Library of Congress Classification

Module 2.2
Notes, References, Special Numbers

Policy, Training, and Cooperative Programs Division
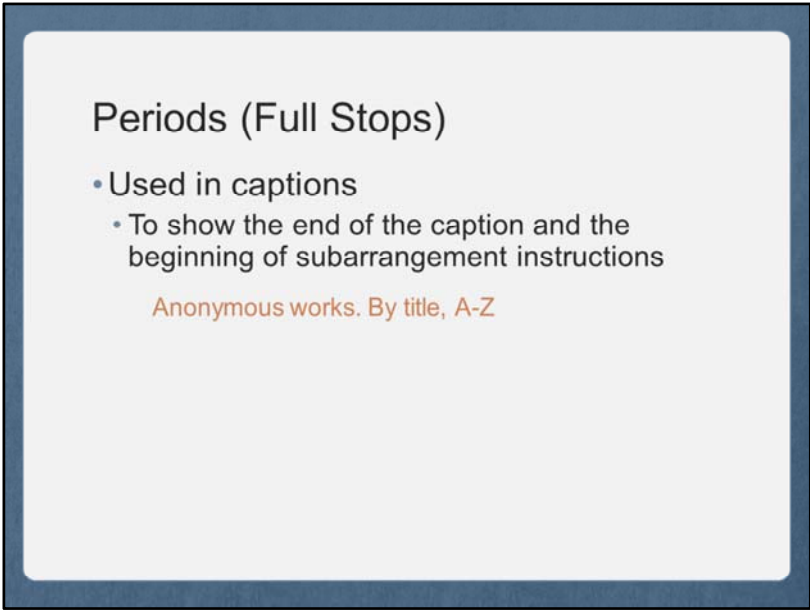Library of Congress
September 2019

Plan

- Reading the schedules
  - Notes and instructions
  - Cross-references
  - Bracketed and parenthesized numbers

In this module, we will describe the notes, instructions, and references that are found throughout the schedules, and explain how they are to be interpreted. We will also explain what it means when numbers are bracketed or parenthesized in the schedules.

Periods (Full Stops)

- Used in captions
  - To show the end of the caption and the beginning of subarrangement instructions

  Anonymous works. By title, A-Z

First, periods, which are also known as full stops, have three purposes in LCC notation. The purpose of an individual period can be understood by its context.

Sometimes a period separates the end of the caption (that is, the meaning of the number) from special instructions on how to complete the call number. In the example on your screen, the caption is **Anonymous works**. The instructions are **By title, A-Z.**

Periods (Full Stops)

- Used in captions
  - To show the end of the caption and the beginning of subarrangement instructions

    Anonymous works. By title, A-Z
  - To show equivalent terminology

    Hydroponics. Soilless culture

Other times, they show synonyms. In this example, **Hydroponics** and **Soilless culture** are the same thing. The period is typically used in this way when the meaning of a number has not changed, but the words commonly used to describe it have changed.

Finally, periods are used when similar, but not equivalent, topics are classified together. This occurs most frequently in the literature and art schedules, when the numbers refer to the way that a concept or group of people is depicted in literature or art. It can be hard to depict *translating* in art, for example, without also depicting *translators*. Rather than have two separate numbers, it is considered better to class them together.
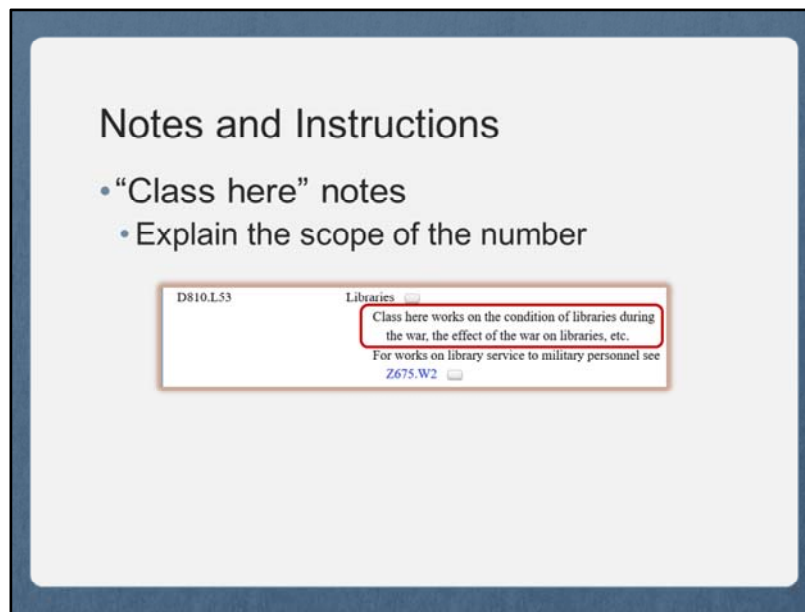
Class here notes appear in individual numbers, and they may also reflect policy for an entire hierarchy.

