

LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 3, Winter 1979
Editor: Robert M. Hiatt

CONTENTS

	<u>Page</u>
DESCRIPTIVE CATALOGING	
AACR 2 Published	3
AACR 2 Implementation Plans	3
ALA AACR 2 Introductory Program	7
Retrospective Name Authority	
Records with AACR 2 Information	7
Word Division on Library of Congress	
Printed Records	8
Romanization Tables	8
Rule Interpretations	8
Revised Corporate Name Headings	11
SUBJECT HEADINGS	
The Free-Floating Subdivision "Colonies"	12
Form Subdivisions	12
Erratum	16
CLASSIFICATION	
Classification Policies Relating to	
Literary Authors	16
Classifying Congresses	18

Subscriptions to and additional copies of *Cataloging Service Bulletin* are available upon request and at no charge from the Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541. Library of Congress Catalog Card Number 78-51400
ISSN 0160-8029 Key title: Cataloging service bulletin

CONTENTS (cont'd) Page

SHEFLISTING

Book Numbers	19
Shelflisting the Various Editions of a Work	20

DESCRIPTIVE CATALOGING

AACR 2 Published

The Anglo-American Cataloguing Rules, second edition, was published on December 7. Orders from the United States and its possessions may be addressed to

American Library Association
Order Dept.
50 East Huron Street
Chicago, Illinois 60611

Two issues will be available:

ISBN 0-8389-3210-X (casebound) : \$15
ISBN 0-8389-3211-8 (paperback) : \$10

AIA will also sell the unbound sheets for \$12.50.

Orders from Canada may be addressed to

Canadian Library Association
151 Sparks Street
Ottawa, Ontario K1P 5E3
CANADA

for the two issues

ISBN 0-88802-121-6 (casebound)
ISBN 0-88802-122-4 (paperback)

Orders from the United Kingdom may be addressed to

Library Association
7 Ridgmount Street
London WC1E 7AE
ENGLAND

for the two issues

ISBN 0-85365-681-9 (casebound)
ISBN 0-85365-691-6 (paperback)

AACR 2 Implementation Plans

The Library of Congress has reviewed extensively the Anglo-American Cataloguing Rules, second edition, to ascertain ways in which the costs of implementation could be reduced both for the Library of Congress and for the library community at large. This review has concentrated on the amount of change in two areas: forms of headings and automated systems. Below are the results of the review and the Library of Congress's decisions.

I. AACR 2 Heading Changes

A. LC has looked carefully at the rules and has determined that three changes (one explicit and two by example) are of such minor importance, but of major consequence, that it plans not to follow the rule and the implications of the two examples either in revising older headings or in establishing new headings after 1980. The British Library and the National Libraries of Australia and Canada have agreed to these changes on a preliminary basis.

1. Department. Appendix B, "Abbreviations," does not

authorize using the abbreviation "Dept." in headings. Since any machine filing problem would occur only rarely (the abbreviation is used only in English) and since the abbreviation helps to reduce the length of otherwise longer corporate headings, LC plans to continue to abbreviate "Department" in English language headings.

2. House of Representatives. Technically, the U.S. House of Representatives should not be shortened to "House." However, since there is no confusion as to which chamber of the U.S. Congress "House" refers and since, again, using "House" reduces the length of otherwise longer corporate headings, LC plans to continue to use the shortened form.

3. United Kingdom. Although "United Kingdom" is the correct term for the jurisdiction now formulated as "Great Britain" (which name is not applicable to Northern Ireland), the major consequences of such a change, when there has been no apparent dissatisfaction with "Great Britain," make such a change seem unwarranted. Therefore, LC plans to continue to use "Great Britain."

B. Persons established before 1981 who have written predominantly under at least a first forename initial that has been filled out in the heading will, in general, not be changed to reduce the forename(s) to an initial(s). Exceptions will be made for persons represented on American imprints and for "famous" persons regardless of the origin of titles. All headings established after 1980 will, however, reflect the provisions of AACR 2. Under AACR 1 fullness of personal name headings was not considered a matter of superimposition.

C. In assessing the changes resulting from AACR 2, LC has identified several categories for which needed changes, although desirable, do not significantly affect the filing arrangement and consequently the users' access. Therefore, LC, in general, plans to continue to use such headings that already exist; the AACR 2 provisions will be applied to newly established headings. Categories of such headings are

1. reduction of a second forename to an initial:

Abrahamson, Max William
not changing to Abrahamson, Max W. (Max William)

2. deletion of an unused second forename or forename initial:

Capet, Marcel F.
not changing to Capet, Marcel

3. addition of a hyphen between forenames or compound surnames:

Dautheville, Anne France
not changing to Dautheville, Anne-France

4. repositioning of "ca." in dates:

Pann, Anton, 1797 (ca.)-1854
not changing to Pann, Anton, ca. 1797-1854

5. changing from a nonsystematic to the AIA/LC systematic romanization:

Maitra, Arun, 1936-
not changing to Maitra, Aruna, 1936-

6. deletion of twentieth-century flourishing dates (such headings are revised when actual birthdates become

available:

Hu, Chien-min, fl. 1974-
not changing to Hu, Chien-min

7. retention or addition of a term to show the heading is a corporate body:

BFA Educational Media
not changing to BFA Educational Media (Firm)

8. deletion of an unnecessary term of incorporation whether used by the body or supplied by the cataloger:

Press Association, ltd.
not changing to Press Association

9. deletion of "pseud.":

Cecil, Henry, pseud.
not changing to Cecil, Henry, 1902-

10. correction of language of addition:

Louis Antoine, Father
not changing to Louis Antoine, père

11. expansion to a fuller form of name:

Alcázar Carrillo, Rafael L.
not changing to Alcázar Carrillo, Rafael Luis

12. addition of a geographic qualifier in a nonconflict situation:

Bicentennial Committee on Historic Houses
not changing to Bicentennial Committee on Historic Houses (Morris, Conn.)

