

CONTENTS

BACKGROUND3

1. Accessing the system3

2. Proposing a new number 3-6

 a. Creating a proposal..... 3-4

Proposal generated by field4

Proposed Class # field4

Hierarchy field.....4

Caption field4

TABLE field.....4

Note field4

Work cat. field5

Cataloger's comments field5

Pattern field5

Better field.....5

Email address field5

 b. Saving and viewing the proposal6

 c. Deleting a proposal.....6

 d. Proposals for two or more consecutive numbers and captions6

3. Proposing a new see reference or confer note..... 7-14

 a. Creating a proposal (Method 1) 7-9

See reference7

Cf. note8

For ... see ... reference.....8

 b. Creating a proposal (Method 2) 9-11

 (1) Creating a reference to an existing number9

See reference9

Cf. note9

For ... see ... reference.....10

 (2) Creating a proposal for both a new number and a reference 12-14

See reference12

Cf. note13

For ... see ... reference.....13

 c. Deleting a proposal.....14

F 50 Classification Proposals

4. Proposing a modification to an existing class number.....	15-17
a. Creating a proposal.....	15-16
b. Saving and viewing the proposal	16
c. Deleting a proposal.....	17
d. Modifying multiple numbers and captions	17
Notes	17-18

APPENDICES

Example 1: Creating a new Cutter number	19-21
Example 2: Creating a new whole or decimal number	22-24
Example 3: Creating a new development with multiple consecutive lines.....	25-38
Example 4: Changing a caption	39-41
Example 5: Changing the indention of existing captions	42-49
Example 6: Parenthesizing a number and creating a see reference.....	50-53
Example 7: Creating a Cf. note (Method 1).....	54-56
Example 8: Creating a See reference (Method 2)	57-60

BACKGROUND: In 2006, an automated Minaret-based classification proposal system replaced the former manual worksheet-based system. This instruction sheet provides guidelines for using the automated system to propose a new classification number, to propose a new reference, or to modify an existing number. It also includes, as an Appendix, examples of the most common types of classification proposals, together with step-by-step instructions for creating them. For unusually complicated situations, catalogers should consult with the Policy and Standards Division for assistance in preparing a proposal.

1. Accessing the system.

LC catalogers go to URL: <http://lcconline.info/Menu/proposal.html>

SACO catalogers go to URL: <http://classificationweb.net/Menu/proposal.html>

All catalogers: Click on **Create, Edit and Browse Classification Proposals**
Login with Minaret username and password.

2. Proposing a new number.

a. Creating a proposal. In the browse field, enter any class number that is in the area where the new number is to be proposed and press **Enter**.

Choose any existing number that is similar in form to the new one, preferably one that is in the same hierarchy and at the same indentation, click the **white icon** at the end of the caption and select **Propose a new class number here** from the pop-up menu. For example, to propose a new Cutter number in an existing list of Cutters, choose any of the existing Cutters in the list, click the **white icon** and select **Propose a new class letter here**. An "EZ" input screen is displayed.

In the **Proposal generated by** field, select the appropriate radio button, as follows:

Book. Select this button if any non-Priority-1 bibliographic item is being submitted with the proposal, such as a book, serial, music score, etc.

No book. Select this button if no bibliographic item is being submitted with the proposal. For example, if the proposal is being made in order to correct an error in the schedule or in response to correspondence, select **No book**.

*Note: If the item that has generated the proposal is printed music, select **No Book** and do not submit the item with the proposal.*

F 50 Classification Proposals

2. Proposing a new number.

a. Creating a proposal. (Continued)

CIP. Select this button if the proposal is being made in connection with the cataloging of a CIP or any other Priority 1 material, except a rare book.

Rare Book. Select this button if the proposal is being made in connection with the cataloging of a rare book.

Coop. Select this button if the proposal originated with a library outside of LC that is a participant in the SACO program.

Editable fields on the EZ input screen (* = required field):

* **Proposed Class #.** This field initially contains the existing number that was chosen as the basis for the new proposal. Change this number to the new number proposed. Indicate whether this is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.¹

Hierarchy. If the number that was chosen as the basis for the new proposal has the same hierarchy as the newly proposed number, the field need not be edited at all.²

* **Caption.** The field initially contains the existing caption that was chosen as the basis for the new proposal. Replace this caption with the new caption being proposed.

TABLE. If the proposal is for a span of numbers that is subarranged by a table, enter the applicable table number in the **TABLE** field.

Note. Enter the text of a "Class here" or "Including" note, if any, in this field.

