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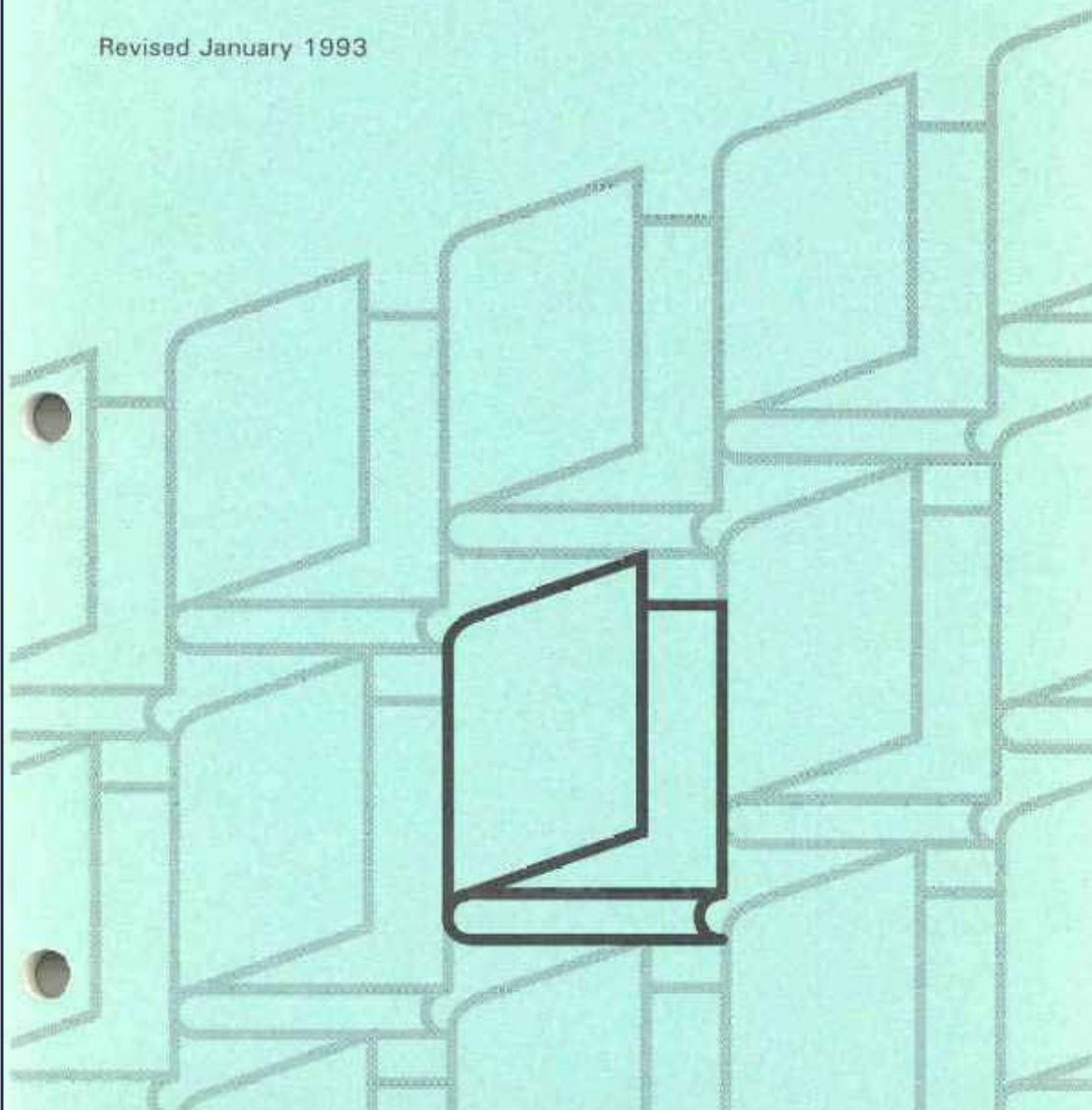
*Classification Manual (Revised July 1993)*



U.S. GOVERNMENT PRINTING OFFICE  
FEDERAL DEPOSITORY LIBRARY PROGRAM

**GPO Classification Manual**

Revised January 1993



# CLASSIFICATION MANUAL (REVISED JULY 1993)

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## FOREWARD

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In 1985, under contract to the U.S. Government Printing Office (GPO), Mae S. Collins, former GPO Library Division Chief, wrote **A Practical Guide to the Superintendent of Documents Classification System**. Her task was to document, unify, and simplify classification policies at the Library Programs Service. In 1986, this handbook was distributed to all depository libraries.

In 1987, by popular demand, the title of this publication was changed to **GPO Classification Manual: A Practical Guide to the Superintendent of Documents Classification System**.

This current revision was reviewed and enlarged by staff of the Library Programs Service. Earl Lewter, Chief, Acquisitions and Classification Section, Depository Administration Branch, and his staff provided a general review of the text.

Laurie Hall, supervisor in the Cataloging Branch, and her serial cataloging staff extensively revised Chapter 3, Serials and Series. Marian MacGilvray served as general editor.

A special note of thanks goes to Vi Moorhouse of the Cataloging Branch, who provided invaluable assistance in developing the new section on the classification of maps.

A brief interpretation of this classification method is available in **An Explanation of the Superintendent of Documents Classification System** (GP 3.2:C 56/8/990). Questions concerning this publication or the Superintendent of Documents classification system should be mailed to:

Chief  
Acquisitions and Classification Section  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401

## INTRODUCTION

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The Superintendent of Documents classification system was developed in the Library of the Government Printing Office between 1895 and 1903. It was first described in October 1903 by William Leander Post, then in charge of the Library, in the preface to **List of Publications of the Agriculture Department 1862-1902**, Department List No.1, issued by the Superintendent of Documents in 1904.

Mr. Post gives credit for the foundation of the system (classification by governmental author) to Miss Adelaide R. Hasse, who used government organization authorship to assign classification numbers to a **List of Publications of the U.S. Department of Agriculture from 1841 to June 30, 1895**. Miss Hasse prepared the list while assistant librarian in the Los Angeles Public Library. It was published by the Department of Agriculture in 1896 as its Library Bulletin No. 9.

This system has expanded as the Federal Government has grown. Though still retaining the principles upon which it is based, it has changed in some details and methods of use.

Because the classification system is based on the current organizational status of the government author, it changes as the organizational structure of the Federal Government changes. Thus, publications of some issuing agencies may be located in as many as three different places in the system.

Despite this functional weakness, it has remained a workable arrangement for uniquely identifying publications issued by the United States Government. The Superintendent of Documents classification system has been used for nearly 100 years to identify public documents which were distributed to depository libraries and described in the **Monthly Catalog of U.S. Government Publications**. The system is also used to arrange the documents collections in most depository libraries, as well as in the documents collection of the National Archives.

The purpose of this edition of the Classification Manual is to set forth the current policies in effect for assigning Superintendent of Documents classification numbers in the U.S. Government Printing Office. The user of this manual should be aware that many policies and practices have changed, sometimes radically, over the years. Where possible, the manual indicates earlier policies that resulted in quite different class numbers for some groups of documents.



## OVERVIEW

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The United States Government issues a large number of publications each year. These information products may be issued as pamphlets, books, serials, maps, microfiche, floppy disks, compact discs, etc.

Under Title 44, **United States Code**, all of these publications, with certain specified exceptions, are included in the Federal Depository Library Program, which is managed by the Library Programs Service under the Superintendent of Documents. All U.S. documents received in the Library Programs service are given a Superintendent of Documents classification number and cataloged *whether or not they are distributed to depository libraries*.

The principles of the Superintendent of Documents classification system apply to all U.S. Government Publications, regardless of format.

### **Basis**

The basis of the Superintendent of Documents Classification System is the grouping together of publications of any Government author, the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the United States Government is followed: subordinate bureaus and divisions are grouped with the parent organization.

Because class numbers reflect the organization of the Government, they are changed as necessary to keep abreast of changes in Government organization.

### **Structure**

A Superintendent of Documents classification number begins with a capital letter or letters representing a Government department or agency.

For example:

**TD** Transportation Department

The letters are followed by a number representing the agency as a whole, or a subordinate office. This figure is followed by a period.

For example:

**TD 4.** Federal Aviation Administration

After the period, there is a number designating the series or serial title, or category of the publications, followed by a colon.

For example:

**TD 4.10/4:**

FAA airworthiness directive biweekly listing

The letters and numbers up to the colon constitute the **class stem**. The numbers after the colon represent individual publications in the series.

For example:

**TD 4.10/4:91-19**

FAA airworthiness directive biweekly listing, issue 91-19

The class alone shows that the publication in the example is issued by the Transportation Department, Federal Aviation Administration, and that it has the number **91-19** printed on it.

If the user also knows individual series class numbers, he or she will know at a glance exactly what publication this number represents.

Each publication must have its own unique number. Each separate piece, such as a folder, binder, etc., should have its own separate class number written on it, so that it may be identified when separated from the basic publication. The class is added to each piece solely for identification of stray pieces, and not for cataloging purposes.

**Spacing**

The format of the Superintendent of Documents classification number is critical for the proper construction of the number itself and for accurate sorting and searching of class numbers in automated systems. One important aspect of the construction of the class number is the use of spacing.

A space must be inserted between letters and numbers in the class number unless there is intervening punctuation. Parentheses are the only exception. One space must be inserted before and after a parenthesis, unless there is adjacent punctuation. No spaces precede or follow symbols, such as the ampersand (&).

**Correct formatting:**

A 1.10:B 68

C 16.21/a:17

D 5.317:616 (717-5) A

AE 2.106/3:26/pt.1 (sec.1.641-1.850)/990

D 101.11:9-2330-363-14&P

**Incorrect formatting:**

A 1.10:B68

C 16.21/ a:17

D5.317:616(717-5)A

AE2.106/3:26/pt.1(sec.1.641-1.850) /990

D 101.11:9-2330-363-14 & P

### **Length of Class Number**

A classification number may have as many characters as can be input in the 099 field of an OCLC record. The current limit is 47 characters. The abbreviation “/ETC.” may be used at the end of classification numbers which would have more than 47 characters.

For example:

FEM 1.209:220268/ETC.

### **Roman Numerals**

Roman numerals (I, II, III) should be converted to Arabic numerals (1, 2, 3) in the classification numbers.

### **Capitalization**

All letters in Superintendent of Documents classification numbers are capitalized. Prior to September 1992, a combination of upper case and lower case letters was used. However, the advent of the automated Acquisition, Classification & Shipment Information System (ACSIS) made a change to all capitals necessary.

When class numbers for two or more documents would otherwise be identical, it may be necessary to add a word or abbreviation at the end of the classes to differentiate them. For a list of abbreviations and words used for this purpose, see Appendix A.

### **Locally Assigned Class Numbers**

Government publications are classified only after they are received at the Library Programs Service. LPS cannot respond to requests for Superintendent of Documents classification numbers for publications it has not received.

Instead, LPS suggests that libraries construct their own Superintendent of Documents classes according to the principles outlined in this publication.

For documents falling in existing classes, the class stem in the **List of Classes** may be used, a Cutter number, date, or series number is added after the colon, and an arbitrary designation such as “X” is placed at the end to indicate that it is a locally assigned number.

However, every library should work out a method that best serves its own needs and patrons, and should feel completely free in assigning these numbers.

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## CHAPTER 1

### CLASS STEM

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The class stem is the classification number up to the colon. It consists of letter author symbols for the parent issuing body, numbers indicating subordinate offices, followed by a period, and numbers designating category classes, series, or serial title, followed by a colon.

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#### Section 1: Author Symbols

The first letter or letters in the classification number represent the department or independent agency issuing the publication. Each department or independent agency has a unique letter or combination of letters assigned to it.

Originally, when the classification system was first established, the executive departments were assigned a single letter (Example: **A** for Agriculture Department), and other agencies were assigned two letters (Example: **GP** for Government Printing Office).

This practice was changed, however, as more departments were established, sometimes resulting in conflicts. For example **T** was assigned to Treasury Department; therefore, **T** could not be used alone for the Transportation Department when it was established later. The **TD** designation was assigned to the Transportation Department.

#### A. Choice of Letter Designations

Generally, the letter or letters chosen as the author symbols correspond to the letter beginning a significant subject word or words in the name of the agency.

For example:

A Agriculture  
 C Commerce  
 D Defense  
 E Energy

Exceptions to this principle are the **X** and **Y** designations used for publications of the United States Congress. The boards, commissions, and committees established by Act of Congress or under authority of an Act of Congress, not specifically designated in the Executive Branch of the Government, are grouped under **Y 3.**, one of the symbols assigned to Congressional publications. Series designations are handled differently in the X and Y classes and are covered in Chapter 5 of this manual.

#### *1. New Agency Classes*

**It is important to determine the enabling authority when a new agency or department is established**, so that the agency can be assigned to its correct place in the classification system. The enabling authority may be a public law, an executive order of the President, or a departmental directive. It may be necessary to phone the new agency to locate this information.

#### *2. Determining the Identity of the Issuing Office*

Occasionally a publication will appear without an issuing office name printed on the cover, resulting in classification difficulties. Usually, somewhere inside the publication is a letter of transmittal, preface, or foreword which gives information or at least an agency contact, where more information may be obtained to help identify the publication. At the Government Printing Office, jacket number identification is another source for determining the issuing agency.

## **B. Joint Publications**

A publication may be issued jointly by two or more agencies. If this is the case, all of the agency names will be listed on the publication with more or less equal treatment. Classify the publication under the first agency listed.

### ***1. Revised Editions***

A **revised edition of a joint publication** should be classified with the original if both agencies are issuing the revision, regardless of the order in which the agencies are listed on the publication.

However, if only one of the agencies issued the revision, it should be classified under the revising agency regardless of where it was classified originally.

### ***2. Publications Prepared by One Agency for Another***

Publications prepared by one agency for another pose a somewhat different problem. First, determine which agency is the actual publisher of the publication in question, and classify under that agency.

In most cases, the agency for which the publication was prepared is the issuing agency; however, on occasion the preparing agency will publish it. Usually this can be determined by the title page or cover format.

For example, a publication may be prepared by the Department of Interior's U.S. Geological Survey for the Commerce Department. If the Commerce Department issued the publication, that is where it should be classified, even though a **U.S. Geological Survey open-file** report number may appear on the publication. If the U.S. Geological Survey is determined to be the issuing office, use the series printed on the publication to determine the class.

### ***3. Serial and Series Treatment***

#### **a) Serial**

If the publication is a serial and the printed order of the agencies changes with later issues, retain the original class if the first agency is still listed as a publisher.

#### **b) Series**

The publication may carry one or more series. The presence of a series does not necessarily determine the class number of a joint publication. Do not conclude immediately that the series class is where the publication belongs.

First, decide the issuing agency to be used in the class. After the proper issuing agency has been determined, classify in the series appropriate to that agency. It may be the first or second series listed, but it must agree with the issuing office.

For example, the National Institute of Standards and Technology (NIST), Commerce Department, and the National Institute for Occupational Safety and Health, Health and Human Services Department, issues a booklet in the **NISTIR/NIOSH Publication** series. The publication carries a **NIOSH** number as well as the series **NISTIR 90-3945**. The National Institute of Standards and Technology is the first agency listed, so the class number is: **C 13.58:90-3945**.

If a double series is issued routinely by two agencies, and the publications are not consistent in presenting the agency and series in uniform order, classify the publications in one class consistently.

A joint publication may carry only one series. If the agency listed first is not the agency associated with the series, then the

series is not used in the class. The publication should be classified in a general class under the agency selected as the issuing agency.

## **C. Sources of Information**

A publication should be classified under the subordinate office printed on the title page, the verso of the title page, pages 1, 2, 3 and 4 of the cover, or the spine. Under ordinary circumstances, use the source that provides the most complete information. However, in cases of conflict, prefer the information found on the title page.

Pages 1-4 of cover are both sides of the front and back cover. In general, a subordinate office from a letter of transmittal, preface, or foreword should not be used as the issuing office. Also, the bureau or office listed with a personal author, in most cases, should not be used as a determining factor.