13. reduction in hierarchy on Far Eastern headings:

Chung-kuo kung ch'an tang. Hsi-peí chung yang chü.
Tiao ch'a yen chiu shih
not changing to Chung-kuo kung ch'an tang. Tiao ch'a yen chiu shih

14. elimination of a cataloger supplied addition of place of residence or field of interest:

Albrecht, Friedrich, of Leipzig
not changing to Albrecht, Friedrich

15. capitalization of corporate acronyms/ initialisms:

Amacom
not changing to AMACOM

16. addition of quotation marks to headings:

Symposium Astronomy and Our Lives
Today
not changing to Symposium "Astronomy and Our Lives Today"

17. elimination of titles of honor, address, or nobility that are not used by the individual in the works:

Bryant, Arthur, Sir, 1899-
not changing to Bryant, Arthur, 1899-

18. expansion of abbreviations "Bp." and "Abp.":

Ruricius I, Bp. of Limoges, d. ca. 507
not changing to Ruricius I, Bishop of Limoges,
d. ca. 507

II. Automation Changes

The Library of Congress has analyzed AACR 2 for changes necessary to the MARC formats. In general, changes to the formats appear to be minimal. Two indicated changes, however, are major, requiring the development of a capability to handle nonfiling characters. Although the use of a technique for handling nonfiling characters may be developed later, the Library of Congress, to reduce the costs of the changes to be made in 1981, will

- a) continue to place titles of honor and address (Dame, Lady, Lord, Mrs., and Sir) following the person's forename(s):

Gilbey, Walter, Sir
instead of Gilbey, Sir Walter

- b) delete initial articles except in the bibliographic description, title proper through series area:

Verdi, Giuseppe, 1813-1901. Trovatore. Balen del suo sorriso
instead of Verdi, Giuseppe, 1813-1901. Il trovatore.
Il balen del suo sorriso.

It seems likely that this will also reduce near-term costs for other automated systems as well.

III. Early Notification of AACR 2 Headings

Beginning with retrospective conversion of authority records (see below), LC has begun evaluating its authority records to determine which will need revision based on the above guidelines. In the evaluation, the AACR 2 form of name is being added to the automated authority file as a reference, explicitly coded as the AACR 2 form. Current headings that are also valid under AACR 2 or that are AACR 2 compatible are also being explicitly indicated. At intervals as yet unspecified those headings to which an AACR 2 reference has been added will be distributed to the library community in one or more of the following forms: machine-readable tapes, printed lists, cards, or COM listings. Such listings would contain at least the currently used form of heading and the corresponding AACR 2 form.

IV. Training Workshops

Last fall, the Library of Congress indicated to the Resources and Technical Services Division (RTSD) that it would be willing to conduct several workshops on AACR 2 for the American library community prior to implementation in 1981 if RTSD would assume the necessary administrative responsibility and local arrangements. The RTSD Board of Directors in June approved the Library's offer. Current plans are to hold a pre-conference workshop in New York followed by four or five regional workshops. In addition a workshop prior to New York and in cooperation with the Federal Library Committee is being considered for librarians in the Washington area. All workshops would extend approximately 2 1/2 days and

would include a general session on the history, organization, and basic principles of the code (ALA introductory program); more detailed sessions on the Library of Congress's application of the rules (options and interpretations) and its methods for implementing AACR 2 and closing the catalogs; and sessions on the rules' provisions as applied to specific media.

Because key LC staff will need to devote considerable time to the preparation and presentation of these workshops, the Library will be forced to limit participation of staff in other workshops, institutes, etc.

ALA AACR 2 Introductory Program

According to information available at the time of this writing, ALA will hold a preconference institute on AACR 2 sponsored by RTSD prior to the summer 1979 ALA conference in Dallas. At this institute approximately 300-400 librarians preselected in cooperation with ALA's Council of Regional Groups will hear presentations made by some of the key figures involved in the revision of AACR 2 and will view audiovisual material prepared both to present introductory material and to illustrate the provisions of AACR 2. Small training sessions will also be held within the course of the institute. With the training gained at the institute, participants will be expected to assist in regional and local meetings on AACR 2 held during the period before implementation in 1981. This ongoing introductory program has been organized and developed by ALA's AACR 2 Introductory Program Committee, chaired by Doralyn Hickey. The audiovisual package (including videotapes and slides or filmstrips) is expected to be issued by ALA Publishing Services.

Retrospective Name Authority Records with AACR 2 Information

On October 10, 1978, the Library began the preparation for conversion to machine-readable form of existing name authority records in the English Language Section III, Descriptive Cataloging Division. Catalogers in this section are preparing for conversion all name authority records that have not previously been added to the automated name authorities system but the headings for which are needed on records being currently cataloged.

The initial implementation by a single section was decided so as to test the procedures developed for both descriptive catalogers and MARC input and verification staff. Additional sections are being added on a phased basis.

Machine-readable retrospective authority records will differ from such records for newly established headings insofar as the only source citation will be the work for which the heading was originally established. In addition biographical or historical information found in certain sources cited on the manual authority card will be combined into a single epitome note. Once converted to machine-readable form, however, retrospective records will be handled as any other record; that is, any additions or corrections will be made in full.

