This progress report on a pilot project involving the reclassification of 1,000 titles in the Providence Public Library using data processing techniques covers the period January 1, 1968, to March 31, 1968. The major activities and accomplishments, problems, significant findings and events, dissemination activities, staff time, and future activities are briefly outlined. Appendixes include: a sample input worksheet, an input worksheet with holdings, tagging and reclassification, corrected input worksheets, and examples of unique holding and tagging features. (JB)
THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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MARCH, 1968
THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RE-
CLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE
LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC
LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFI-
CATION.

Stuart C. Sherman
Leo A. Pinson

PROVIDENCE PUBLIC LIBRARY
Providence, Rhode Island

April 1, 1968

The research reported herein was performed pursuant to a grant with the
Office of Education, U.S. Department of Health, Education, and Wel-
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U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research
Grant No. OEG-1-7-078381-4544
April 1, 1968.

Name of Institution: Providence Public Library.

Title of Project: THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Project Director: Leo A. Pinson

1. Major Activities and Accomplishments During this Period:

The shelf list and/or authority cards of the sample collection were microfilmed onto the input worksheets (Appendix 1). Branch and Department shelf list cards were sent to the Catalog Department, and the holdings of the system were entered on the worksheets. The first one hundred titles were reclassified and tagged according to the MARC 1 format (Appendix 2). These worksheets were then sent to Miss Ann Curran of Inforonics, Inc. for corrections in the tagging and for the eventual machine output of these titles. The corrected worksheets were xeroxed and returned to the library (Appendix 3 and 4). The remaining sample selection of the one thousand titles were reclassified and tagged. The final revision of these titles is nearing completion.

For each performed activity of the project statistic and time sheets were recorded. The final report will include these statistics.

2. Problems:

A new cataloger was hired on January 15, 1968. It was necessary to acquaint her with the procedures to be followed in the project, primarily regarding the Library of Congress classification schedules and the MARC 1 format.

Problems were encountered at Inforonics, Inc. in the method to be followed in transferring some of the more unique features of copy information into the machine readable record. Accordingly, some necessary changes were made in both recording the information and tagging to overcome the limitations of the MARC 1 format (Appendix 5).

3. Significant Findings and Events:

The amount of time expended in the initial reclassification and tagging of
the one thousand titles was not as great as expected. Twenty six hours and thirty five minutes were spent in the tagging procedures and fourteen hours and forty five minutes in the actual reclassification. The hours consumed in revision are not included; however, they will approximate the times of the initial reclassifying and tagging.

The reclassifying can be done from the worksheets without retrieving the books from the shelves. Thus far, with some eight hundred and fifty titles reclassed -- this includes revisions -- only ten books were retrieved.

The Library of Congress classification, as it appears on the card or in the National Union Catalog, can be accepted without searching the Library of Congress schedules. In this project there was actually only one group of material that was updated, namely, Art and its relation to other subjects.

4. Dissemination Activities:

On March 12, 1968 librarians of Rhode Island and Southern Connecticut were invited to the Providence Public Library to be presented with the procedures in the reclassification project. Some twenty five librarians representing the Rhode Island Department of State Library Services, Brown University, University of Rhode Island, The Graduate Library School, Rhode Island College, Providence College and the major public libraries in the state attended. Miss Ann Curran and the representatives of the Providence Public Library explained the operations and procedures of the project.

5. Capital Equipment Acquisitions:

None.

6. Forms:

None.

7. Other Activities:

To acquaint Miss Elaine Davis, the new cataloger, with the reclassification project and its procedures, a visit was made to Inforonics, Inc. on January 29, 1968.

Two representatives, one from Alanar Book Processing Center and the other from Information Dynamics Corporation, expressed interest in the library's reconversion project. Interest on their part was purely commercial.

Mr. Lawrence F. Buckland spoke to the Executive Committee of the Library Board of Trustees. The purpose of the visit was to describe the progress of the project and to propose, at the suggestion of the Librarian, ways of financing
the actual reclassification after completion of the present project. It was recommended that an agreement be drawn between Infomonics, Inc. and the Library to proceed with the conversion of the books in the Business-Industry-Science Department after July 1, 1968.

8. Staff Summary:

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<tr>
<th>NAME</th>
<th>TITLE</th>
<th>FUNDS</th>
<th>PERCENT OF TIME</th>
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<td>Leo A. Pinson</td>
<td>Project Director</td>
<td>$557.50</td>
<td>7-1/2 %</td>
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<td>Elaine Davis</td>
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<td>Carol Mortensen</td>
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<td>Ann T. Curran</td>
<td>Library Systems Analyst</td>
<td>$535.13</td>
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<td>James Agenbroad</td>
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<td>Robert Simmons</td>
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<tr>
<td>Anna Hance</td>
<td>Typist</td>
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<tr>
<td>Ann Hureau</td>
<td>Head of Typing Section</td>
<td>$26.00</td>
<td>3 hours</td>
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| $870.10        | $1182.06                |

9. Future Activities:

All worksheets will be forwarded to Inforonics, Inc. for the actual conversion to a machine record. The printed output of catalog cards, book pocket and slip labels together with book spine labels will be returned to Providence Public Library. The books will then be re-processed.
Sections C, D, and SNAGS of the procedure manual will be completed.
The final report, with its findings and statistics will be submitted.

10. Certification:

[Signature of Contract Officer]

Date

[Signature of Project Director]

Date

April 3, 1968
APPENDIX

Input worksheet.

Input worksheet with holdings, tagging, and reclassification.

Corrected input worksheets.

