

Cutter Numbers for Shelflisting & LC Classification

PREPARED FOR ALCTS BY BOBBY BOTHMANN
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Your Presenter

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Tools

Library of Congress Classification

- PDF Files: <https://www.loc.gov/aba/publications/FreeLCC/freelcc.html>
- Classification Web (subscription service) <https://classificationweb.net/>

Library of Congress Classification and Shelving Manual (CSM)

<https://www.loc.gov/aba/publications/FreeCSM/freecsm.html>

Broughton, Vanda. *Essential Classification*. Second edition. London: Facet Publishing, 2015. ISBN 978-1-78330-031-0

Snow, Karen. *A Practical Guide to Library of Congress Classification*. Lanham, Md.: Rowman & Littlefield, 2017. ISBN 978-1-5381-0067-7

Conventions

CSM = Classification and Shelving Manual

LC = Library of Congress

LCC = Library of Congress Classification

LCSH = Library of Congress Subject Headings

SH = subject heading

Learning Outcomes

Construct Cutter numbers

Identify when to use the Cutter table or adjust to fit a shelflist

Identify reserved Cutter numbers

Understand when to use pre-defined Cutter numbers

Understand when to adjust constructed Cutters with respect to reserved Cutter numbers

History of the Cutter Number

Charles A. Cutter constructed his *Expansive Classification* in the early 1890s
<https://archive.org/stream/cu31924092476229#page/n3/mode/2up>

- Devised to be simpler than his original system and applicable to libraries of different sizes
- It was the basis for the Library of Congress Classification system

Introduced four concepts for “Book-Marks,” including approximate and exact alphabetical order

- Approximate would be the first letter of the last name followed by an accession number
- Exact used Cutters’ “Alfabetic-order Table”

Either system works well for up to 50 titles in a given class.

Exact alphabetical order is best for classes with more than 50 titles

Cutter's Table, altered by Kate Sanborn

C. A. CUTTER'S alfabetic-order table—Consonants, except S

Ba	111	Ca	211	Camu	311	Carr	411	Cer	511	Chauv
Bab	112	Cab	212	Can	312	Carr, M.	412	Cerc	512	Chav
Babe	113	Cabas	213	Canan	313	Carrar	413	Cerd	513	Chaz
Babi	114	Cabe	214	Canb	314	Carre	414	Cere	514	Che
Babr	115	Cabi	215	Canc	315	Carret	415	Ceri	515	Chee
Bac	116	Cabo	216	Cand	316	Carri	416	Cero	516	Chel
Bacci	117	Cabr	217	Candi	317	Carril	417	Cerr	517	Chem
Bach	118	Cac	218	Candl	318	Carrin	418	Cert	518	Chcn
Bache	110	Cach	219	Cando	319	Carro	419	Cerv	519	Chep

Cutter, Charles A. 1837-1903. *C. A. Cutter's Alfabetic-order Table...* [Boston: Library Bureau, 1896].

