Shelflisting Introduction

SHELFLIST: a file of bibliographic records arranged by call number, i.e. entries are arranged in the same order as materials on the shelves.

To shelflist an item in an online environment is to ensure that the call number assigned to a particular manifestation of a work (i.e., an "edition") is a) unique and b) maintains the integrity of the file, i.e. the file arrangement follows a predictable order.

One particularly important aspect of file integrity involves collocation (bringing together related items). Collocation is a fundamental principle of bibliographic control, the underlying rationale behind authority work, classification, subject assignments, choice of entry, and so on. In shelflisting, the principle is most evident in the practice of keeping editions and translations together on the shelf, but is not restricted to these. (See, for example, the procedures for handling biography and geographic cutters, and for commentaries)

Note that the principle of collocation is not applied to accession-type numbers such as those used for microfilm, or Beinecke "idiot-numbers."

The focus of this document will be primarily on the shelflisting of LC classification call numbers.

The virtual shelflist. Another reason why the Orbis call number arrangement is not totally consistent is because a number of physically separate shelflists, each having its own file integrity, were merged into a single "virtual" (non-physical) shelflist because of recon and Voyager.

SML catalogers shelflist primarily against the YUL file. This file consists of LC classification call numbers assigned by SML, Beinecke, British Art, and Social Science catalogers. "YUL" was the Yale Union [card] Shelflist maintained by cataloging staff of those libraries. Because SML provides cataloging for a number of school and departmental libraries, YUL locations are not restricted to SML, Beinecke, British Art, and Social Science. Libraries including Arts, Classics, Cross Campus, and Kline Science are all part of the YUL file.

The YUL file does not include the LC classification files of the Divinity Library, the Law Library*, the Medical Library, and the Music Library. In practice this means that LC classification numbers assigned by these libraries do not have to be accounted for in maintaining YUL file integrity; a YUL call number only needs to be "unique" within the YUL file. For example, a call number in the Music Library for a particular title/edition can be the same number assigned to a different title/edition in Cross Campus, but a call number assigned to a particular title/edition in Social Science must be assigned to any copy of that particular title/edition held by Cross Campus.

*Note that Law Library records are not in the Orbis database.

However, the combination of recon and online shelflisting requires some adjustment because all libraries contributing records to Orbis now share the same virtual shelflist; the more consistency we achieve, the easier it will be for everyone to shelflist new numbers. At the same time, we will try to avoid disrupting the integrity of the local shelf arrangement whenever possible.

Basic rules for shelflisting in the virtual shelflist

The following applies to LC class call numbers requiring shelflisting beginning 2004:

1. All works added to Orbis for the first time should have a unique call number. If Divinity has assigned a call number to work A, SML should not assign the same call number to different work B.

For the same work, catalogers should not automatically use the same call number from a different administrative

file when adding copies (additional MFHDs associated with the same bibliographic record), due to the use of non-standard cuttering modifications practiced by some libraries.

For example, SML staff adding a copy of a book to CCL should not use the same call number assigned to another copy cataloged by the Music Library if the number used by Music appears to deviate from standard LC practice, or in some cases if Music Library follows standard LC practice and SML does not. Similarly, Music Library staff adding a copy to the Music Library of a book previously cataloged for CCL should not use the same call number previously assigned to the CCL copy if it appears to deviate from standard LC practice, as sometimes happens in the art and literature classes, or if the CCL number deviates from local Music Library practice. Staff cataloging for YUL locations can generally use the same call number assigned to other YUL copies, although differences among the YUL locations' use of (LC) below the call number, in oversize range, and analysis practice (classed-together or classed separately) must still be taken into account.

2. If a call number needs to be inserted into a file of YUL and non-YUL numbers, and there is no significant inconsistency in the file, treat the YUL and non-YUL numbers as equivalent in terms of filing order; maintain the integrity of that section of the file.

3. If a call number needs to be inserted into a file of YUL and non-YUL numbers, but there is significant inconsistency in the file, ignore the numbers traditionally excluded by your library's file; try to at least maintain consistency within your own library's file.

Shelflist Order & Arrangement within the YUL File: 1-2. Class & cutter number

The shelflisting order following applies to LC classification call numbers.

1. The initial sequence is by the **CLASS NUMBER**.

- The primary sequence for class numbers is alphabetical. A single letter precedes double or triple letters: B before C; B before BX. Note: special folio numbers were intended to file at the beginning of each class, but the online catalog arrangement may not be able to arrange this successfully.
- Within each letter sequence, the order is from smaller number to larger number:
  QB139 before QB145

  QC718.7 before QC718.8

2. If other call numbers have the same class number, the sequence is determined by the **CUTTER NUMBER**.

- The primary sequence is alphabetical:
  PR2983.K56 before PR2983.L4

- Within each letter sequence, cutter digits expand in decimal order. Example of a decimal sequence:

.2
.23
.236
.24
.247
.26
.3
.333
.38

A hypothetical sequence determined by the cutter number:

TR647
.W4

TR647
.W44

TR647
.W45

TR647
.W453

TR647
.W5

When the class number is associated with 2 cutters, subarrange by the first cutter and then subarrange by the second cutter (or book number):

PN98
.D43
Z54

PN98
.D43
Z55

PN98
.D48
E54

PN98
.D48
W45

PN98
.E36
R67

PN98
.E4
D54

3. Editions & translations

Local Yale practice

Default Yale practice for editions and translations:

- It is not required to adjust call numbers in cataloging copy (LC or member) to keep editions and translations together
- It is not required to keep editions and translations together when assigning new call numbers to original or member records; however, note that RDA/LC practice now requires a 240 field in some situations (see

> below G 145 item 2.)
- Belletristic author cutters should be consistent with local or LC cutters, but it is not required to adjust book numbers to keep editions and translations together

Of course, if the call number for the earlier edition or original language is readily available, then by all means keep the works/expressions together on the (virtual) shelf. There are some situations where it would be prudent to keep editions together to avoid confusion. See the Pauline Kael examples in section 10 [1] and the Sharks examples in section 11 [2].