With the retrospective authority records, coding for AACR 2 also began. Such coding for new records will probably begin in early 1979. In essence, if the heading is in accord with the provisions of AACR 2 or is AACR 2 compatible, a code indicating the situation is provided in the record for the heading. If the heading is neither AACR 2 nor AACR 2 compatible, a reference is added and appropriately coded. In the latter situation the heading itself is not assigned a rule designation unless it has been used on a serial record. In this case, as the result of CONSER agreements, headings will continue to be designated ALA or AACR 1, as appropriate. In all cases in assigning codes, AACR 2 or AACR 2 compatible will take precedence over either ALA or AACR 1.

In Cataloging Service, bulletin 123, comments were requested on the proposal that the Library cease the dividing of words at line endings and the right justification of margins. Comments received were generally favorable, and the proposal will be implemented. However, implementation will be delayed until other higher priority work has been completed. The Library appreciates the expressions of interest shown by those who responded.

Romanization Tables

For Indic languages written in the Devanagari script for which no romanization table has been developed, the values in the Hindi table (cf. Cataloging Service, bulletin 119) are applied. These languages are Awadhi, Bihari, Braj, Kashmiri, Maithili, Pahari, and Rajasthani. The values of the Bengali table, with one additional value from the Assamese table ("wa"), are applied to Manipuri. For Dogri and Lahada, the values of the Panjabi in Gurmukhi script table are applied.

Rule Interpretations

Qualifying Corporate Names Even if There Is No Conflict

This directive pertains to the qualifiers explained in AA 65A-B. See the rule, however, to answer any question as to which qualifier should be used. This directive only provides some advice on when a qualifier should be used and thus must be used in conjunction with the rule.

AA 65 provides for the addition of a qualifier to corporate names only in cases of conflict or near-conflict. Even when there is no conflict, however, add the appropriate qualifier to a corporate name (except as noted below) if it is judged likely that a conflict may arise in the future. This judgment should be made whenever the name lacks distinctive elements; do not search reference sources for confirmation. Examples of some indistinctive names are

Central Training Council in Child Care
College of Science and Technology
Computer Hardware Management Center
Institute for Rapid Transit
Institute of Strategic Studies
Mining Research and Development Establishment
National Earthquake Information Center
National Institute of Health Administration & Education
National Irrigation Research Station
National News Council
National Productivity Board
Office for Humanistic Research

If there is doubt as to whether a name is one of this indistinctive type, add the qualifier.

Unless there is a conflict, do not add one of the qualifiers provided in AA 65A-B to the names of business firms.

"Unused" Subdivisions

According to a pre-AACR policy, certain corporate subdivisions were not established. Instead, the heading for the parent body was used whenever the subheading would have been used. Usually an unprinted reference was made in LC's catalogs from the unused subdivision to the heading for the parent body. In the earliest period of this practice the unused subdivisions were only listed on the authority card for the parent body.

Whenever one of these unused subdivisions is encountered in current cataloging, establish the subdivision and use it henceforth in all cataloging, leaving the existing entries as they are. Make a special explanatory reference between the two headings, using the following text:

[Heading for previously unused subdivision]
For publications cataloged before
[current month and year, e.g., Sept. 1978]
see [Heading for parent body]

[Heading for parent body]
For publications of the [Name of subdivision]
cataloged after [previous month and year,
e.g., Aug. 1978] see [Heading for previously
unused subdivision]

Make a combined reference from the parent body to the established subdivisions when referring to more than one subdivision.

[Heading for parent body]
For publications of the subdivisions listed
below cataloged after [previous month and
year, e.g., Aug. 1978], see the headings for
the subdivisions: [List of headings for
subdivisions]

Private and Official Communications of Chiefs of State, etc.

Connect headings for chiefs of state, etc., (AA 80A) and ecclesiastical officials (AA 94, 95A) to the corresponding personal name heading with "see also" references instead of the explanatory references called for in AA 121B1. Use the following guidelines to determine when to make the references:

- 1) when entering under the official heading, make "see also" references between the personal and official headings. Establish the personal heading for the "see also" reference if it has not already been established;
- 2) when entering under the person,
 - a) if the official heading has been established, make "see also" references between the two headings;
 - b) if the official heading has not been established, establish it and make the "see also" reference from it to the personal heading only if the item cataloged is not clearly the work of private authorship.

Official Headings Not Including a Person's Name

If the work is entered under an official heading that does not include the name of the person (AA 80B-D), make an added entry for the person if the person is named in the formal author statement.

Imprint Elements Stamped or on a Label

If any element of the imprint area is transcribed from a stamp or a label, apply bracketing conventions as if the information were printed in the item (see AA 132B). Make a note to indicate that such information is stamped or expressed on a label.

Imprint stamped on verso of t.p.
Publisher from label on t.p.

Literary Form

For monographs that are belles lettres, bracket into the body of the entry the term for the literary form appearing in the item only when the title is misleading. Do not consider titles of literary works misleading simply because they are fanciful. The bracketed explanation is wanted only in extreme cases, e.g.,

Divorce proceedings : [poetry]
Sermons for Easter : [play]
Laws of the District of Columbia : [novel]

In cases of doubt, do not "explain" a "misleading" title.

Apply the same conditions to record in a note the term for the literary form that does not appear in the item. However, as an exception, record in a note the literary form of the monograph being cataloged if the publication contains one or more literary works by one author and one or more of the following symbols appears below the LC card number: AM, C, HE, J, K, NE, SA. Make the note whether or not the form is identified in the uniform title and/or the body of the entry. Base the note on the following literary forms: drama, fiction, poetry, literature (used for a publication containing works in more than one form). The note should be worded according to the cataloger's approximation of the publication; the words chosen do not necessarily have to reproduce one of the phrases listed here (e.g., "Plays" instead of "Drama").

