# TECHNICAL SERVICES BUREAU Guideline No. 17-2016



Title: Subject cataloging & classification

## Impact/benefit:

- Patrons and Reference
  - o In our bibliographic records we give a variety of points for subject access. Our print resources are shelved together by subject or issuing agency, enabling effective browsing.
- SALSA consortium
  - o other catalogers know our subject cataloging practices

Mainly affec	ts the	work	of:
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_ X _ Principal Cataloger _ X _ Documents Cataloger _ X _ Dewey Cataloger _ X _ Bureau Chief _ TSB Fed Docs Technician _ TSB State Docs Technician _ TSB Serials Technician
_X_PSB Librarians _X_PSB Docs LibrarianPSB Docs Technician
Policy involves these rules, systems:
RDASALSAPolarisOCLCCONTENTdmother:
Policy involves these records:
_ X _ bib _ X _ auth item serial holdings/pub pattern check-in/issues Cdm other:

# Policy addresses these problems, needs:

• the state publications libraries can shelve our material by DDC or LCC, if desired

# Policy/Procedure:

see following pages

DDC: use current edition in WebDewey

nmdocs: use current edition; *note additions, corrections, etc., for publication in next revision* SuDocs: use sources specified below

LCC, LCSH, LCGFT: use ClassWeb (LCSH, LCGFT also in Connexion)

LC Cutter table, SHM, CSM: in Desktop Cutter-Sanborn 4 figure: download from OCLC

#### **Dewey Decimal Classification**

collections: apply to NMSGEN, NMSREF, NMSSWT, NMSFDN

082 First Indicator 0 (Full edition) / Second Indicator 4 / \$2 (Edition number)

- check workslip -- sometimes NMSSWT classifies literature as FIC instead of DDC
- copy cataloging: favor 082 00 (Assigned by LC); reclassify upon PSB request
- for state publications in WorldCat record add 082 04 (if lacking) for use by repositories that classify using DDC

# New Mexico State Documents Classification System (nmdocs)

collections: apply to NMSSTA, NMSSTALKD

086 First and Second Indicators blank / \$2 nmdocs

• If agency changes name continue to use same classification; if it otherwise changes consider assigning a new number, for example merges into another agency to form a new agency.

## Superintendent of Documents Classification System (SuDocs)

collections: apply to NMSFED

086 First Indicator 0 (SuDocs) / Second Indicator blank

- in this order of preference: use number from
  - o WorldCat 086 0
  - o from CGP
  - o from print and microfilm sources in Reference: Andriot, MoCat, Lester, Poore, Ames, Document Catalog, etc.
  - o check the GPO Classification Manual and WebTech notes for advice
- if we create a local call number add X to end of call number
- PSB can input NM into one of the item record fields if they so desire

#### **Library of Congress Classification (LCC)**

- for state publications in WorldCat record add 050 \_4 (if lacking) for use by repositories that classify using LCC
- for more instructions use the Classification and Shelflisting Manual (CSM)

## No classification

- Newspapers, periodicals & microforms
- Not classified; shelved by title or town
- some microforms are classified by Dewey or SuDoc

# **Cuttering**

- For Dewey Collections: OCLC Cutter-Sanborn 4 figure
  - o add work marks for multiple works by or about same author
  - o add publication year
- For State: LC to 2 positions
- For Federal: LC to 2 positions; skip stopwords (see SuDocs manual)
- When assigning LCC numbers take LC cutter to 2nd position

#### **Shelflisting**

- To maintain alphabetical shelving be sure to shelflist **against Polaris item records**; limit your scope to the appropriate collection
- for Federal also shelflist against WorldCat, CGP, our card shelflist, etc.
- for State also shelflist against our card shelflists
- In any case to resolve conflict add extra numbers

#### **Library of Congress Subject Headings (LCSH)**

- apply to all manifestations cataloged, except for works of fiction, poetry and other creative writing
- for more instructions use the Subject Headings Manual (SHM)

## Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)

- Apply terms for moving images (films, television programs, and video recordings), music, spoken-word recorded sounds (including radio programs), legal materials, and cartographic materials.
- See the GPO guideline on LCGFT

#### Other

• OK to leave other headings in bib: MESH, NAL, etc.