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## **Section 2: Subordinate Offices**

### **A. First and Second Levels**

A number designating a subordinate office follows the letter designation of the parent issuing body. The numbers, followed by a period, are used to identify subordinate offices one level below the parent agency.

The parent agency, always designated by the number **1**, is the first-level office. The number **1** is always used for the office of the secretary of a department or the administrator of an independent agency. The **1** class also should be used for any publication carrying only the department or agency name with no subordinate bureau listed.

The numbers **2** through **99** are used for subordinate bureaus, administrations, offices, etc., immediately below the level of the head of the agency. The classification number does not generally include designations for offices below the second level.

For example:

A 1. Agriculture Department (including Secretary's Office)

A 13. Forest Service

A 68. Rural Electrification Administration

A 88. Agricultural Marketing Service

In some classes, notably Defense, 3 digits are used before the period to designate second-level subordinate bodies. The use of 3 digits is exceptional, however, and was necessary with Defense because of the vast number of subordinate issuing agencies.

For example:

D 1. Defense Department

D 101. Army Department

D 201. Navy Department

D 301. Air Force Department

### ***1. Arrangement of Classes***

When the classification system was established, the subordinate offices were arranged alphabetically with numbers assigned sequentially. It is rarely possible to obtain enough information on new departments and their plans for organization to continue following this practice. Also, new departments and agencies frequently reorganize and change the names of the subordinate offices.

New classes are therefore arranged in chronological order, determined by the order in which publications are received.

### ***2. New Classes for Subordinate (Level 2) Offices***

New level 2 classes should be assigned as offices are established and issue publications. The next higher number should be assigned beginning with number **2** after the author symbol.

### **B. Third and Fourth Levels**

On occasion, classes are created for third and fourth level offices, to provide a finer organization of the agency's publications. An office immediately subordinate to a second-level office is a third-level office. Fourth-level offices are immediately subordinate to third-level offices.

Classes are broken down to the third and fourth levels by using **100** and **1000** numbers after the parent agency's assigned number, after the period. The decision on how far to go in the breakdown depends upon how small a breakdown is necessary for clarity.

For example:

C 1. Commerce Department (level 1)

C 55. National Ocean and Atmospheric

Administration (level 2)

C 55

.100's National Weather Service (level 3)

.200's Environmental Data & Information

Service (level 3)

.300's National Marine Fisheries Service

(level 3)

.400's National Ocean Service (level 3)

HE 1. Health and Human Services

Department (level 1)

HE 20. Public Health Service (level 2)

HE 20

.3000's National Institutes of Health (level 3)

.3150's National Cancer Institute (level 4)

.3200

to.3249 National Heart, Lung, and Blood

Institute (level 4)

.3250's National Institute of Allergy &

Infectious Diseases (level 4)

.3600's National Library of Medicine

(level 3)

In the case of the Public Health Service, National Institutes of Health, there are so many separate institutes that the **3000** numbers are broken by **50's** to have a number for each of the institutes. Currently, the Health and Human Services Department classes are the only ones using **1000** numbers.

### 1. Slash Numbers Added

Third and fourth level offices not expected to issue many publications may be treated the same as series or category classes. In these cases, a slash and a number are added after the number for the subordinate office.

**A 13.40** has been reserved for publications of the Southern Forest Experiment Station. Each of the Forest Service experiment stations has a number reserved for it. As new classes are established, new slash numbers are used as necessary.

### 2. New Classes for Third and Fourth Level

#### Organizations

When a new subordinate office is established, determine the name of its parent organization and how the office fits into the agency organization.

Determine how many levels there are between the new organization and the departmental secretary or independent agency administrator. Use the letter of the agency, the number for the first level breakdown followed by a period, then a **100**, **200**, or **300** class as appropriate, followed by a colon.

If not many publications are expected, consider assigning a series class rather than a subordinate agency class.

If the agency is expected to issue many publications and has many smaller offices, all of which will produce many publications, you may use **1000** numbers to differentiate between offices. There are very few cases where this will be necessary. If it does become necessary, the Public Health Service classes under HE 20. will serve as a guide.

Each of the subordinate offices in the Public Health Service issues many publications, and the finer breakdown is necessary to



keep the publications of each institute together.

### **C. Joint Publications**

When a joint publication, not in a numbered series, carries two equally subordinate bureaus under the same department, classify the publication under the bureau which is listed first on the document.

If three or more equally subordinate offices are named, ignore them and classify the publication under the parent agency. The **United States Government Manual** and the **Federal Executive Directory** should be consulted when making this decision.

To determine which is the parent agency, and whether subordinate offices are equally subordinate, consult: 1) the issuing agency; 2) a cataloger; or 3) an on-line database.

### **D. Name Changes, Reorganizations, etc.**

#### **1. Name Changes**

Certain agencies in their infancy have been very inconsistent and changeable in naming their subordinate offices. **Frequent name changes** present many problems.

Sometimes, because organizational information was unclear, certain classes which should have been treated as level 3 or 4 offices have been established under the parent agency. An example of this problem is found in the publications of the Environmental Protection Agency. The subordinate office names changed frequently during the first years of its existence.

A name change does not necessarily demand a class number change. If the agency's function and position within the parent organization remain the same, the class number will remain the same. When it appears that a name has changed, the agency should be contacted to verify the nature of the change.

#### **2. Reorganizations**

**Reorganizations within an agency** present other problems. Sometimes offices and functions are moved from one subordinate office to another. It is important to note the issuing office on each publication in order to determine whether a reorganization has taken place that will affect the class. The class number must be changed when an agency is moved from one parent agency with one author symbol to a second parent agency with a separate author symbol.

Reorganization is a particular problem in serials when the name of the serial remains the same, the publication looks the same, and the numbering follows along logically; but the issuing office has been transferred to another bureau or office.

For example:

ED 1.116/2:

Institutions of higher education index, by state and congressional district.

Previously classed: HE 19.322:

The publisher, the National Center for Education Statistics, at one time was a subordinate office of the Department of Health, Education, and Welfare, and was moved in 1980 to the U.S. Department of Education.

The class number must be changed when the issuing body is moved to another agency.

It is important to change the class with the first issue carrying the name of the new department or bureau. **Always glance at the parent agency of any publication being classified to be sure that the subordinate office class is still correct.** By checking constantly, the necessity for changing class numbers retroactively can be avoided.

### **3. Changes within classes**

The use of adequate references will eliminate many errors. Notes should be placed in appropriate places when classes are changed, or when the method of classifying within the class is changed. This may involve changing from Cutters to numbers, from the 2-figure to the 3-figure Cutter table, changing the Cutter word of a particular title for one reason or another, etc.

## CHAPTER 2

### CATEGORY CLASSES AND SPECIAL TYPES OF PUBLICATIONS

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Category groups of publications without a common title printed on them have been assigned titles such as **General publications** and **Handbooks, manuals, and guides**. Each category class has its own number, following the period in the class stem.

Other special types of publications are not assigned a specific number, but are treated consistently according to the principles discussed in Section 2.

---

#### Section 1: Standard Reserved and Category Classes

##### A. Structure

The following numbers are reserved for categories of publications commonly issued by most Government offices:

- .1 Annual report
- .2 General publications
- .3 Bulletins
- .4 Circulars
- .5 Laws
- .6 Regulations, rules, and instructions
- .7 Press releases
- .8 Handbooks, manuals, and guides
- .9 Bibliographies and lists of publications
- .10 Directories
- .11 Maps and charts
- .12 Posters
- .13 Forms
- .14 Addresses

Numbers **.1** through **.4** were assigned when the Superintendent of Documents classification system was first established; numbers **.5** through **.8** were assigned in the 1950's as the system developed; **.9** through **.14** were designated in the latter part of 1985.

Use these numbers when establishing new classes. In many cases these numbers have already been used for other purposes, so a category class may have to be given a different number. When classifying documents from older agencies, bear in mind that older category classes may have different numbers than those specified above. When searching for laws, regulations, handbooks, etc., do not assume that the class has not been established if you do not find it in **.5** through **.8** classes. Search further.

Under the pre-1985 **.100** breakdown, the standard classes are:

**.101:** for annual reports;

**.102:** for general publications;

**.103:** for bulletins, etc.

For example:

C 55.300's National Marine Fisheries

Service

C 55.301: Annual report

C 55.302: General publications

C 55.304: Circulars

C 55.305: Laws

C 55.306: Regulations, rules, and

instructions

C 55.308: Handbooks, manuals, guides

C 55.308/2: Handbooks (numbered)

Individual series classes begin with **109, 209, 309**, etc., and with **115, 215, 315**, etc., after the latter part of 1985, unless the series is related to the standard category numbers.

With the exception of annual reports, bulletins, and circulars, and certain numbered laws and regulations classes, these category classes are assigned according to the type of material included in the publications. The contents of a publication, as well as its title, must be examined before it may be classified in one of the category classes.

### ***1. Related Publications***

Publications issued in a series related to an established category class are given the next highest available numbers or attached to established classes by use of slash-letters or numbers. See Chapter 3 for a detailed discussion of classification by series.

Subject related series are attached to established classes by use of a slash and numbers.

## **B. Category Classes**

### ***1. Annual Reports***

The **Annual Reports** category (.1) is reserved for the annual report of the department, bureau, or office as a whole. Do not include annual reports on projects or on specific subjects; these should have separate classes elsewhere.

Annual reports may be issued by subordinate offices for which classification numbers have not been assigned. In that case, a new class should be established and attached to the class for the annual report of the parent agency.

Information on the title page, cover, or preface will usually show which department, bureau, or office is generating the annual report. However, a telephone call to the department, bureau, or office may occasionally be the only way to obtain the necessary information.

### ***2. General Publications***

The **General Publications** category (.2) includes unnumbered publications of a miscellaneous nature. This is a “last resort” class. The publications are **one-time** publications: monographs, as opposed to serials. They do not fit into any established series, or into any of the other categories. There is no indication that the publications will be issued on a regular basis. The General Publications category should be the last consideration for a publication, rather than the starting point for determining a class number.

### ***3. Bulletins***

**Bulletins** (.3) are usually named and numbered by the offices issuing them. Assign this class only if the word “Bulletin” appears on the title page, cover, etc.

### ***4. Circulars***

**Circulars** (.4) are usually numbered by the offices issuing them. Assign this class only if the word “Circular” appears on the title page, cover, etc.

### ***5. Laws***

The **Laws** category (.5) is reserved for publications which contain the text of Federal law administered by the agencies issuing the publications.

A publication which explains only parts of law or discusses the contents of laws should not be included in the **Laws** class. Possibly such publications may be classified as regulations under the law (**Regulations, rules, and instructions** class) or as guides to understanding a law (**Handbooks, manuals, and guides** class). An overall description of a law may be classified under **General publications**.

Laws have been treated differently in different classes as the Superintendent of Documents classification system evolved. When classifying new law publications, follow the practice already established in individual **Laws** classes.

**State laws on any subject should not be included in the Laws classes.** State laws are not administered by agencies of the United States Government, and if they are published by the Federal Government, it is for informational, not statutory purposes.

### ***6. Regulations, Rules, and Instructions***

The **Regulations, Rules, and Instructions** category (.6) contains information on agency requirements which have the force of law. The information may pertain to the operation of an agency or to outside activities under an agency’s jurisdiction.

## a) Decisions and Orders

A separate category class will not be established for **Decisions and Orders**. They should be assigned their own separate classes. Some decisions and orders were previously classed with **Regulations, rules, and instructions**, and with **Laws**.

## 7. Press Releases

The **Press Releases** category (.7) includes agency announcements issued for the news media. The publications may or may not have the word **release** or **news** on them. Press interviews, statements to the press, and news conferences with reporters should be included in the **Press release** classes, together with the usual releases on various subjects.

Speeches, remarks, and addresses given before audiences are often issued as news releases. These should be classified individually in the **Addresses** class for the agencies releasing the information.

## 8. Handbooks, Manuals, and Guides

**Handbooks, Manuals, and Guides** (.8) differ from regulations, rules, and instructions in that they do not have the force of law. They may include helpful information on any subject. In early years these publications were included in the **Regulations, rules, and instructions** classes. Beginning in the 1950's, new classes were established and handbooks, manuals, and guides were no longer included in the **Regulations** classes.

To qualify for the Handbooks, Manuals, and Guides category, the words "handbook", "manual", "guide", or "how to", must be part of the document title.

For example:

T 70.8:F 51/3/988-989

Your guide to federal firearms

regulations

L 38.8:T 68

How to tailor off-the-shelf training

materials

For a short time in 1984-1985, publications that were by nature handbooks, manuals, or guides were classed in this category, even though the words "handbook", "manual", "guide" or "how to" did not appear on the publications. Revised editions of these publications should be kept in the category class, following the pattern established earlier.

## a) Basic Manuals and Transmittals

A basic manual or other publication may be issued infrequently, but if it has continuing transmittals, revised plates, or frequent change sheets, the manual should have a separate class. This class should be established when a new edition of such a publication is received for classifying. When the issuing agency changes before a new basic is issued, do not reclass the changes.

See Section 2 of this chapter for more information on classifying Handbooks, Manuals, and Guides.

## ***9. Bibliographies and Lists of Publications***

The **Bibliographies and Lists of Publications** category (.9) includes any bibliographies, whether they are limited to specific subjects, or include all publications issued by an agency or bureau.

Annual or other periodic lists of publications with consistent titles should be classed in separate classes, and not be included in a category class.

## ***10. Directories***

The **Directories** category (.10) is restricted to those publications that include the word “directory” in the title.

## ***11. Maps and Charts***

The **Maps and Charts** category (.11) is for cartographic materials, e.g. those that represent a planetary surface in a two-dimensional form.

A chart can be defined in two ways:

- 1) a map designed primarily for navigation, either nautical or aeronautical;
- 2) a sheet exhibiting information in a tabular or graphic form.

Only charts falling under definition 1 should be classified as cartographic material.

Tabular or graphic charts, often statistical in nature, should be classified as series documents, posters, or general publications.

Publications which consist of a mixture of cartographic, textual, and other illustrative content, and whose primary purpose is to acquaint visitors with parks, historical sites, etc., should not be classified as maps. These publications often have their own classes, such as the National Park Service Information Circulars. If individual class stems have not been established, these “tour guides” should be treated under the general rules for classification.

If a map’s class must be modified by the addition of a date, use the date of publication. In many cases this will not be the date associated with the title. Examine the map closely for the presence of a GPO or other printing date and use that to qualify the class number.

In order to be consistent with past practice, maps issued in numbered series should continue to be classed in that series. Maps issued as U.S. Geological Survey open-file reports (I 19.76:) are an example of this type of material. However, new bureaus, offices, departments, etc., will have separate category classes for maps and charts.

For more details on classifying maps, see Chapters 4 and 6.

## ***12. Posters***

A **poster** (.12) is a single sheet with material printed on one side only. It may include photographs and announcements and is usually intended to be hung for display.

## ***13. Forms***

The **Forms** category (.13) is reserved for publications that contain forms and/or instructions on how to fill them in. If the publications include other textual material also, they should be classed somewhere else, most likely in **General publications**.

Do not use the **Forms** class when the publication includes other textual material, even if a form number is printed on the title

page.

Before this category class was established in the latter part of 1985, forms were treated differently. The department and bureau letters and numbers were assigned in the regular manner, and were followed by the word **form**, a colon, the identification numbers and/or letters printed on the form.

When classifying revisions or new editions of these forms, follow current practice.

#### ***14. Addresses***

The **Addresses** category (.14) includes addresses, lectures, speeches, remarks, statements, papers, etc., which were delivered before groups of people. This category may have different titles in classes for different agencies, but the content of the category is the same, regardless of the title.

Though addresses may be issued as news releases, they are classified as **Addresses**, not as press releases. However, do not include statements to the press, or press conferences or interviews, in the **Addresses** class.

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## **Section 2: Special Types of Publications**

### **A. Basic Manuals and Their Changes**

#### ***1. Basic Manuals***

Basic manuals are publications issued in looseleaf format which are updated by transmittal or change sheets issued periodically. After a number of changes have been issued, a consolidated reprint may be issued incorporating the basic manual and all changes to date.