Distributors

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, consider that AA 138B2 applies and include the distributor in the imprint. In applying the provision for distributors, do not record those distributors that are remaining an edition, are secondhand dealers, or act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it.

Recording Bibliographic Details Prior to LC Binding

Formulate volume and illustration statements in the collation area and in notes based on the item as issued by the publisher rather than as bound and shelved by LC. For example, if LC binds a separately issued "volume 1" and "volume 2" of a monograph in one physical volume, "2 v." is the correct volume statement, not "2 v. in 1." However, if in another case the publisher issues a monograph as two bibliographic volumes in one physical volume, then "2 v. in 1" is appropriate.

In serials cataloging, avoid the use of a "v. in," "no. in v.," etc., statement; instead, formulate the statement in terms of bibliographic units only (e.g., "v.," "no.")

Illustrations should also reflect the characteristics of the item as issued, not what the cataloger can predict. For example, if maps are detached from the item and are randomly inserted, record the collation as

355 p. : 10 maps (3 fold. col.); 23 cm.
Three maps inserted.

not 355 p. : 10 maps (3 fold. col. in pocket); 23 cm.
(This latter example is correct only when the item is issued with the maps in a pocket.)

For loose-leaf works that are subsequently bound by LC after the works have been completed, retain the loose-leaf statement on the card.

For example, if a loose-leaf service originally issued in three binders is bound by LC in 4 volumes, record the collation on the revised record as

3 v. ; 23 cm.

Loose-leaf for updating.

(If the item was originally cataloged prior to September 1974, record the collation as "3 v. (loose-leaf) 23 cm.")

As an exception, for ephemeral and "made up" sets lacking a collective title, base the volume and illustration statements on LC's copy and binding.

Variant Title Notes

[N.B. These provisions do not apply to serials; for these, see Cataloging Service, bulletin 112.]

"A note may be essential . . . to show a variation from the title page title appearing elsewhere in the work . . ." Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. If the variant title appears in a source that meets the criteria for an added title page (as defined in AACR chapter 6 (revised), p. 114), record the note as "Added t.p." If the variant title appears in another source, specify its location (e.g., "Title on p. [4] of cover:"). There is no situation in which the notes "Added title." or "Added title:" are appropriate.

Revised Corporate Name Headings

CANADA

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Acadia University, Wolfville, N. S. Institute.	Acadia University. Institute.
Acadia University, Wolfville, N. S. Library.	Acadia University. Library.
Lethbridge, Alta. University.	University of Lethbridge.
Toronto. University. Library.	University of Toronto. Library.
Toronto. University. Library. Reference Dept.	University of Toronto. Library. Reference Dept.
Women's Institutes of Nova Scotia. Chester Branch.	Women's Institute (Canada). Chester Branch.
Women's Institutes of Nova Scotia. Louisbourg Branch.	Women's Institute (Canada). Louisbourg Branch.
Yukon Territory. Treasury Dept.	Yukon Territory. Dept. of Treasury.

CHINA

One File

T'ai-chung, Formosa (District) T'ai-chung hsien, Taiwan.

T'ai-chung, Formosa (District).
Hsien i hui.

T'ai-chung hsien, Taiwan. Hsien
i hui.

POLAND, CZECHOSLOVAKIA, ETC.

One File

Broumov, Bohemia.

Broumov, Czechoslovakia.

Česká Skalice, Czechoslovak Re-
public.

Česká Skalice, Czechoslovakia.

Deutscher Hauptverband der Industrie,
Teplice, Czechoslovak Republic.

Deutscher Hauptverband der In-
dustrie, Teplice, Czecho-
slovakia.

Košice, Czechoslovak Republic.
Vysoká škola technická.

Vysoká škola technická v
Košiciach.

Košice, Czechoslovak Republic.
Vysoká škola technická. Katedra
fyziki.

Vysoká škola technická v
Košiciach. Katedra fyziki.

Košice, Czechoslovak Republic.
Vysoká škola technická.
Katedra matematiky.

Vysoká škola technická v
Košiciach. Katedra mate-
matiky.

Košice, Czechoslovak Republic.
Vysoká škola technická.
Strojnícka fakulta.

Vysoká škola technická v
Košiciach. Strojnícka
fakulta.

Kušúty, Czechoslovak Republic
(Okres Galanta)

Kušúty, Czechoslovakia (Západo-
slovenský kraj)

Ležáky, Czechoslovak Republic.

Ležáky, Czechoslovakia.

Lidice, Czechoslovak Republic.

Lidice, Czechoslovakia.

Rimavská Sobota, Czechoslovak
Republic.

Rimavská Sobota, Czechoslovakia.

Rimavská Sobota, Czechoslovak
Republic (Okres).

Rimavská Sobota, Czechoslovakia
(Okres)

Teplice, Czechoslovak Republic.

Teplice, Czechoslovakia.

Třísov, Czechoslovak Republic.

Třísov, Czechoslovakia.

SUBJECT HEADINGS

The Free-Floating Subdivision "Colonies"

The colonies of a particular country are designated collectively by headings of the type [name of country]--Colonies. Although headings of this type have been divided by certain topical and geographic subdivisions, this practice was never standardized. In the future only those subdivisions selected from a special list (controlled by the model heading, Great Britain--Colonies) will be usable under headings of this type. To explain the new policy, the note which appears in the introduction to Library of Congress Subject Headings, eighth edition, page xxiv, under the subdivision Colonies, has been revised as follows:

Use under names of countries for works discussing collectively the colonial possessions of these countries. The subdivision Colonies may be subdivided further by certain geographic and topical subdivisions, e.g. Great Britain--Colonies--Commerce; Great Britain--Colonies--Africa; Great Britain--Colonies--America--Administration. For a list of subdivisions to be used under [name of country]--Colonies, see Great Britain--Colonies. The subdivision Colonies may also be used under topical subjects subdivided by place, e.g. Postage-stamps--France--Colonies.