Unique holding and tagging features.
SEARCHING REPORT

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<td>53-57</td>
<td>1/66-12/66</td>
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SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed
Source
7th ed.
7/64-12/65
1/66-12/66
1/67+

LC CALL NO. UPDATING

changed
obsolete
different treatment
MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Ord
Bs
Per
Cat
Ra
Ita
Ref
Jewl
Tex
Ya
Jenkins, Dorothy Helen, 1907-.
A fortune in the junk pile; a guide to valuable antiques.
408 p. illust. 22 cm.
Collectors and collecting; Art industries and trade—U. S.
Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Mr. Pinson:

Jim Agenbroad and I have reviewed your first batch of worksheets. There are very few errors in them. You get an "A". I am enclosing xerox copies of the corrected worksheets.

I have also gone over them with the supervisor of our typing operation in Maynard. As a result of these efforts plus some programming changes we are making to spell out abbreviated subheadings, I have the following comments:

(1) Could you use a red pencil when writing on the worksheets? It would be much easier for our typists to read.

(2) In the tracings, the Arabic numerals, Roman numerals, and the words Title and Series should be crossed out.

(3) The tag 94 with the LC card no. should be used only with pure LC cataloging data. The updating of the data to bring it into agreement with the new cataloging rules is considered to be "pure" LC data. Any change in the imprint or addition of notes are not to be pure LC data. When such changes are made, the identification numbering procedures for local cataloging noted below in (4) should be followed. A local call no. in tag 7r does not effect the cataloging's purity.
   (Examples #'s 8, 14, 31, 34, 37, 38)

(4) In local cataloging records, or in modified (im-pure) LC records (a) the tag 94p should be used instead of tag 94 and (b) the Providence Public Library control number should be used in lieu of the LC card number. This control number should be preceded by "68" to bring it into a style common to the LC card numbering practices.
   (Examples: 8, 13, 14, 31, 34, 37, 38)
(5) The title statement is delimited as follows:

Short title< Remainder of title< Remainder of Title Page Transcription

Only one section -- the last one -- contains non-title data, i.e., author statements, illustrator statements, translator statements. This means that one delimiter separates all such statements from the title data.
(Examples: 27, 37, 38, 39, 40, 41, 43)

(6) When the imprint year of the book owned is not the same as the year shown in the call number established at LC, do not change the year in the LC call number. Leave it as it is and tag it 90. Enter a local call number containing the year which matches the book owned.
(Examples: 8, 14)

(7) When entering local call number, put a slash between double Cutter numbers. When LC call numbers are broken up automatically by the computer, each Cutter number is put on a new line.
(Examples: 38, 44)

(8) When author entries contain dates prior to the year 1000, zeros should be inserted before the years so that the year contains 4 digits.
(Example: 44)

(9) When the year in an LC card number contains only 1 digit, (3-12345 for a card issued in 1903) precede the 3 with a zero (03-12345).
(Example: 44)

(10) When the height is not available (from the worksheet or from searching for LC copy), write in two zero's in the Ht. block in field 29.
(Example: 13)

If you have any questions about any of this, call me.

I received your shipment of pressure sensitive labels.

Thank you.

Sincerely yours,

Ann T. Curran
Library Systems Analyst
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</tr>
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- Do not change yr. in LC Call no. (See MARC Instructions)
- Declined
- Quip. Not pure LC data

**SEARCHING REPORT**

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- Found LC copy
- Found diff. ed.
- Not found

**SUBJECT HEADING UPDATING**

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<th>Date rec'd.</th>
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**OTHER LOCATION SYMBOLS**

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<th>Cat</th>
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**SEARCHING REPORT**
- Found LC copy
- Found diff. ed.
- Not found

**SUBJECT HEADING UPDATING**
- No. of Headings
- No. of Headings changed
- Source
- 7th ed.
- 7/64 - 12/65
- 1/66 - 12/66
- 1/67+

**LC CALL NO. UPDATING**
- Changed
- Obsolete
- Different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**
- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**
- Bkm: Ord
- Es: Per
- Cat: Ra
- Its: Ref
- Jew: Tex
- Ya

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm  Ord
Bs  Per
Cat  Ra
Ita  Ref
Jewl  Tex
Ya
### Local Call No.

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**Searching Report**

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**LC Call No. Updating**

- changed
- obsolete
- different treatment

**Missing (When Assigning LC Call No.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Sr.
- Date rec'd.

**Other Location Symbols**

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Includes bibliography.

Library of Congress 51

Key Date 1 Date 2 Place Pubr. Ht.
29 S 1943 4 4 4 2

Class Lang 1 Lang 2
41 C 4

32 X 1 1 1 1
Augustinus, Aurelius, Saint, bp. of Hippo.


This is a reprint of William Watt's translation (with Scripture references) corrected according to Knill's text, with the help of the translations of Pusey (1838) and C. Haag (Books 1. to VI.; Methuen, 1897-1900) and the annotated text of J. Giff and W. Montgomery (Cambridge Patristic texts, 1908).—Pref.

Library of Congress Cat.

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

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### SUBJECT HEADING UPDATING

<table>
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<tr>
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</tr>
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<tbody>
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<td>7/64 - 12/65</td>
</tr>
<tr>
<td>7/66 - 12/66</td>
<td>1/67+</td>
</tr>
</tbody>
</table>

### LC CALL NO. UPDATING

- _changed_
- _obsolete_
- _different treatment_

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

### OTHER LOCATION SYMBOLS

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
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<td>Ref</td>
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<tr>
<td>Ya</td>
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### Notes
- 242-47: Augustinus, Aurelius, (Saint, Bp. of
- Translated by Edward B. Pusey
- Introd. by Harold C. Gardiner.
- Booksc.-1-951.-3-7-194.
- [P33-37] (Collectors edition) 26

### Other Location Symbols
- Bkm
- Bs
- Cat
- Ita
- Jewl
- Ord
- Per
- Ra
- Rez
- Tex
- Ya

### Subject Heading Updating
- No. of Headings changed
- Date 1st check
- Date recalled
- Date rec’d.

### LC Call No. Updating
- No. of Headings changed
- Date 1st check
- Date revised
- Date rec’d.

### Source
- 7th ed. 12/85
- 66+1

### Not Found
- Found LC copy
- Difference ed.
- Call no.

### Missing (When Assigning LC Call No.)
- Date 1st check
- Date recalled
- Date rec’d.

###Searching Report
- 53-57
- 58-62
Augustinus, Aurelius, Saint, bp. of Hippo.