The example on the screen is from the area for special topics related to World War II. As you can see, the number refers to libraries in World War II. But what aspects of libraries?

The *Class here* note tells us, "Class here works on the condition of libraries during the war, the effect of the war on libraries, etc."

So it is used for libraries that were damaged or closed, how library services changed in war zones, and so forth.
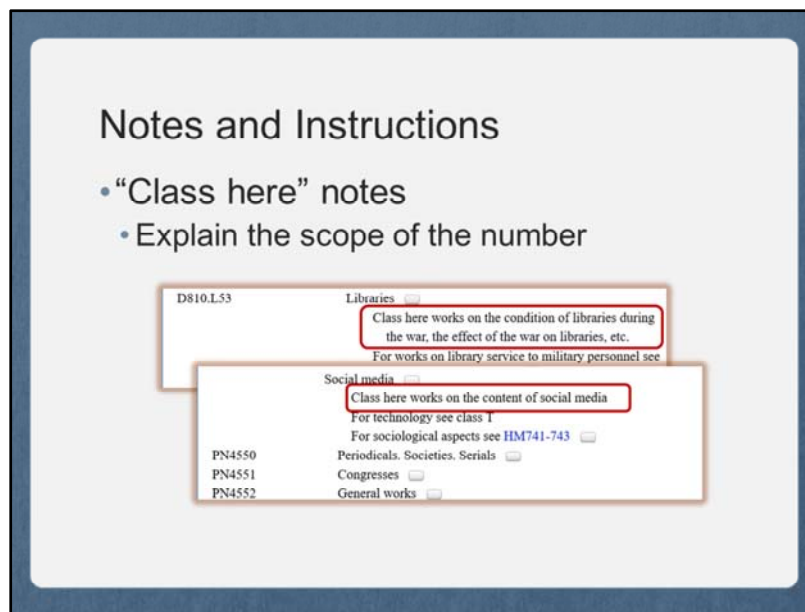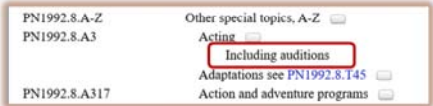
This example shows a *Class here* note that refers to an entire hierarchy. It is at the top of the social media hierarchy, and states, "Class here works on the content of social media."

Notes at a high level of hierarchy also need to be followed for any number that is subordinate. Therefore, the **Congresses** number on the screen, PN4551, is used for conferences about the content of social media – in other words, the information that you and I put on our social media accounts. It is not for the business of social media or the technology behind it. It is for the content.

The second type of note is an *Including* note. It provides examples of topics that are classed in the number.

The number for **Acting** in the hierarchy for television broadcasts is where works on television auditions are also classed.

Like *Class here* notes, *Including* notes also apply to subordinate numbers.
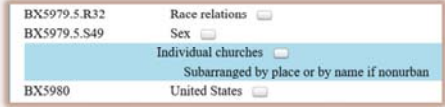
The *Including* note at **Production management**, "Including factory management" applies to all of the numbers in that hierarchy, including TS155.A1, TS155.A2-Z, and all of the rest.

It is important remember that *Including* notes are not intended to list *every* topic that can be classified in a number. Sometimes they show that resources you may not expect to classify in a number are indeed classed there; this is the case with auditions being classed with television acting.
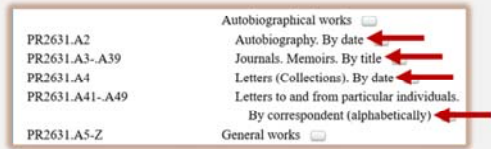
Subarrange instructions explain how resources that are classified in that number are to be arranged, and override the default instruction to subarrange by main entry.

We need to stop for a moment and explain the concept of main entry, which may be unfamiliar to you. Main entry was a concept from the *Anglo-American Cataloguing Rules*, and was defined as, "The name or title by which a work is chiefly identified." That concept is not used in *RDA: Resource Description and Access*. However, the phrase is a convenient method for referring to the name or title under which the resource is entered (that is, the primary or first-named creator, or, the title in some cases). The phrase therefore continues to be used in LC classification and in the *Classification and Sheflisting Manual*.