2. *Proposing a new number.*

a. *Creating a proposal.* (Continued)

Editable fields on the EZ input screen (* = required field): (Continued)

- * **Work cat.** Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Pattern. Enter in this field an existing number or span of numbers that is being used to justify the new proposal. If no pattern is being cited, leave the field blank. Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines. For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.]

Better. Determine from a Voyager shelflist search and enter into this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers. This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal. The existing records are normally not reclassified. If there are no betters, leave it blank.

Email address. Entering an email address into this field causes a system-generated email message to be sent when the proposal is scheduled for a tentative list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

Any of the above fields that is not marked with an asterisk may be left blank if it is not applicable to the proposal.

F 50 Classification Proposals

2. *Proposing a new number.* (Continued)

b. Saving and viewing the proposal. When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

Click the Minaret **Refresh** button at the top of the classification browse page. (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed number and caption appear in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed number and caption are in the correct location and at the correct indentation. If there are any errors, edit the proposal by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Use the Minaret **Refresh** button to see the changed proposal displayed in context on the browse screen.

c. Deleting a proposal. A proposal may be deleted by clicking on the **white icon** at the end of the caption and selecting **Modify or delete the proposal** from the pop-up menu. The EZ input screen will appear. Click on **Delete** at the top of the form. A screen appears confirming that the proposal has been deleted. Click **OK**. Use the **Refresh** button to and the proposal will have disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another contributor. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Proposals for two or more consecutive numbers and captions. If a proposal consists of a group of consecutive numbers and captions, a separate proposal must be created for each line. This is done by repeating all of the steps in this process for each new line.

Once the first proposal has been created and is displayed in green, it can be used as the basis for creating the next proposal by clicking the **white icon** beside it and selecting **Propose a new class number here**. For detailed instructions on creating multiple-line proposals, see Example 3 in the Appendix to this instruction sheet.

Classification Proposals F 50

3. Proposing a new see reference or confer note. There are two different methods for creating a see reference or a Cf. note. The first method, which is often more straightforward, is described in sect. 3.a below. The second method, which is less straightforward but more technically correct, is described in section 3.b below. Either method is acceptable, except when a proposal is being made to parenthesize (cancel) an existing number. In that case, always use the first method.

a. Creating a proposal (Method 1).

Note: When creating a see reference or Cf. note to a new number that is being proposed at the same time, be sure to create the proposed number **BEFORE** attempting to create the see reference or Cf. note. If a user attempts to create a reference or Cf. note to a number that does not yet exist, the system returns an error message.

In the browse field enter the class number where the reference is to be added, and press **Enter**. Locate the class number in the browse display, click on the **white icon** and select **Propose a reference here** from the pop-up menu. An "EZ" input screen is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441 *[if the reference is to a single number]*
Cats see SF441+ *[if the reference is to a span of numbers]*

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Cats**; in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

F 50 Classification Proposals

3. Proposing a new see reference or confer note.

a. Creating a proposal (Method 1). (Continued)

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats *[if the reference is to a single number]*
Cf. SF441+ Cats *[if the reference is to a span of numbers]*

To create this type of reference, select the second radio button on the EZ form. In the **Cf. Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441 *[if the reference is to a single number]*
For cats see SF441+ *[if the reference is to a span of numbers]*

To create this type of reference, select the third radio button on the EZ form. In the **For Topic** field, type **cats** (lowercase the term you type in this field); in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

3. *Proposing a new see reference or confer note.*

a. *Creating a proposal (Method 1). (Continued)*

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

b. *Creating a proposal (Method 2).* Section 3.b(1) below describes the procedure for making a proposal for a reference when a proposal for a new number is *not* also being proposed. Section 3.b(2) below describes the procedure when a new number is also being proposed.

(1) *Creating a reference to an existing number using Method 2.* In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display, click on the **white icon**, and select **Propose a change to this record** (or **Modify or delete this proposal** if the class number is also being proposed) from the pop-up menu. An "EZ" input screen is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Robb, J. D., 1950- see PS3568.O243

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Robb, J. D., 1950-** ; in the **see Target #** field, type the location where the reference should appear, **PS3568.O222** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span).

F 50 Classification Proposals

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(1) Creating a reference to an existing number using Method 2. (Continued)

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. QK86.5 Applied ethnobotany [if the reference is to a single number]

Cf. QK86.5+ Applied ethnobotany [if the reference is to a span of numbers]

To create this type of reference, select the radio button marked **Cf. note** on the EZ form. In the **Cf. Target #** field, type the number under which the Cf. note should appear. For example, type **GN476.73** if the reference should appear there (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **GN476.73-GN467.732**); in the **Topic** field, type **Applied ethnobotany**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For applied ethnobotany see QK86.5

[if the reference is to a single number]

For applied ethnobotany see QK86.5+

[if the reference is to a span of numbers]

To create this type of reference, select the radio button labeled **For ... see...**, on the EZ form. In the field, type **applied ethnobotany** (lowercase the term you type in this field); in the **For ... see... (class #)** field, type **QK86.5** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **QK86.5-QK86.52**).