A consolidated reprint constitutes a new edition for classification purposes. In many cases another new edition will be issued after the consolidated reprint.

This is the standard pattern, but government publishers of basic manuals frequently do not follow the standard pattern. Decisions on classifying will need to be made on a case-by-case basis.

Basic manuals with frequent changes should preferably be given separate classes, rather than included in the category class Handbooks, Manuals, and Guides. This principle should be applied only when a new basic is received, so that the new class begins with a basic edition. A new basic may be a completely revised edition, or a reprint of an earlier edition incorporating all changes to date.

When classing a basic manual, always include the date of issuance in the class. This date will be used for all future transmittals, etc., until a new basic edition is issued.

For example:

A 103.8/3:983

TD 4.308:AE 8/991

Occasionally the publisher will designate a new basic edition as **installment 1** or **transmittal 1**. Do not use these designations in the class number for a new basic edition.



## ***2. Change Sheets, Transmittal Sheets, etc., for Basic Manuals***

Most change sheets will bear a numerical or chronological designation which is included in the class along with the date of the basic edition. In general use the designation given; do not create numbers.

Unfortunately, there is little consistency in the way agencies number change sheets. Ideally, when a new edition is published, the numbering should revert to number one. This does not always happen. The classifier must be aware of new editions so that the appropriate date can be added to the change sheet numbers.

Do not use the change sheet's date of issuance as the date in the class. Use the date of the basic edition.

## **B. Amendments, Changes, Correction Sheets, Errata, Revised Pages, etc., for All Other Publications**

Amendments, changes, corrections, errata, revised pages, etc., are issued frequently to modify publications which have been printed.

To classify these changes, use the class for the original publication followed by a slash (/) and the appropriate abbreviation to identify the amending publication.

### ***1. Amendments***

Use the class of the original publication and add /AMDT. The publication may read **amendment**, **amendments**, or **amendment sheet** but the class should use the abbreviation for the singular form. No other letters are necessary.

If another amendment to the same publication is issued and does not carry a number, use a dash and the number **2**. Continue adding numbers to each successive amendment so that each publication has a distinctive number. If the amendment number is printed on the publication, use that number in the class without a dash.

For example:

/AMDT.1

/AMDT.91-1

A dash between **AMDT.** and the number indicates that the amendment itself did not have a number printed on it. The absence of a dash in the class indicates that the amendment number was printed on the publication.

### ***2. Change Sheets***

Change sheets are handled in the same way as the amendments, using the abbreviation **CH.**, and the dash if the change numbers are not printed on the publication.

For example:

/CH. Number not printed on the publication (1st change issued)

/CH.-3 Number not printed on the publication (3rd change issued)

/CH.5 Number is printed on the publication (Change 5)

### ***3. Corrections and correction sheets***

A corrected copy of a whole publication is given the class of the original publication with a slash and “**CORR.**” added at the end: **/CORR.**

A list of corrections is given the class of the publication it corrects with a slash and the abbreviation for “correction sheet” added at the end: **/CORR.SH.**

Frequently the only word in the title or heading will be **Corrections.** Research to identify the parent publication is required in these cases.

#### ***4. Errata***

Classification of errata sheets for publications may be handled in several ways depending on how they were issued by the agency or received in the Library Programs Service.

- a) An errata sheet that is a **bound page** in a document requires no action.
- b) A **separately issued** errata sheet is classified the same as the parent document with the addition of **/ERRATA.**

For example:

HE 20.3152:C 48

(parent document)

HE 20.3152:C 48/ERRATA

(separately issued errata)

- c) Errata sheets that are **inserted in a publication at the time of receipt** should be classified the same as the parent document with addition of **/ERRATA.** This class is for identification purposes only, in the event that the parts become separated during handling.

- d) A **separately issued errata whose parent publication has not been received** should not be classified.

#### ***5. Revised Pages and Transmittals***

Revised pages are given the class of their parent publication, with **/REV.PAGES** added at the end. It is important to include the word **pages** in the class, to distinguish from a revised edition of the complete publication. Sometimes it is helpful to include the page numbers in the class, particularly if many revised pages are issued at different times.

Often revised pages are issued to looseleaf publications, and the agency numbers the transmittals. Use the words and numbers that the agency assigns whenever possible. This may result in **/REV.PAGES 2** or **/TRANS.2** in the class. Study previous examples in the overall class and follow that practice.

### **C. Preliminary and Final Reports**

When a preliminary or draft report is classified, use **/PRELIM.** or **/DRAFT** at the end of the class. When the final edition is received, use the same class without the **/prelim.** or **/draft.** In most cases it is not necessary to use **/FINAL** in the class for the final report.

## D. Reprints

A reprint is a new printing of an item made from the original type image. The printing may reproduce the original exactly, or it may contain slight variations, such as changes in names of officials, or in date of printing.

Reprints are not classified if the original has already been classified. However, if the original has not been received in the Library Programs Service but a reprint is, the latter will be classed using the regular methods of classification. Never add /REP.

## E. Preprints and Separates

Classes for preprints and separates include reprints and preprints from U.S. Government publications only.

Reprints from non-Government publications issued by Government agencies are classified in the **General Publications** or other appropriate classes, and are not treated as separates.

Classes for separates or preprints are attached to the classes for the publications from which the separates are reprinted by use of a slash and a letter.

## F. Special Issues of Serials

All special issues of a serial should be carefully scrutinized for content and publication pattern. If issued on a **regular** basis, they should be given a separate class and cataloged separately.

Special issues published **irregularly** or on a one-time basis will be assigned the same classification stem as the parent publication. A slash and “**SPEC.ISS.**” or a similar designation will be added at the end. The publication will be cataloged separately.

## G. Supplements

Supplements are usually issued to serial publications only. They should be classed according to their issuing agencies. If the issuing agencies of the supplements are not the same as the issuing agencies of the serials, the classes will vary.

A slash and the abbreviation “**SUPP.**” is added to the end of the classification number of the publication being supplemented, if the issuing agency is the same.

For example:

A 105.23:3/5/SUPP.

If the supplement is not for a particular issue, use the date or volume number followed by a slash and the supplement number.

Serial supplements with their own frequencies will have separate classes. In these cases, /**SUPP.** is not added.

## H. Summaries, Executive Summaries, etc.

Summaries of various kinds, executive or otherwise, for **monographic** publications are classified by adding an appropriate abbreviation, such as /**SUM.**, /**EXEC.SUM**, etc., at the end of the class.

If a summary is connected by numbering to a **serial**, such as no. 13 of a monthly, or no. 5 of a quarterly, etc., then assign it the same classification number as the serial, and treat it as part of the serial.

For example:

C 3.158:M 28 (80) -13

## **I. Indexes**

An index should be given the same classification number as the publication it indexes, followed by **/IND.**

In the past, some indexes were given separate classification numbers. Revised editions of these will keep that class.

### **1. Date**

If there is only one index per year, add the year, a slash, and the abbreviation **IND.** at the end of the class.

For example:

993/IND.

If there is more than one index, then indicate which months are covered.

For example:

989/1-6/IND.

semiannual index, Jan.-June

989/1-12/IND.

annual index, if cumulative

### **2. Numbers**

Use the numbers which are assigned to the index, followed by **/IND.**

For example:

E 43.12:1-53/IND.

### **3. Volume numbers & numbers**

If the index covers a complete volume, add the volume number, a slash and the abbreviation **IND.** at the end of the class.

For example:

E 3.27:4/IND.

If the index covers parts of volumes, include numbers as follows:

E 3.27:4/1-6/IND.

E 3.27:4/7-12/IND. (semiannual, not cumulative)

E 3.27:4/1-12/IND. (2nd, cumulative issue)

## J. Electronic Products

“Electronic Products” is a generic term which includes Compact Disc-Read Only Memory (CD-ROM) discs, floppy diskettes, accompanying printed technical documentation, etc.

Add a slash and a designation to show the format of related materials in classes that contain a variety of materials and titles. The designations are /**CD** for a CD-ROM, /**FLOPPY** for a floppy diskette, and /**DOC.** for paper documentation.

## K. Sets Including Different Types of Material

Publications with a common title making up a set may be made up of different types of material. There may be a report with an accompanying map, for example. Another set with a common title but no volume numbers may include a bibliography, a manual, a report, and a chart.

In all these cases, first decide which publication is the main publication, and classify it in the appropriate class. Assign the class for the main publication to the other publications, adding a slash and a different word or abbreviation for each of them at the end of the class.

Each piece will have a separate class number written on it. In the case of a report accompanied by a map, classify the report in its appropriate class. Use the same number as assigned to the report for the map and add /**MAP** at the end of the class. Do not classify a map in a **Maps and charts** class if it is part of a set, or is to be used with another publication.

If the publications have similar titles but are not issued as a set, classify the publications separately, each in its appropriate class.

## L. Final Determinations

### Ask yourself these questions when classifying a publication:

Is it a serial or otherwise recurring publication which has, or should have, a separate class? The preface may indicate that it is the first in a series of annual, quarterly, monthly, etc., publications for which a class has not yet been established. It may be the annual report of an office. If a series number is printed on the publication, use it as part of the classification number if it is not a serial publication. Refer to Chapter 3.

If a series designation does not appear on the publication, and the title does not have its own class, is it:

1. a bibliography?
2. an address or lecture given before a group? (Press interviews do not fall into this category, but are treated as press releases.)
3. regulations, rules, or instructions? (Usually this can be determined from the title, introduction, etc.)
4. a Federal law, or an act, which belongs in a **Laws** class?
5. a map, chart, or poster?
6. a reprint or preprint from another publication?
7. a directory?

8. a form?

If the publication does not fit into any of these categories, it may be classed in the **General publications** class. The **General publications** class is a “last resort” class for any publication which is not the first of a series, and does not fit into any other established class.

## CHAPTER 3

### SERIALS AND SERIES

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This chapter addresses a wide variety of issues related to the establishment and structure of the Superintendent of Documents class number for series and serial titles.

Users are reminded of the complex nature of government publications, which makes it impossible to formulate “hard and fast” rules to cover all possible problems as they arise. Study the publications, consider past practices and future possibilities, and establish new classes or adapt old classes as necessary.

When classifying serials and series, refer also to pertinent sections of other chapters in this manual. The general rules apply to serials and series, and rules for special types of material may also be applicable.

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#### Section 1: Identifying Serials and Series

At first glance serials and series appear to be much the same. Both series and serials are intended to be published indefinitely. The main difference between a serial and a series is that individual issues of a series have both a common title and their own unique title proper which can only be found on one particular issue of a series. Serials may have an occasional issue which has a unique or distinctive title, but in general each issue has the same title from issue to issue.

It may be necessary to call the issuing agency to determine if a particular publication is a serial or part of a series. Unfortunately, the agencies themselves may not know what will be published in the future. Future plans may depend on the reception of the initial publication, or on available funds.

Base classification decisions on the information that can be discerned from the publications and that can be obtained from the issuing offices. The agency’s expressed intent for the publication should also be assessed as a determining factor in establishing a class for a new series or serial.

#### A. Serials

A **serial** is any publication which is issued on a continuing basis, has a title that does not change frequently, and has some means of uniquely identifying individual issues, such as volume number, issue number, or coverage date. The frequency may be annual, daily or three or more times a year, but some serials may be issued irregularly.

In most cases, a serial title is represented in the Superintendent of Documents classification system by a unique class that identifies the serial title.

Serials can often be identified by titles that include the words “annual report,” “advances in” or “accomplishments for” followed by dates or designations such as fiscal year. Look for wording that indicates that the title will be published indefinitely.

If a publication appears to have the qualities of a serial, but the title is not clearly a serial title, review the preliminary pages and introduction to see if the publication is intended to be issued on a regular basis.

#### B. Series

A **series** can be identified by a common title that is assigned continually to a group of publications. Each publication also has a unique title which often covers a single issue or topic.

In the formulation of the class number, the series designation is the number assigned after the department and subordinate bureau number. The number that represents the series is followed by a colon.

For example:

E 1.68/2:

DOE/RW, Radioactive waste series

A 17.18/4:

Quick bibliography series

Sometimes the physical makeup of a publication indicates that the issuing agency intends to publish additional titles in a series. Perhaps the publication has a stylized heading which will appear on future publications. Usually a “one-time” publication will not have a large heading which includes the issuing office and date, with an individual title further down on the publication.

Preservation Tech Notes, I 29.84/3-7:, is a good example of a series where typography will help the user identify the agency’s intention of creating a series of publications about preservation techniques.

### ***1. Departmental Series vs. Bureau Series***

Series or other numbering may be assigned by a subordinate bureau or by the parent department. It is difficult to determine whether a series is issued by a bureau or by the parent department until several publications have been received. A phone call to the agency may be required.

In a departmental series, many subordinate offices may contribute to the series.

All of these publications belong to one consecutively numbered series. They should be kept together under the class stem for the Agriculture Department as a whole (A 1.) and not scattered under several subordinate office classes.

## **C. Numbering**

For the purposes of Superintendent of Documents classification, numbering includes letters, symbols (such as “&”), and punctuation, as well as numbers. Classification policy is to use the agency-provided numbering as it is printed on the document. Do not adjust or modify the numbering simply for the sake of consistency of style.

For example:

D 101.11:11-5835-241-13 & P

However, agency-provided numbering may be changed as necessary to eliminate conflicts or correct printing errors. Spacing should conform to the GPO spacing conventions described in the Overview.

### ***1. Complicated Series Numbering***

Sometimes numbers and letters on a new series are complicated and undecipherable at first glance. If possible, gather a few of the publications together and compare the numbers.

What is the same on each one, and what is different?



Are some of the letters in the series an abbreviation of the series title?

Is part of the number different on each publication so that it can be used as part of the class?

Is part of the number the same on several publications but not on others?

What do the publications have in common that the other publications do not have?

Does the number perhaps stand for a state name or for a field of study?

If no logical numbering system can be discerned from a group of the publications, or if only one publication is available, call the agency for an explanation of the numbering system. Take the time to decipher the number, and use it as part of the class. Prefer the numbering found on the publication to Cutter numbers when establishing classes.

## **D. Publications Which Are Not Serials or Series**

### ***1. Publications of Short Duration***

There are publications which appear in newspaper, newsletter, magazine or some other serial-like forms which are not serials or series. These are known as publications of short duration.

The publications are planned by the issuing agency to be published only for a short time. They are usually associated with a national celebration, such as a centennial or bicentennial, long-running exhibition, special project, convention or conference. They cease publication as soon as the event is over.

Separate series and serial classes should not be established for publications of short duration. Class these items in appropriate category classes.

For example:

I 29.2:H 23/NEWS.1

Harpers Ferry National Historical

Park special boundary study

newsletter

### ***2. Multipart Works***

**Multipart works** are another kind of publication that has many of the characteristics of publications in a series. These publications have a common title that is the same on all volumes and may have unique titles for each volume.

Multipart works are not series, however, because the agency intends to issue only a limited number of volumes. There may be as few as three volumes or as many as fifty volumes, one for each state, or even more.

For example:

D 114.7: U.S. Army in World War II

D 207.12: Naval Documents of the

American Revolution

Separate classes were established for these titles because, though not true serials, they are on-going publications, in spite of having a theoretical ending point.

### ***3. Monographs Which Later Become Serials***

An agency may issue a monograph, i.e. a one-time publication, with no plans to continue to issue it in the future. Later, however, the agency may decide to issue the publication annually. In that case, establish a new class beginning with the second publication issued. The classification record should include a reference to the earlier class.

When new class numbers are assigned, the Library Programs Service general policy is not to change class numbers assigned to earlier publications.

### ***4. Miscellaneous Monographs***

There are a few other publications which look like serials or series, but should not be treated as such. These include:

Censuses

Dictionaries

Encyclopedias

Congressional hearings

Publications which are updated from time to time in irregular, infrequent, and unplanned editions

Publications which change their titles frequently (more than once every three issues)

Serial-like publications which lack a distinguishing volume or coverage date

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## **Section 2: Assigning New Classes**

If a title has been identified as a serial or if the first publication in a series has been identified and a class number does not already exist for it, a unique class should be established. As a general rule, serial and series titles should not be included in category classes.