The soliloquies of St. Augustine, translated into English by Rose Elizabeth Cleveland, with notes and introduction by the translator. Boston: Little, Brown, and Company, 1918.

7th ed.

Library of Congress

711.2

A923s

AUGUSTINUS, AURELIUS, SAINT, BP. OF HIPPO.

The soliloquies of St. Augustine, translated into English by Rose Elizabeth Cleveland, with notes and introduction by the translator. Boston: Little, Brown, and Company, 1918.

Key Date 1 Date 2 Place Pubr. Ht. Class Lang 1 Lang 2 Bib. Form Conf. Juv. Suppl.

| 29 | 1 | 4 | 12 | 0 | 4 | 4 | 4 | 2 |

Supplementary information:

- Source
- LC CALL NO. UPDATING
- SUBJECT HEADING UPDATING
- MISSING (WHEN ASSIGNING LC CALL NO.)
- OTHER LOCATION SYMBOLS

Symbols:

- Bkm
- Es
- Cat
- Ita
- Jewl
- Ord
- Per
- Ra
- Ref
- Tex
- Ya
February 15, 1968

Mr. Leo Pinson  
Providence Public Library  
150 Empire Street  
Providence, Rhode Island 02903

Dear Leo:

I am enclosing another corrected worksheet which I think you might like to see. The error is in delimiting the date in a personal name entry. The 2d delimiter should directly follow the fourth digit in the first date shown in the entry:

Bacon, Roger,< 1214>1294.

Sincerely yours,

Ann T. Curran  
Library Systems Analyst

ATC: tmd  
Enclosure
<table>
<thead>
<tr>
<th>Local, Call No.</th>
<th>Copies</th>
<th>Volumes</th>
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</thead>
<tbody>
<tr>
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</tr>
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<tr>
<td>31r Sp;</td>
<td></td>
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</tr>
<tr>
<td>31r Wa;</td>
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<td>31r Wp;</td>
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### SEARCHING REPORT

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### SUBJECT HEADING UPDATING

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<th>No. of Headings changed</th>
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</table>

### LC CALL NO. UPDATING

<table>
<thead>
<tr>
<th>changed</th>
<th>obsolete</th>
<th>different treatment</th>
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</thead>
</table>

### MISSING (WHEN ASSIGNING LC CALL NO.)

<table>
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<tr>
<th>Date 1st check</th>
<th>Recall required</th>
<th>Still missing, 2d check</th>
<th>Date recalled. Br.</th>
<th>Date rec'd.</th>
</tr>
</thead>
</table>

### OTHER LOCATION SYMBOLS

<table>
<thead>
<tr>
<th>Bkm</th>
<th>Ord</th>
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</thead>
<tbody>
<tr>
<td>Bs</td>
<td>Per</td>
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<td>Cat</td>
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<td>Ita</td>
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<tr>
<td>Jewl</td>
<td>Tex</td>
</tr>
<tr>
<td>Ya</td>
<td></td>
</tr>
</tbody>
</table>
March 21, 1968

Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Leo:

Both Jim and I have reviewed your worksheets 52 - 100 and have the following comments:

(1) Do not find worksheet # 51.

(2) Tracing numbers, the words "series" and "title" in tracings and parentheses in series statements and tracing should be crossed out.

(3) Asterisks preceding tracings should be crossed out (# 54).

(4) Oversize books for branches should have a q beside the copy number (# 64).

(5) There is an unnumbered worksheet between 71 and 72.

(6) Should not have both a 94 (L.C. card number) and a 94 p. in the same record (# 65).

(7) Catchword title entries (title added entries not taken from the 1st part of the title statement), should be coded 74t (#70).

(8) When an obsolete L.C. call number is updated, enter the updated number as a local call number (7r) and tag the original number established at L.C. 90 (# 74,75,80).

(9) In updated call numbers, we feel it would be better to include the year in the updated version when L.C. has included it in its original call number (example 80).

(10) If subject headings are changed for any reason other than updating, the record should have a local identification number rather
than the L.C. card number (# 81).

(11) The local call number is not needed in # 85.

(12) The delimiter should follow the 4 digit in the date in the main entry (# 99).

(13) In # 100 the series statement should be tagged 51 rather than 50, and in 75t only "Series:" should be crossed out.

I am enclosing xerox copies of all the worksheets noted.

Sincerely yours,

Ann T. Curran
Library Systems Analyst

ATC: tmd
Enclosures
<table>
<thead>
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<td>Sbr Main;</td>
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<td></td>
</tr>
<tr>
<td>Sbr Main;</td>
<td>Art;</td>
<td></td>
</tr>
<tr>
<td>Sbr Main;</td>
<td>Bis;</td>
<td></td>
</tr>
<tr>
<td>Sbr Fp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Mp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Ol;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Ro;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Sh;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Sp;</td>
<td></td>
<td></td>
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<td>Sbr Wa;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sbr Wp;</td>
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</tr>
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</table>

**Locality Call No.**

**Local Call No.**

**Searching Report**

- Found LC copy
- Found diff. ed.
- Not found

**Subject Heading Updating**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Source 7th ed.</td>
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</tr>
<tr>
<td>Source 1/66 - 12/66</td>
<td>1/67+</td>
</tr>
</tbody>
</table>

**LC Call No. Updating**

- changed
- obsolete
- different treatment

**Missing (When Assigning LC Call No.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled, Br.
- Date rec'd.

**Other Location Symbols**

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<th>Ht.</th>
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<table>
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<tr>
<td>41</td>
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<table>
<thead>
<tr>
<th></th>
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<tr>
<td>32</td>
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</table>
Bainton, Roland Herbert, 1894-


432 p. Illus., facsimils. ports. 31 cm.

