

Requesting Literary Call numbers as of September 26, 2018

It happens at times that a literary author will, for one reason or another, not be assigned a number in the author's authority. Since it is worth our while to have numbers assigned for literary authors, I offer here a method for requesting these kinds of numbers. Please note that this procedure reflects the changes to the requesting procedure announced by Paul Frank on July 1, 2018.

The general pre-conditions to making such a request is that

- a) the author has an authority record;
- b) you either have one of the author's books in hand or you are doing a clean-up project involving this particular author; and
- c) the author is born after 1925

1) Pick an appropriate number: The number should fit the appropriate schedule and be accurately constructed.

2) Check Millennium: if we have a number in use in Millennium that both fits the schedule and does not conflict with anything LC might be using, please use this

3) Check LC's on-line data base: Call number browse works best in most cases.

<https://catalog.loc.gov/vwebv/searchBasic>

4) Submit it to Bob Talbott: things run a lot smoother when the requests are done centrally. It also avoids unfortunate mix ups that can have UCB wide ramifications.

Please include in your request:

- The 100 from the authority
- The authority record number (ARN)
- The number
- The nationality of the author (if known) and language in which he/she is writing
- Literary numbers assigned in Millennium

5) Bob will review your number.

6) Bob will notify you. All numbers will be entered into authorities with tag 053_4 and be suffixed with \$5 CU.

Please be mindful of the restrictions enumerated in the "Library of Congress discontinues NACO literary Author Program" document.