If the publication being classified is unrelated to the publications in classes already established, find the highest number at the end of the issuing agency's classes and assign the next available number.

Occasionally classes will be so tightly grouped that there is no number available in the best spot for the new series or serial title. Additional classes may be assigned using a dash-number to solve this problem. If a dash-number can be assigned which enables similar publications to remain together in the classification system, it is advisable to use this method rather than using the next available class number.

### **A. Titles Related to Existing Classes by Subject**

A new title may be related to other publications by its subject matter, or be issued by the same subordinate office or agency. When assigning a new class for a series or serial title, see if the new publication is related by subject to previously established

classes. For the convenience of library users, these materials should be kept together on library shelves.

Grouping by subject can be accomplished by using dash numbers after slash numbers. This treatment avoids scattering publications on similar subjects.

For example:

C 55.309/2:

Current Fisheries Statistics

C 55.309/2-2:

Fisheries of the United States (annual)

C 55.309/2-3:

Marine Recreational Fisheries Statistics Survey, Atlantic and Gulf Coasts (biennial)

C 55.309/2-4:

Frozen Fishery Products, Annual Summary

The **dash-number** should be used only after a slash number. This means that a new series or serial is not always classified in the best possible place. Giving the new title a new slash-number may be unavoidable.

For example:

E 3.11: Natural gas monthly

E 3.11/2: Natural gas liquids

E 3.11/2-2: Natural gas (annual)

All of the **E 3.11/2** classes cover serials related to the subject of natural gas.

## **B. New Classes for Existing Serials**

New class numbers for previously classified serials should be established when:

- 1) two or more serials merge to form a new publication
- 2) the issuing agency, as reflected in the class stem, changes.

If the title of a serial changes, the class number will remain the same unless one of the two exceptions listed above applies.

## **C. Serials within Series**

Certain agencies publish numbered series which include serial titles. The same series number sometimes is assigned to every issue of the serial. It is more common for each issue of the serial to carry a unique series number. When each issue has a unique number, the individual issues of a serial title are scattered throughout the series, and may be difficult for the user to find.

Separate classes should be established for a serial title within a series if the serial issues have unique series numbers.

Congressional reports, documents and committee prints that use the Senate numbering system are the exception to the rule.

If possible, attach the new class to the existing numbered series class by using a dash or a slash; otherwise use the next available number. The series number will not be used after the colon of the new class designation; dates will be used instead.

### ***1. Cuttering***

It is not always necessary to establish individual classes for each unique serial title. When a different series number is used on every issue of a serial title, a Cutter number may be used to identify the serial.

The Foreign Labor Trends series is a good example of this practice. Each title in the series is a serial, and most titles are issued annually. There are over fifty serial titles in the series, each representing a particular country or jurisdiction.

An individual class could be established for each serial title. However, the decision was made to use the series class stem, L 29.16: and the Cutter number for each geographic area to identify each title.

For example:

L 29.16:M 82/990-91 Morocco

Consider the projected number of serial titles in a series before determining whether a unique class should be established for each title. If voluminous new classes would result, prefer a method, such as Cuttering, that would result in fewer classes.

### ***2. Series Numbering***

When a serial belonging to a numbered series is uniquely identified by a number that remains constant within the series from issue to issue, a new class need not be established. However, the number that remains constant cannot contain a variable number such as a date.

## **D. Item Number Designations for States**

If separate classes are needed for serial titles that are repeated for every state in the United States, then the item number designations for states should be incorporated in the classification

numbers. If the publication covers more than one state, use the first one named when establishing the class. When using item numbers 01-09 in the class numbers, omit the leading zeroes.

### **Item Number Designations for States**

Alabama 01 Maine 19 Oregon 37

Alaska 02 Maryland 20 Pennsylvania 38

Arizona 03 Massachusetts 21 Rhode Island 39

Arkansas 04 Michigan 22 South Carolina 40

California 05 Minnesota 23 South Dakota 41

Colorado 06 Mississippi 24 Tennessee 42

Connecticut 07 Missouri 25 Texas 43

Delaware 08 Montana 26 Utah 44

Florida 09 Nebraska 27 Vermont 45

Georgia 10 Nevada 28 Virginia 46

Hawaii 11 New Hampshire 29 Washington 47

Idaho 12 New Jersey 30 West Virginia 48

Illinois 13 New Mexico 31 Wisconsin 49

Indiana 14 New York 32 Wyoming 50

Iowa 15 North Carolina 33 District of

Kansas 16 North Dakota 34 Columbia 51

Kentucky 17 Ohio 35 U.S. Summary 52

Louisiana 18 Oklahoma 36 Outlying areas 53

For example:

L 2.121/1: Area wage survey, Alabama

L 2.121/2: Area wage survey, Alaska

L 2.121/3: Area wage survey, Arizona

However, if the series number uniquely identifies each state, then the series number rather than the item number designation is used.

For example:

C 3.204/3-34:989

County business patterns, New York, CBP-89-34

---

## **Section 3: Book Numbers**

### **A. Serials**

The book number for serial titles consists of the date or volume and number.

#### **Consecutive numbering from year to year**

If a publication has consecutive numbering which continues from year to year, then the numbering alone is sufficient.

For example:

LC 1.32:159

FLICC Newsletter, January 1992,

no. 159

### **Number 1 repeats each year**

For some serial titles, the first issue of the year always begins with number 1. Rather than add the date after the number, the date is used first to keep the year's publications together.

For example:

D 5.315:990/16

Notice to Mariners, no. 16, April 17, 1990

If the date were not used before the issue number, identically numbered issues for different years would be filed next to each other and not be in useful order.

### **Date incorporated in series number**

For many serial titles, agencies will often incorporate the date of the publication in the series number that is assigned to the publication. In that case, treat the publication as a numbered series and use the date as it is incorporated in the series numbering system and printed on the publication.

For example:

LC 33.10:90-1 LC science tracer bullet 90-1, Jan. 1990

Sometimes the agency will place the year designation after the issue number: 1-90. In these cases, ignore the agency designation and use the date, a slash, and the issue number: 990/1. However, this has not been done in many cases in the past when it would have been advisable.

## ***1. Volume and Number***

When a serial title is identified by a volume number and issue or part number, the book number consists of the volume number, a slash, and the issue or part number.

For example:

L 2.41/2:38/10

Employment and earnings, volume 38, number 10, October 1991

## ***2. Date***

### **a) Annual Publications**

For annual and less frequent publications, use the last three digits of the date after the colon.

For example:

D 1.1:990

Annual report to the President and Congress

For reports of publications covering more than one year, the range of dates is used.

For example:

D 208.107:990-91

Annual register of the United States Naval Academy, 1990-1991

The number of digits used in the second number depends on how many are needed for clarity. Always use at least two digits in the second date. A publication covering a century or more would require 3 digits in the second number.

For example:

895-995 1895 - 1995

An adjustment to the method of using dates will be required when the year **2000** arrives. The best solution is to use four digits rather than three.

For example:

895-2000 1895 - 2000

### **b) Semiannual Publications**

Semiannual publications are treated in much the same way as annuals. The first publication uses the three-digit date. The publication for the second half of the year uses the same date followed by a dash and the number 2.

For example:

S 1.69/2:991

S 1.69/2:991-2

Foreign Consular Offices in the United States (semiannual)

TD 4.810:983-2

Semiannual report to Congress on the effectiveness of the Civil Aviation Security Program, July 1-Dec. 31, 1983

A -1 is not used on the first issue of a semiannual publication.

### **c) Publications Issued Three or More Times a Year**

Quarterly, monthly, weekly, etc., publications are classified with a 3-digit date, a slash, and a number.

For example:

EP 1.21/17:990/1

Jan.-Mar. 1990

EP 1.21/17:990/2

Apr.-June 1990

### **Monthly publications not issued in August**

If a publication is monthly, but is not issued in August, then make the September issue number 9, and make a note for the shipping list and on the classification record.

### **Combined issues in same year**

If two issues are combined within the same year, use the date, a slash, and both numbers separated by a dash.

For example:

989/3-4

### **Combined issues in different years**

If two issues for two different years are combined, use dates and separate each by a dash.

For example:

989/4-990/1

### **d) Release vs. Coverage Date**

Some serial publications carry both a release date and a coverage date. A decision on which date to use in the class number should be made when establishing the class and should be followed consistently thereafter.

On a monthly publication, the statistics may cover January 1991, but the most visible date is a February 1991 release date. Do not decide immediately that the class should be 991/2 for the February issue.

Alternatively, an annual report may carry only a release date on the cover, but further examination indicates that the publication is the annual report for the previous year.

If a publication is issued weekly and does not contain a volume number or number, use the coverage date in the class.

Look closely at classes assigned to earlier issues to determine which date is being used for classification purposes. Special caution is necessary at the beginning of a new year.

In general, it is better to use the coverage date rather than the release date when there is a choice. If the coverage date is not readily discernible, however, use the release date. This decision should be made when the class is first established, then followed consistently throughout the class.



## B. Series

A series may be numbered or unnumbered. An unnumbered series is Cuttered (see Chapter 4).

The series number appearing on a publication is preferred over any other designation in formulating the book number in almost all cases. The series number should be used as printed, with the exception of spacing. It may be necessary to adjust the spacing to conform to the standard GPO classification spacing conventions described in the Overview.

### Numbering system changes

Sometimes agencies change a series numbering system as the series is developed. An agency may first use dates to identify individual issues in a series, and later change to a numbering system. The classification number should incorporate whatever changes the agency initiates. Changes in the numbering system do not require a new class stem.

### Two series on one publication

A publication may have two series printed on it. If both series have established classes, use the class for the series appearing first on the title page or cover.

If only one series is established, use that class even if the other series is presented first on the title page or cover.

For example:

I 72.12/2:90-0081

On cover: OCS study

MMS 90-0081

Technical report no. 146

### Departmental control number

Do not confuse a **departmental series number** with a **departmental control or identification number**. The publication offices of some agencies assign numbers to their publications for identification of each specific publication, but this should not be considered a numbered series for classification purposes.

For example:

S 1.123:L 97/990

Background notes, Luxembourg. (Department of State publication 9543)

The class **S 1.123:** is for the unnumbered **Background notes series**. The **9543** is the identification number that the State Department has assigned to the publication.

HE 3.19/2:109

Economic forecasting ... (Actuarial note 109, SSA pub. no. 11-11500)

The class **HE 3.19/2:** is for **Actuarial notes**. The SSA number is the Social Security Administration's identification or control number.

HE 23.3008:N 95/v.1

Nutrition service provider's guide. DHHS publication no. (OHDS) 81-70671

The class **HE 23.3008:** is the category class for **Handbooks, manuals, and guides** of the Administration on Aging. The DHHS publication number is the number assigned by the Department of Health and Human Services to identify this particular publication.

### ***1. General Series Designations and Specific Book Number***

The numbers printed on the publications may include letters and numbers identifying the series as well as individual publication numbers. When establishing a new class, use the letters or numbers that are common to the series as a whole as part of the series title. The book number will then consist of the number that identifies the specific title. How much of the number to use should be decided when a new class is established, and continued consistently throughout the class.

For example:

D 101.25:MED 250

Department of the Army technical bulletin TB MED 250

The **TB** is not used in the book number because it stands for part of the series title for this class.

A series may be divided into several subseries, but have only one class stem established for the series as a whole. In this case the book number must include whatever designation the issuing agency has used to differentiate the various subseries.

For example:

HE 20.3173/2:

Cancergrams: Series CT

HE 20.3173/2:

Cancergrams: Series CB

Complete class numbers:

HE 20.3173/2:CT 01/991/1

HE 20.3173/2:CB 19/991/1

If separate classes had been established for the CB 19 series and the CT 10 series, only the numbering unique to the specific titles would be required in the class.

As a general principle, follow the practice established in each class. In some classes the complete series designation has been used in the book number, although the class stem already identifies the series.

For example:

C 3.215/3:

Construction reports, Value of new construction put in place, C 30-(series)

C 3.215/3:C 30-91-8

Construction reports, Value of new construction put in place, August 1991, C 30-91-8

The book number in this example would have been complete without the C 30, but at the time the class was established, it was decided to use the complete number for this series. Since the designations should be consistent within a class, continue to use the complete number for publications in this and similar series.

## ***2. Volumes, Parts or Sections***

Series publications may carry volume numbers alone, or volume numbers and issue numbers. They may carry numbers only and have individual titles: the **Farmers bulletins, A 1.9:(nos.)**. They may carry both dates and volume numbers: **Foreign relations of the United States, S 1.1:(date)**. Or they may carry no numbers and have individual titles: **Background notes, S 1.123:(CT)**.

A multipart set may have the same series number assigned to all its parts or volumes but not include the part or volume numbers in the series number.

If the series number printed on the publication does not reflect the part or volume number, the part or volume number should be added to the class.

For example:

E 1.35/2:0063/V.2

Cost guide, DOE/MA-0063

volume 2

If the series numbering does include individual part numbers, use the number as printed, with no further addition.

For example:

A 1.76:529-47

A catalog of the Coleoptera of America north of Mexico, Family: Heteroceridae. Agriculture Handbook 529-47

A 1.76:529-49

A catalog of the Coleoptera of America north of Mexico, Family: Dryopidae. Agriculture handbook 529-49

Sometimes a larger publication, in addition to carrying volume and number designations, will also carry a part or section number. If this occurs, another slash is added, followed by the abbreviation **PT.** or **SEC.** and the number. The **PT.** is used as part of the class but not **V.** and **NO.**

For example:

AE 2.106/3:26/PT.1(SEC.1.0-1.60)/991

Some earlier classes used the abbreviations for volume and number as part of the class number.

For example:

LC 3.6/5:V.31/PT.14/NO.2

Catalog of copyright entries, Third series, volume 31, part 14, Sound recordings, number 2, July-Dec. 1977

If V. and NO. were used as part of the class when the class was established, discontinue this practice when new issues are received.

### ***3. Revised Editions***

Add a slash and the date to revised editions of publications in numbered series that are assigned the same series number as the original edition.

For example:

A 13.52:162

The gypsy moth, Forest insect

& disease leaflet 162 (1980)

A 13.52:162/989

Gypsy moth, Forest insect

& disease leaflet 162 (1989)

Formerly, revisions of numbered publications were classified by using the slash and additional figures beginning with /2. This practice has been discontinued.

## CHAPTER 4

### BOOK NUMBERS

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The book number is the part of the classification number following the colon, used to uniquely identify an individual publication.

The complete Superintendent of Documents classification number is made up of the class stem, which is a general designation used to bring related publications together, and the book number, used to differentiate one publication from all others classed under the same class stem.

The Superintendent of Documents classification system is organized to prefer use of those numbers and other designations actually printed on the documents. These designations may be of several kinds:

The series number printed on the publication should be used in the class whenever possible. For more information on how to assign a book number for series or serials, see Chapter 3.

The publication may carry no number and require a Cutter number from the Cutter table to complete the class. The use of the Cutter table in the Superintendent of Documents classification system is explained below.

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#### Section 1: Cutter Table and Its Use

C.A. Cutter's **Two-Figure Author Table**, familiarly known as the Cutter table, was developed by Charles A. Cutter in the 1800's as a library tool for organizing library materials alphabetically. There is also a three-figure table. Both the two- and three-figure tables are used in the Superintendent of Documents classification system. The tables are available from commercial library supply houses.

Cutter numbers are used when there is no series number to identify the publications and dates are not appropriate for identification. Cutter numbers are used to distinguish publications in the category classes, as well as in unnumbered series classes.

##### A. 2-figure Cutter Table

When Cuttering, the **2-figure** Cutter table is used in nearly all cases. The table contains a list of letters, with the first one (or two) in bold letter. The letters are followed by numbers.

To find a Cutter number for a publication, a significant word from the publication's title is first selected. The first letters of the word are then matched against the letters listed in the Cutter table.