Exception: if the item is part of a larger classed-together set, such as an author's works or a monographic series, or, more rarely, a "bound-with," the set or bound-with number must be assigned.

Optionally, assignment of original call numbers and call numbers for member copy lacking call numbers can be based on LC Shelflisting practice from CSM: Classification and Shelflisting (in Cataloger's Desktop). Note that CSM has been revised to be consistent with RDA. A summary of LC practice follows:

Editions

From CMS G 145 :

"1. Editions with the same author and title. If subsequent editions of the same work have the same author, title, and classification number, assign the same Cutter as the previous edition(s). Add a date to the call number to make a distinction between editions."

"2. [NEW] Editions with the author and/or title variations. If subsequent editions of a work have a change in the author and/or title but have the same classification number, apply the following principles:

a. Editions with author variations. Assign the same Cutter as previous edition(s) if there is an edition statement and/or a preferred title linking the new edition to the previous one.

b. Editions with title variations. When a new edition has different title, assign the same Cutter as the previous edition(s). *There should be a preferred title to link the editions.*

Main entry: Monson, Craig.

Title/date: Disembodied voices ... 1995

Call number: ML3033.8.B65 $b M66 1995

Main entry: Monson, Craig.

Preferred title [i.e., 240 10] Disembodied voices

Title [i.e., 245]/date: Divas in the convent ... 2012

c. Change in author and title without a clear indication that the work is an edition. If a resource does not include an edition statement or a preferred title that links the earlier and current editions, treat it as a separate work. Do not shelflist as an edition."

"3. Changes in descriptive cataloging code. If the entry of a work changes from the pre-RDA edition, but the classification number remains the same, Cutter the new edition from the new form of entry."

Translations. (CSM Shelflisting G 150)

"Distinguish translations from the original work by using the Cutter of the original work modified by the application of the Translation Table."

For details on the use of translation numbers and the LC Translation table, as well as local workflow decisions, see Section 9. [3] below.

4. Dates

If both class number and cutter(s) are the same, then the order is determined by the date. If a call number lacks a date, the call number without the date precedes the first call number with a date.

Note that:

- call numbers for serials and classed together monographic series are never assigned dates
- call numbers for classed together multipart monographs are assigned the date of the earliest volume in hand at the time of cataloging (for copy cataloging, use the date supplied in the call number if it is earlier than the date of the earliest volume in hand at the time of cataloging)
- if the main entry is a conference with a date subfield, the call number date should match the date of the conference, not the date of publication (if the conference is not the main entry, the call number should match the date of publication)
- generally follow SCM Shelflisting G140 in relating the call number date to the imprint date. However, follow local practice for capitalization (see 5. Workletters [4] following).

Date	Call number date
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)	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]
19--	use 1900z [if corporate body use 1900]
19--?	use 1900z [if corporate body use 1900]

- Less common situations where a date is not used:

? After the designations Suppl and Index. However, the edition to which the volume is the supplement or call number may have a date, in which case the date of the edition will precede the designation:

.C67 1977
.C67 1977 Suppl.
.C67 1977 Suppl. 2

? Loose-leaf materials
? Legal publications where the final cutter is selected from a span based on dates

5-6. Work Letters & Photocopies

5. **Work Letters**. For different editions published in the same year, assign a work letter B-Y after the date. (The work letter A is reserved locally for photocopies; Z for incomplete dates).

- Work letters transcribed in 050 _4 are lower case.
- However, for MFHD call numbers, follow the local practice, which may vary by cataloging unit. (SML practice is to capitalize the work letter; Divinity does not capitalize)
- If source copy uses a work letter but no other edition is represented in the file being shelflisted, delete the work letter in the MFHD call number. (Exception: the work letter does not have to be deleted if the source copy is 050 00)
- If variant edition cataloging is created from LC source copy and the variant edition is published in the same year, and Yale does not have the edition cataloged by LC, use the 050 00 call number without a work letter.

6. **Photocopies**. (Local practice) Photocopies always have a date in the call number; the date is always followed by capital A, e.g. 1893A. The call number date of a photocopy is always the original date of publication, not the date of publication of the photocopy edition. A book originally published by Princeton University Press in 1954 and reprinted as a photocopy by University Microfilms in 1984 would have the call number date 1954A.