Part of the illustrative matter is colored.

Library of Congress

42-64-10638

162h

Local Call No.

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SEARCHING REPORT

- Found LC copy
- Found diff. ed. call no.
- Not found

SUBJECT heading updating

- No. of headings
- No. of headings changed

Source
- 7th ed.
- 7/64 - 12/65
- 1/66 - 12/66
- 1/67+.

LC CALL NO. UPDATING

- changed
- obsolete
- different treatment.

MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec’d.

OTHER LOCATION SYMBOLS

Bkm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya
| Art | Bis |
|------------------|
| Fp; | Mp; |
| Ol; | Ro; |
| Sh; | Sp; |
| Wa; | Wp; |

Bevan, Edwyn Robert, 1876-1943.
[40] 255. (A p. 152, ed. [Half-title: The home university library of modern knowledge].)

Library of Congress call no.: BR46.B4 1949

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<th>Place</th>
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<tr>
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<td>1</td>
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**Report to Protestants**


Authors:
- Marcus, Bach, 1900-

Library of Congress Call No. 41 BR316.B265

**SEARCHING REPORT**

| 42 | 58-62 |
| 42-47 | 63-65 |
| 48-52 | 66+ |
| 53-57 |

- Found LC copy
- Found diff. ed. call no.
- Not found

**SUBJECT HEADING UPDATING**

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</table>

- Source
  - 7th ed.
    - 7/64 - 12/65
    - 1/66 - 12/66
    - 1/67+

**LC CALL NO. UPDATING**

- Changed
- Obsolete
- Different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

<table>
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<th>Ord</th>
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<td>Ita</td>
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**Searching Report**

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**Not found**

**Subject Heading Updating**

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<th>No. of Headings changed</th>
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<tr>
<td>1/67+</td>
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</tr>
</tbody>
</table>

**LC Call No. Updating**

- Changed
- Obsolete
- Different treatment

**Missing (When Assigning LC Call No.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**Other Location Symbols**

- Bkm: Ord
- Bs: Per
- Cat: Ra
- Ita: Ref
- Jewl: Tex
- Ya
Elmer Talmage, 1886-.


243 p. 24 cm.

Bibliography: p. 238-240.

BR516.C57 1949 280.073 49-10200

Library of Congress

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm   Ord
Bs    Per
Cat   Ra
Ita   Ref
Jewl  Tex
Ya

Library of Congress No. of Headings changed
1.11 Religions-
Church history-
Juvenile literature.

72 Historical

79 Church history-
Juvenile

Library of Congress 76 L82.A6 1934

Copyright A 74676

42-47 63-65
48-52 66+
53-57

SUBJECT HEADING UPDATING
No. of Headings changed

Source

-7th ed.
7/64 - 12/65
1/66 - 12/66
1/67+

LC CALL NO. UPDATING

_date 1st check
_recall required
_still missing, 2d check
_date recalled. Br.
_date rec'd.

MISSING (WHEN ASSIGNING LC CALL NO.)

-679.

OTHER LOCATION SYMBOLS

Bkm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya
**World Faiths: A Story of Religion**

_Baker, Liva._


2882 x, 237p. illus. 24 cm.

Library of Congress Catalog Card No.: 64-9248


Religions. I. Title."
### SEARCHING REPORT

- Found LC copy
- Found diff. ed.
- Not found

### SUBJECT HEADING UPDATING

- No. of Headings
- No. of Headings changed

### LC CALL NO. UPDATING

- changed
- obsolete
- different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled, Br.
- Date rec'd.

### OTHER LOCATION SYMBOLS

- Blm
- Ord
- Bs
- Per
- Cat
- Ra
- Ita
- Ref
- Jewl
- Tex
- Ya

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### Local Call No.

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<td>Bis;</td>
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</table>

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### Shelves List

- 151 p., 21 cm.
- Includes bibliography.
- PN99.G7B4 1968 .S01.9 94 63-6295 1
- Library of Congress

Contents:
- Textual criticism and the literary critic.
- The Whitman manuscripts of Leaves of grass (1850).
- The new textual criticism of Shakespeare.
- Principle and practice in the editing of early dramatic texts.

January 30, 1968

Mr. Leo Pinson
Providence Public Library
150 Empire Street
Providence, Rhode Island 02903

Dear Leo:

I am enclosing instructions for filling out the worksheets. This is really a rough draft but I thought I had better send it to you to get you started. We shall refine the typing and send you a revised version shortly.

Good luck!

Sincerely yours,

Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosure
HOLDINGS STATEMENT PROCEDURE

These pages explain how to provide the holdings information (location, copies, volumes) needed for preparation of complete catalog cards and labels. Obviously, the output products will only be as accurate as the input data.

For the purpose of filling out the worksheets a branch is defined as any location for which a symbol is wanted over the call number on a single set of cards and a special shelf is any location for which a symbol is wanted over the call number on two sets of cards. Books for branch library reference collections will get a single set of cards. Books which are separately shelved because of spine length are not considered as special shelf books and will get only a single set of cards unless they are also assigned to a special shelf, for instance, Bis q.

The Inforonics publication Operating procedures for information transmittal in the New England Library Information Network, dated October 18, 1967 indicates the method to be used in recording copy and volume information. Corrections have been made in your copy of this manual to bring it closer to the Providence Work Sheet. It should be read thoroughly as much that is explained there is not repeated here.

The following are examples showing the handling of Providence data. In some cases subterfuges have been used to obtain the desired products without extra programming. (Particularly when the location symbol is on more than one line.)