The Cutter number for a word consists of the bolded letter (or letters) in the group of letters most closely matching the word being Cuttered, plus the numbers following those letters. When a word falls between two numbers, always choose the **preceding** number.

For example:

Cutter table:

Chem: **42**

Chi: **43**

Chim: **44**

Chl: **45**

Words being Cuttered:

Chemistry: **C 42**

Cherries: **C 42**

Children: **C 43**

Chimes: **C 44**

China: **C 44**

## **B. 3-figure Cutter Table**

Cuttering from the 3-figure table follows the same process as in the 2-figure table. The 2-figure and 3-figure tables are compatible, and may both be used in the same class when necessary for better organization of the publications within the class.

The **3-figure** table is used for separates and in some classes where a finer breakdown is necessary to keep publications on separate subjects separate, under different numbers.

For example, in some Agriculture Department classes there are Cuttered publications for **peaches** and **pears**. Publications on both subjects would be interfiled under **P 31** using the 2-figure Cutter table. By using the 3-figure table, each subject would be kept separate, **peaches** under **P 313**; and **pears** under **P 316**.

However, **new use of the 3-figure table should be a last resort measure**. If possible, use a different Cutter word.

## **C. Filing Order for Cutter Numbers**

Cutter numbers are filed alphabetically by letter, then digit by digit, not necessarily in numerical order. This is true whether using the 2- or 3-figure Cutter tables, or both together.

By filing digit by digit, the publications will remain in alphabetical order by subject.

---

## **Section 2: Selecting Cutter Words**

### **A. Basic Rule**

Cutter from the first significant word in the title which denotes the subject of the publication. In cases of doubt between terms, choose the term which comes first in the title.

In the examples below, the words in **bold** letters have been chosen as the best Cutter words:

Increasing the **nutritive** value of wood and forest products....

Report and recommendations on **range** conditions....

**Pine** reforestation task force report....

How the rural community **fire** protection program can help you....

Progress report on the **cartographic** activities of the U.S. ...

Present and recommended U.S. Government research in **sea-floor** engineering....

Behavior and neurology of **lizards**

Victims of **rape**

The Cutter number is, perhaps, the most difficult part of the class to keep consistent, because its choice is a matter of individual judgement. In most cases a Cutter word selection is neither right nor wrong, but a matter of deciding which word is best for that particular publication in that particular class.

When classifying a new publication that falls into a Cuttered class, **first check the class under all possible Cutter words** for similar publications. If none is found, use the following guidelines in selecting Cutter words.

### ***1. Related Publications***

When a publication is bibliographically related to another publication, class using the same Cutter whenever possible.

#### **a) Sets With a Collective Title**

Multiple volumes in a set with a collective title should all be Cuttered under the same term from the collective title.

#### **b) Sets Without a Collective Title**

Multiple volumes in a set lacking a collective title may be kept together only when all titles are known and all titles share a common word.

If all the titles are not known, do not try to keep the set together; instead, Cutter under the most appropriate word in each title.

#### **c) Related Publications in Different**

##### **Classes**

Related publications in different classes, such as draft and final environmental impact statements, should be Cuttered under the same term.

#### **d) Foreign Language Editions**

A publication may be issued both in English and in one or more other languages. In order to keep these publications together, Cutter under an appropriate word in the English title.

Keep this same Cutter number for the foreign language editions, and add a slash and the name of the language. See Chapter 4, Section 3F, below, for further details.

### e) Revised Editions

If the publication being classified is a revised edition of an earlier publication, it should be Cuttered using the same word or letter as the original with the addition of /(**date**).

### f) Serials

Serials should be removed from general classes when it is discovered that the title is being issued annually or more frequently, and separate classes should be assigned. (See Chapter 3.)

When separate classes are established, Cutter numbers are not needed in the class. There are a few exceptions made in the boards, commissions, committees, and congressional classes, which do have Cutters in the class stems for serials. (See Chapter 5.)

## B. Stop Words

### 1. *Words Common to the Federal Government*

Avoid Cuttering under terms common to the Federal Government, such as **National, Federal, United States, Government**, etc., unless absolutely necessary.

Also avoid using terms such as **symposium, workshop, report**, etc.

All of these words should be considered stop words.

For example, in the following titles, Cutter under the words in **bold** letters:

National **climate** program

National **estuarine** sanctuary program

Present and recommended U.S. Government research in **sea-floor**....

4th international symposium on **free** radical stabilization....

### 2. *Words Common to the Name of the Agency*

Avoid Cuttering under words which are common to the agency, particularly words in the name of the agency.

For example:

**forest** Forest Service

**health** Public Health Service

**labor** Bureau of Labor Statistics

**wood** Forest Service

Cutter under the name of an agency only when it is the sole subject of the publication.



### ***3. Catch Phrases***

When a title begins with a catch phrase, ignore the catch phrase. Cutter from the substantive part of the title which denotes the subject of the publication.

For example:

Fishing for compliments? Try **sea** fare from NOAA

Paradise regained? **Surface** mining control and reclamation....

Of cats and rats: Studies of the **neural** basis of aggression.

If the title consists entirely of a catch phrase, Cutter a word from the phrase.

## **C. Cuttering Related Documents Covering the Same Geographic Area**

### ***1. Similar Subjects***

In classes where the subject matter is similar (i.e., draft environmental impact statements) Cutter from the first word of the geographic location.

For example:

**Adam's** Rib Ski area: draft

environmental impact statement

Draft environmental statement: **Alsea**

Planning Unit

Oil and gas lease applications of the **Los Padres** National Forest: draft

environmental assessment

### ***2. General Subjects***

In more general classes the geographic location should be weighed against the first subject term. Check the class for past practice.

In case of doubt between a subject term and a geographic name, prefer the geographic term to Cutter, especially when the subject term is common to the class.

For example:

Gravity survey of **Amargosa** Desert area

of Nevada

Water-resources inventory, **Antelope**

Valley

The effects of decreased nutrient loading  
on the limnology of **Diamond Lake**,

Oregon

**But:**

Formation and transport of **oxidants** along

Gulf Coast...

**3. National Parks, Forests, etc.**

Areas within national parks, forests, wilderness areas, etc., should be Cuttered under the name of the park, forest, etc.

In cases of doubt concerning geographic terms, examine the class for past practice and try to follow the pattern if one has been established.

**4. Personal Names**

When Cuttering a geographic term consisting of a proper personal name, base the Cutter on the first word in the name.

For example:

A 13.28:G 29

Forest Service map of the **George**

Washington National Forest

If, however, there is an established practice within a particular class of Cuttering from the last name, continue that practice to keep related publications together.

For example:

a pamphlet on the George Washington National Forest has been revised many times, and has been Cuttered under **Washington:**

A 13.13:W 27

George Washington National

Forest, 1958

A 13.13:W 27/969

George Washington National

Forest, 1969

A 13.13:W 27/975

George Washington National

Forest, 1975

When a later edition of the pamphlet is received, do not change the Cutter word to **George**. Assign the same Cutter as used previously, in order to keep the different editions together.

## ***5. Maps***

Forest Service and other simple maps should be Cuttered using the name of the geographic area covered, i.e. country, state, national park, national forest, etc.

Forest Service maps should be Cuttered under the first-named national forest depicted. If the map shows a particular trail, wilderness area, or feature within a forest, still Cutter under the name of the forest. This practice will collect all maps covering a single forest or park into a unified sequence in the shelf list and **Monthly Catalog**.

To classify maps from the U.S. Geological Survey, Defense Mapping Agency, and National Ocean Service, see Chapter 6.

## **D. Special Geographic Numbers**

### ***1. State Cutter Numbers***

State Cutter numbers have been devised so that each State will have its own distinctive number. Following are the Cutter numbers

that should be used in all classes when a State name is being Cuttered:

Alabama AL 1 B

Alaska AL 1 S

Arizona AR 4 I

Arkansas AR 4 K

California C 12

Colorado C 71

Connecticut C 76

D.C. D 63

Delaware D 37

Florida F 66

Georgia G 29

Guam G 93

Hawaii H 31  
Idaho ID 1  
Illinois IL 6  
Indiana IN 2  
Iowa IO 9  
Kansas K 13  
Kentucky K 41  
Louisiana L 93  
Maine M 28  
Maryland M 36  
Massachusetts M 38  
Michigan M 58  
Minnesota M 66  
Mississippi M 69 I  
Missouri M 69 O  
Montana M 76  
Nebraska N 27  
Nevada N 41  
New Hampshire N 42 H  
New Jersey N 42 J  
New Mexico N 42 M  
New York N 42 Y  
North Carolina N 81 C  
North Dakota N 81 D  
Ohio OH 3  
Oklahoma OK 4

Oregon OR 4

Pennsylvania P 38

Puerto Rico P 96 R

Rhode Island R 34

South Carolina SO 8 C

South Dakota SO 8 D

Tennessee T 25

Texas T 31

Utah UT 1

Vermont V 59

Virgin Islands V 81 I

Virginia V 81

Washington W 27

West Virginia W 52 V

Wisconsin W 75

Wyoming W 99

For **Area Wage Surveys**, a class stem is established for each state using the item number breakdown in Chapter 3. The publication is then Cuttered by the city within that state.

For example:

L 2.121/1:M 71/990

Area Wage Survey, Mobile,

Alabama

L 2.121/26:B 49/989

Area Wage Survey, Billings,

Montana

## ***2. Regional Numbers for FBIS and JPRS***

For both the **Foreign Broadcast Information Service (FBIS)** and the **Joint Publications Research Service (JPRS)**, the class

stems are the same for all the regions. The regional codes distinguish one from the other.

For example:

PREX 7.10:FBIS-AFR-91-106

(Africa)

PREX 7.10:FBIS-SOV-90-237

(Soviet Union)

PREX 7.13:JPRS-EER-90-141

(East Europe)

PREX 7.13:JPRS-WEU-90-157

(West Europe)

## E. Cuttering Multi-Part Geographic Names

A geographic name beginning with common terms such as **Fort**, **Saint**, **Mount**, **San**, etc., is Cuttered from the first word. The first letter of the second word is transcribed after the Cutter number.

For example:

Fort Washington: F 77 W

San Diego: SA 5 D

San Francisco: SA 5 F

In the case of similar names, when the geographic name begins with common terms such as Fort, Saint, Mount, etc., more than one letter may be used after the Cutter number to keep the place names separate.

For example:

I 29.21:F 77 MA

Fort Matanzas National Monument, FL

I 29.21:F 77 MC

Fort McHenry National Monument, MD

I 29.21:F 77 MO

Fort Moultrie, SC

If the words **Saint**, **Mount**, etc., are abbreviated on the publications, Cutter the words as if they were spelled out: **St.** would be

**Saint** for Cuttering purposes.

## F. Cuttering Acronyms and Initialisms

**Acronyms and initialisms** are Cuttered from the first word spelled out when the full form of the acronym is known or is stated in the publication.

For example:

M 59 MCRL (Master Cross Reference List)

C 73 CETA (Comprehensive Employment Training Act)

If the words the letters represent cannot easily be determined, Cutter from the initials as they appear on the publication or choose another term when possible.

For example:

C 33 CENTAC program (meaning unknown)

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## Section 3: Additions to Book Numbers

The following guidelines cover additions to book numbers in general terms. Since many additions are specific to situations arising in series and serials classes, see Chapter 3 for a detailed discussion of additions to book numbers in these classes.

See also Chapter 2, Section 2, for guidelines on additions to book numbers for special types of publications, such as change sheets, supplements, indexes, electronic products, etc.

Additions to book numbers normally consist of numbers. When a word or abbreviation is added, it is written in upper case letters, following the policy of capitalization of all letters in the class number.

Any slash numbers added to the Cutters are filed numerically.

### A. Slash Numbers

When the same Cutter number is assigned to several publications within a class, the publications are differentiated from one another by **slash numbers**. Slash numbers are sometimes called superior numbers, because formerly they appeared above the preceding number: C 422.

These numbers are added in sequence as publications are received. The first publication will bear only the Cutter number such as **C 42**. As other publications with other titles are received, they will be classed **C 42/2**, **C 42/3**, etc.

If there are large numbers of publications within a class Cuttered under the same term, try to find a more distinctive Cutter word. If the same Cutter number is being applied to different subjects, consider using the 3-figure table for a finer breakdown.

### B. Dates for Revised Editions

Current policy limits the use of dates to indicate new editions. This policy supersedes the past practice of using the date in a Cuttered class when it was part of the title of a monographic publication.

Prior to 1985, the policy for revised publications identified by volume and number was to add a slash and the abbreviation **REV.** to the original class.

For example:

L 2.41/2:38/10/REV.

This policy is also abolished.

Since 1985, revised publications have been classed by adding a slash and the **date** to the class for the original edition.

For example:

L 2.41/2:38/10/991

If a publication is revised the same year as the original issue, it is assigned the class for the original, followed by a slash, the date, a dash, and a sequential number.

For example:

Soviet Union (map)

PREX 3.10/4:SO 8

(original edition)

PREX 3.10/4:SO 8/989

(revised edition, 1989)

PREX 3.10/4:SO 8/989-2

(2nd revision for 1989)

Adding **989-2** indicates that this is the 2nd edition issued in 1989. This practice conveys information not only about the publication being classed but also about a previous edition.

Revisions are classified and filed as follows:

### ***1. Corrected Copies of Numbered Volumes***

A revised publication issued with a volume and number printed on it is sometimes issued as a corrected copy. In that case, the class ends with a slash and the abbreviation CORR.

## **C. Additions to Dates**

### ***1. Explanations of Numbers***

Sometimes a date is used in a book number, and another number, printed on the publication, is needed in the class. In these cases, add an explanatory word or abbreviation before the number and after the final slash.

For example:



PREX 3.10/4:SO 8/990/SH.2

Soviet Union (map), sheet 2

## ***2. Punctuation***

Sometimes the date as written on the publication is not compatible with the Superintendent of Documents classification system and its punctuation.

A good illustration of the problem is 1988/89 NEH Fellowship Programs. The class for the basic title is NF 3.2:F 33/11.

A slash in the date after a Cutter number is not permitted, so the date as printed on the publication cannot be used. The slash in the printed date should be replaced by a dash.

The correct class for this publication is:

NF 3.2:F 33/11/988-89

## **D. Part Numbers, Chapter Numbers, Section**

Numbers, etc.

Part, chapter, title, section, or other numbers may be needed at the end of classes for any type of publication. Usually the need will be apparent from the title and format of the publication.

This type of number is added as necessary after a slash at the end of the class. Occasionally more than one of these designations may appear on a single publication. Caution should be exercised to avoid using more of these numbers in the class than are necessary to identify the individual publication.

## **E. Volume Number and Date: Which Comes First?**

The question of whether to use the date or the volume number first arises frequently. Which is used first in the class depends on the publication and the meaning of the date and volume numbers in the class.

### ***1. Volume Number Followed by Date***

Normally, when numbered volumes of a set are received, the volume number is added at the end of the class. As volumes are revised, the revision date is added after the volume number.

In some sets the volumes may be used alone and are revised individually and irregularly. In these cases, also, the date should follow the volume number.

For example:

Defense integrated data system procedures manual

D 7.6/4:D 26/V.4/986

Item identification, v. 4, revised

1986

D 7.6/4:D 26/V.9/985

Document identifier code

input/output formation, v. 9,

revised 1985

Using the date first for these volumes would make it difficult for users to discover the latest edition of the volume they wanted to use. The logical organization is to keep the set together by volume number. Filing by date would not keep the volumes in order unless they were all revised the same year.

## ***2. Date Followed by Volume Number***

If the publication being classified is one of a set which reports on a year's activities, the date will come first, then the volume number. Each volume may cover a specific subject. The issuing agency may have divided a set into volumes only for convenience, because of the large quantity of material. Often the individual volumes lack specific titles.

For example:

S 1.1:951/V.5

Foreign relations of the United States, 1951; volume 5, The Near East and Africa.

S 1.1:951/V.6

Foreign relations of the United States, 1951, volume 6, Asia and the Pacific.

## **F. Language**

A foreign language publication is classified the same as the English edition, with a slash followed by the name of the language spelled out (or abbreviated if over 7 letters) at the end of the class.