For added copies, current practice is to create a separate bibliographic record for the photocopy if the bibliographic record for the first copy is for the original and the copy to be added to the collection is a photocopy. All subsequent photocopies should be recorded as MFHDs linked to the bibliographic record for the photocopy. LC call numbers for copies linked to the photocopy record should have A following the date.
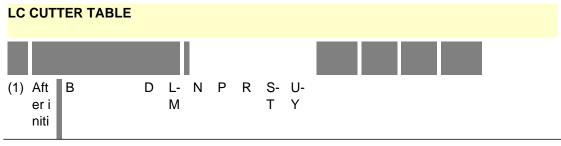
Former practice permitted adding of photocopy MFHDs to a record for the original if the added copy was for the same location. In that case, the date in the call number did not get an A.
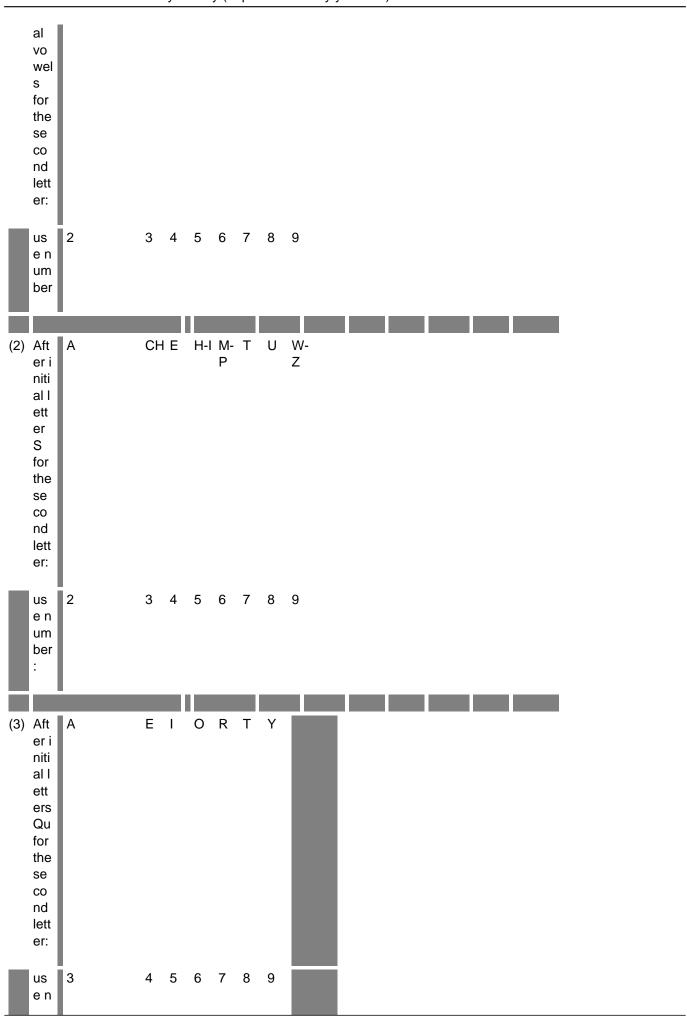
Photocopies are generally issued "on-demand" primarily by UMI/Proquest or prepared locally by Yale Preservation. Do not confuse photocopy numbers with call numbers for reprint editions, where a different publisher reissues a set of copies using the same typeface as the original, often including a reproduction of the title page. Reprint edition call numbers take the date of publication (without A), not the date of the original. Rule of thumb: for photocopies, the actual publisher is identified in the 533 field and the original publisher is identified in the 260 field; for reprint editions, the actual publisher is identified in the 260 field and the original publisher is identified in a 500 or 534 field.
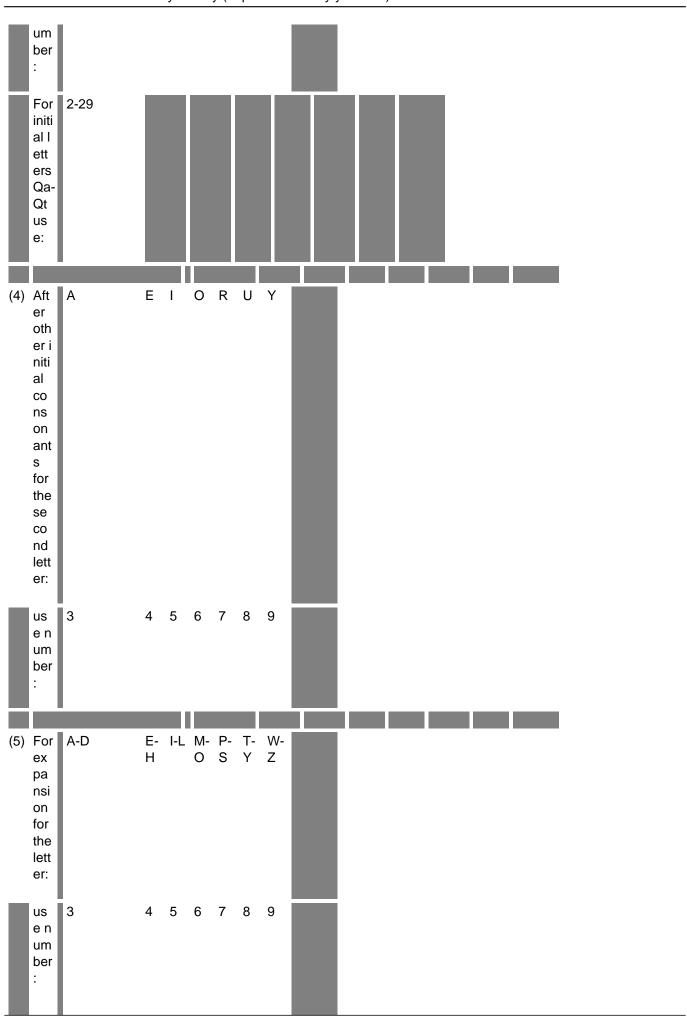
7-8. LC Cutter Table & Wiggle Room

7. When cutters need to be assigned or adjusted, follow the **LC Cutter Table**. For many years SML used its own cutter table which was slightly out of synch with the LC table. This has sometimes resulted in difficulties integrating new call numbers from LC and member copy into the YUL file. As a PCC contributing library whose call numbers will be used by other libraries' shared cataloging units, it makes sense to follow what is generally recognized as standard practice here. The LC cutter table is in SCM: Shelflisting (it can also be accessed directly through a link on the Cataloger's Desktop Infobase list), and on the Cataloging at Yale web page/Tools & Resources at:

http://web.library.yale.edu/cataloging/lc-cutter-table [5]

LC CUTTER TABLE

		B		D	L-M	N	P	R	S-T	U-Y
(1)	After initi									

al vowels for the second letter:

use number	2		3	4	5	6	7	8	9

(2) After initial letter S for the second letter:

	A		CH	E	H-I	M-P	T	U	W-Z

use number:

	2		3	4	5	6	7	8	9

(3) After initial letters Qu for the second letter:

	A		E	I	O	R	T	Y

use n

	3		4	5	6	7	8	9

umber:							
For initial letters Qa-Qt use:	2-29						

(4) After other initial consonants for the second letter:	A	E	I	O	R	U	Y
use number:	3	4	5	6	7	8	9

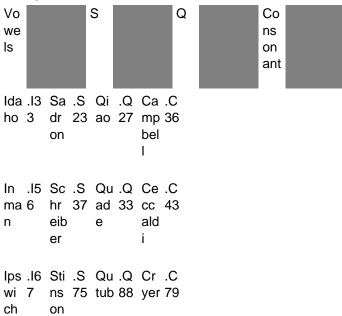| (5) For expansion for the letter:	A-D	E-H	I-L	M-O	P-S	T-Y	W-Z
use number:	3	4	5	6	7	8	9

To apply the table: Select the row that applies to the first letter of the word used for cuttering

- A single letter at the head of a column implies a range of letters up to the next column, e.g. if column 2 is "d" and column 3 is "l-m", use column 2 for any letter d through k
- For the second digit (and any subsequent digits), use row 5
- When the book number is cuttered to a title beginning with a numeral, the range A12-A19 is assigned (see 18f below)
- What you see is what you cutter; ignore diacritics. Cutter "Mc" as MC not MAC; cutter ö as O, not OE, and so on. If there is a large file arranged according to the earlier card filing rules where, e.g. MC was cuttered as MAC, start a new file. CAUTION: there are some exceptions. See18d. below.

