMPLES</b>	<b>EXCEPTIONS</b>
<b>General Rule: Subject cutter numbers: assign as listed in the L.C. Classification Schedules</b>		
	DS481.G3 [Gandhi, Mohandus Koramchand]  PT2379.Z5 [Kleist, Heinrich; Criticism]	

	DS481.K [Khan, Abdul Ghaffar] [no cutter assigned in Classification schedule] DS481.K42 [L.C.'s catalog has]	YRL, SEL: Check L.C.'s catalog when subject cutters are NOT in the L.C. Classification Schedules
<b>Artist cutter numbers [N]:</b> <b>[Arts, YRL]:</b> <b>Use Library of Congress artist cutter numbers, NOT Cutter-Sanborn (policy change, 1998)</b>		
	CURRENT USE: ND623.B9 [Buonarrotti, Michelangelo]  PREVIOUS USE: ND623.B8 [Buonarrotti, Michelangelo]	
<b>Belles-lettres author cutter numbers [P-PZ]: [YRL]:</b> <b>Use Library of Congress belles-lettres author cutter numbers, NOT Cutter-Sanborn (policy change, 1998)</b>		
	CURRENT USE: PQ6613.A763 [Garcia-Lorca, Federico]  PREVIOUS USE: PQ6613.G16 [Garcia-Lorca, Federico]	

**TABLE 3: ITEM CUTTER NUMBERS (i.e., cutter for main entry for monographs):**

POLICY	EXAMPLES	EXCEPTIONS
<p><b>General policy:</b>                      --DLC/DLC and pcc records: accept the call number as-is, incl. its item cutter number, even if alphabetical order is off                      --Non-DLC records: follow the established procedures for different levels of cataloging, using L.C. cutter tables; sometimes alphabetical order may be off</p>		
	<p>GR72 .F64 [Folklor]                      GR72 .F848I [Franco]</p> <p>New item, accept the cutter:                      GR72 .F82 [Fuchs]</p>	
	<p>B804.D46 [Derrida] [Voyager]                      B804.D47 [Dews] [Voyager]</p> <p>New item:                      B804.D46 [Descombes]                      Adjust cutter to: B804.D465</p>	<p><b>YRL, SEL:</b> Adjust item cutter number when item cutter matches that of an existing, different item</p>
	<p>ND259.K33 T52 1983 [for original item in Spanish]</p> <p>New item:                      ND259.K33 T5213 1993 [for English translation of item listed above]</p>	<p><b>YRL, SEL translations:</b>                      Add the appropriate item cutter extension if no specific guidelines exist in the L.C. Classification Schedules</p>
	<p>PG11 .K62 1990                      PG11 .K62 1994</p> <p>New item:                      PG11 .K62 2003</p>	<p><b>YRL conferences:</b>                      Use call number established in Voyager for the conference; add the date of the</p>

		conference proceedings to distinguish the item
		<b>SEL conferences:</b> Please see <b>Addendum A</b> (end of this document)
<b>Cutter tables:</b> when assigning cutter numbers, use Library of Congress cutter tables		
	QL82 .B46 [Benirschke] QL82 .C755 [Conservation]  New item: QL82 .B87 [Burton]	
	PN56.L6 K38 [Kauffman] PN56.L6 K47 [Kern]  New item: PN56.L6 K39 [Kazama]	
<b>Expansion:</b> --leave as much room as possible for expansion		
	JZ1318 .A657 [Ali, Haydar] JZ1318 .A66 [America]  New item: JZ1318 .A658 [Ali, Muhammad]	
<b>Searching the online shelflist:</b> --search shelflist in Voyager <b>ONLY</b> ; cutter to at least two digits		
	BX2654.M37 [Martinez] BX2654.M6 [Morote]  New item: BX2654.M66 [Monasterios]	