I. Branch Books.
   A. Single copy at Fox Point
      31r Fp: c.1
   B. Single copy at Fox Point Ref
      31r Fp; c.1 Ref
C. Single copy at Fox Point q
   31r Fp; c.1 q
D. Single copy at Fox Point Ref q

Write the third and subsequent lines of the call number in 7r separating each line by a /
   7r q/GA/1745.1/U6/1948
   31r Fp; c.1 Ref
   (This will put Fp on the second line of the card, Ref on the third, q on the fourth, GA on the fifth, 1745.1 on the sixth, U6 on the seventh and 1948 on the eighth.)

II. These methods should also be used for any central library department for which two sets of cards are not wanted. For example, if two sets are not wanted for books in the Jewelry collection.

   A. Single copy in Jewelry
      31r Fp Jewl; c.1
      (Inserting Jewl in place of Fp)

   B. Single copy in Jewelry q
      31r Fp Jewl; c.1 q

   C. Oversize circulation books would be
      31r Fp q; c.1
      or
      31r Fp f; c.1

III. For central library special shelf locations for which two sets of cards are wanted, such as Bix.

   A. Single copy in Bix
      31r Main; c.1 Bix

   B. Single copy in Bix q
      31r Main; c.1 Bix
and 29  

(other boxes in tag 29 to be filled out in the usual way.)

C. Single copy in Bis Ref

31r Main; c.1 Bis

and 29

(other boxes in tag 29 to be filled out in the usual way.)

D. Single copy in Ref

31r Main; c.1 Ref

E. Single copy in Ref f

31r Main; c.1 Ref

and 29

(other boxes in tag 29 to be filled out in the usual way.)

Note:

In D, E & F the symbol in tag 31r will appear above the one base on data in the last box of tag 29 where 70 = q, 30 = Ref and 90 = f.

F. Single copy in Art Ref f

7r f /NA /1002 /.666

31r Main; c.1 Art

and 29

VI. Several holdings statements can be combined on a single worksheet. For example, if the 1960 census had 50 volumes and volume 40 covered Rhode Island, the central library might have a circulating set and a set in Reference and the branches might each have circulating and Reference copies of volume 40.

The work sheet would look like this:
Main; c.1, c.2 Ref; v.1-50
Fp; c.1, c.2 Ref; v.40
Mp; c.1, c.2 Ref; v.40
Ol; c.1, c.2 Ref; v.40

and so on for other the branches.

V. More difficult holdings might need to be submitted on two worksheets. For example, if a set of the census were also in Bis Ref a separate work sheet with the same control number then 7r Ref/HA/2001/.U5/1960

31r Main; c.1 Bis; v.1-50
COPY - LOCATION INFORMATION FOR PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEETS

CONTROL NUMBER

1r Record (or stamp) control no. LIBRARY IDENTIFICATION CODE

2r "50" has been preprinted on all forms. 50 is the code for Providence Public Library.

LOCAL CALL NO.

7r Whenever Providence Public Library wishes to use a call number different from the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. The number established at LC will be in the record and will be printed at the bottom of the cards produced.

If nothing is recorded on this line, the Library of Congress established call number will automatically be placed in the left margin of catalog cards and labels.

When non LC cataloging (original cataloging or LC modified) is being used the call number will be tagged 90.

In recording this number, a slash should indicate the end of each line.

  e.g. OP/481/X25/1964

No more than 6 characters should appear on each line.

The line will also be used to accommodate certain
The line will also be used to accommodate certain complicated location situations (e.g. a book at a branch, in their reference collection, which is oversize) which the present Inforonics programs cannot handle in a normal routine. Instructions for these special cases are given after the next section LOCATION, COPY, VOLUME INFORMATION.

LOCATION, COPY VOLUME INFORMATION

a. Explanation

From the data recorded here (1) the correct number of card sets will be generated (e.g. 2 sets of cards for a BIS book--one for the main catalog and one for the BIS catalog). (2) the location symbol(s) will be printed above the call number in catalog card margins and on labels e.g. Ref DU 490 .V55

(3) the correct number of labels -- i.e., a set of labels (spine label, book card label, and book pocket label) for each physical volume. e.g. if have 2 copies of a three volume work you will want labels for six physical volumes, each one containing the proper volume and copy designations. e.g.

DU DU DU DU DU DU
490 490 490 490 490 490
v.1 v.2 v.3 v.1 v.2 v.3
c.1 c.1 c.1 c.2 c.2 c.2

(1) The first column contains the library building code -- i.e. Main or one of the branches, Fp, Mp, etc. The symbols for PPL's branches have been preprinted on the forms.

(2) The second column labeled "copies" contains the
copy information plus a symbol for location within a library, (e.g. Ref, Per, or Bis.) if the book is not in the main stacks.

(3) The third column labeled "Volumes" contains the volume information.
### Searching Report

<table>
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<tr>
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<tr>
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<tr>
<td>42-47</td>
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</tr>
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<td>48-52</td>
<td>66+</td>
</tr>
<tr>
<td>53-57</td>
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</tr>
</tbody>
</table>

- Found LC copy
- Found diff. ed.
- Not found

### Subject Heading Updating

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- Source
  - 7th ed.
  - 7/64-12/65
  - 1/66-12/66
  - 1/67+

### LC Call No. Updating

- Changed
- Obsolete
- Different treatment

### Missing (When Assigning LC Call No.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled, Br.
- Date rec'd.

### Other Location Symbols

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<tr>
<td>Ita</td>
<td>Ref</td>
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<td>Jewl</td>
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Control No.

Local Call No.

Copies/Volumes

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31r Main; 31r Main; 31r Main; 31r Main; 31r Main; 31r Main;

31r Mq; 31r Ol; 31r Ro; 31r Sh; 31r Sp; 31r Wa; 31r Wp;

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Bkm Ord
Bs Per
Cat Ra
Ita Ref
Jewl Tex
Ya
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<td>Main;</td>
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**SEARCHING REPORT**

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<tr>
<td>53-57</td>
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</table>

- Found LC copy
- Found diff. ed.
- call no.
- Not found

**SUBJECT HEADING UPDATING**

- No. of Headings
- No. of Headings changed
- Source
  - 7th ed.
  - 7/64-12/65
  - 1/66-12/66
  - 1/67+

**LC CALL NO. UPDATING**

- changed
- obsolete
- different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec’d.