Examples:

Vowels		S		Q		Consonant	
Idaho	.I33	Sadron	.S23	Qiao	.Q27	Campbell	.C36
Inman	.I56	Schreiber	.S37	Quade	.Q33	Ceccaldi	.C43
Ipswich	.I67	Stinson	.S75	Qutub	.Q88	Cryer	.C79

8. WIGGLE ROOM. It is standard shelflisting practice not to use a 0 or 1 as the last digit of a cutter number. If the last digit is 0 or 1, cutter numbers that need to be inserted before the number ending in 0/1 may become very extended, and as a result a situation is created in an area of the file making it easier to misread the number and misshelve the book. The YUL file is of a size that certain basic strategies should be performed routinely to avoid 0/1 situations:

- Avoid using single digits when assigning cutters. (Regrettably, LC continues to use single digits in some of its book numbers. Leave these numbers as is. However, member record cutters with single digits are OK to modify.)
- Don't use a 2 as the last digit of a cutter number. If 2 is necessary to insert the number in the file, add another digit for wiggle room. (A digit larger than 2 please!)

9. Translation Numbers

Translation Numbers. When the bibliographic record has a 240 or 130 field that includes a ‡l for language of translation, additional digits (translation numbers) are usually added to the book number of the original to indicate that the item is a translation and to distinguish it from the call number of the edition in the original language. See PDF: G 150 Translation table [6]

As indicated in section 3., it is not required to base the call number of the translation on the call number of the original expression, but if the call number for the original is readily available, use it. On the other hand, if we don't own a copy of the original with an LC number, it is not necessary to search OCLC or LC for a record for the original with a call number.

Note that the translation table has been considerably modified, with additions for Arabic, Chinese, Hebrew, Japanese, Korean, Portuguese, and Vietnamese.

Note that we should be following current LC policy (per CSM Shelflisting G 150): *do not assign a translation number if no 240 or 130 is present.*

CAUTION: See the translation section in G 150 (link above) for a list of categories where the translation table should NOT be applied, for handling editions with 2 or more languages, for earlier practice that dropped the 1, for *By language A-Z* in the schedules, for serials, and for two translations into the same language published in the same year.

Languages not listed in the table

Use of .x19 for languages not provided in the table is no longer current practice.

G 150 states:

If a language is not listed on the Translation Table, select a number for that language that would agree alphabetically with the table and any translation(s) previously shelflisted in the same class.

Previously, LC practice was to repurpose a number in the translation table if it had not already been claimed. For example, if an Estonian translation was being cataloged, and no English language translation had been cataloged up till that point, the .x13 number was used for the Estonian translation. Locally, YUL practice was never to repurpose a number from the table. In the latest iteration of G 150, LC has dropped the repurposing practice, so now our local practice is consistent with LC practice. Under current guidelines, even if an English language translation was never cataloged, the cataloger should add digits to the appropriate number from the table so that the language of the translation being cataloged fits into alphabetical sequence. So the Estonian translation would use, for example, .x138 rather than .x13. If a repurposed number has already been assigned, however, the cataloger should modify the translation number for the resource being cataloged rather than reclassify the previously assigned number.

Copy Catalogers: generally do not add translation notation or what appears to be translation notation to source copy call numbers. Some LC classes use different notation or even separate numbers to identify the language of translation. This is particularly true when the uniform title (now called "preferred title") is entered in 130, e.g. Bible headings. It is not worthwhile checking every such number against ClassWeb. EXCEPTION: If the call number for the translation appears to be conflicting with the call number for the original, consult with your supervisor or a staff member with access to ClassWeb.

10. Same Author, Different Work

When the book number cutters to a personal name, and more than one work has the same personal name as main entry, the book number is adjusted to differentiate works so that the works are subarranged alphabetically by title.

050	0	0	‡a PN1995 ‡b .**K225** 1994
100	1		‡a Kael, Pauline.
245	1	0	‡a For keeps / ‡c Pauline Kael.

5			
2 6 0			‡a New York : ‡b Dutton, ‡c c1994.
0 5 0	0	0	‡a PN1995 ‡b **.K23 1970**
1 0 0	1		‡a Kael, Pauline.
2 4 5	1	0	‡a Going steady : ‡b film writings, 1968-1969 / ‡c Pauline Kael.
2 6 0			‡a Boston : ‡b Little, Brown, ‡c 1970.

BUT: different editions of the same work are assigned the same book number; the editions are subarranged by date.

0 5 0	0	0	‡a PN1995 ‡b **.K23 1994**
1 0 0	1		‡a Kael, Pauline.
2 4 5	1	0	‡a Going steady : ‡b film writings, 1968-1969 / ‡c Pauline Kael.
2 6 0			‡a New York : ‡b M. Boyars, ‡c 1994.
5 0 0			‡a Originally published: Boston : Little, Brown. 1970.

11. Same Title, Different Work

When the book number cutters to title, and more than one work has the same title as the main entry, the book number is adjusted so the different works are arranged by imprint date. If the imprint date is the same, subarrange in the order of cataloging. (Slight modification of G100 #5).