The subdivisions below will be listed under the model heading Great Britain--Colonies and are the only subdivisions now authorized. Since the only geographic subdivisions are names of continents, it is not possible to use the subdivision Colonies to designate specific colonies. All examples of the type [name of country]--Colonies--[name of colony] found in the Subject Catalog represent subject cataloging errors. For such works the name of the colony with the appropriate subdivision or the topical subject divided by the name of the colony should be assigned, e.g., India--Politics and government--1919-1947 and Postage-stamps--India.

Subdivisions Used Under [name of country]--Colonies

Regions

- Africa
- America
- Asia
- Oceanica

Topics

- Administration
- Boundaries
- Commerce
- Constitutional history
- Constitutional law
- Defenses
- Description and travel
- Discovery and exploration
- Economic conditions
- Economic policy
- Emigration and immigration
- Industries
- Manufactures
- Native races
- Officials and employees
- Politics and government, see Administration
- Population
- Public lands
- Public works
- Race relations
- Religion
- Religious life and customs
- Rural conditions
- Social conditions
- Social life and customs

Form Subdivisions

Since LC subject catalogers have been instructed to designate always the form of a work by adding the appropriate existing form subdivision, they have been given the following guidelines for assigning

a form subdivision when several headings have been assigned:

As a general rule, add the same subdivision to all headings assigned to a particular work if a form subdivision is added to one of the headings. In rare cases, however, the content of a particular work may make it inappropriate to do so, e.g., when a work consists of a discourse on one topic and a bibliography on another. In essence, then,

add the form subdivision to all headings, including topical, geographic, corporate, and personal name headings.

The use of form subdivisions under corporate and personal name headings was largely avoided in the past. In fact, a number of statements still appear in LCSH that explicitly prohibit the use of such subdivisions under such headings (e.g., the sentence in the note under the subdivision Exhibitions in the introduction to LCSH that prohibits the use of the subdivision under names of artists). All such statements are now obsolete. Form subdivisions should be used under corporate and personal name headings as appropriate.

Caution: The subdivision History may not be used under all categories of topical headings (see Cataloging Service, bulletin 120, p. 12-14), and the subdivision Periodicals is not authorized as an additional subdivision under headings already divided by certain other form subdivisions. For example, [topic]--Congresses--Periodicals is not a valid heading (see below for additional information). In addition, some form subdivisions appropriate for use under topical headings cannot be used under personal name headings, e.g., [topic]--Periodicals, but [personal name]--Societies, periodicals, etc.

The Subdivision "Periodicals"

Below are guidelines for assigning the subdivision Periodicals to individual serials. They introduce a change in policy in that most serials issued regularly will now receive this subdivision. In the past only periodicals, each issue of which consisted of separate articles, stories, or other writings, were so treated. In addition, the guidelines indicate that the subdivision, in accordance with a long standing policy, is omitted when it comes into conflict with certain other form subdivisions (see list below). These guidelines supersede the information under Periodicals in the introduction to the eighth edition of LCSH, page liv.

- 1) Use the subdivision Periodicals as a form subdivision under topical, geographic, or corporate headings.
- 2) Do not use the subdivision under headings that have been subdivided by the following form subdivisions:

Addresses, essays, lectures
Amateurs' manuals
Atlases
Catalogs
Catalogs and collections
Collected works
Congresses
Directories
Discography
Film catalogs
Gazetteers
Guide-books
Handbooks, manuals, etc.
Juvenile films
Juvenile literature
Juvenile phonorecords

Laboratory manuals
Maps
Observers' manuals
Outlines, syllabi, etc.
Phonotape catalogs
Photo maps
Registers
Road Maps
Social registers
Thematic catalogs
Union lists
Voting registers
Yearbooks
Zoning maps

In essence, headings such as [topic]--Congresses-Periodicals are not authorized. However, the subdivision may be used under headings subdivided by most other form subdivisions listed in the introduction to LCSH, e.g., Tuberculosis--Statistics--Periodicals.

3) Assign the subdivision to serials that appear annually, but that do not summarize the year. For serials that do summarize the year, assign the subdivision Yearbooks.

4) Do not assign the subdivision to publications that are issued regularly in revised form and, therefore, cannot be regarded as true serials, although they may have been treated in the past as serials for convenience, e.g., J.K. Lasser's Your Income Tax.

Commentaries on Individual Works

In Cataloging Service, bulletin 116, p. 5-6, guidelines were presented for assigning subject headings to commentaries on individual works. Because of a change in policy, the paragraph captioned "Commentator versus author" has been revised as follows:

Commentator versus author. Texts of individual works by one author are often published together with commentary, interpretations, or exegesis relating to it by another person. If the work has been entered under the author of the original work, treat the work as an original work, or an edition of the original work. Assign no author-title subject entry for the work commented on unless a substantial portion of the work is devoted to commentary (perhaps at least 20% of the volume). If the work has been entered under the commentator, treat it as a commentary, always making an author-title subject for the work commented on.