**OTHER LOCATION SYMBOLS**

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*Note: The document contains various forms and symbols related to library cataloging and searching, including call numbers, dates, and other location symbols.*
**SEARCHING REPORT**

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**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled, Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

- Bkm: Ord
- Bs: Por
- Cat: Ra
- Ita: Ref
- Jewl: Tex
- Ya

---

**Copies Volumes**

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**LC CALL NO. UPDATING**

- changed
- obsolete
- different treatment

---

**OTHER LOCATION SYMBOLS**

- Bkm: Ord
- Bs: Por
- Cat: Ra
- Ita: Ref
- Jewl: Tex
- Ya
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**SEARCHING REPORT**

- 42
- 42-47
- 48-52
- 53-57
- 56-62
- 56-65
- 56+ 66

- Found: LC copy
- Found diff. ed.
- Not found

**SUBJECT HEADING UPDATING**

- No. of Headings
- No. of Headings changed
- Source: 7th ed.
- 7/64-12/65
- 1/66-12/66
- 1/67+

**LC CALL NO. UPDATING**

- changed
  - obsolete
  - different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

- Bkm
- Ord
- Bs
- Per
- Cat
- Ra
- Ita
- Ref
- Jewl
- Tex
- Ya
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**MISSING (WHEN ASSIGNING LC CALL NO.)**

**LC CALL NO. UPDATING**

*Still missing, 2d check*

**SUBJECT HEADING UPDATING**

*Still missing, 2d check*

**CALL NO. FOR 2d CHECK**

*Still missing, 2d check*

**CALL NO. FOR 3d CHECK**

*Still missing, 2d check*

**LC CALL NO. FOR 4d CHECK**

*Still missing, 2d check*

**CALL NO. FOR 5d CHECK**

*Still missing, 2d check*

**LC CALL NO. FOR 6d CHECK**

*Still missing, 2d check*

**CALL NO. FOR 7d CHECK**

*Still missing, 2d check*
Brockman, Arnold C
Southeast Asia's second front; the power struggle in the Malay Archipelago [by] Arnold C. Brockman. New York, Praeger 1966
xv, 341 p. 22 cm.
Bibliographical references included in "Notes" (p. 330-351)

4262
1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. 4. Title.

DS515.1.B68 1966 320.991 65-24038

SEARCHING REPORT

-42-52  66+ 53-57

-42-47  63-65

-48-52  66+

Not found

SUBJECT HEADING UPDATING

No. of Headings
No. of Headings changed

Source
-7th ed.
-7/65 - 12/65
-1/65 - 12/66
-1/66+

LC CALL NO. UPDATING

changed
obsolete
different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
Recall required
Still missing, 2d check
Date recalled. Br.
Date rec'd.

OTHER LOCATION SYMBOLS

Ek  Ord
Bs  Per
Cat  Ra
Ita  Roj
Jewl  Tex
Ya
### SEARCHING REPORT

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### LC CALL NO. UPDATING

- Changed
- Obsolete
- Different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

### OTHER LOCATION SYMBOLS

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### Key

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### Date 1

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### Lang 1

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</table>

5r (Suppress cards)
| Control No. | 30 |
| Local Call No. |  |
| Copies Volumes |  |
| 31r Main; | 1 |
| 31r Main; Art; |  |
| 31r Main; [2nd]; 1 |
| 31r Pt; |  |
| 31r Wp; |  |
| 31r Ol; |  |
| 31r Ro; |  |
| 31r Sh; |  |
| 31r Sp; |  |
| 31r Wa; |  |
| 31r Wp; |  |

**SEARCHING REPORT**

| 42 | 53-62 |
| 42-47 | 63-65 |
| 48-52 | 66+ |
| 53-57 | |

- Found LC copy
- Found diff. ed.

**SUBJECT HEADING UPDATING**

- No. of Headings
- No. of Headings changed

**Source**

- 7th ed.
- 7/64-12/65
- 1/66-12/66
- 1/67+

**LC CALL NO. UPDATING**

- Changed
- Obsolete
- Different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

- Ekm
- Bs
- Cat
- Ita
- Jewl
- Tex
- Ya
### Searching Report

- **42** 58-62
- **42-47** 62-65
- **48-52** 66+
- **53-57**

- Found LC copy
- Found diff. ed. call no.
- Not found

### Subject Heading Updating

- No. of Headings
- No. of Headings changed

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<td>1/67+</td>
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### LC Call No. Updating

- **changed** obsolete
daifferent treatment

### Missing (When Assigning LC Call No.)

- Date 1st check
- Recall required
- **Still missing, 2d check**
- Date recalled. Br.  
- Date rec'd.

### Other Location Symbols

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**Searching Report**

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**Subject Heading Updating**

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**Source** 7th ed.

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**LC Call No. Updating**

- Changed
- Obsolete
- Different treatment

**Missing (When Assigning LC Call No.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled, Br.
- Date rec'd.

**Other Location Symbols**

- Bkm
- Bs
- Cat
- Ita
- Jewl
- Tex
- Ya
### SEARCHING REPORT

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- Found LC copy
- Found diff. ed.
- Not found

### SUBJECT HEADING UPDATING

<table>
<thead>
<tr>
<th>No. of Headings</th>
<th>No. of Headings changed</th>
</tr>
</thead>
</table>

Source
- ed.
- 1/64-12/65
- 1/66-12/66
- 1/67+

### LC CALL NO. UPDATING

- Changed
- Obsolete
- Different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

### OTHER LOCATION SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Bkm</td>
<td>rd</td>
</tr>
<tr>
<td>Es</td>
<td>Per</td>
</tr>
<tr>
<td>Cat</td>
<td>Ra</td>
</tr>
<tr>
<td>Ita</td>
<td>Rez</td>
</tr>
<tr>
<td>Jewl</td>
<td>Tex</td>
</tr>
<tr>
<td>Ya</td>
<td></td>
</tr>
</tbody>
</table>
## Local Call No.