<https://catalog.hathitrust.org/Record/004330299>

Alphabetical Shelf Order

Arrangement is always a consideration for classification

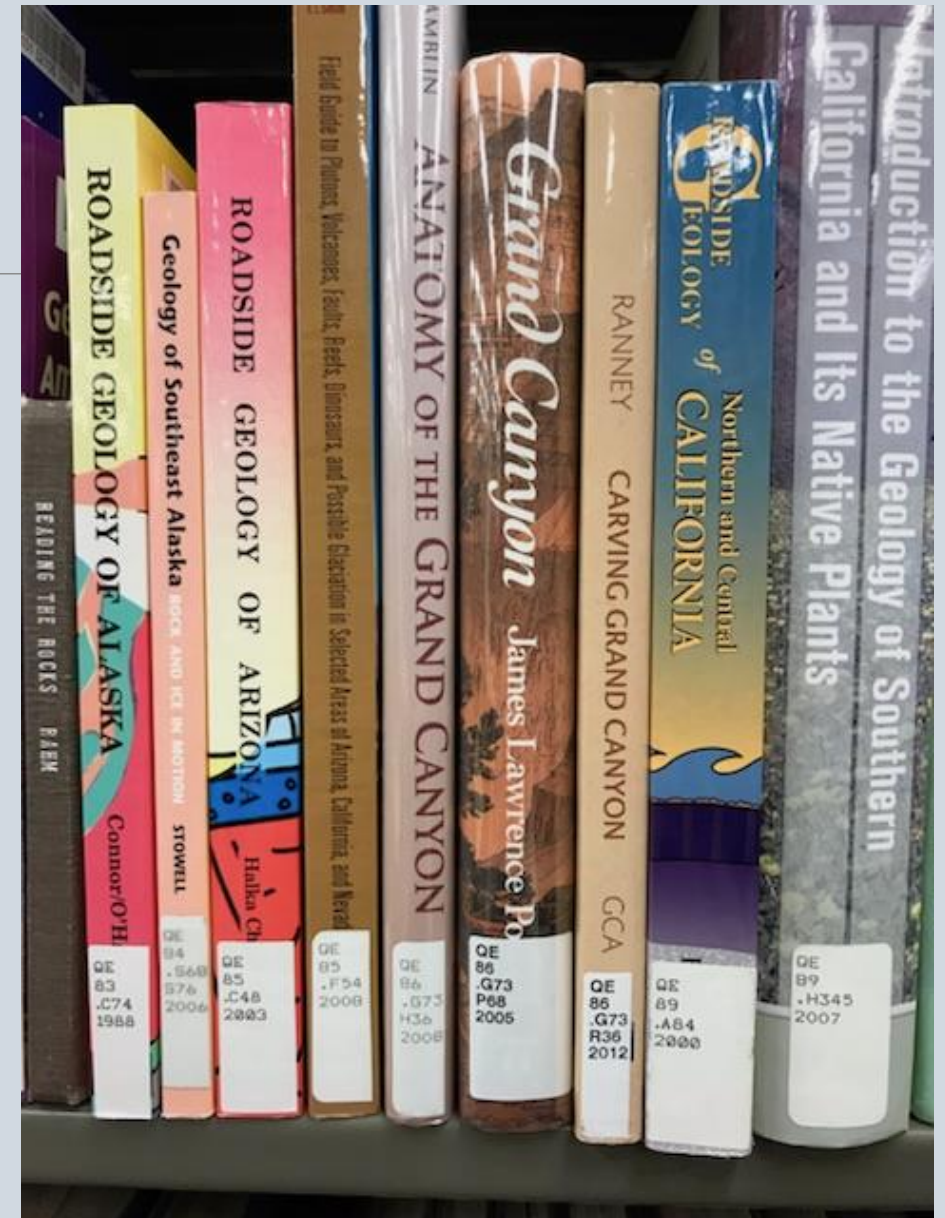
Each call number should be unique

Uniqueness achieved through the use of a “book mark” or “shelf mark”

In LCC we call this a book number

Book numbers are constructed by the cataloger

- a) To fit into the shelvest
- b) Or to follow the Cutter Table



Shelflist

Very simply, everything in the catalog in call number order equates to “the shelflist”

A shelflist relies on unique call numbers

LCC Call Number: the unique identifier and access point consisting of three parts

1. LCC Class Number
2. Cutter Number (aka, book mark or shelf mark)
3. Date of publication

Example: F614.G66 B68 2005

Order is governed by the CSM G 100 Filing Rules

Shelflist Visual

- F614.G65 G64 1986 Golden Valley: A History of a Minnesota City, 1896-1986
- F614.G7 A7 1923 Arnold, John B. A Story of Grand Portage and vicinity
- F614.G7 B9 1931 Buck, Solon J. (Solon Justus), 1884-1962 The Story of the Grand Portage
- F614.G7 G55 1992 Gilman, Carolyn 1954- The Grand Portage Story
- F614.G7 T5 1969 Thompson, Erwin N. Grand Portage: A History of the Sites, People, and Fur Trade
- F614.G73 B47 1996 Berg, Lois Anne. An Eritrean Family [Subject: Grand Rapids, Minn.]

Let's add: Arnold, John B. *Grand Portage's Trade History*, pub. 1932

Holman, Hannah. *The Educational Aspects of the Grand Portage Historical Site*, pub. 2016

Cutter Table

Cutter table converts words into alphanumeric codes;

There are five (5) rows in the table

- After initial vowels
- After initial letter S
- After initial letters Qu
- After other initial consonants
- For expansion

Generally expand two numbers out (Note: Old Cutters may have only one number)

4. After other initial consonants							
for the second letter:	a	e	i	o	r	u	y
use number:	3	4	5	6	7	8	9

5. For expansion							
for the second letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number:	3	4	5	6	7	8	9

BOTHMANN = **B**68

Aardvark*

- A27 → A227 (better for expansion)

Abbot

- A23

Smith

- S65

McElroy vs. MacElroy**

- M34 & M33

Bharat

- B43 (H falls between E and L)

