

Guidelines for classification of Level 2 records for language materials using LC Classweb

NOTE:

These guidelines apply to any OCLC record used to catalog an item with an ELvl other than "I" or blank and lacking an LC classification number.

In all cases, if a full-level OCLC record is found, the item will receive full-level cataloging regardless of flagged level.

General principles:

Searching OCLC for copy:

If full-level copy exists, catalog as full-level regardless of the flagged level.

If low-level copy exists, utilize copy to create a brief record.

Do not edit existing OCLC copy except to correct obvious typos in access points (24X, 1XX, 4XX, 7XX, 8XX).

Creating an LC call no. for the item:

Search the classification schedule using LC Classweb for a class number that corresponds to the overall topic of the item in hand.

If there is no LC subject heading in the record, do not attempt to supply one. Use significant words on the title page and cover of the item to approximate the subject of the work, and/or search the catalog (using OskiCat or Millennium) to identify items similar to the item in hand, and use the same or a similar class number.

if the record has an 072 \$2 locc field suggesting a schedule, search for an appropriate number in that schedule

Create a cutter (book) number that combines with the class number to position the item appropriately on the shelf.

Create the cutter using the first letter of the main entry as indicated on the record for the item in hand, and a number derived from the Cutter table.

Adjust the number to fit appropriately into the shelflist.

If the subject is obscure, and/or no class number readily suggests itself using the methods described, pass the item on to the Principal Cataloger.

Suggestions for deriving classification numbers for records having no LC subject headings:

works by or about literary authors:

class with the number for the author; often the number will already be established on the LC Name Authority record for the name, or in Millennium; otherwise derive the author's number from the Classification Schedule for the appropriate literature (P-PT) under the heading for Individual Authors; apply the standard table of subdivisions for literary authors.

works by or about prominent persons:

routinely class works that mention prominent writers, philosophers, statesmen...etc. in the title or preliminaries using the number for those persons if such numbers exist.

works of history:

routinely class works that take a historical perspective on a topic with the history of the appropriate place and period in the D schedule.

other works:

attempt to identify similar items in the catalog by:

item in hand.

doing a subject keyword search on OskiCat using the English translations of significant terms from the title page or other preliminaries of the item in hand.

doing a title keyword search using significant words from the title of the

finding works by the same author(s) on the same topic.

Use the class number of the first reasonably similar item found after checking it in LC Classweb.