3. *Proposing a new see reference or confer note.*

b. *Creating a proposal (Method 2).*

(1) *Creating a reference to an existing number using Method 2. (Continued)*

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

Click the Minaret **Refresh** button at the top of the classification browse page (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed reference or note appears in brown lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location and is correct in all other respects. If there are any errors, do not attempt to modify the proposal. Instead, delete it, as instructed in sec. 3.c., below, and create a new reference.

F 50 Classification Proposals

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2). (Continued)

(2) Creating a proposal for both a new number and a reference using Method 2.

Note: If creating a see reference or Cf. note to a new number that is being proposed at the same time, make the proposal for the new number first, following the instructions in sec. 2 above. The proposal for the reference will be added to the EZ form for the proposal.

Click on the **white icon** next to the green caption and select **Modify or delete this proposal** from the pop-up menu. The "EZ" input screen for the proposal is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441 *[if the reference is to a single number]*
Cats see SF441+ *[if the reference is to a span of numbers]*

To create this type of reference, select the first radio button on the EZ form. In the **See ref. (class #)** field, type **SF441** ((or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**). In the **Caption** field, type **Cats**.

3. *Proposing a new see reference or confer note.*

b. *Creating a proposal (Method 2).*

(2) *Creating a proposal for both a new number and a reference using Method 2. (Continued)*

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats [if the reference is to a single number]
Cf. SF441+ Cats [if the reference is to a span of numbers]

To create this type of reference, select the third radio button on the EZ form. In the **Cf. note (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441 [if the reference is to a single number]
For cats see SF441+ [if the reference is to a span of numbers]

To create this type of reference, select the second radio button labeled **For For ... see ...** on the EZ form. In the **For ... see ... (class #)** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g., **SF441-SF450**). In the **Topic** field, type **cats** (lowercase the term you type in this field).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

F 50 Classification Proposals

3. Proposing a new see reference or confer note.

b. Creating a proposal (Method 2).

(2) Creating a proposal for both a new number and a reference using Method 2 (Continued)

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Close**.

In the browse field enter the class number to which the reference will refer, and press **Enter**. Locate the class number in the browse display. The newly proposed reference or note appears in green lettering in the browse display. This display enables the cataloger to confirm whether the proposed reference is in the correct location. Do not attempt to correct the indentation if it is incorrect. Staff in PSD will correct it.

c. Deleting a proposal.

A proposal can be deleted by clicking on the **white icon** and selecting **Modify or delete this proposal** from the pop-up menu. The EZ form will display. Click the **Delete** button.

A screen confirming the deletion will appear; click **OK**. Click the **Refresh** button, and the proposal has disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another cataloger. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

4. Proposing a modification to an existing class number.

a. Creating a proposal. In the browse field, enter the class number to be modified, and press **Enter**. Click on the **white icon** at the end of the caption and select **Propose a change to this record** from the pop-up menu. An "EZ" input screen is displayed.

In the **Proposal generated by** field, select the appropriate radio button. See sec. 2.a, above, for an explanation of the choices.

Editable fields on the EZ input screen:

Proposed Class #. To modify the classification number or span, edit this field. Indicate whether the edited field is a single number, displayed span, or suppressed span, by selecting the appropriate radio button.¹

Hierarchy. To change the indention of a caption, edit this field.²

Caption. To modify the wording of a caption, edit this field.

TABLE. To add or change a table reference, edit this field.

Note. To add a "Class here" or "Including" note, or modify an existing note, edit this field.

Work cat. Provide a citation of the work that is generating the proposal in this field. Use the same citation style that is used for subject heading proposals (see H 200, sec. 9.a.).

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Pattern. Enter in this field an existing number or span of numbers that is being used to justify the new proposal. If no pattern is being cited, leave the field blank. Cite as patterns only developments that are identical or similar to the new proposal in (1) terminology of the caption(s) and (2) location of the caption(s) in relation to surrounding lines. For developments in classes D, H, Q, and R that follow the models for those schedules (see F 195), enter **D model** [**H model**, etc.].