If the publication contains both English and another language, use a slash followed by the name of the language spelled out and -English attached at the end of the class.

## CHAPTER 5

### CONGRESSIONAL AND RELATED PUBLICATIONS

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This chapter deals with publications of Congress and its committees, and of agencies established by Act of Congress.

Superintendent of Documents classification numbers for publications of Congressional agencies often are constructed differently from those constructed according to the general principles set forth in the preceding chapters. These differences are especially notable in the construction of the class stem.

However, unless exceptions are specifically stated, the general principles of the Superintendent of Documents classification system do apply to publications of Congressional agencies. As in all classes, established patterns are to be followed when classifying a new publication, unless a specific guideline directs otherwise.

For these Congressional publications, the principle of assigning an agency designation based on the first letter of a significant word in the agency name is abandoned. Instead, the following designations are used:

Other anomalies that occur in classes under these broad “agency designations” are discussed in the appropriate section.

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#### **Section 1: Boards, Commissions, and Independent or Temporary Committees (Y 3.)**

Those agencies established by Act of Congress or under authority of an Act of Congress, not specifically designated in the Executive Branch of the Government, are grouped under **Y 3.**

Informal interagency organizations, as well as those specifically created by law, fall into this category. Informal boards or commissions may be created when the Congress requests a report on a specified subject. In order to comply with this request, several agencies may work together because the subject of the report comes under their varied jurisdictions. These loosely formed committees may publish only one report and then cease to exist.

Publications of these temporary groups are classed in **Y 3.**, as well as publications of those more permanent boards and commissions established by formal Acts of Congress.

When publications from a new committee, commission, task force, or interagency organization are received, it is necessary to determine how the agency was established, and how it fits into the total Government organization. Often this information is not included in the publication and must be obtained from the agency itself.

If it is determined that the agency falls in the Executive rather than the Congressional branch of government, the agency designation is constructed according to the general rules and is not placed in the **Y 3.** classes.

For example:

NMB National Mediation Board

ITC International Trade Commission

The class stem for Y 3. publications extends past the colon, to the category or series designation which immediately follows the colon.

The following breakdown shows the components of an individual class number:

Y 3. Author symbol

.AD 6: Agency designation

:1 Category or Series

/989 Individual book number

## A. Agency Designations

After determining that the author symbol for a new commission, board, etc., should be **Y 3.**, assign the agency designation. The agency designation is derived from the two-figure Cutter table, by Cuttering the first main word of the agency name. The Cutter number is followed by a colon.

For example:

Y 3.AD 6: Administrative Conference of the United States

Y 3.SE 4: Selective Service System

Y 3.L 61: National Commission on Libraries and Information Science

Check all active and inactive files to be sure the number has not been used previously.

A slash and numbers are used to separate agencies having the same or similar first word in their names.

For example:

Y 3.F 31/8: Federal Deposit Insurance Corporation

Y 3.F 31/15: Federal Council on Aging

Because there are so many agency names beginning with **Federal**, a more descriptive word in the name is now used for the Cutter number for new class stems.

For example:

Y 3.EL 2/3: Federal Election

Commission

Y 3.ED 8: Federal Interagency

Committee on Education

Other common words such as **Advisory**, **National**, and **Interagency** should also be treated as stop words and avoided when possible in Cuttering.

### ***1. Subordinate Offices***

The **Y 3.** classes make no provision for separate classes for publications of subordinate offices. Most of the organizations are small themselves, and have no subdivisions other than working groups. Subordinate offices are disregarded in classifying publications in the Y 3. classes.

### **B. Category and Series Designations**

Category and series designations for publications of these **Y 3.** agencies follow the colon instead of preceding it as in other classes.

For example:

Y 3.AD 6:1 Annual report

Y 3.AD 6:2 General publications

When establishing new classes, use the standard category classes 1 through 8, assigning them according to the general rules. Numbers 1 through 8 are reserved for the standard classes even though they may never be used.

For example:

Y 3.N 88: Nuclear Regulatory Commission

Y 3.N 88:1 Annual report

Y 3.N 88:2 General publications

Y 3.N 88:8 Handbooks, Manuals,

Guides

If a commission or committee is created to make a study, submits a report to Congress, and then goes out of existence, only the (Y 3.-:) class is established, and the publications are Cuttered. This class is entitled **Report** rather than **Annual report**.

In preparing the report, the commission may issue background papers, task force reports, interim reports, etc. In that case, either the **General publications** class (Y 3.-:2) or a class for the specific title of the series may be established.

### ***1. Related Series or Subjects***

Series on the same or related subjects are brought together by using the same basic number, followed by a dash and a sequential number.

For example:

Y 3.OC 1:10-2

Administrative Law Judge and

Commission decisions

Y 3.OC 1:10-3

Index to Decisions of Occupational

Safety and Health Review

Commission

Y 3.OC 1:10-4

Citator to Decisions of Occupational

Safety and Health Review

Commission

### **C. Individual Book Numbers**

Individual book numbers are added after the category or series designation.

The use of the slash, dash, and other punctuation marks is often different in the **Y 3.** classes. Follow established patterns when classifying new publications.

#### ***1. Numbered Series***

Use a slash between the series designation and the individual book number.

For example:

Y 3.N 88:10/0868

A collection of mathematical modes for dispersion in surface water and groundwater, NUREG-0868

Y 3.N 88:1/989

Nuclear Regulatory Commission. 1989 annual report

A numbered publication carrying both volume and number is classified by adding a comma, rather than a slash, after the volume number. The abbreviation **no.** and the actual number then follows.

For example:

Y 3.N 88:10/0868/V.1,NO.2

When a publication is issued quarterly, monthly, weekly, etc., use a dash after the 3-digit date and the number assigned to that particular issue.

For example:

Y 3.OC 1:10-2/989-8

Occupational Safety and Health Review Commission decisions, table of citations, August 1989 issue.

Note the use of the dash between date and issue number.

## **2. Cutter Numbers**

When a Cutter is used, leave a space between the category or series designation and the Cutter number. Do not use any punctuation to separate these two elements.

For example:

Y 3.T 25:2 B 84

Tennessee Valley Authority. Floods on Tuckasegee River and Deep Creek in vicinity of Bryson City, NC

Y 3.C 76/3:2 K 54/3/990

For kids' sake--think toy safety - Revised Sept. 1990.

A slash followed by a sequential number is used to separate titles using the same Cutter numbers, in accordance with the general rules. Revision dates are added to the book number, with any other information, separated by slashes in the usual manner.

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## **Section 2: Congressional Record, House and Senate Journals (X)**

### **A. Congressional Record**

The class stem for the **Congressional Record** (bound edition) is **X** followed by a period. The period is followed by the number of the Congress, a slash, the session number, and then a colon.

For example:

X.99/2:

X.101/1:

The volume number, the abbreviation **PT.**, and the part number complete the class.

For example:

X.99/1:131/PT.19

Congressional record, 99th Congress, 1st session, volume 131, part 19, Oct. 2-9, 1985.

The daily Congressional Record is treated as a preprint for classification purposes by using **/a** as part of the class stem. Then the class is formed by using the Congress and session number, then the volume and issue number.

For example:

X/A.101/2:136/5

Congressional record, volume 136, no.5, Jan. 30, 1990.

## B. House and Senate Journals

The **House Journal** and the **Senate Journal** have been assigned **XJH** and **XJS** respectively. The letters are followed by Congress and session number, then the part number.

For example:

XJH:100-2/PT.1

Journal of House of Representatives, 100th Congress, 2nd session, part 1.

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## Section 3: Congress, House, and Senate as a Whole (Y 1.)

Publications of the Congress as a whole, the House of Representatives, and the Senate are grouped into three separate classes regardless of type of material. The class stems are as follows:

Y 1.1: Congress as a whole, and conference committee publications without the names of specific established committees printed on them.

Y 1.2: House of Representatives publications

Y 1.3: Senate publications

None of these publications carry a Congressional committee name.

The publications may be manuals, bibliographies, compilations of laws, or any other type of material. Separate classes are not established for specific kinds of material, except for certain titles as noted below.

### A. Individual Book Numbers

A few of the publications in these classes are not numbered. The individual book numbers for these publications consist of a Cutter number added after the colon. Revision dates and other additions are handled the same as in other Cuttered classes.

For example:

Y 1.2:F 31/11

Drafting Federal Law

The Senate has numbered all of its publications since the beginning of the 98th Congress. The series abbreviation and numbers printed on the publications are used rather than Cutter numbers.

For example:

Y 1.3:S.PUB.101-15

Annual report of the Architect of the Capitol. S.pub. 101-15

A few specific titles among House and Senate publications are assigned separate classes.



For example:

Y 1.2/2: Calendar of United States House of Representatives and History of Legislation

Y 1.3/9: List of Standing Committees (Senate)

These classes are completed in the usual way, by adding a number, date, or Cutter number after the colon as appropriate in each case.

## **B. Numbered House and Senate Documents and Reports**

Each type of numbered House and Senate document and report has a separate class stem.

For example:

Y 1.1/3: Senate Documents

Y 1.1/4: Senate Treaty Documents

Y 1.1/7: House Documents

Y 1.1/8: House Reports

The number as it is printed on the report follows the colon.

For example:

Y 1.1/5:102-570 Senate Report 102-570

Y 1.1/8:102-914 House Report 102-914

Since the Congress number is incorporated in the House and Senate numbering systems, no adjustment to the class is necessary to differentiate between the publications of various Congresses.

## **C. Subordinate Offices**

The classification system does not provide for an orderly incorporation of classes for publications of subordinate offices of Congress. Publications of two such offices have been handled in two different ways.

Publications of the **Office of Technology Assessment**, United States Congress, are classed in **Y 3.T 22/2:**. The individual classes follow the pattern of the **Y 3.** classes. (See Section 1B of this chapter.)

Publications of the **Congressional Budget Office**, United States Congress, are classed in **Y 10.** The individual classes follow the pattern of the regular department and agency classes. (See Chapter 2.)

Classes for publications of newly created subordinate offices of Congress should be established using the next available sequential number after **Y 10.** Establishing classes for these subordinate agencies at the end of the Y's will avoid mixing them with the boards, committees, and commissions in **Y 3.**

## D. Star Prints

Corrected editions of Congressional documents are issued as star prints. These documents have a star printed at the lower left-hand corner of the title page or cover. Sometimes the words “star print” also appear adjacent to the star. Star prints are new, revised editions. The class number for a star print should include **/CORR.** after the number assigned to the original edition.

For example:

Y 1.1/5:97-177 (original edition)

Y 1.1/5:97-177/CORR. (star print)

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## Section 4 Congressional Committee Publications (Y 4.)

**Y 4.** is the agency symbol assigned to the working committees of Congress.

### A. Constructing the Agency Designation

The agency designation for a Congressional Committee consists of a Cutter number based on the first significant word in the Committee’s name. The Cutter number follows the **Y 4.** and is followed by a colon.

For example:

Y 4.AG 4: Special Committee on Aging (Senate)

Y 4.W 36: Committee on Ways and Means (House)

A slash and the numbers **1** and **2** are added to the Cutter number when it is known at the time the classes are established that both the House and the Senate have committees with the same name.

For example:

Y 4.J 89/1: Committee on the Judiciary (House)

Y 4.J 89/2: Committee on the Judiciary (Senate)

If a new committee is created and the agency designation would use the same Cutter number as an existing committee, use a slash and the next highest available number to distinguish between the two classes.

Check all active and inactive files to determine the correct number to be used.

For example:

Y 4.G 74/7: Committee on Government Operations (House)

Y 4.G 74/9: Committee on Governmental Affairs (Senate)

With this method of classifying Congressional committee publications, the classes for publications of House, Senate, and Joint committees are intermixed.

No separate classes are established for subcommittees under the committees.

### ***1. Reorganized Committees and Name Changes***

If two or more existing committees merge into one committee and a new name is used, establish a new class for the committee.

For example:

Y 4.AG 8/2:

Committee on Agriculture and Forestry (Senate)

Y 4.N 95:

Select Committee on Nutrition and Human Needs (Senate)

Y 4.AG 8/3:

Committee on Agriculture, Nutrition and Forestry (Senate)

The first two committees merged to form the third committee, which was assigned a new agency designation.

Sometimes a committee name changes to include other subjects, but committees are not merged. If the first significant word in the committee name remains the same, use the existing class number and change the name of the class.

For example:

Y 4.B 22/1:

Committee on Banking and Currency (House)

Y 4.B 22/1:

Committee on Banking, Housing, and Urban Affairs (House)

Y 4.B 22/1:

Committee on Banking, Finance, and Urban Affairs (House)

In this example, the committee changed its name twice, but since **Banking** remains the first significant word, the class does not change.

If the name of this committee were to change to **Finance, Banking, and Urban Affairs**, a new class should be established using **Finance** as the Cutter word.

### **B. Choosing the Correct Agency Designation**

Sometimes it is difficult to determine which agency designation should be assigned to a Congressional document. More than one committee may be involved with the publication, or it may be identified simultaneously as two different types of publication. To resolve these problems, see the appropriate section below.

### ***1. Report or Committee Print?***

Occasionally it is difficult to determine whether a Congressional document should be classified as a report (Y 1.) or as a committee print (Y 4.). This confusion arises when the words **House Report** or **Senate Report**, with or without numbers, appear on a publication together with a committee name or the words **Committee Print**.

If the **report number is printed on the publication, it is classified as a report, not as a committee print**, even if the words **Committee Print** appear. It should be included in the appropriate **Y 1.** class. (See Section 3 of this chapter.)

If the **report number is not printed on the publication, classify it as committee print** in the appropriate committee class under **Y 4.**

### ***2. Joint Hearings***

When two committees hold a hearing jointly and publish the results in one publication, classify the publication under the first committee listed on the title page. Series or serial numbers printed on the publication are used in the class only if they are assigned by the first named committee.

For example:

Y 4.F 76/1:AG 8/2

Agricultural development in the

Caribbean and Central America, joint

hearing before... Committee on

Foreign Affairs and ... Committee on

Agriculture, House of

Representatives... Serial no. 97-ZZZ.

This publication is classified under the Committee on Foreign Affairs, the first committee named. The Committee on Agriculture assigned Serial no. 97-ZZZ, so it is not used in this class. Instead, a Cutter number is assigned.

### ***3. Publications Prepared by One Committee for the Use of Another***

Sometimes publications, usually committee prints, are prepared by one committee for the use of another. In these cases it is necessary to determine which committee actually published the piece.

This situation is most prevalent when the Joint Committee on Taxation prepares summaries, descriptions, and analyses of bills for the Senate Committee on Finance and for the House Committee on Ways and Means.

If the heading on the publication reads **Joint committee print**, classify it under the named Joint Committee, usually the Joint Committee on Taxation.

If there is no heading, look at the next page to see if names of members of the committee are listed as they often are on committee prints. Classify the publication under the committee to which the members belong.

If there is no heading, and no members' names are listed, check the classification files to determine what has been done in

similar situations, and classify accordingly.

## **C. Individual Book Numbers**

Individual book numbers follow the agency designation and colon. The individual book number consists of the serial or series number printed on the document, or a Cutter number if there is no serial or series number.

Separate category or series classes, with a few exceptions, are not assigned in the **Y 4.** classes. Most publications, including committee prints, hearings, manuals, bibliographies, etc., are included in a single class. The exceptions are annual reports and other serials, which are discussed in 3, below.

### ***1. Serial Numbers***

Serial numbers appearing on publications should be used in the class. The numbers may or may not be identified by the word **serial** on the publications. In each Congress, numbering usually begins again with number 1. Some committees use the number of the Congress in conjunction with the serial numbers, and others do not. Some identify their publications by letters rather than numbers, and some by letters and numbers.

The numbers and letters should be used as they are printed on the publication as far as possible.

For example:

Y 4.AG 8/1:97-BBBB

Surplus Agricultural Commodities Act, hearing... 97th Congress, 2nd session... Serial no. 97-BBBB

Y 4.B 22/1:97-95

HUD field reorganization... hearing, 97th Congress, 2nd session... Serial no. 97-95

When a serial number does not incorporate the number of the Congress as in the above examples, the Congress number must be added to the class after the colon, followed by a slash, then the serial number.