*Treat b in row 1 as if it were a

**Before 1981, M', Mc, and Mac were interfiled as if they were all MAC

1. After initial vowel								
for the second letter:	b	d	l-m	n	p	r	s-t	u-y
use number:	2	3	4	5	6	7	8	9
2. After initial letter S								
for the second letter:	a	ch	e	h-i	m-p	t	u	w-z
use number:	2	3	4	5	6	7	8	9
3. After initial letters Qu								
for the second letter:	a	e	i	o	r	t	y	
use number:	3	4	5	6	7	8	9	
For initial letters Qa-Qt, use 2-29								
4. After other initial consonants								
for the second letter:	a	e	i	o	r	u	y	
use number:	3	4	5	6	7	8	9	
5. For expansion								
for the second letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number:	3	4	5	6	7	8	9	

Cutter Numbers CSM G63

Identify the Preferred Entry element (aka “main entry”)

- In MARC, use the 1XX. If no 1XX is present, use the 245\$a
- In AACR2, follow the Choice of Main Entry instructions and use the term chosen as such
- In RDA, use the first term in the construction of the preferred access point as instructed by 6.27 RDA

Find the filing position in the shelflist

Can the new resource file in the identified filing position with a Cutter constructed by the table?

- If yes, make it so
- If no, locate the Cutter ahead of and after the point of filing and construct a Cutter to fit between them

Yes, Cutter Table Works

Adding Holman, Hannah. *The Educational Aspects of the Grand Portage Historical Site*, pub. 2016

Following Cutter Table, we get F614.G7 H65 2016

This fits neatly in the list:

F614.G7 G55 1992

Gilman, Carolyn 1954- *The Grand Portage Story*

 **F614.G7 H65 2016**

Holman, Hannah. *The Educational Aspects of the Grand Portage Historical Site*

F614.G7 T5 1969

Thompson, Erwin N. *Grand Portage: A History of the Sites, People, and Fur Trade*

No; Cutter Table Fails to Alphabetize

Adding: Arnold, John B. *Grand Portage's Trade History*, pub. 1932

Following Cutter Table, we get **F614.G7 A76 1932**

F614.G65 G64 1986

Golden Valley: A History of a Minnesota City, 1896-1986

IDEAL

F614.G7 A65 1932

Arnold, John B. Grand Portage's Trade History

Alphabetical

F614.G7 A7 1923

Arnold, John B. A Story of Grand Portage and vicinity

Not Alphabetical

WRONG

F614.G7 A76 1932

Arnold, John B. *Grand Portage's Trade History*

Note the Cutter Table call number files the title G after S. We want Grand to come before Story

Construct a Cutter, here A65, to file alphabetically by author AND title

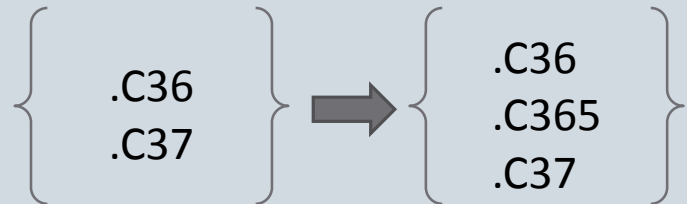
Cutter Adjustment Tips

Never use the numbers 0 (zero) or 1 (one)

Avoid the number 2 (two) when expanding

Tricks for expansion of Cutter Numbers to insert into a tight shelflist

- “Split the difference” by using 5 (five) whenever you can



- Remember, the table is not rigid!

Don't Box Me In!

It's never wise to use the absolute beginning of a range.

Take for example:

PS1268.C2	Cary, Richard L. Table P-PZ40 <input type="checkbox"/>
PS1268.C38	Case, Lydia Hinman, 1850-1915 Table P-PZ40 <input type="checkbox"/>

Remember, we can't use the 1 (one), so where do we put:

Cary, Alice

Cary, Fred

Cary, Gertrude

etc.

Cutter Numbers for Numerals

When creating a Cutter Number for a numeral, e.g., 0, 9, 42, 1701, I, IX, XLII, MDCCI, etc.

- Use the range .A12-.A19 to devise an appropriate Cutter Number
- Keep in mind that Arabic numerals file before Roman numerals, which file before Latin letters
 - 0 might be .A123 (allows room for .A12-.A12999 to file ahead of it)
 - 9 might be .A15
 - IX might be .A155
 - 1701 might be .A184
- The number doesn't matter, it's about keeping order in the shelflist!

Cutter Numbers for Qa-Qt

Qa-Qt Cutter Numbers use 2-29 as the first number.