## BASIC POLICIES/PROCEDURES FOR BIOMED MONOGRAPHS

POLICY	EXAMPLE(S)	EXCEPTIONS
<b>Use Cutter-Sanborn tables for everything, including dissertations</b>		
	W4C C42275e 1978 W4C C42278r 1997 W4C C423s 1963	UCLA dissertations
	QT 29 A674s WM 425.5.C6 C6409 W4A B677p	Non-UCLA dissertations
<b>Do NOT use L.C. cutters</b>		
	BR195.M65 C932f HD7256.U5 E93y QH323.5 .M982m WY 49 P476n	
<b>Alphabetical order is required. Try to leave room for expansion</b>		
	WB 550 M98604 [Music as a human resource] WB 550 M9861 [Music as a medium] WB 550 M98615 [Music therapy & music in special]	
<b>Each item must have a unique call number</b>		
	QK149 .M971i 2004 QK149 .M971is 2004	
<b>Bibliography class numbers --Classify with subject matter but place "Z" in front</b>		
	ZQV 137 S355s 1995 ZWT 155 A478 2003	
<b>General policy: Accept the call</b>		

<p>number as-is, but change item cutter number to maintain alphabetical order in shelflist.:</p> <p>--NLM records</p> <p>--Non-NLM records, accept the call number, if it matches the first subject heading, and if both call number and subject are appropriate for the item in hand. Fit cutter to shelflist.</p>		
	<p>WZ 100 A916F 1988 [Ford, Alice, 1906-]</p> <p>WZ 100 A916FO 1997 [Foshay, Ella M., 1948-]</p>	
<p>"Addresses, essays, lectures" class numbers</p>		
	<p>WB 9</p> <p>WH 9</p>	

## BIBLIOGRAPHY:

1. Cataloging Documentation Committee. *[URL] Cataloging department call numbers manual*, July 1991.
2. "Classifying bibliographies," adopted April 11, 2003.
3. Hixson, Carol. "Local call number practice within YRL cataloging," adopted Fall 1998.
4. *Library of Congress Subject Cataloging Manual: Shelflisting*, G 10, "Basic classification terminology."
5. *Library of Congress Subject Cataloging Manual: Shelflisting*, G 140, "Addendum" Dates in call numbers."
6. *Library of Congress online catalog*:  
<http://catalog.loc.gov/>

## ADDENDUM A:

### SEL CONFERENCES:

Use call number established in Voyager for the conference; add the date of the conference proceedings to distinguish the item

- Use conference date in call number only if there is a 1xx field for the conference in the bib. Record
- PCC/LCCopycat will sometimes mysteriously have a different class number than previous conferences even though the subjects stay the same. In this case we check to see which class # is correct and use it.
- If the latest conference is DLC and both the classification and subjects have changed, we verify changes and accept if OK; check shelflist in Voyager and accept cutter if there are no conflicts.

### Notes/Questions based on previous SEL practices:

- **New Class Numbers** -- Sometimes the subject will remain the same, but a new class number will have been established. Usually, if it's LC, we take the new class number and then make a decision as to whether or not it is worthwhile to reclass/relabel previous conferences (e.g. Image processing was classed as TA1630 – General works, but now has its own number TA1637).
- **Changes in Cataloging Practice** -- Due to changes in cataloging practice, it is now okay to enter conference name headings as 1xx fields even if the conference name is not found on the t.p. Prior to this change, conferences were entered as 7xx fields if not on the t.p. and cuttered for the title. After the changes, SEL cuttered for the conference and determined whether or not it is worthwhile to recutter/relabel previous conferences.
- **Conference name changes** – SEL used to change the cutter every time the conference name heading changed. We now use the same classification and cutter as the earliest conference and reclass/recutter everything else to match. We send Lorelyn an email listing which books need to be relabeled. This is something that Luiz and I worked on a few times.

## ADDENDUM B:

### DATES IN CALL NUMBERS

From: *Subject Cataloging Manual: Shelflisting*, G140

**BACKGROUND:** *In 1982, the decision was made to add the imprint date to the call number of all monographic works. Prior to that date, several formal and informal memos were used as guidelines to determine if a date was needed in the call number. This instruction sheet provides guidelines on adding the date to the call number for monographic works.*

#### **PROCEDURES:**

1. **General rule.** Add the date of imprint to all monographs. Examples:

1976?	use 1976
ca. 1976	use 1976
1981, c1980	use 1981
1971, c1972	use 1972
1979 [i.e. 1978]	use 1978
1962 or 1963	use 1962
1969 (1973 printing)	use 1969
1980 printing, c1957	use 1957
1979 [distributed] 1980	use 1979
1979-1981	use 1979
between 1977 and 1980	use 1977
1978/79 [i.e. 1978 or 1979]	use 1978
1977 (cover 1978)	use 1978
197-	use 1970z [if corporate body, use 1970]
197-?	use 1970z [if corporate body, use 1970]
19--	use 1900z [if corporate body, use 1900]
19--?	use 1900z [if corporate body, use 1900]
1998 for 1997	1998

#### **2. Special situations.**

**a. Congress or conference headings.** If the date of a congress or conference is present in the heading, use the date of the congress or conference. If a date is not present, use the imprint date (cf. G 230). Example:

111 20 \$a International Congress of Navigation \$n (25th :\$d 1981 :\$c Edinburgh, Scotland)  
use 1981

**b. Multiparts.** Add the date of imprint of the first/earliest part (i.e. the earliest date found in either the 260 field or the 362 1 field) to the call number, unless the new multipart item is in a larger multipart item/monographic series classed as a collection. (See the ILS supplement, Workflow #4 for details).

**c. Photocopy or facsimile editions.** Add the date of the original edition and the work letter **a**.

**d. Other editions.** For later editions of the same work, use the imprint date. If another edition is received with the same imprint date, use the work letters starting with **b**. Examples:

.I33 1982

.I33 1982b

.I33 1982c, etc.

**e. Corporate authorship.** For works entered under a corporate body, use the imprint date. If another work by the same corporate body is received, use work letters starting with **a** (cf. G 220).

Examples:

.R37 1981

.R37 1981a

.R37 1981b, etc.

**f. Printing dates in the note area.** Disregard the printing dates in the note area and use the imprint date. Example:

260 \$c [1982-<1984>

500 \$a Vol. 1: 1983 printing; vol. 2: 1984 printing.

use 1982 in the call number

**g. Date in main entry uniform title area.** When there is a date in the main entry uniform title area, use the imprint date. Example:

130 0# \$a Survey of minority owned business enterprises (1982)

260 \$a U.S. Govt. Print. Off.,\$1985

use 1985 in the call number

### ***3. Exceptions to adding a date.***

**a. Supplement and indexes.** Do not add a date to the call number after the designations **Suppl.** or **Index**. Examples:

.C64 1977

.C64 1977 Suppl.

.C64 1977 Suppl. 2

.C64 1977

.C64 1977 Index

.C64 1977 Index 2

**b. Classes subarranged by date only.** If a work is classed in an area which is subarranged by date only, do not add another date to the call number. Instead, add a work letter starting with **a** to the date. Example:

CD1106 1918  
CD1106 1918a, etc.

In the classification schedule:

PR5551                      Tennyson, Alfred Lord  
                                    Selected works. By date

In the shelflist:

PR5551 1968  
PR5551 1968a

**c. Classes subarranged by date and main entry.** If a class is subarranged by date and main entry add the imprint date to the number. Follow this instruction even if a date appears as part of the classification number. Example:

In the classification schedule:

GV722                      Olympic games. (Modern revivals)  
                                    Individual contests. By year  
                                    Subarrange by author

In the shelflist:

GV722 1952.W4 1981

**d. Loose-leaf materials.** Do not add a date to call numbers for the following types of publications:

- Loose-leaf services that are cataloged as such, with “loose-leaf” in subfield \$a of the 300 field of the bibliographic record, and continuously kept up to date. (Not all publications with holes in pages are “updating loose-leaves.” The term “loose-leaf” appearing with an ISBN is not sufficient indication that the publication is an “updating loose-leaf.”)  
Note: Although this rule applies to all classes, the vast majority of such publications are in Class K.

- Legal publications where the final Cutter is selected from a span based on dates. For these publications, the date is “built in” to the final Cutter and the further addition of a numerical date is superfluous.

For example, in Table KFA-KFZ 30.A3-39, the instruction is to subarrange chronologically. The choice of Cutter in the span .A3-39 is based on the date of the publication, and the further addition of a numerical date is unnecessary.

Note: In the rare cases where it is necessary to distinguish between different editions of these types of publications, use successive Cutter numbers.

Subject Cataloging Manual: Shelflisting

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