City Districts or Quarters

Establishing the Name. Establish as a subject heading the name of a city district or quarter that is not a jurisdiction following the principles of AA 73B and 76 as follows:

Enter a city district or quarter under its own name if the name is distinctive. Otherwise, enter it as a subheading under the name of the city in which it is located. Make a see reference from the alternative form in either case. If the district has been entered under its own name, qualify it by the name of the city as established. That is, if the heading for the city is qualified by a larger jurisdiction, add the same qualifier to the district name:

Yagyū section, Nara, Japan

If the name of the city is not qualified, do not qualify the name of the district:

Beacon Hill, Boston

If the name of the city has been qualified by "(City)," add it to the name of the district (note that this is a change in practice and supercedes the statement in Cataloging Service, bulletin 122, p. 16):

Magdalena Mixhuca, Mexico (City)

Assignment of Headings to Works Involving Specific Topics.

When a work involves a specific topic as it relates to a city district or quarter, assign two headings, one to bring out the topic in connection with the name of the city at large (this heading may be either of the type [topic]--[larger jurisdiction]--[city] or the type [city]--[topical subdivision]) and another to bring out the name of the district.

1. Minorities--Massachusetts--Boston.
2. North End, Boston.

Do not use the name of the district under a topical heading. If the first heading is of the type [city]--[topical subdivision], apply the same subdivision to the name of the district.

1. San Francisco--Dwellings.
2. Telegraph Hill, San Francisco--Dwellings.

New York (City). Apply the above principles to New York (City) as follows:

New York City consists of five boroughs which often have been treated as independent cities. Subject headings for these boroughs are

Manhattan (Borough)
Brooklyn
Queens (Borough)
Bronx (Borough)
Richmond Co., N.Y.

Treat the boroughs as city districts.

1. Education--New York (City)
 2. Bronx (Borough)
-
1. New York (City)--Description.
 2. Bronx (Borough)--Description.

Erratum

In Cataloging Service, bulletin 125, p. 20-21, a list of codes assigned by subject catalogers to the Type of Material and Nature of Contents Fixed Fields in MARC serial records was given. Although the list provides for "g" to designate legal articles, the following explanation was inadvertently omitted from between Law reports and Case notes:

Legal articles. Use whenever a serial is or contains a collection of legal articles.

CLASSIFICATION

Classification Policies Relating to Literary Authors

The following purposely avoids the problem of PZ class numbers. Although LC's current policy is to class an individual author's fiction in English (including translations into English) in PZ3 and 4, the statement below is meant to explain cataloging principles of general application.

Provision is made for classifying works by and about individual literary authors in Class P by means of individual literary author numbers. The principal factors to be considered in determining the location of these numbers are the language in which the author wrote, the author's nationality, and, if required, the time period during which the author was productive. The simplest situation encountered in establishing an author's number is the author who wrote in one language only and was a citizen of only one country. For such an author a number would be provided under the literature of the language in which the author wrote, with the possibility of further subarrangement by country and period. Authors living in the country most commonly associated with a particular language are classed with the general literature area for that language. For example, George Sand is classed under general French literature, specifically, 19th century in PQ2393+.

Authors of a country other than the one most commonly associated with the language in which they write may be classed by country in the area developed for that literature in other countries. For example, a number for the Canadian novelist Lucy Maud Montgomery (PR9199.3.M6) is provided in the subclass for English literature in the area for English literature in Canada. Many literatures, however, have no geographic development, may be only partially expanded (such as literature of former colonies), or may have special locations for collections but not for individual authors. The literature of the United States is the exception to the standard arrangement of keeping the literature of a particular language together in the same subclass. No special section for United States literature exists in subclass PR, English literature. Instead, subclass PS has been reserved for literature in English of the United States.

Authors Writing in More Than One Language. If an author writes in more than one language, a number for the author is provided under the literature of each language; no effort is made to keep all the works of the author together. (For example, Vladimir Nabokov wrote works in both Russian and English; his Russian language works are classed with Russian literature in PG3476.N3 and his English language works are classed with American literature in PS3527.A15.) Translations and critical studies of individual works in each case are classed with the original works. A collective criticism of several works is classed according to the general emphasis of the group of works studied, e.g., a criticism of Nabokov's English works should be classed in his subclass PS number. General criticism and all biographical works, however, are classed in one predetermined number that best represents the total literary output of the author, e.g., for Nabokov, the Russian literature number is used.

Authors Associated with More Than One Country. After determining with which particular literature an author should be classed, the particular country of that literature under which the author's number should be established may need to be determined. Under any particular literature an author may be classed under only one country. The author is classed with the country of citizenship, if this can be determined. If the author was a citizen of several countries, the preferred classification is under the country in which the author's most productive years were spent or under the country usually associated with the author by scholars in the field. If no preference can be determined, an arbitrary selection is made. Once a decision has been made to class a living author with a particular country, however, this number will usually continue to be used regardless of subsequent changes of residence by the author; an author is moved from one place to another in the schedule only when absolutely necessary.

For living authors whose works are being cataloged for the first time and about whom there is little information (citizenship is not known), the selection of the country is based on available information, such as (in order of importance) birthplace, parentage, residences, place of publication of the work(s) being cataloged. If this information does not justify the choice of one country over another, an arbitrary decision

is made. Once the literary author number has been established under a country, only if new information becomes available demonstrating conclusively that the original decision was faulty is the originally assigned number cancelled and a new number established in a more appropriate location.

Classifying Congresses

Normally in the area reserved for form captions at the head of many topics in the IC classification schedules, there is a class number for congresses. In such a number are classed the collected papers delivered at, or published on the occasion of, individual named or unnamed congresses; reports of the proceedings and discussions, lists of delegates, etc.; or combinations of both. Congresses may have as their main entry heading the name of a congress, the name of a corporate body, or a title. Normally, however, those publications that report only on the proceedings of a business meeting of an organization (i.e., they contain no topical information) and are entered under the name of the organization are not classed as congresses, but are treated as society publications and classed with the organization in the appropriate society number (the first subject heading assigned in such cases is the name of the organization).

