

## Introduction

The purpose of this publication is to provide guidelines for establishing Library of Congress classification numbers and assigning them to library materials, as well as for shelflisting materials collected by the Library of Congress. The work is not intended to be a comprehensive work on classification and shelflisting theory nor an exhaustive explanation of the Library of Congress classification and shelflisting system. Rather, it is an accumulation of guidelines that have been formulated over several decades dealing with commonly recurring questions that arise when using the LC classification.

The 2008 edition of this manual combined into one volume the guidelines for formulating the classification portion of the LC call number, formerly published separately as the *Subject Cataloging Manual: Classification* and guidelines for formulating the unique book number portion of the call number, formerly published separately as the *Subject Cataloging Manual: Shelflisting*.

This edition of the *Classification and Shelflisting Manual* has been revised to accommodate the changes in descriptive cataloging practices that occurred with the United States national libraries' adoption of *RDA: Resource Description and Access* in March 2013. Some instructions, such as those for the subarrangement of the works of a single literary author (F 633) and the inclusion of dates in call numbers (G 140), were substantially revised.

This edition also incorporates revisions to classification and shelflisting policy that were not occasioned by the adoption of *RDA*. For example, instructions on the use of work letters was standardized across instruction sheets.

The manual begins with historical notes on the Library of Congress Classification that includes a listing of the dates of the original editions of the schedules, and on the Library of Congress shelflist and shelflisting practice. This historical information is followed by the individual instruction sheets that are listed in the table of contents in the order of the code number assigned. Gaps have been left between many numbers, allowing other topics to be added as necessary. A typical instruction sheet consists of a background statement that provides historical perspective or theoretical considerations, followed by a list of procedures to be carried out when dealing with a particular situation or topic. As an aid to better understanding the procedures, examples are frequently provided of actual titles selected from the bibliographic data base or invented to illustrate the point.

The classification portion of the manual is divided into two sections: (1) *General* (F 10 - F 440), consisting of instruction sheets on general topics and issues in classification, and (2) *Special Topics, Categories of Materials, Etc.* (F 475 - F 750), consisting of instruction sheets detailing procedures to be followed in specific cataloging situations. The shelflisting portion of the manual is also divided into two sections: (1) *General* (G 53 - G 350), consisting of

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instruction sheets of general interest, and (2) *LC-Specific Information* (G 605 - G 810), consisting of instruction sheets detailing procedures that are specific to Library of Congress catalogers and may be largely ignored by other users.

A glossary and alphabetically arranged index are located at the end of the manual.