- Simply insert into the shelflist, adjusting to fit the alphabet

Examples:

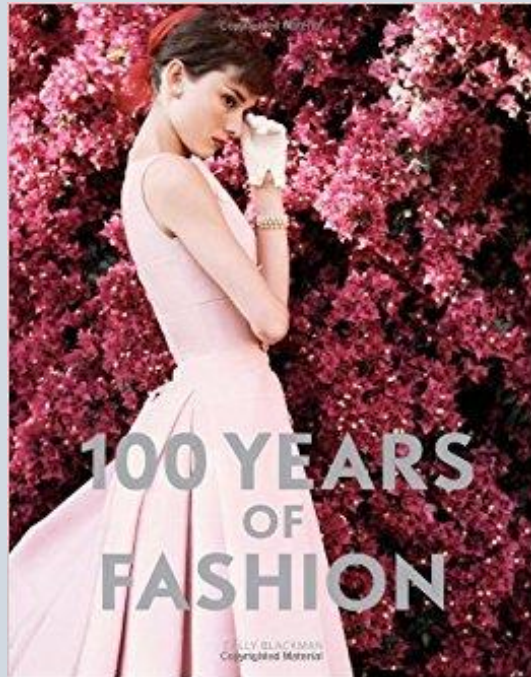
Q24 for Qab'ah, Taysir

Q25 for Qadāl, Fāṭimah

Q255 for Qehaja, Rrustem

First In A Shelflist Range

TT515 .A15 2012 100 Years of Fashion



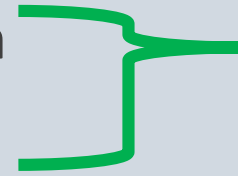
- First book in TT515 filed with a number
- Popular generic title, so leave lots of room to expand

Leave Elbow Room

TT515 .A145 2009 100 Years of Fashion

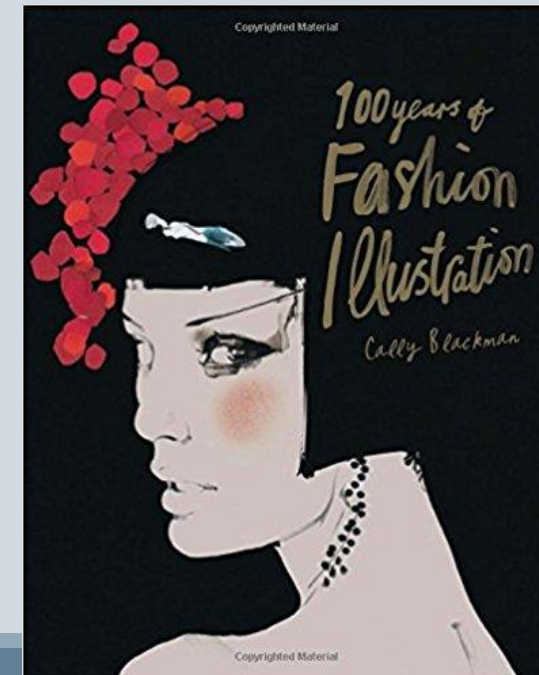
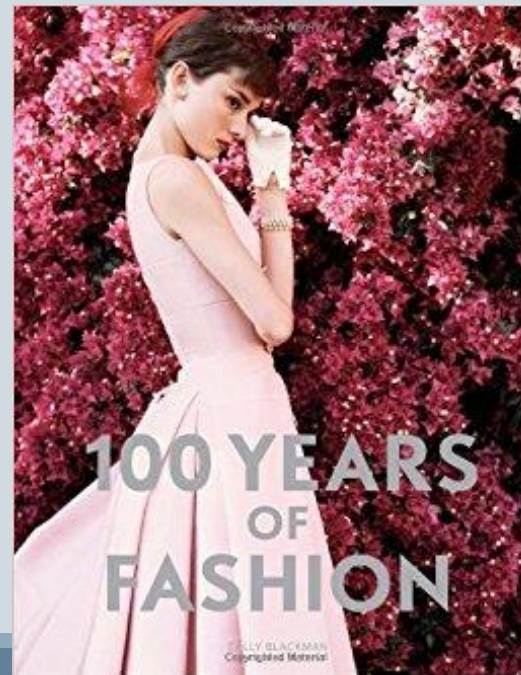
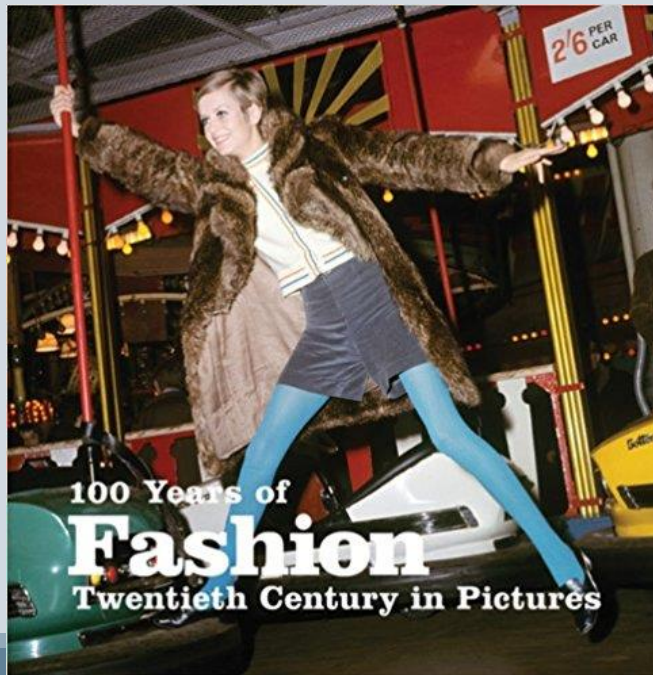
TT515 .A15 2012 100 Years of Fashion