General Procedures

1) If a congress number exists under the topic, class all congresses, including serial congresses, in this special congress number. Do not class congresses with periodicals unless congresses are explicitly stated in the periodicals caption, e.g., Class Q.

2) If a congress number does not exist under the topic and there are not enough previously classified works in this form to justify establishing a separate number, class congresses in the general works number. Do not class serial congresses with periodicals unless congresses are explicitly stated in the periodicals caption.

3) If a separate number for the form under the topic does not exist, establish the required number if one of the following criteria has been met:

there are at least five congresses already classed in the general works number; or, one or more standard form captions already exist under the particular topic, although less than five congresses have been classed in the general works number.

Use in the caption only the one word Congresses unless it is a standard feature of the schedule to use other wording, e.g., Class Q.

Special Procedures

1) Monographic works

a) Class each monographic congress solely on the basis of its individual contents. If a separate record is prepared for each meeting, do not attempt to keep the various meetings of a particular named congress together. Class according to the subject of each.

b) If by chance different publications of the same named congress are classed in the same number, the same Cutter number will be assigned to each publication. However, identical Cutter numbers are not possible for congresses with entry under corporate body or title.

- c) If the name of the congress changes, make no attempt to keep the works issued under the various names together on the shelves, even if the same class number is involved. A different Cutter number is assigned for each name.
- 2) Congresses cataloged as serials
- a) Class all open entry congresses, including serial congresses, in the congress number, following the provisions and exceptions noted in "General Procedures."
- b) Name Changes. If a new record is prepared for the new serial and it is treated as a continuation of the old, the old and new serials must be kept together on the shelves by using the same call number for each. If there is no continuation statement, make no effort to keep the old and new entries together. (For additional information on serial continuations, see Cataloging Service, bulletin 116, p. 8.)
- 3) Class works about an individual congress in the same number assigned to the congress itself (or the number that would be assigned if the library had a copy of the actual proceedings, etc.). Assign as the first subject heading the name of the congress.
- 4) Do not class publications of business meetings of societies in congress numbers if they contain no substantive information about the topic of interest to the society, but only cover business matters relating to the society. Treat such works as discussions about the society, classing them with the number for the society. (For an explanation of society numbers, see Cataloging Service, bulletin 124, p. 27-28.)

SHELFLISTING

Book Numbers

Since the publication of the Library of Congress book number (previously called author number) table in Cataloging Service, bulletin 104, p. 7-8, a third letter table (no. 5 below) has been developed and is being applied in the Shelflisting Section. The following is the full text of the latest revision of the table:

Library of Congress call numbers consist, in general, of two principal elements: class number and book number, to which are added, as required, symbols designating a particular work.

Library of Congress book numbers are composed of the initial letter of the main entry heading, followed by Arabic numerals representing the succeeding letters on the following basis:

- 1) After initial vowels
 for the second letter: b d l,m n p r s,t u-y
 use number: 2 3 4 5 6 7 8 9
- 2) After the 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 the initial letters Qu⁺
 for the third letter: a e i o r y
 use number: 3 4 5 6 7 9
 for names beginning Qu-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) When an additional number is preferred ^{o p s t v w x z}
 for the third letter: a-d e-h i-l m n-q r-t u-w x-z
 use number: ^{2 3 4 5 6 7 8 9}
 (*optional for third letter a or b) 8

Letters not included in these tables are assigned the next higher or lower number as required by previous assignments in the particular class.

The arrangements in the following examples illustrate some possible applications of these tables:

1) Names beginning with vowels

Abernathy	.A2	Ames	.A45	Astor	.A84
Adams	.A3	Appleby	.A6	Atwater	.A87
Aldrich	.A4	Archer	.A7	Austin	.A9

2) Names beginning with the letter S

Saint	.S2	Simmons	.S5	Steel	.S7
Schaefer	.S3	Smith	.S6	Storch	.S75
Seaton	.S4	Southerland	.S64	Sturges	.S8
Shank	.S45	Springer	.S66	Sullivan	.S9

3) Names beginning with the letters Qu

Qadiri	.Q2	Quick	.Q5	Qureshi	.Q7
Quabbe	.Q3	Queist	.Q6	Quynn	.Q9
Queener	.Q4				

4) Names beginning with other consonants

Carter	.C3(7)	Cinelli	.C5(6)	Cullen	.C8(4)
Cecil	.C4(2)	Corbett	.C6(7)	Cyprus	.C9(6)
Childs	.C45	Croft	.C7(6)		

() = if using two numbers

5) When there are no existing conflicting entries in the shelflist, the use of a third letter book number may be preferred:

Cabot	.C3	Callahan	.C34	Carter	.C37
Cadmus	.C32	Campbell	.C35	Cavelli	.C38
Caffrey	.C33	Cannon	.C36	Cazalas	.C39

The numbers are decimals, thus allowing for infinite interpolation of the decimal principle.

Since the tables provide only a general framework for the assignment of numbers, the symbol for a particular name or work is constant only within a single class. Each entry must be added to the existing entries in the shelflist in such a way as to preserve alphabetic order in accordance with Library of Congress filing rules.

Shelflisting the Various Editions of a Work

The procedures used in shelflisting the various editions of a work were first published in Cataloging Service, bulletin 122, p. 22-25. Since several changes have been made, the procedures are being re-issued.