F 50 Classification Proposals

4. Proposing a modification to an existing class number. (Continued)

Better. Determine from a Voyager shelflist search and enter in this field the approximate number of existing entries that would be better classified in the newly proposed number or numbers. This is for the benefit of the editorial meeting in judging the impact on the shelflist of the new proposal. The existing records are normally not reclassified. If there are no betters, leave it blank.

Email address. Entering an email address in this field causes a system-generated email message to be sent when the proposal is scheduled for a weekly list and when it has been approved, rejected, or approved with modifications by the editorial meeting. A full email address must be provided, such as **myname@loc.gov**. Leave the field blank to avoid receiving these messages.

Any of the above fields may be left blank if they are not applicable to the proposal.

b. Saving and viewing the proposal. When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click **Cancel**.

Click the Minaret **Refresh** button at the top of the classification browse page. (Do NOT use the browser's Refresh button for this purpose.)

The proposed modification appears in brown lettering in the browse display, immediately below the existing number, which continues to be displayed in black. This display enables the cataloger to confirm whether the modification is as intended. If there are any errors, edit the proposal by clicking the **white icon** at the end of the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen is displayed. Make the necessary changes and save the proposal again. Use the **Refresh** button to see the changed proposal displayed in context on the browse screen.

4. *Proposing a modification to an existing class number.* (Continued)

c. Deleting a proposal. A proposal can be deleted by clicking the **white icon** next to the caption and selecting **Modify or delete this proposal** from the pop-up menu. The EZ input screen will appear; click **Delete** at the top of the form. After the screen is refreshed, the proposal has disappeared.

The system allows a cataloger to delete only his or her own proposals, not those that were created by another cataloger. A proposal can be deleted only until PSD assigns the proposal to a tentative list. An existing approved number cannot be deleted, nor can any proposed number that has already been assigned to a tentative list.

d. Modifying multiple numbers and captions. When proposing a change that affects several consecutive existing numbers and captions, prepare a proposal to modify only the first line of the group. In the **Cataloger's comments** field, provide an explanation of the full scope of the proposal. For example, to add a level of hierarchy, i.e., change the indentation, of SF441-450, prepare a proposal to modify the hierarchy of only the first line of this group, and in **the Cataloger's comments** field, add an instruction such as "Change the hierarchy of this line and all subsequent lines through SF450."

NOTES

¹*Spans of numbers.* When entering a span of numbers on the EZ form, the COMPLETE beginning number and the COMPLETE ending number on the form must be provided. Class Web and the print program for the classification schedules will truncate the span to eliminate redundancy. Examples of how, and how not, to enter spans of numbers on the EZ form:

TK140.A-TK140.Z	[not TK140.A-Z]
JS3931-JS3939	[not JS3931-3939; not JS3931-9]

Displayed span. This is a span that is visible on Classification Web browse screens and in the LCC printed schedules. The most common types of displayed spans are those ending with "A-Z" and those accompanied by a reference to a table that provides for an explicit breakdown of the span.

Suppressed span. This is a "summary number" span that serves to anchor a line within the classification, but is not visible on Class Web browse screens or the printed schedules. It consists of the first number and the last number of captions that fall below it in the hierarchy, i.e., captions that are indented under it. In the following example, the lines "Cats" and "History and conditions" have suppressed spans that are not shown in Class Web or the printed schedules:

F 50 Classification Proposals

¹*Spans of numbers. (Continued)*

	Cats
SF441	Periodicals. Societies. Serials
SF442	General works
	History and conditions
SF442.6	General works
SF442.63.A-Z	By region or country, A-Z
SF449.A-Z	By breed or type, A-Z
SF450	Feral cats

In this example, the suppressed number span for the line "Cats" is SF441-SF450. The suppressed number span for the line "History and conditions" is SF442.6-SF442.63. To create this type of proposal, the suppressed spans for these lines must be provided, and the "suppressed span" radio button must be selected.

²The indentation of a line can be changed by editing its hierarchy field. To move a caption one indentation to the right, for example, add one line to the hierarchy field. To move a caption one indentation to the left, delete one line from the hierarchy field. By default, the EZ form displays the lines of the field indented as a stepladder. These indentions have no technical significance, however, and are used only to make the field easier to read and interpret. When lines are added to the field, they may be indented in the same stepladder style, but it is not necessary to do so. Although the indentions are not significant and need not be uniform on the EZ form, it IS important that each level of hierarchy be placed on a SEPARATE LINE so that when the system converts the EZ form data to a MARC classification record, the proper number of hierarchy subfields will be created. (Minaret counts the number of hierarchy subfields in order to determine the appropriate indentation for a caption in browse displays.)