Caution: for filing, the title is defined as extending to the first significant mark of punctuation. Since LC restricts "significant mark of punctuation" to either a period or a slash, subtitles (and parallel titles) are considered to be part of the title for filing purposes; essentially, the title is whatever precedes 245 ‡c if there is a ‡c; if no ‡c, the entire 245 field. In the example below, a title such as Sharks: a collection of pictures would file after QL638.9.S4595 irrespective of date. Since LC generally does not classify media items, the manual does not address GMDs; ignore them in filing.

Example following is the result of a (slightly edited) LC call number search in LCDB.

LC Call number a|b	Author	Title Long	Imprint	Comments
QL638.9.S454 1987		Sharks / consulting editor,	New York, N.Y. : Facts on	1st. ed. *

LC Call number		Title	Imprint	
		John D. Stevens.	File, 1987.	
QL638.9.S454 1999		Sharks / consulting editor, John D. Stevens.	New York, N.Y. : Checkmark Books, 1999.	2nd ed.*
QL638.9.S457 1998		Sharks.	New York : Golden Books Pub. Col , 1998.	Cataloged first
QL638.9.S458 1998		Sharks.	Pleasantville, N.Y. : Reader's Digest Association, [c1998]	Same title, same imprint date, cataloged 2nd
QL638.9.S459 1999		Sharks! / consultant editor, Leighton Taylor.	San Francisco, CA : Weldon Owen, c1999.	
QL638.9.S4595 2001		Sharks / [created by Act Two ; main illustrations, Mike Atkinson.	New York : Scholastic, c2001.	

*If there is more than one edition of the same work, the same book number is assigned to all editions and the editions are subarranged by date.

12-13. Corporate Main Entry & Biography Subarrangement

12. **Corporate Main Entry**. When the book number cutters to a corporate name, the cutter is not adjusted when more than one work has the same corporate name main entry. The different works are distinguished by the date. If more than one work is published in the same year, the dates are distinguished by work letters B-Y.

LC Call number a|b	Author	Title Long	Imprint	
TP937 S54 1900Z (LC)	Sherwin-Williams Company	Book of the Sherwin-Williams paints, look in it.	[Cleveland : Sherwin-Williams, 19--?]	
TP937 S54 1914 (LC)	Sherwin-Williams Company	Home decorator.	Cleveland : Sherwin-Williams, 1914.	
TP937 S54 1914B (LC)	Sherwin-Williams Company	Seroco paints.	Cleveland : Sherwin-Williams, 1914.	
TP937 S54 1936 (LC)	Sherwin-Williams Company	Portfolio of suggestions for painting and decorating.	[Cleveland] : Sherwin-Williams, 1936.	

13. **Biography Subarrangement**. For biography class numbers, e.g. BX4705 (Catholic biography), subarrange using the SCM Shelflisting G320 Biography table [7].

See also LC Call Numbers (Overview), Example 6 [8].

Although the G320 Biography table should be followed with respect to form cutters A2-A5 and book numbers A68-Z, we are no longer able to maintain total file integrity for biography class number arrangement by cutter of the biographee due to the use of trailing X.

14. Geographic Cutters

Geographic cutters are assigned in three ways:

Type 1. The locality is assigned a specific cutter or cutter range in the schedules, e.g. DC611.B848. See LC Classification Call Numbers (Overview) example 2 [9].

Type 2. The locality is assigned a cutter from the SCM 300 table when the schedule says to use "By region or country A-Z " under a given call number. See the FIRST cutter I73(2) in LC Classification Call Numbers (Overview) example 5 [8]. There are also tables for states and Canadian provinces to be used for the schedule caption "By state, A-Z" or "By province, A-Z" (SCM 302).

Type 3. The locality is not assigned a specific cutter and is smaller than a "region or country;" the schedule usually says "Local A-Z." The local cutter is usually a second cutter; it is constructed like any other cutter from the LC Cutter Table and adjusted to the local file. See the SECOND cutter D83(5) in LC Classification Call Numbers (Overview) example 5 [8].

The Yale shelflist is unlikely to be in conflict with Type 1, and the expectation is that most cataloging copy sources will use the assigned Type 1 cutter.

Type 3 arrangement in the Yale shelf is often uneven; it is not clear that there was ever a general expectation that the locality subarrangement was to be maintained by copy cataloging. The effect of this unevenness on file integrity and browsers is relatively small.

On the other hand, there has been an expectation that the Type 2 "region or country" (and probably the similar state/province) arrangement generally would be maintained, since this often affects relatively large file ranges and probably has a significant effect on browsing. The shelflisting procedures in 14. are intended to address procedures for Type 2 geographic cutters.

14a. Call numbers assigned by LC (050 00). LC Call numbers with geographic cutters are accepted as is; no attempt is made to adjust the geographic cutter.

14b. Call number assigned by non-LC library (050 _4), including PCC. These call numbers are shelflisted, so:

1. If a cutter for the location has been previously assigned, use the Yale geographic cutter in 852.
2. If the cutter for the location has not been previously assigned, accept the number as given if it is not in conflict with the alphabetical arrangement in Orbis, but adjust otherwise. (However, if upgrading to PCC level, see special instructions following 14c.)

14c. New call numbers (original or member copy without call number):

1. If a cutter for the location has been previously assigned, use the Yale geographic cutter in 852.
2. If the location has not been previously assigned, use the number assigned in the geographic cutter table as given if it is not in conflict with the alphabetical arrangement in Orbis, but adjust otherwise. However, if upgrading to PCC level, see special instructions following:

For cataloging contributed as new PCC (original or upgraded member), the geographic cutter in 050 _4 should be shelflisted against the Library of Congress online catalog call number index. Use the LC cutter if already established at LC; otherwise use the geographic cutter table as the basis, but adjust it if necessary to maintain file integrity within the LC call number file. Source: BIBCO Participants' Manual, E6.2. Library of Congress Classification (LCC [10]). Adjust cutter in 852 to local file if necessary. Note that these procedures do not apply to the second cutter; PCC standards only apply to 050 ‡a.

