

TECHNICAL SERVICES BUREAU  
Guideline No. 17-2016



Title: Subject cataloging & classification

Impact/benefit:

- Patrons and Reference
  - 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
  - other catalogers know our subject cataloging practices

Mainly affects the work of:

Principal Cataloger  Documents Cataloger  Dewey Cataloger  Bureau Chief  
 TSB Fed Docs Technician  TSB State Docs Technician  TSB Serials Technician  
 PSB Librarians  PSB Docs Librarian  PSB Docs Technician

Policy involves these rules, systems:

RDA  SALSA  Polaris  OCLC  CONTENTdm  other:

Policy involves these records:

bib  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
  - WorldCat 086 0\_
  - from CGP
  - from print and microfilm sources in Reference: Andriot, MoCat, Lester, Poore, Ames, Document Catalog, etc.
  - 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 Shelving 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**
  - add work marks for multiple works by or about same author
  - add publication year
- For State: **LC to 2 positions** (cutter based on title, not creator)
- 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.