General Provisions

Preferred order for the shelf

Device for achieving preferred order

- | | |
|--|---|
| 1. Original edition. | 1. Assigned first Cutter number. |
| 2. Facsimile or photocopy editions of the original | 2. Same Cutter number as the original, plus the imprint date of the original followed by "a," e.g., 1859a; additional facsimile or photocopy editions are assigned "aa," "ab," "ab," etc. |
| 3. Successive editions and reprints in chronological order by the imprint date of the publication being shelf-listed. Such words as 2d ed., new ed., rev. ed., improved ed., enl. ed., 1st American ed. indicate another edition exists. | 3. Imprint date added to the call number of the original. If two or more editions are published in the same year, the second received is assigned [date]b, the third [date]c, etc. |
| 4. Any facsimile or photocopy edition of one of these succeeding editions to follow immediately after its original. | 4. Imprint date of the original successive edition followed by "a," "aa," "ab," etc. |
| 5. Translations. | 5. Original Cutter number followed by a number from the special table for translations, preceded normally by number 1, e.g., original: .A4; translation into English: .A413. |
| 6. Abridgments, selections of a single work, or condensed versions. | 6. Original Cutter number expanded preferably by a 2, e.g., .A42. |
| 7. Translations of abridgments, selections of a single work, or condensed versions. | 7. Cutter of the abridgment, etc., followed by a number from the special table for translations, e.g., abridgment: .A42; translation into English: .A4213. |
| 8. Criticism. | 8. Original Cutter expanded preferably by a 3, e.g., .A43. |

Identifying Successive Editions

If there is any indication, however doubtful, that other editions have been published, it is LC practice to process the work as an edition. The following guidelines are used in determining when a date is added to the call number:

1) The imprint date is added to the call number if there is some indication in the work--usually on the verso of the title page--that it has also been published by another publisher. Since certain publishers, such as Pergamon Press and Asia Publishing House, are known to publish both American and foreign English editions, the imprint date is added to the call number of the edition that is cataloged first as well as to subsequent editions.

2) If a work is published after an author's death, the imprint date is added to the call number unless it can be readily established that the work was published posthumously.

3) If the work has an American imprint but the author is known to be British, the imprint date is added to the call number.

4) If a British publication has been copyrighted in the United States, the imprint date is added to the call number in anticipation of an American edition.

Selecting the Appropriate Date

1) If the imprint date of an edition is uncertain and is bracketed, use the date provided: e.g., for [1892?] and [ca. 1892] use 1892 in both cases.

2) If the imprint date of an edition is uncertain and two dates are bracketed, use the earlier date provided: e.g., for [1892 or 1893] use 1892, and for [between 1906 and 1912] use 1906.

3) If the imprint date of an edition cannot be determined beyond the decade or century, use the earliest date of the decade or century plus the letter "z," which places the work after any editions that might have been actually published during that year: e.g., for [196-] and [196-?] use 1960z, and for [19--] and [19--?] use 1900z.

4) If the imprint date of an edition contains a date of publication and a copyright date, use the date of publication: e.g., for 1966 [c1964] use 1966.

5) If the imprint date of an edition contains a date of publication and a printing date, use the date of publication: e.g., for 1969, 1971 printing use 1969, and for 1970, t.p. 1973 use 1970.

6) If the imprint date of an edition contains a date of publication that has been corrected, use the corrected date of publication: e.g., for 1966 [i.e. 1965] use 1965; and for 1966 [i.e. 1965, c1962] use 1965; and for 1975, cover 1976, use 1976.

7) If the imprint date of an edition of a multivolume work covers more than one year, e.g., 1826-1828, use the earlier date.

8) If the imprint date of an edition is an open entry, e.g., 1826- , use the date provided.

Compilations

If a work is a compilation of individual works already published, the compilation is treated as a separate work and is given its own call number. A new or reprinted edition of a compilation is processed according to the above procedures.

Class Numbers with Dates

It was the practice of the Library of Congress to use successive Cutter numbers for editions classed in numbers that require a date to precede the Cutter number, for example:

JN6155	JN6155
1968	1968
.D4	.D42

The imprint date of the new edition is now added to the call number, for example:

In shelflistNew edition

JN7228
1949
.N6

JN7228
1949
.N6
1975

In applying these revised procedures, use the Cutter number of the most recent edition shelflisted under the former procedure and add the date to it; for example:

In shelflistNew edition

JN6155 JN6155
1968 1968
.D4 .D42

JN6155
1968
.D42
1976

Since the date used as part of the class number may vary from one edition to another, editions of a work are not necessarily kept together, depending on what is already filed in the shelflist. As a result, the Cutter numbers for the editions may also differ; for example:

In shelflistNew edition

HD1765 HD1765
1968 1974
.B32 .B33

HD1765
1977
.B3
1977

The imprint date of each new edition is added to the call number, whether absolutely required to distinguish editions or not.

INVESTMENT

1970
1971
1972
1973

EXPENSES

1970
1971
1972
1973

The following table shows the investment and expense account for the years 1970 through 1973. The investment account shows the amount invested in the various projects and the expense account shows the amount expended for the same projects.

INVESTMENT

1970
1971
1972
1973

EXPENSES

1970
1971
1972
1973

The following table shows the investment and expense account for the years 1970 through 1973. The investment account shows the amount invested in the various projects and the expense account shows the amount expended for the same projects.

INVESTMENT

1970
1971
1972
1973

EXPENSES

1970
1971
1972
1973

The following table shows the investment and expense account for the years 1970 through 1973. The investment account shows the amount invested in the various projects and the expense account shows the amount expended for the same projects.