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

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**
  - 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.