For example:

Y 4.J 89/1:97/54

Lanham Trademark Act Amendment, Hearing... 97th Congress, 2nd session... Serial 54.

The slash in the class indicates that the Congress number is not printed as part of the serial number of the publication.

Compare:

Y 4.J 89/1:97/54

Serial number printed alone without the Congress number

Y 4.B 22/1:97-95

Congress number incorporated in the serial number

**a) Part Numbers**

Many hearings are issued in parts and also have assigned serial numbers. Some committees assign the same serial numbers to all the parts, and some committees assign each part a different serial number. The part number is used in the class only when the same serial number is assigned to all the parts.

For example:

Y 4.J 89/2:J-97-7/PT.3

Department of Justice confirmation hearings... part 3... Serial no. J-97-7

(Parts 1 and 2 are also designated Serial J-97-7.)

Y 4.IN 8/14:97-9/PT.10

Additions to the National Wilderness Preservation System, hearing... Serial 97-9, part 10. (Parts 1-9 are also designated Serial 97-9)

In the following examples, the part number is not used in the class because each part has a unique serial number.

Y 4.B 22/1:97-53

Housing and Urban-Rural Recovery Act, hearings, part 2. Serial no.97-53

Y 4.B 22/1:97-55

Housing and Urban-Rural Recovery Act, hearing, part 4. Serial no.97-55

When part 1 of a numbered serial is received, look at other publications in the class to determine whether the part number has been necessary in this particular class in similar cases. Presumably the committee is consistent in assigning serial numbers to publications issued in parts, and earlier examples can be followed. When part 2 or later numbers are received, it is easy to determine whether to use the part number in the class by locating the earlier parts.

**b) Numbered and Unnumbered Documents in One Class**

A committee may issue its publications in a variety of ways. The hearings may have serial designations and the committee prints may not. That means that part of the class may be numbered, and part Cuttered. Use the same class stem for both types of material.

For example:

Y 4.AG 8/1:B 85/2/982

Report of the Committee on

Agriculture... to the Committee

on the Budget... Committee

print

Y 4.AG 8/1:97-JJJ

Review of tobacco price support program costs, hearing. Serial no. 97-JJJ

Another committee may use serial numbers for hearings, and letters for committee prints. These are classified under the same class stem.

For example:

Y 4.EN 2/3:97-GG

Natural gas regulation study... Committee print 97-GG.

Y 4.EN 2/3:97-119

Telecommunications Act of 1982, hearings... Serial no.97-119.

### c) Numbering System Changes

As committees add, drop, or change their serial designations, the class should be adapted to cover these changes. When a committee has indicated that it will change from Cutters to numbers or vice versa, the class should be changed at the beginning of a new Congress or a new session of Congress.

## ***2. Series Numbers - Senate***

The Senate devised a numbering system which it started using for its Committee publications originating in the 98th Congress.

The system is similar to the one in use for Congressional documents and reports, in which the number consists of the number of the Congress, followed by a hyphen and a 1-up number, i.e. 102-1, 102-2, etc.

Three series are incorporated in the Senate numbering system: **Senate hearings**, **Senate committee prints**, and **Senate publications**. An abbreviated designation showing the type of publication is printed on each publication, preceding the number, as follows:

S. Hrg.102-1

S. Prt.102-1

S. Pub.102-1

The **S.pub.** numbers are used primarily in the **Y 1.3:** class.

The designation showing the type of material and the numbering follows the colon in the class stem.

For example:

Y 4.B 85/2:S.HRG.102-271

Y 4.G 74/9:S.PRT.102-52

Y 1.3:S.PUB.101-15

The numbers are assigned in sequence for the Congress as a whole, rather than for each Committee, so the numbering within any one class will not be sequential.

The Senate series numbers are not used in the class for two categories of documents:

- 1) serials (except in **Y 1.3:**);
- 2) joint publications which are classed under a House committee.

### ***3. Serial Publications***

Though the committees issue primarily hearings and committee prints, there are also some serials in the **Y 4.** classes. They have been treated in various ways.

One treatment is to assign a sequential number after the colon, followed by a slash and the Congress number, followed by a dash and the session number.

For example:

Y 4.P 93/1:1/100-1

Congressional directory

Another treatment used in the past is to Cutter a word in the title and then add the date after a slash.

For example:

Y 4.EC 7:EC 7/(date)

Economic indicators. Joint Economic Committee

The preferred treatment is to assign a sequential number before the colon, which is then followed by the date.

For example:

Y 4.F 76/1-18:991

Rules of the Committee on Foreign Affairs. House. 1991

### ***4. Cutter numbers***

**Cutter numbers** are used for publications not carrying serial or series numbers. The rules for Cuttering hearings are the same as for other publications.

There are a few problems that are unique to the hearings. One problem is how to handle such words as **United States** and **Legislation**. Use these words for Cutter words only when absolutely necessary; otherwise treat them as stop words.

If **Legislation** or **United States** are the only words in the title, use them for Cuttering; otherwise, choose another word. If **Legislation on energy** is the title of a publication, Cutter under **energy** rather than **legislation**.

Similarly, a hearing may be on United States relations with another country. Even though the United States may appear first in the title, Cutter under the name of the other country.



The name of the committee issuing the publication may affect the choice of Cutter, and an exception to the above rule may be necessary.

The Committee on Energy and Commerce may issue a publication entitled **Legislation on energy**. Avoid Cuttering under **energy**, since all the committee's publications will deal with that subject. In this case, it is permissible to Cutter under **legislation**. Study the publications, the names of the issuing offices, and the method of handling other publications in the class, to decide on the best Cutter word.

Classify similar titles together even though they are not revisions or new editions of the same title.

If a hearing and committee print would be classified with the same Cutter number, add a slash number to the second publication received.

#### a) Numbers

**Numbers** may appear as part of titles, and be required in the classes. Convert Roman numerals to Arabic numerals in the classes.

For example:

Y 4.\_\_\_\_\_:T 19/990-91/NO.17

Miscellaneous tax bills, XVII, hearing.

Though the word **number**, **part**, **section**, or **volume** does not appear in the title before the number, use an abbreviation of such a designation before the number when it is added at the end of the class.

Numbers should not be added at the end of a Cuttered class with no explanation.

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## CHAPTER 6

### SPECIAL CASES AND MAPS

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#### Section 1: Special Treatment for Publications of Certain Agencies

The principles presented in the preceding chapters govern the classification of the majority of the publications of U.S. Government agencies. Publications of certain agencies, however, do not fit neatly into the patterns established by the Superintendent of Documents classification system. These are:

- A. Publications of the President and the Executive Office of the President including Committees and Commissions established by executive order and reporting directly to the President.
- B. Publications of multilateral international organizations in which the United States participates.

#### **A. President and Executive Office of the President, including Committees and Commissions Established by Executive Order and Reporting Directly to the President**

The agency symbol assigned to the President of the United States is **PR** followed by the number corresponding to the ordinal number of succession to the presidency.

Subdivisions after the agency symbol are established following normal practice.

In recent years, presidents have appointed many special committees and commissions to study particular problems and to report their findings directly to the chief executive. These organizations usually cease to exist after making their report. Their publications are usually few in number, and normal bureau treatment is not practical.

Special treatment is indicated to prevent establishment of classes which will not be used, and to keep together the publications of all such organizations appointed by one president.

Presidentially-appointed committees and commissions are assigned to one class, **PR--.8:**. A Cutter designation using the 2-figure table is assigned to each commission or committee, based on the principal subject word of its name.

A slash and a Cutter number based on the principal subject word of the title follows the Cutter designation for the agency. The **Pr--.8:** class is exceptional in using two Cutter numbers in sequence after the colon.

When a class has been established for a committee, the class continues under the establishing President, even though a new President may be elected. If the new President renews the establishment of the committee, then the class is transferred to the **.8** class for the renewing President.

#### ***1. Permanent Agencies Reporting to the President***

Beginning with the administration of President Kennedy, the continuing offices assigned to the President, which make up the Executive Office of the President, have been given permanent classes under the symbol **PREX**.

A change in administration does not bring about a change in the classes for such offices as the Office of Management and Budget, Council of Economic Advisers, Council on Environmental Quality, etc. These agencies have been given individual numbers as subordinate offices of the Executive Office of the President.

Series and book numbers are added in the usual manner.

## ***2. Serial***

Commissions and committees should be contacted when there is uncertainty about whether or not a publication is a serial. If the commission or committee has been established only for the duration of one administration, the intent to continue the publication indefinitely, which is a mandatory element in determining a serial, is lacking. Even if some of these publications look like serials, they should be classed as monographs.

If the commission or committee has been established for an indefinite period, then its serial publications are assigned unique classes in **PREX 1**. They are classed in **PREX 1**, rather than in the **PR** stem to avoid establishing a new class with every new President.

## **B. Multilateral International Organizations in which the United States Participates**

The United States participates in many multilateral international organizations. Many of the publications of these organizations are published simultaneously by the United States and other countries. The United States portions of these organizations may also publish separately.

Separately published publications of these international organizations are classed under the State Department, since participation in these organizations is in the realm of foreign relations.

For example:

S 3.25:1/985

Canada and the United States annual joint report. International Boundary Commission

Only publications of the United States delegations or commissions are classified. Publications issued by the international organization as a whole are not considered United States Government publications and are not assigned Superintendent of Documents classification numbers.

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## **Section 2: Maps**

The classification numbers for many maps are constructed according to the general rules in chapters 1 through 4. This chapter covers special categories of maps whose classification numbers are derived from elements other than Cutter or series numbers. These special maps are primarily the U.S. Geological Survey (USGS) 7.5 minute quadrangle maps, Forest Service maps derived from them, and some Defense Mapping Agency (DMA) and National Ocean Service (NOS) maps.

Numbered map sequences will follow Cuttered map sequences within the same class stem; there is no need to establish separate class stems for each.

Elements of the book number are frequently printed on the map itself and should be used in the class number without alteration. When the various elements of the classification number are not printed on the map, they must be derived from other sources.

A map may be initially created by one agency and revised and re-issued by a second agency. These revised and re-issued maps are classified under the new issuing agency, even though the bibliographic information relating to the first agency is most prominently displayed.

The most common example of one agency revising and re-issuing another agency's map is the U.S. Forest Service revising and re-issuing U.S. Geological Survey 7.5 minute quadrangle maps of the national forests. For these Forest Service maps, use the Forest Service information rather than the USGS information when possible in construction the class number.

## A. Dates on Maps

Dates on maps can be very confusing, because many quadrangles and other USGS maps are in a constant review process. There are specific periods for revision, but the changes are inserted without making changes in the original date information. The classifier must be very careful when examining a map to determine whether it is a duplicate reprinting of a map classified earlier or if it is a revised edition.

Always add the latest edition date to the class, unless the edition number is part of the numbering sequence.

Only a new printing date in the USGS colophon will show that a map has been revised. It is important to check the printing date, edition statement, and other areas of the map to decide if it is a "reprint with changes."

Edition statements include "Photorevised," "Photoinspected," "Provisional edition," or other wording showing that the map is different from a previous version.

Dates on maps are of different types and are shown in several ways:

- 1) Date of map information, usually shown with the title.
- 2) Date of edition, shown with the edition statement: Revised 1980. This date is used at the end of the quadrangle class to distinguish it from other editions of that specific quadrangle. Always use the most recent edition date.
- 3) Date of printing, shown in imprint, colophon, etc. This date is used in large sets of maps (e.g. large forest map sets) to group all sheets of the set together for the year.

The printing date in these large map sets is put before the coordinates and the rest of the elements of the map classification number.

For example:

A 13.28:G 82/5/987/(coordinates, etc.)

4) Date of re-use of the map base by a second agency. For instance, the Bureau of Land Management (BLM) uses USGS quadrangles to show land use and minerals in areas of various states. These maps carry all the USGS information and dates, to which is added "BLM edition-(year)", as in "BLM edition-1992." The year of edition for the individual maps is placed at the end of the class. The map is classed under BLM, the agency issuing the revised edition.

For example:

I 53.11/4:40108-A 1-TM-100/991

There may be no date printed on the map. In these cases, check the shelf list to see if there is another record with the same bibliographic information. If there is, check with the issuing agency to see if the map in hand is a duplicate or a revised edition.

## **B. U.S. Geological Survey**

The largest group of U.S. Government maps is issued by the U.S. Geological Survey in its 7.5 minute quadrangle series.

The class stem for this series is I 19.81:.

The book number following the colon is made up of 4 elements, signifying:

**coordinates,**

**map reference number,**

**type of map,** and

**scale.**

Though developed specifically for USGS quadrangles, the map reference number is also used when necessary in other map classes, especially in Forest Service maps based on USGS quadrangles.

These 4 elements are separated from each other by dashes. The edition date is added as a fifth element after a slash at the end of the class.

For example:

I 19.81:31099-H 6-TF-024/991

I 19.81 = class stem for USGS 7.5'

quadrangle series

31099 = coordinates

H 6 = map reference number

TF = type of map

024 = scale

991 = edition date

Other USGS quadrangle maps are grouped together in I 19.81/2:.. These include the smaller 63,360 scale maps and the larger USGS/DMA 50,000 scale maps.

USGS/DMA 50,000 scale maps are classed under USGS because the maps are prepared by the USGS for distribution by DMA. They are not classed under DMA.

### ***1. Coordinates***

Map coordinates are numbers showing the degrees, seconds, and minutes of latitude and longitude. Only the degrees are used in the coordinates element of the classification number. The seconds and minutes are used in determining the map reference number.

The coordinates are usually represented by a 5-digit number printed in the lower right hand corner of the map. The first number, latitude (north-south), is represented by a 2-digit number. The second number, longitude (east-west), is represented by 3 digits. Use leading zeroes as necessary to make up the last 3 digits.

If the 5-digit coordinates number is not printed on the map, it is easily derived from the coordinates shown at the lower right corner of the map sheet. The numbers on the upper right represent the latitude (North); the lower numbers represent the longitude (West).

### Map Coordinate Symbols

° = degrees

' = minutes

" = seconds

For example:

|

|

—————| 31° 37'30"

99° 52'30"

31 degrees, 37 minutes, 30 seconds north latitude

99 degrees, 52 minutes, 30 seconds west longitude

31° north

99° west

represented in the class number as 31099

### 2. Map Reference Number

The map reference number consists of a letter and a number. If the number is not printed on the map, it may be found on the Map Reference Number Key on the next page by using the minute and second numbers that follow the degree numbers in the coordinates.

For example:

|

|

—————| 31° 37'30"

99° 52'30"

Use 37'30" to match against the numbers in the **North** column on the grid.

Use 52'30" for the **West** numbers. Read across this line on the grid to find the map reference number: **F8**.

If the seconds or minutes are not printed after the degrees, assume they are 00.

---

### Map Reference Number Key

From the lower right corner of the map, select **North** minutes and seconds. Match these to the same numbers in the **North** column. Select the **West** minutes and seconds from the map and match these to the corresponding **West** column. Use the number in that row in the class.

