

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.

Source URL: <https://web.library.yale.edu/cataloging/shelflisting-intro/basic-rules>