### Copies Volumes

<table>
<thead>
<tr>
<th>Volume</th>
<th>Main</th>
<th>Art</th>
<th>Bis</th>
<th>Fp</th>
<th>Ol</th>
<th>Ro</th>
<th>Sh</th>
<th>Sp</th>
<th>Wa</th>
<th>Wp</th>
</tr>
</thead>
<tbody>
<tr>
<td>31r</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Two copies at Fox Point, one on Reference and one in their circulating stacks.**

  (One set of catalog cards with Fp above call no. and one set of catalog cards with Fp above the call no.)

  (If w/ th Fp, e.g. Ref is missing, no one set of cards which will have Fp above the call no.)

### Key

<table>
<thead>
<tr>
<th>Key</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Place</th>
<th>Pubr.</th>
<th>Ht.</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
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<td>4</td>
<td>2</td>
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</tbody>
</table>

### Class Lang 1 Lang 2

<table>
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<th>Lang 1</th>
<th>Lang 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

### Bib. Form Conf. Juv. Suppl.

<table>
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</thead>
<tbody>
<tr>
<td>32</td>
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<td>1</td>
<td>1</td>
<td>1</td>
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</tbody>
</table>

## SEARCHING REPORT

- **42** 58-62
- **42-47** 63-65
- **48-52** 66+
- **53-57**

- Found LC copy
- Not found

### SUBJECT HEADING UPDATING

- No. of Headings
- No. of Headings changed

### LC CALL NO. UPDATING

- Changed
- Obsolete
- Different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Date recalled. Br.

### OTHER LOCATION SYMBOLS

- Bkm: Ord
- Bs: Per
- Cat: Ra
- Ita: Ref
- Jewl: Tex
- Ya

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET
January 30, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of...
Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

1. The end of each line (except the last) should be indicated by a slash

```
7r \116/481/.\n25/A67
```

2. No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

```
7r \HG/276/\D-725/-72
```

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e. the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

```
DS
2416
.23
H764
1966
Vol.
2467
```

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations
other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g., oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols — an oversize, Reference, Bis book in the main library.

Normally only the highest location level — the separate library (building) — is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

- Circulating Stacks
- Bis
- Art
- Tex
- Jewl
- Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

- Reference (Ref)
- Young Adults (Ya)
- Book Selection (Bs)
- Readers Advisor (Ra)
- Bookmobile (Bkm)
- Catalog (Cat)
- Order (Ord)
- Periodicals (Per)
- Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

**B. Copies Column**

1. Copy Data

"Copy" is abbreviated as small letter c followed by a
period, "c."

a. Single copies

Single copies are recorded as "c.1"

| 31r Main; | c.1 |
| 31r Fp;   | c.1 |

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g. c.1-10.

| 31r Main; | c.1-10 |
| 31r Mp;   | c.1-3 |

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

| 31r Main; | c.1-3, c.5 |
| 31r Fp;  | c.1, c.3 |

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

"Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.
The data recorded above will generate a total of seven sets of cards:

1 set without any location symbol for the main catalog.
2 sets with "Ita" -- one set for the main catalog and one set for the Italian catalog.
2 sets with "Art" -- one set for the main catalog and one set for the Art catalog.
2 sets with "Bis" one set for the main catalog and one set for the BIS catalog.

(1) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

```
<table>
<thead>
<tr>
<th>31r</th>
<th>Main;</th>
<th>C./</th>
<th>Bis</th>
<th>;</th>
</tr>
</thead>
<tbody>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C./</td>
<td>Ita;</td>
<td>;</td>
</tr>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C./</td>
<td>Art;</td>
<td>;</td>
</tr>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C./</td>
<td>Bis;</td>
<td>;</td>
</tr>
</tbody>
</table>
```

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

```
<table>
<thead>
<tr>
<th>31r</th>
<th>Main;</th>
<th>C./</th>
<th>Bis</th>
<th>;</th>
</tr>
</thead>
<tbody>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C./</td>
<td>Bis;</td>
<td>;</td>
</tr>
</tbody>
</table>
```

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded "7r".
Williamson, James Alexander, 1886-—
vi, 210 p. front. (port). illus. (maps) pl. 18 cm. (Teach yourself history library, ed. by A. L. Rowse) "First printed July 1946."

I. Title. G246.C7W5 1946 393.942 47-23128
Library of Congress 48c3

WORKSHEET EXAMPLE 1.
(page 1)
b. Main Library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

| 31r Ks; Main; | c. / |
| 31r Main; | c. / |
| 31r Main; | c 2 Ref |
| 31r Main; | c 3 Art |
| 31r Main; | c 4 Bis |
| 31r Ya; Fp; | c 5  |
| 31r Mp; | c 6 |

If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

| 31r Ks; Main; | c. / |


c. Branch Libraries

One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g. Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

| 31r Fp; | c. / Ref |

When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

| 31r Fp; | c. / |
| 31r Fp; Mp; | c 2 Ref |

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Ref above the call number.

(1) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described B.2, a (1).
Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

   The data is written after the semicolon that has been preprinted on the worksheets.

   | 31r Main; | c.l-2 | ; v.1-5 |
   | 31r Main; | c.2 \(\rightarrow\) | ; v.1,v.4 |
   | 31r Fp; | c.1 | ; v.1-3,v.5 |

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels.

   The volume numbers in the first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

   | 31r Main; | c./ | ; v.1-2,v.3-4 |

4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are
**Shelf List**

<table>
<thead>
<tr>
<th>991</th>
<th>2797s</th>
<th>Brackman, Arnold C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Southeast Asia's second front; the power struggle in the Malay Archipelago / by Arnold C. Brackman. New York, Praeger, [1966]; xv, 341 p. 22 cm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bibliographical references included in &quot;Notes&quot; (p. 300-331)</td>
</tr>
</tbody>
</table>

**4262**

1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. 3. Title.