Coming back from our tangent, subarranging by main entry is the default instruction. *Subarrange* instructions tell us to arrange materials some other way. The highlighted instruction on the screen tells us not to arrange the resources by author or title. Instead, we are to use the name of the town or city in which the church is located, or the name of the church if it is not in a town or city.

Subarrangement instructions do not always include the word *subarrange*. They often start with the word *by*.

There are several examples of *subarrange* instructions in this example, which is from the range of numbers for Ben Johnson, a prominent English author.

Johnson's autobiographies are to be arranged by *date*.

His journals and memoirs are to be arranged by *title*.

Collections of his letters are to be arranged by *date*.

And letters between Johnson and one other person are to be arranged *alphabetically by the name of the correspondent.*

Cross-References

- Three types
  - See
  - For … see
  - Cf.
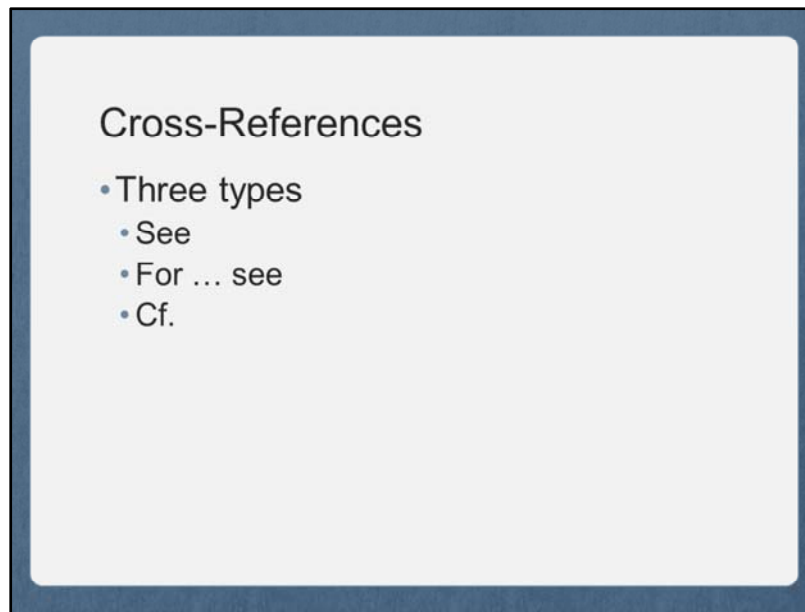
In addition to notes and instructions, there are three types of cross-references. We will discuss each in turn.

See references instruct the cataloger to use a number in a different place in the schedules. They are used when you would expect that the topic would be classed *here*, but it actually gets classed *elsewhere*, because there is not a valid number here. It is a direct order. It simply gives the topic and says "see some other place".

The highlighted reference in this example tells us that FreeBSD, an operating system, is not classed as BSD. Instead, we are to *see* QA76.774.F74, FreeBSD, which is also on your screen.

For … see … references serve a similar purpose, and literally say *for* something *see* some other number. Unlike *See* references, they appear with a valid number. They are provided when an explanation is necessary. Like *See* references, they are direct orders.
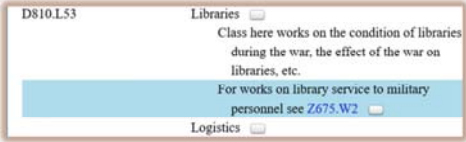
In this example, the number for **Mathematical recreations**, QA95, is valid. However, *for* works on the Rubik's Cube, Rubik's Revenge, et cetera, *see* QA491.

Clicking on the hyperlink for QA491 brings up the number **Special topics in solid geometry**, which has an *Including* note saying that that is where the Rubik's games should be classed.
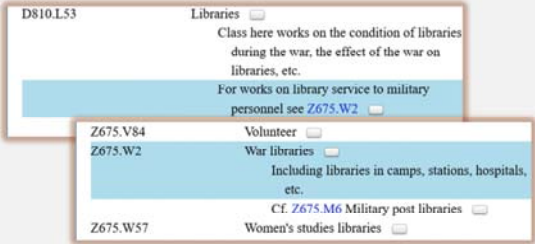
For … see … references often appear in conjunction with an *Including* or *Class here* note.

