

EXAMPLE #4: CHANGING A CAPTION

Proposal: To change the caption at RA969 from **Sanitation** to **Sanitation. Disinfection**

Step 1: Browse to RA969.

Step 2: Click on **M** (modify) beside RA969. The EZ form is displayed:

Classification Proposal System

Proposed Schedules Record [RA969] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # RA969
Proposed class # Single # Displayed span Suppressed span

Hierarchy

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 3: Edit the caption in the **Caption** field, changing it from **Sanitation** to **Sanitation. Disinfection**.

Step 4: Cite the work generating the proposal in the **Work cat.** field.

Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

Classification Proposal System

Proposed Schedules Record [RA969] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # RA969
Proposed class # RA969 **Single #** **Displayed span** **Suppressed span**

Hierarchy
Public aspects of medicine
Medical centers. Hospitals. Dispensaries. Clinics
Health facilities. Hospital buildings
Environmental services

Caption Sanitation. Disinfection
TABLE

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

Work cat. Johnson, P. Disinfection in hospitals, 2006

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 myname@myinstitution.edu

Append Insert Remove Save Cancel Logout

Step 6: Click **Save**. On the confirmation screen, click **OK**.

Step 7: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The changed caption is displayed in brown below the existing caption:

RA968	Hospital equipment and furnishings. Fixtures and supplies [H R M P Ref] Cf. RD63 Operating rooms, equipment, and supplies [H R M P Ref]
RA969	Sanitation [H R M P Ref]
RA969	Sanitation. Disinfection [H R M P Ref] Cf. RA999.S36 Long-term care facilities [H R M P Ref]
RA969.3	Water supply [H R M P Ref]
RA969.33	Bathing facilities [H R M P Ref]

Step 8: Email a notification to the LC Coop Team that a classification change proposal has been created at RA969.