#### North West No.

00'00" 00'00" A 1

00'00" 07'30" A 2

00'00" 15'00" A 3

00'00" 22'30" A 4

00'00" 30'00" A 5

00'00" 37'30" A 6

00'00" 45'00" A 7

00'00" 52'30" A 8

#### North West No.

07'30" 00'00" B 1

07'30" 07'30" B 2

07'30" 15'00" B 3

07'30" 22'30" B 4

07'30" 30'00" B 5

07'30" 37'30" B 6

07'30" 45'00" B 7

07'30" 52'30" B 8

**North West No.**

15'00" 00'00" C 1

15'00" 07'30" C 2

15'00" 15'00" C 3

15'00" 22'30" C 4

15'00" 30'00" C 5

15'00" 37'30" C 6

15'00" 45'00" C 7

15'00" 52'30" C 8

**North West No.**

22'30" 00'00" D 1

22'30" 07'30" D 2

22'30" 15'00" D 3

22'30" 22'30" D 4

22'30" 30'00" D 5

22'30" 37'30" D 6

22'30" 45'00" D 7

22'30" 52'30" D 8

**North West No.**

30'00" 00'00" E 1

30'00" 07'30" E 2

30'00" 15'00" E 3

30'00" 22'30" E 4

30'00" 30'00" E 5

30'00" 37'30" E 6

30'00" 45'00" E 7



30'00" 52'30" E 8

**North West No.**

37'30" 00'00" F 1

37'30" 07'30" F 2

37'30" 15'00" F 3

37'30" 22'30" F 4

37'30" 30'00" F 5

37'30" 37'30" F 6

37'30" 45'00" F 7

37'30" 52'30" F 8

**North West No.**

45'00" 00'00" G 1

45'00" 07'30" G 2

45'00" 15'00" G 3

45'00" 22'30" G 4

45'00" 30'00" G 5

45'00" 37'30" G 6

45'00" 45'00" G 7

45'00" 52'30" G 8

**North West No.**

52'30" 00'00" H 1

52'30" 07'30" H 2

52'30" 15'00" H 3

52'30" 22'30" H 4

52'30" 30'00" H 5

52'30" 37'30" H 6

52'30" 45'00" H 7

52'30" 52'30" H 8

### ***3. Type of Map***

Two letters show the type of map:

AB Alaska Boundary Series Index

AF Alaska Boundary Series National Forest System

AL Alaska Boundary Series Bureau of Land Management System

AP Alaska Boundary Series National Park System

AW Alaska Boundary Series National Wildlife Refuge System

CF County (feet)

CM County (metric)

CP County (planimetric)

EI Ecological Inventory

LB Land Use and Land Cover (base)

LM Land Use and Land Cover (multicolor)

MM Surface Minerals Management Status

NA National Atlas (separate sales)

OM Orthophotomap

OQ Orthophotoquad

PF National Park, Monument (feet)

PI Photo Image Map

PL Planimetric

PM National Park, Monument (metric)

PR National Park, Monument (shaded relief)

RA Radar (airborne)

RF Regional (feet)

RM Regional (metric)  
RP Regional (planimetric)  
RR Regional (shaded relief)  
RS Radar (satellite)  
SI Satellite Imagery  
SL Slope Map  
SM Surface Management Status  
SP State Base (planimetric)  
SR State Base (shaded relief)  
ST State Base (topographic)  
TB Topographic Bathymetric  
TF Topographic (feet)  
TM Topographic (metric)  
TR Topographic (shaded relief)  
UB United States (base)  
UG United States (general)  
UM United States (magnetic)  
UT United States (topographic)  
WB World (base)  
WG World (general)  
WP World (political)  
WT World (topographic)

#### ***4. Scale***

The map's scale is shown in the class by 3 numbers. Usually it is printed in this form on the map, as the last element in the string of numbers that are used for the book number.

For example:

31099-F8-TF-**024**

024 signifies that the scale is 1:24,000

(1 inch = 24,000 feet)

If this string of numbers is not printed on the map, derive the number from the scale statement.

Use the portion of the number between the colon and the comma (representing thousands) and insert leading zeroes as necessary to make up 3 digits: **024**.

### **C. Forest Service**

The Forest Service produces some of its own maps. Forest Service maps are Cuttered under the name of the geographic area: forest, wilderness, etc., and are classified according to the general rules in chapters 1 and 2, and 4.

The Forest Service also modifies U.S. Geological Survey quadrangle maps. These maps have “Modified for USDA Forest Service Use” printed in the upper left corner.

Each forest map consists of a number of sheets as shown by the quadrangle location diagram at the bottom of the map. When all of the sheets for one forest are put together, they form one map, not many maps. Therefore, all the sheets of these modified quadrangle maps are Cuttered under the name of the forest, rather than under the individual quadrangle sheet name.

The forest name appears in small print in the lower right corner of the sheet under the Quadrangle Location Diagram. Ignore the quadrangle name in the upper right corner and its shortened form in the lower right corner.

If a separate map is issued for the same area, and it is not a new edition of an existing map, use the same Cutter number and add the next available superior number after a slash. Check the shelflist carefully before assigning a new superior number.

For example:

A 13.28:C 23/5

Carson National Forest, New Mexico. 1967. Revised 1975.

A 13.28:C 23/6

Carson National Forest, New Mexico, 1986-1987. (A separate map, not a new edition of the previous map)

A 13.28:C 23/6/991

Carson National Forest, New Mexico, 1991. (A new edition of the second map)

If in doubt whether a map is new or a revised edition, consult a map cataloger.

Once the Cutter and superior numbers have been established for a particular set of 7.5 minute sheets that make up the map for a forest, that Cutter and superior number remain the same for later editions of the same set. Only the year changes in the classification number.

A slash and the last 3 digits of the latest edition date are added after the Cutter, or after the superior number, if there is one, to keep all sheets of the set together.

After the date, add a slash followed by the map coordinates and map reference number, which is found with the Map Reference Key.

For example:

A 13.28:SH 2/3/992/37089-F 5

If "Interim" is printed on the lower left side of the map, add "/INT." at the end of the class.

For example:

A 13.28:H 94/4/44083-C 5/INT.

## **D. Defense Mapping Agency and National Ocean Service**

Class DMA and National Ocean Service maps using the agency's numbering system. The numbers represent geographic location.

For example:

C 55.418/7:11373/991

D 5.354:TPC F-10 B

D 5.356:24162/990

In some DMA maps, the first number, the general series number, represents the overall group of maps. This number may be followed by an individual map number. If no individual map number appears, substitute the stock number, replacing any X's with a slash. (X's are placed in the stock number to fill unused number spaces.)

For example:

General series number: 2201 (applies to large group of maps)

No individual series number printed

Stock number: 2201X01

Class number: D 5.355:2201/01

Be cautious when using map numbers in the class. Make sure that what may appear to be an individual map number is not in reality a general number for a group of maps.

Rarely, there will be no agency numbering on the map. In these cases the stock number may be used following the agency stem. Lettering in the stock number shows the map type.

Do not use the International Chart Number in the class if it is different from the DMA stock number.

Single DMA and NOS maps usually are classed only with the agency map numbering system printed on the map and are rarely Cuttered.

For example:

DMA number: 62463

Stock number: 62AHA62463

Edition date: 1992

Class: D 5.356:62463/992

NOS number: 12233

Stock number: 12233

Edition date: 1992

Class: C 55.418/7:12233/992

However, NOS serial maps are usually Cuttered.

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## GLOSSARY

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### A

**Administration:** See **Bureau**

**Agency:**

Any government Cabinet level or equivalent organization, independent or otherwise. For example: Department of the Interior, Environmental Protection Agency, Federal Labor Relations Authority, etc.

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### B

**Bureau:**

A subordinate organization within a government agency. For example: Census Bureau, Food and Drug Administration, Forest Service, etc.

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### D

**Department:**

An executive branch organization whose secretary is a member of the President's cabinet.

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### E

**Edition:**

A new printing of an item that contains well-defined variations -- pagination, publisher, series number, author, title, etc.

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### G

**Government author:** See **Publisher**

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### I

**Issuing agency:** See **Publisher**

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## J

**Jacket number:**

A five or six numerical digit code assigned by GPO to all jobs submitted for printing or procurement by different Government agencies. This number ordinarily is found on the last pages of the publication. For example: 461-539, 91-532

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## M

**Map:**

A two-dimensional representation of a portion of a planet's surface, including navigational charts, in which the text or illustrative material is subordinate in extent or importance to cartographic content.

**Monograph:**

A non-serial publication complete in itself or intended to be completed in a finite number of parts.

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## O

**Office:** See **Bureau**

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## P

**Preprint:**

A portion of a publication issued in advance of the completed publication.

**Publication:**

Any Government issuance, whether it is a pamphlet, book, serial, map, microfiche, floppy diskette, compact disc, etc. The same basic classification rules apply to all.

**Publisher:**

The person, firm, or corporate body undertaking the responsibility (i.e. authority) for the issuance of information products (such as pamphlets, books, serials, maps, microfiche, floppy diskettes, compact discs, etc.) to the public.

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## R

**Reprint:**

A new printing of a publication which has no changes from the original. The text, series number, pagination, etc., are the same.

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## S

### **Separate:**

Reprint of an individual article from a Government publication.

### **Serial:**

A publication in any medium which:

- a) is issued in successive parts bearing numerical or chronological designations;
- b) is intended to be continued indefinitely; and
- c) has a title that is common to all issues.

The original intent of the publisher is important when considering requirement “b” above. There will be instances that meet requirements “a” and “b”, but each issue has distinctive title only, and therefore, it cannot be considered to be a serial.

### **Series:**

A common title assigned to a continuing group of publications.

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## APPENDIX A

### ABBREVIATIONS

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In an effort to keep the classes short and compact, many abbreviations and otherwise shortened words are used in class numbers. No word in a Superintendent of Documents class may exceed 7 characters.

**Always use upper case letters.** Lower case letters were used prior to September, 1992. The advent of the Acquisition, Classification & Shipment Information System (ACSIS) made the change to all upper case letters necessary.

Use the abbreviations exactly as they are listed below. New abbreviations should be entered in this list to establish a consistent pattern of use. Consult the University of Chicago Manual of Style for abbreviations not found on this list.

For state abbreviations, use the 2-letter U.S. postal codes.

Note that periods are used in some cases and not in others.

|                |         |
|----------------|---------|
| activities     | ACT.    |
| addendum       | ADD.    |
| amendment      | AMDT.   |
| American       | AMER.   |
| American Samoa | AS      |
| announcement   | ANN.    |
| appendix       | APP.    |
| Arabic         | ARAB.   |
| association    | ASSOC.  |
| Atlantic       | ATL.    |
| auxiliary      | AUX.    |
| bibliography   | BIBL.   |
| binder         | BIND.   |
| book           | BK.     |
| books          | BKS.    |
| Braille        | BRAILLE |
| bulletin       | BULL.   |

|                  |                 |
|------------------|-----------------|
| Calendar year    | CY              |
| change sheet     | CH.SH.          |
| change(s)        | CH.             |
| chapter(s)       | CHAP., CHAPS.   |
| chart(s)         | CHAR., CHARS.   |
| China, Chinese   | CHIN.           |
| color            | COL.            |
| compact disc     | CD-ROM          |
| conference       | CONF.           |
| Congress         | CONG.           |
| corrected        | CORR.           |
| correction       | CORR.           |
| correction sheet | CORR.SH.        |
| Cumulative       | CUM.            |
| description      | DESC.           |
| dictionary       | DICT.           |
| directory        | DIR.            |
| diskette         | DISK.           |
| divider(s)       | DIVID., DIVIDS. |
| documentation    | DOC.            |
| edition          | ED.             |
| envelope         | ENV.            |
| errata           | ERRATA          |
| errata sheet     | ERRATA          |
| et cetera        | ETC.            |
| executive        | EXEC.           |

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|                    |           |
|--------------------|-----------|
| executive summary  | EXEC.SUM. |
| Fiscal year        | FY        |
| folder             | FOLDER    |
| form               | FORM      |
| Fort               | FT.       |
| French             | FR.       |
| Germany, German    | GER.      |
| government         | GOVT.     |
| guide, guidelines  | GUIDE.    |
| hearing            | HRG.      |
| House              | H.        |
| illustration(s)    | ILL.      |
| index              | IND.      |
| information        | INFO      |
| instruction manual | INST.MAN. |
| instructions       | INST.     |
| instructor         | INSTR.    |
| interim            | INT.      |
| interim guidance   | INT.GUID. |
| international      | INTERL.   |
| introduction       | INTRO.    |
| irregular          | IRREG.    |
| issue              | ISS.      |
| Italy, Italian     | ITAL.     |
| Japan, Japanese    | JAPN.     |
| joint              | JNT.      |

|                 |                 |
|-----------------|-----------------|
| kit             | KIT             |
| Korea, Korean   | KOR.            |
| large           | LGE.            |
| letter          | LET.            |
| manual          | MAN.            |
| memorandum      | MEMO.           |
| microfiche      | MF              |
| module          | MOD.            |
| mount, mountain | MT.             |
| National        | NAT.            |
| Northeast       | NE              |
| Northwest       | NW              |
| notice          | NOT.            |
| number(s)       | NO., NOS.       |
| oblong          | OBL.            |
| order           | ORDER           |
| overview        | OVER.           |
| Pacific         | PACIF.          |
| package         | PACK.           |
| page(s)         | PG., PGS.       |
| paperback       | PBK.            |
| part(s)         | PT., PTS.       |
| participant     | PART.           |
| photograph(s)   | PHOTO., PHOTOS. |
| plan            | PLAN            |
| plate           | PL.             |

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|                |               |
|----------------|---------------|
| Poland, Polish | POL.          |
| Portuguese     | PORT.         |
| preliminary    | PRELIM.       |
| problem        | PROB.         |
| procedures     | PROCED.       |
| proceedings    | PROCEED.      |
| publications   | PUB.          |
| quarter        | QTR.          |
| question       | QUEST.        |
| record         | REC.          |
| regulation     | REG.          |
| release        | REL.          |
| report(s)      | REPT., REPTS. |
| reprint        | REPR.         |
| reprinted      | REPR.         |
| resolution     | RES.          |
| revised        | REV.          |
| Russian        | RUSS.         |
| saint          | ST.           |
| schedule       | SCH.          |
| section        | SEC.          |
| Senate         | S.            |
| series         | SER.          |
| sheet          | SH.           |
| shipping list  | SL            |
| Southeast      | SE            |

|                |           |
|----------------|-----------|
| Southwest      | SW        |
| Spain, Spanish | SPAN.     |
| special        | SPEC.     |
| special issue  | SPEC.ISS. |
| spring         | SPR.      |
| standards      | STAND.    |
| student        | STUD.     |
| subpart        | SUBPT.    |
| summaries      | SUMS.     |
| summary        | SUM.      |
| summer         | SUMM.     |
| supplement     | SUPP.     |
| table          | TBL.      |
| technical      | TECH.     |
| test book      | TEST BK.  |
| text           | TEXT      |
| title          | T.        |
| title page     | T.P.      |
| transcript     | TRANSC.   |
| transmittal    | TRANS.    |
| version        | VER.      |
| Vietnamese     | VIET.     |
| volume(s)      | V., VOLS. |
| winter         | WIN.      |
| workbook       | WKBK.     |

Occasionally other words may be necessary in a class to separate two publications on the same subject. There may be a report and descriptive brochure or folder on a particular project. Rather than give the folder a separate slash-number, thereby perhaps separating it from the project report, use the same class as the project report and add a slash and a word, shortened if necessary. The word may or may not be printed in the title. It could be /DESC. (for description), /FOLDER, or perhaps another word that has been used on the publication itself.

The shortened version of words used may not be accepted abbreviations in general writing, but they will be descriptive for classification purposes. No word in a class should be longer than seven letters. Those that are longer should be abbreviated.

Sets of publications to be used together by instructors and students frequently require descriptive words to identify each piece. Below are examples of words or abbreviations that may be used when applicable. Some adjustment may be necessary depending on the wording of the publications themselves and what publications are included in the set.

For example:

Workbook WKBK.

Instructor's guide INST.

Guidelines GUIDE.

Student guide STUD.

Manual MAN.

Course outline COURSE

In most cases it is not necessary to use more than one word to identify the publication. The use of the words is flexible to fit the particular set of publications being classified.

For example:

A set includes a study guide, an instructor's guide, a student workbook, and course outline

Study guide GUIDE

Instructor's guide INST.

Student workbook WKBK.

Course outline COURSE

Since there are two guides, the word "guide" was used on the study guide. The same set could also be done as follows:

Study guide STUDY

Instructor's guide GUIDE

Student workbook STUD.

Course outline COURSE



If later a student manual appeared, /**MAN.** could be added at the end of the class.

If there are several sets of such publications in one class, be consistent in the designations used within that class. Since the sets of publications vary so much in format and wording, it is difficult to make a universal rule that can be applied to each set.