Key elements of LC practice on use of the region and country table (SCM 300):

1. Apply the table to new entries in the shelflist when the form caption in the schedule reads "By region or country, A-Z"
2. If a cutter has been used in the shelflist or established in the classification schedule, use that number even if it conflicts with the table

3. "If a Cutter for a specific region or country is being applied for the first time in a particular class, and there is no conflict with adjacent Cutter numbers, use the Cutter indicated in the regions and countries table. If a conflict exists with adjacent Cutter numbers, continue the existing Cutter arrangement, adjusting the new Cutter to maintain the proper alphabetical arrangement."

The SCM 300 Region and Country table is on the Cataloger's Desktop and also on the web at:

http://staff.library.mun.ca/staff/toolbox/tables/regcoun.htm [11]

The same practice is used for the states and provinces tables (SCM 302). The SCM 302 States and Provinces table is on the Cataloger's Desktop and also on the web at:

http://staff.library.mun.ca/staff/toolbox/tables/provstat.htm [12]

Or use the Cataloging Calculator [13].

15-16. Topical Cutters & Abridgements

15. **Topical Cutters**

Unlike geographic cutters, topical cutters must be established in the LC schedules or tables. (Example: TR681.A-Z Special classes of persons. TR681.A26 Acrobats) Copy catalogers are not expected to verify topical cutters against the schedules. Original catalogers generally should not assign topical cutters if the cutter is not listed in the schedules unless a classification proposal for the cutter has been submitted. For information see the SACO [14] page.

Examples of topical cutter lists in the schedules: ND1460, PN1995.9, PR756, TR681.

For analysis of a specific example, see LC Class Overview Example 3 [9].

EXCEPTION: We will continue longstanding practice and assign cutters locally for special topics, special movements, etc. in the subject bibliography classes (Z5051-7999, e.g. Z5943). However, a topic/movement cutter in a subject bibliography class must be established in the schedules if the record is coded as pcc.

16. If an item is an **Abridgement** or condensed version of, or selections from an individual work, the standard practice is to add a 2 to the last cutter. The date reflects the publication date of the item. If the abridgment/condensation/selections is also a translation, the translation numbers follow the 2.

Caution: selections from an author's works (as opposed to selections from an individual work) do not follow this procedure and either follow a special table within the schedule or the biography table.

17. Criticism/Commentaries of Individual Works

Criticism/Commentaries of Individual Works. (SCM Shelflisting G340).

Reminder For Catalogers Assigning New Numbers. The following general procedures are applied for criticism/commentary of individual works when there are no specific numbers given in the schedules. (For an example using specific numbers see PR4555-4572 for individual works by Charles Dickens, and then PR4556.A7-Z for criticism of Charles Dickens's Bleak House)

17a. **Criticism/commentary on the first cutter number**. Assign the same call number to the criticism/commentary that was assigned to the original text in the original language, and if the call number for the original text has a

single cutter, add the digit 3 to the cutter, and then add a second cutter for the main entry.

Original text:

050	0	0	‡a B2948 ‡b .D46
100	1		‡a Derrida, Jacques.
245	1	0	‡a Glas / ‡c Jacques Derrida.
260			‡a Paris (9, rue Linnâe, 75005) : ‡b Editions Galilâee, ,c 1974.

Criticism/Commentary:

050	0	0	‡a B2948.D46**3** ‡b H44 1998
245	0	0	‡a Hegel after Derrida / ‡c edited by Stuart Barnett.
260			‡a Boston : ,b Little, Brown, ‡c 1998.
600	1	0	‡a Derrida, Jacques. ‡t Glas.

17b. **Criticism/commentary on the second cutter number**. Assign the same call number to the criticism/commentary that was assigned to the original text in the original language and, if the call number for the original text already has 2 cutters, add the digit 3 to the last cutter, and then add a digit or digits to represent the main entry.

Original text:

050	0	0	‡a B3279.H49 ‡b D48 1987
100	1		‡a Derrida, Jacques.
245	1	0	‡a De l'esprit : ‡b Heidegger et la question / ‡c Jacques Derrida.
260			‡a Paris : ‡b Galilâee, ‡c c1987.

Criticism/Commentary:

050	0	0	‡a B3279.H49 ,b D48**3**6 1993
245	0	0	‡a Of Derrida, Heidegger, and spirit / ‡c edited by David Wood.
260			‡a Evanston, Ill. : ‡b Northwestern University Press, ‡c 1993.
600	1	0	‡a Derrida, Jacques. ‡t De l'esprit.

18. Filing Rules

Filing rules. (From SCM Shelflisting G100). Filing rules come into play when author or geographic cutters need to be subarranged, in subarranging by main entry, or in situations 10-11, when the main entry is the same and subarrangement by title is needed. The basic rule is "file as is." For complex filing arrangements, refer to and base decisions on the Library of Congress Filing Rules (available on the Cataloger's Desktop) rather than the computer sorting order.

While the computer sorting order affects searches on names, the call number search generally follows the order of arrangement of the card shelflist, which is closest to the filing sequence laid out in G100 and the LC Filing Rules. Therefore, we will continue to follow G100 and the LC Filing Rules for shelflist filing order since this appears to be the least disruptive to file integrity.

18a. **Personal name filing arrangement**:

- file single forenames before single surnames;
- file single surnames before compound forenames;
- file compound forenames before compound surnames.

Note that the forename is demarcated by the comma if there are subordinate elements such as dates, place of origin, or title. Exceptionally, if a forename has enumeration, usually a roman numeral, the demarcation is before the number.

Shelflisting (filing) order (name in subfield c is in italics):

Giovanni II, *Bishop of Città di Castello*, fl. 1204-1226
Giovanni, 15th cent. <files as 1400-1499>
Giovanni, *da Capua*, 13th cent.
Giovanni, *da San Giovanni*, 1592-1636
Giovanni, *di Paolo*, ca. 1403-ca. 1482
Giovanni, *Fiorentino*, 14th cent.
Giovanni, André
Giovanni, Fabio, 1958-
Giovanni, José, 1924-
Giovanni, Nikki
Giovanni Bernardo, d. 1503 or 4
Giovanni del Virgilio, fl. 1319

LC Filing Rules, 5.1. Forename Fields: "The leading element of a forename field may be followed by one or more of the following categories of subordinate elements: 1) numeration; 2) dates; 3) additional words. When forename fields have identical leading elements, they are grouped in the following order:

a. Forename alone		
b. Forename with numeration/Forename, date		Filed in one numerical sequence
c. Forename, additional word(s). Additional words may include titles, a characterizing word or phrase, and the full form of initials used in the name. In arranging additional words within a group, differences in punctuation are ignored."		