TT515 .A156 2017 100 Years of Fashion Illustration



Publication date is a filing element when needed


See CSM G 100



Reserved Cutter Numbers

The LCC schedules and tables have many "Reserved Cutter Numbers"

RA997-999	Nursing homes. Long-term care facilities
RA997-998	By region or country
RA997-997.5	General and United States
RA997.A1	Periodicals. Societies. Serials
RA997.A15	Congresses
RA997.A2	Directories
RA997.A3-Z	General works
RA997.5.A-Z	By region or state, A-Z
RA998.A-Z	Other regions or countries, A-Z
RA998.5	Design and construction
RA999.A-Z	Special services and departments, A-Z
RA999.A35	Administration
RA999.F65	Food service



"A2" reserved for Directories
A General work entered under "Aaron" =
A23 in Cutter Table, must begin with "A3"

Apply Cutter Numbers from List

The CSM has two lists of pre-constructed Cutter Numbers for US states, Canadian provinces, and countries and regions of the world

RA997-999	Nursing homes. Long-term care facilities
RA997-998	By region or country
RA997-997.5	General and United States
RA997.A1	Periodicals. Societies. Serials
RA997.A15	Congresses
RA997.A2	Directories
RA997.A3-Z	General works
RA997.5.A-Z	By region or state, A-Z
RA998.A-Z	Other regions or countries, A-Z
RA998.5	Design and construction
RA999.A-Z	Special services and departments, A-Z
RA999.A35	Administration
RA999.F65	Food service

→ An instruction to arrange by region or state name. Use CSM G302 Table

→ An instruction to arrange by region or country name. Use CSM G300 Table

Constructing Cutter Numbers in a Class Number

Throughout the schedules and tables, you will see:

- .A-Z
- .x2A-.x2Z
- .A3-Z (where the “3” may be any number)

These are indications that you must construct a Cutter Number to complete the classification number

Examples may be individuals, names, places, special topics, or titles

Remember, .x is a placeholder for the portion of the class number you already have

Developed Lists Provided

Sometimes a well-developed list is provided:

RA999.A-Z	Special services and departments, A-Z
RA999.A35	Administration
RA999.F65	Food service
RA999.H66	Hospice services
RA999.I5	In-service training
RA999.M43	Medical records
RA999.P39	Personnel management
RA999.P45	Pharmaceutical services
RA999.P8	Public relations
RA999.R42	Recreational activities
RA999.R57	Risk management

- Note the mix of one and two digit
- Cutter Numbers
- These have been editorially constructed by LC
- Generally, we are encouraged to submit proposals for new special topic Cutters via SACO

Un-Developed Lists Provided

QD320-327	Carbohydrates Including sugars, starch, etc.
QD320	Periodicals, societies, congresses, serial publications
QD321	General works, treatises, and textbooks
QD322.A-Z	Special topics, A-Z
QD322.A52	Analysis
QD322.S95	Synthesis
QD323	Cellulose

- Note the Special Topics list is very short.
- Use discipline-specific expertise to determine if the list is representative or is meant as an example.
- A classifier may be justified in constructing a topic-specific Cutter here.

Q & A Time

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