

BACKGROUND: Government documents are generally not classed as a distinct category of materials. However, some classification schedules do have provisions for documents. This instruction sheet provides guidance as to how to apply these provisions in those schedules where they occur.

1. General rules.

a. Treat as documents those works that are entered under a corporate heading consisting of a jurisdictional name plus agency name as a subheading, e.g., **New South Wales. Department of Railways**, or jurisdiction alone. If the 1XX field is formulated in any other manner, including personal names or headings for government bodies entered under their own names, e.g., **Naval Research Laboratory**, do not treat the work as a document.

Also treat as documents those works that are entered under title, if there are two or more 710 fields containing jurisdictions alone, or jurisdictions with an agency name as a subheading.

b. Class only serials in document numbers sec. 2, below, applies.

2. Monographs. Do not class monographs in document numbers unless the schedule has explicit provision for monographic documents.

Example with provision for monographs:

	Documents	
.A1-.A29	Serial	
.A3	Nonserial	← <i>Class monographs here</i>

Example without provision for monographs:

.A1-.A5	Documents	← <i>Class only serials here; class monographs</i>
.A6-.Z4	General works	<i>with General works</i>
.Z6	Organizations. By number and author	
.Z9A-Z	Organizations. By name	