18b. Treat a **prefix** that is part of a name or place as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space. File letter by letter.

Darby, Joseph R.
D'Arcy, Paula, 1947-
De, S. C
De La Cruz, Jessie Lopez, 1919-
De Lange, Elaine
DeAndrea, William L.
D'Ebneth, Maria Scholten de
Deformation of solids
Del Balzo, Giulio
Delaurier, William J.

18c. Ignore **initial articles** in titles. BUT: initial articles in personal names and place names are accounted for in filing, e.g. El-Ad, Avri; Las Lomas, California.

18d. File **abbreviations** (e.g. Mc) as written, not as spelled out. Generally start a new file sequence in areas where the old filing rules were used in shelflisting, but keep previously established authors, artists, etc. together. Search under both the abbreviated form and the spelled out form to avoid split files.

Mabney, William
MacDonald, Joan E., 1916-
Marshall, Catherine, 1914-
McGrath, Suzanne
Metal products manufacturing

18e. Words separated by **hyphens** are treated as separate words.

18f. **Numerals in titles** :

- If a number is written out, file alphabetically (Seventy-six trombones files to S)
- If number is in notation form (Arabic, roman numerals), use A12-A19. A12 and A19 are BOUNDARIES and number combinations are infinite, so never assign A12 (or A122 or other low number) or A19. Otherwise, the next shelflister will have a hard time inserting a new number. Entries beginning with numerals should file before entries beginning with letters
- Arrangement of numbers in notation form is in numerical order rather than decimal/computer order; file 12 before 111; punctuation is ignored. (BUT: if there is no number before a decimal point, it is filed before 1!)

Number written out:

LC Call number a|b	Author	Title Long	Imprint
BM723.**F43** 2003	**Feinstein**, Edward, 1964-	Tough questions Jews ask : a young adult's guide to building a Jewish life / Edward Feinstein.	Woodstock, Vt. : Jewish Lights Pub., c2003.
BM723.**F44** 2002	**Feuerman**, Simcha, 1967-	How to have fun without getting into trouble / Simcha Feuerman & Chaya Feuerman.	Northvale, N.J. : Jason Aronson, c2002.
BM723.**F48** 1996		**Fifty-eighth** century : a Jewish renewal sourcebook / edited by Shohama Harris Wiener.	Northvale, N.J. ; London : Jason Aronson, c1996.
BM723.**F527** 1996	**Fisdel**, Steven A.	Practice of kabbalah : meditation in Judaism / Steven A. Fisdel.	Northvale, N.J. : Jason Aronson, c1996.

Number in notation form:

LC Call number a|b	Author	Title Long	Imprint
E846.**A17** 2004		**1964** / Kristen Rencher, book editor.	San Diego : Greenhaven Press, c2004.
E846.**A18** 2004		**1965** / Terrie Petree, book editor.	San Diego : Greenhaven Press, c2004.
E846.**A183** 2004		**1966** / Carol Carwie Head, Tom Head, book editors.	San Diego : Greenhaven Press, c2004.
E846.**A185** 2004		**1967** / Norman Loukes, book editor.	San Diego : Greenhaven Press, c2004.
E846.**A186** 2004		**1968** / Mary E. Williams, book editor.	San Diego : Greenhaven Press, c2004.
E846.**A62** 1998	**Andrew**, John A.	Lyndon Johnson and the Great Society ...	Chicago : I.R. Dee, c1998.
E846.**A73**	**Archer**, Jules.	1968 : a year of crisis.	New York : J. Messner, [1971]

Caution: book numbers for literary authors based on the literature tables may not fit into the A12-A19 range. For

literary authors based on the P-PZ40 table, for example, the book number range is x.A61-x.Z458. However, a title beginning with numerals will still need to file before the first title beginning with letters.

LC Call number a|b	Author	Title Long	Imprint
PS3558.A353 **A614** 1995	Haldeman, Joe.	**1968** / Joe Haldeman.	New York : Morrow, c1995.
PS3558.A353 **C36** 1995	Haldeman, Joe.	**Camouflage** / Joe Haldeman.	New York : Ace Books, 2004.
PS3558.A353 **F59** 1999	Haldeman, Joe.	**Forever free** / Joe Haldeman.	New York : Ace Books, 1999.
PS3558.A353 **F6** 1997	Haldeman, Joe.	**Forever peace** / Joe Haldeman.	New York : Ace Books, 1997.
PS3558.A353 **F67** 2003	Haldeman, Joe.	**Forever war** / Joe Haldeman.	New York : EOS, 2003.
PS3558.A353 **N66** 1996	Haldeman, Joe.	**None** so blind / Joe Haldeman.	New York : William Morrow, c1996.
PS3558.A353 **S28** 1997	Haldeman, Joe.	**Saul's** death & other poems / Joe Haldeman ; foreword by Keith Allen Daniels.	San Francisco : Anamnesis Press, 1997.