We saw the example of World War II libraries earlier, when we were discussing *Class here* notes. Partnered with the note is the reference "For works on library service to military personnel see Z675.W2".

Clicking the hyperlink brings up Z675.W2, which is for **War libraries**, including libraries in military camps and so forth – in other words, libraries for military personnel.

Cf., or *Confer* references, are not direct orders. They appear in valid numbers and contain suggestions that another number might be more appropriate.

This is a *Confer* reference from the World War II schedule. The hierarchy is for relief work, charities, protection of endangered people, refugees, and displaced persons. Note that this is an example of the use of periods to show that similar, but not synonymous, concepts are classed together. There is a *Confer* reference with that caption:
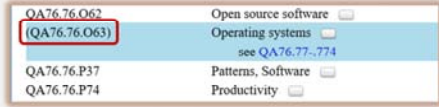
Cf. D804.6-.66 Rescue efforts in the Holocaust.

If you were cataloging a resource about refugees, displaced persons, relief work in general, you would use the numbers under D808. The *Confer* reference alerts you that if you are cataloging a resource about efforts to rescue people from the Holocaust, you would class that resource with the Holocaust, in the sub-hierarchy for **Rescue efforts**.

Special Numbers

- Parenthesized numbers (CSM F 185)
  - Cancelled and cannot be used for monographs
  - May be used for serial continuations

QA76.76.O62	Open source software
(QA76.76.O63)	Operating systems
	see QA76.77-.774
QA76.76.P37	Patterns, Software
QA76.76.P74	Productivity

There are two special types of numbers.

Numbers that appear in parentheses have been cancelled and are not valid for use except in a single circumstance: serial continuations. If the serial was originally classed there it can remain there; if the title changes, then the new title is also classed there.

Parenthesized numbers include a *See* reference showing where the resources should be classed, according to current policy.

In the example on your screen, QA76.76.O63 is in parentheses, so it is not valid for monographs or newly cataloged serials. The *See* reference says to class those materials in QA76.77-.774 instead.
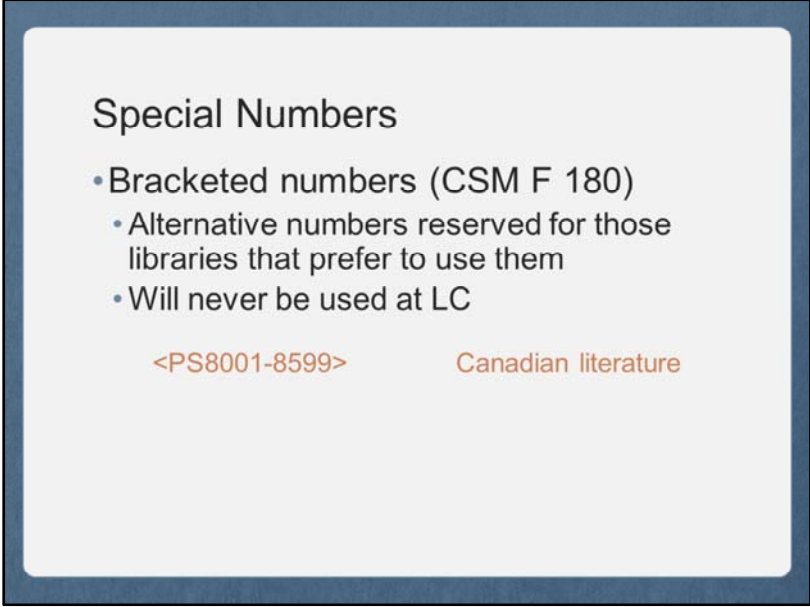
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QA76.76.O62	Open source software
(QA76.76.O63)	Operating systems
	see QA76.77-.774
QA76.76.P37	Patterns. Software
QA76.76.P	Operating systems
QA76.77	General works
QA76.774.A-Z	Individual operating systems. By system, A-Z
QA76.774.A53	Android
QA76.774.B47	Berkeley BSD

[No audio]

The other special numbers are displayed in angle brackets. This notation indicates that the numbers are reserved for other libraries. The Library of Congress will never use those numbers for any purpose.

In most cases, the numbers include a note to explain what they are reserved for.

This is the beginning of the note for PS8001-8599, **Canadian literature**, which was reserved at the request of the National Library of Canada (now called Library and Archives Canada).

In the next module we will show how the notations, instructions, and references help lead us to the correct classification number for a resource.

Exercises

Click when you are ready to begin