

EXAMPLE #1: CREATING A NEW CUTTER NUMBER

Proposal: To create the number PQ1110.C38, with the caption **Cats**

Step 1: Browse to PQ1110.

Step 2: From the existing list of Cutters, click on **P** beside PQ1110.C48. The EZ form is displayed:

The screenshot shows the 'Classification Proposal System' interface. At the top, there is a blue header with a mouse cursor icon and the text 'Classification Proposal System'. Below the header, the text 'Proposed Schedules Record [PQ1110.C48]' is displayed, followed by 'Save', 'Cancel', and 'Logout' buttons. The main heading is 'Create a proposal for a new classification number'. Below this, it says 'Proposal generated by Coop'. The form includes the following fields and options:

- Existing class #**: PQ1110.C48
- Proposed class #**: PQ1110.C48
- Radio buttons for **Single #** (selected), **Displayed span**, and **Suppressed span**.
- Hierarchy**: A scrollable list containing 'French literature', 'Collections of French literature', 'General (not limited to special periods)', and 'Special topics, A-Z'.
- Caption**: Christmas
- TABLE**: An empty text box.
- Note ("Class here," "Including," etc.)**: An empty text box.
- Work cat.**: An empty text box.
- Cataloger's comments**: An empty text box.
- Pattern**: An empty text box.
- Better**: An empty text box.
- Email address**: An empty text box, with a note above it: 'If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.'

At the bottom of the form, there are buttons for 'Append', 'Insert', 'Remove', 'Save', 'Cancel', and 'Logout'.

Step 3: Edit the number in the **Proposed class #** field, changing it from **PQ1110.C48** to **PQ1110.C38**. Check that the radio button for **Single #** is selected.

Step 4: Edit the caption in the **Caption** field, changing it from **Christmas** to **Cats**.

*The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at PQ1110.C48.*

Step 5: Cite the work generating the proposal in the **Work cat.** field.

Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

**Classification Proposal System**

Proposed Schedules Record [PQ1110.C48] Save Cancel Logout

**Create a proposal for a new classification number**

**Proposal generated by Coop**  
Existing class # PQ1110.C48  
Proposed class #   Single #  Displayed span  Suppressed span

**Hierarchy**  
French literature  
Collections of French literature  
General (not limited to special periods)  
Special topics, A-Z

**Caption**   
**TABLE**

**Note ("Class here,"  
"Including," etc.)**

**Work cat.**

**Cataloger's comments**

**Pattern**

**Better**

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

**Email address**

Append Insert Remove Save Cancel Logout

Step 7: Click **Save**. On the confirmation screen, click **OK**.

Step 8: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:

PQ1110	Special topics, A-Z [H R M P Ref]
PQ1110.A47	Aeronautics [H R M P Ref]
PQ1110.A9	Aunis [H R M P Ref]
PQ1110.B53	Blacks [H R M P Ref]
PQ1110.B7	Brittany [H R M P Ref]
PQ1110.C38	Cats [H R M P Ref]
PQ1110.C48	Christmas [H R M P Ref]
PQ1110.C55	Cities and towns [H R M P Ref]
PQ1110.C65	Columbus, Christopher [H R M P Ref]
PQ1110.C67	Conversation [H R M P Ref]

Step 9: Email a notification to the LC Coop Team that a proposal has been created at PQ1110.C38.