18g. **Modified Letters**

NAME	ON ITEM AS:	FILE AS:
a with diacritic	ä à å	A
o with diacritic; Scandinavian o	õ Ø	O
u with diacritic	ü	U
Greek alpha	‾	A
ligataure ae	æ	AE
Greek beta	¾	B
Eth	Ð	D
Greek gamma	¿	G
Ligature œ	Œ, œ	OE
Turkish (undotted) i	¸	I
Thorn	þ	TH

Copy Cataloging Expectations

a. **Wrong number**. The copy cataloger should be reasonably alert to possible misassigned, mistranscribed, or non-standard modifications of LC class call numbers, in particular:

- classification that appears to be inconsistent with other titles in the immediate area of the file, e.g. book in hand is about crime in New York with call number HD6535.N42 S27 1991 and other titles with HD6535 are about labor unions in Mexico (call number should have been H**V**6535.N42 S27 1991)
- class number that is completely new to the file

Copy catalogers should check with their supervisor or a staff member with ClassWeb access if the number appears to be (a) suspect or is (b) completely new.

b. **Keeping editions and translations together**. Copy catalogers should be able to apply the principle of collocation if appropriate information is on the bibliographic record, e.g. :

- if the item in hand is a 2nd ed., check for a 1st ed.
- if the item in hand is a Rev. ed., check for the original ed.
- if the item in hand is a 1st American ed., check for a British ed.
- if the item in hand is a translation (240 or 130 with $l subfield for the language of translation), check for the original .

Note that in general copy catalogers should not add translation numbers to the call numbers of source copy. See Shelflisting Order. Section 9 [3]. above. But if the source copy call number has a base number with translation numbers, the base number cutter should be adjusted to match the cutter of the original if Yale has the original.

c. **Variations in cuttering practice**. Copy catalogers are also expected to be broadly aware of the different types of LC cuttering practice described in Library of Congress Classification Call Numbers Overview [15] and to adjust cutter numbers appropriately or, if in doubt, check with their supervisor or other staff member with access to ClassWeb or SCM: Shelflisting on Cataloger's Desktop. For example:

1. Generally call numbers with more than 2 cutters should not be accepted; consult with a catalog librarian to determine the appropriate cutter
2. Do not automatically revise a cutter to align with the main entry (e.g., when the second cutter is intended to subarrange the first cutter, as is sometimes done for localities)
3. Do not automatically add "missing" translation numbers
4. The call number date should match the conference date & not the date of publication if the conference date is given in the main entry (111 or 110). See Shelflisting Order. 4. Dates [16].

Generally, obsolete LC class numbers should not be used, but it is recognized that there may be no efficient way to identify these on member copy; some numbers for newly cataloged books, usually for older materials, may be accepted unintentionally if other obsolete numbers in the same class are already in Orbis because of recon. However, if it is known that the number is obsolete, it should not be used; the current class number should be assigned; consult with a catalog librarian.

The section on Shelflisting Order and Arrangement documents a number of standard practices and procedures we will try to follow when assigning new numbers, especially when records are coded as PCC. It is recognized that call numbers already assigned by member libraries will not always adhere to the standards any more than we have over the years. It is not an expectation that these numbers be painstakingly checked against S.O.A. 1-17. However, if it is known that the notation is not following current practice, we recommend that the number be adjusted accordingly, on the assumption that by doing so it will be easier to integrate new numbers into the file in the future. From a larger perspective, deviations from S.O.A. standards on member records should be considered of

secondary importance relative to the situations described in a.-c. above.

Shelving by Accession Number

As of this writing, some units continue to file accession-type call numbers in various card/paper shelflists within various departments. Paper slips or cards are filed in numerical order to hold a place for each unique number on the shelf. Partial list of accession number files:

a. **[Obsolete] Special folio call numbers**. For certain types of oversize books and serial titles in SML. File location: SML Catalog Dept. Current practice: *Folio* in 852 k, followed by LC call number with the standard local modifications. For specific arrangement see: Oversize [17].

b. **Microform**. For microform holdings in the SML Microform collection. There are separate files for service copy microfilm monographs, service copy microfilm serials, master negative copy microfilm monographs, master negative microfilm serials, dissertation microfilm (service copies), monograph microfiche and serial microfiche. (All microfiche holdings are service copies) There are also separate files for school and departmental microform and microfiche holdings for titles cataloged by SML. File location: SML Catalog Dept.

NOTE: microfilm newspapers are assigned an Old Yale call number for newspapers and subarranged by place following the Cutter-Sanborn table rather than the LC table.

c. **[Obsolete] Visual materials**. Used for titles in visual materials and electronic resources formats cataloged for the Arts Library. VIM followed by accession number. Current practice: LC call number with the standard local modifications.

Many Yale library locations also maintain files of non-LC call numbers. Generally these files are separately maintained; "union catalog" rules do not apply to non-LC call numbers, but within each file the basic shelflisting objectives are still observed: any non-LC call number assigned must be unique and inserting it must not disrupt the integrity of the local file.

Source URL:https://web.library.yale.edu/cataloging/shelflisting-intro

Links
[1] https://web.library.yale.edu/cataloging/shelflisting-intro/shelflist-order-yul-file/same-author-diff-work [2] https://web.library.yale.edu/cataloging/shelflisting-intro/shelflist-order-yul-file/same-title-diff-work [3] https://web.library.yale.edu/cataloging/shelflisting-intro/shelflist-order-yul-file/translation-numbers [4] https://web.library.yale.edu/cataloging/shelflisting-intro/shelflist-order-yul-file/work-letters-photocopies [5] http://web.library.yale.edu/cataloging/lc-cutter-table [6] http://www.loc.gov/catdir/cpso/G150.pdf [7] https://web.library.yale.edu/cataloging/orbis2manual/biography [8] https://web.library.yale.edu/cataloging/LC-call-numbers-overview/examples-4-6 [9] https://web.library.yale.edu/cataloging/LC-call-numbers-overview/examples-1-3 [10] https://www.loc.gov/aba/pcc/bibco/documents/bpm.pdf#page=27 [11] http://staff.library.mun.ca/staff/toolbox/tables/regcoun.htm [12] http://staff.library.mun.ca/staff/toolbox/tables/provstat.htm [13] http://calculate.alptown.com/ [14] http://www.loc.gov/aba/pcc/saco/index.html [15] https://web.library.yale.edu/cataloging/LC-call-numbers-overview [16] https://web.library.yale.edu/cataloging/shelflisting-intro/shelflist-order-yul-file/dates [17] https://web.library.yale.edu/sml-oversize-folio-and-miniatures