**DS518.1.R68 1966**

**320.991 63-24938**

---

**SEARCHING REPORT**

- Found LC copy
- Found diff. ed.
- Not found

**SUBJECT HEADING UPDATING**

- No. of Headings
- No. of Headings changed

**Source**

7th ed.

7/64 – 12/65

1/66 – 12/66

1/67+

**LC CALL NO. UPDATING**

- changed
- obsolete
- different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Date recalled. Br.
- Still missing, 2d check
- Date rec’d.

**OTHER LOCATION SYMBOLS**

- Ekm
- Ord
- Bs
- Per
- Cat
- Ra
- Ita
- Ref
- Jewl
- Tex
- Ya
<table>
<thead>
<tr>
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</tr>
</thead>
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<td></td>
</tr>
<tr>
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<td>Art;</td>
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<tr>
<td>Wa;</td>
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</tr>
<tr>
<td>Wp;</td>
<td></td>
</tr>
</tbody>
</table>

**SEARCHING REPORT**

- Found LC copy
- Found diff. ed.
- Not found

**SUBJECT HEADING UPDATING**

- No. of Headings
- No. of Headings changed

**Source**

- 7th ed.
- 7/64-12/65
- 1/66-12/66
- 1/67+

**LC CALL NO. UPDATING**

- changed
- obsolete
- different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

- Bkm: Ord.
- Bs: Per
- Cat: Ra
- Ita: Ref
- Jewl: Tex
- Ya
filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC (or for original cataloging). Example 4 illustrates the procedure when a local call number was substituted for the LC established call number.
EXAMPLE 3

1st work sheet

<table>
<thead>
<tr>
<th></th>
<th>l1r</th>
<th>2r</th>
<th>3r</th>
<th>4r</th>
<th>5r</th>
<th>6r</th>
<th>7r</th>
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</table>

2nd work sheet

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<th>4r</th>
<th>5r</th>
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<th>7r</th>
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<tr>
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3rd work sheet

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<th>4r</th>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7r</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LC Card Copy

---

v. in 26 cm.
### EXAMPLE 4

<table>
<thead>
<tr>
<th>4th work sheet</th>
<th>1r</th>
<th>108</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2r</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>5r</td>
<td></td>
</tr>
<tr>
<td>3d work sheet</td>
<td>7r</td>
<td>Local/Call/no./by PPL/1953-1954</td>
</tr>
<tr>
<td></td>
<td>1r</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>2r</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>5r</td>
<td></td>
</tr>
<tr>
<td>2d work sheet</td>
<td>7r</td>
<td>Local/Call/no./by PPL/1951</td>
</tr>
<tr>
<td></td>
<td>1r</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>2r</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>5r</td>
<td></td>
</tr>
<tr>
<td>1st work sheet</td>
<td>7r</td>
<td>Local/Call/no./by PPL</td>
</tr>
<tr>
<td></td>
<td>31r</td>
<td>Main;</td>
</tr>
</tbody>
</table>

**LC Card Copy**

\*\*\*\*\*

v. 26 cm. annual.
INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET

February 19, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

   6r  1
   7r

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call...
number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

(1) The end of each line (except the last) should be indicated by a slash.

7r HG/481/.M25/A67
Local Call No.

(2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/.8/725-12
Local Call No.

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e., the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R8
H764
1966
Vol.
2467

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and
different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g., oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks
Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.
B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a period, "c."

a. Single copies

Single copies are recorded as "c.1"

| 31r Main; | C./ | ; |
| 31r Fp; | C./ | ; |

From the data recorded above two sets of catalog cards will be generated — one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated — one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g., |c.1-10.

| 31r Main; | C./-10 | ; |
| 31r Mp; | C./, C.3 | ; |

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

| 31r Main; | C./-3 C.5 | ; |
| 31r Fp; | C./, C.3 | ; |

2. Special Shelf Location Data

a. Main library — Art, Bis, Tex, Jewl, or Ita

(1) Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be
generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

(2) "Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

<table>
<thead>
<tr>
<th></th>
<th>Main</th>
<th>C.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C.</td>
<td>;</td>
</tr>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C.</td>
<td>I_t</td>
</tr>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C.</td>
<td>/Art</td>
</tr>
<tr>
<td>31r</td>
<td>Main;</td>
<td>C.</td>
<td>/Bis</td>
</tr>
</tbody>
</table>

The data recorded above will generate a total of seven sets of cards: 1 set without any location symbol for the main catalog; 2 sets with "Ita" -- (one set for the main catalog and one set for the Italian catalog); 2 sets with "Art" -- (one set for the main catalog and one set for the Art catalog); 2 sets with "Bis" -- (one set for the main catalog and one set for the BIS catalog).

(3) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

7r  
Ref/QD/607/A55  
Local Call No.

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r  
Ref/QD/607/A55  
Local Call No.

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional
worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded in "7r".

b. Main library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

(1) Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

<table>
<thead>
<tr>
<th>31r Ref; Main;</th>
<th>c.1</th>
<th>;</th>
</tr>
</thead>
<tbody>
<tr>
<td>31r Main;</td>
<td>C.2 Fa</td>
<td>;</td>
</tr>
<tr>
<td>31r Main;</td>
<td>C.3 Bkm</td>
<td>;</td>
</tr>
<tr>
<td>31r Main;</td>
<td>C.4 Art</td>
<td>;</td>
</tr>
<tr>
<td>31r Main;</td>
<td>C.5 Bis</td>
<td>;</td>
</tr>
<tr>
<td>31r Ya; Fp;</td>
<td>C.6</td>
<td>;</td>
</tr>
<tr>
<td>31r Fp;</td>
<td>C.7</td>
<td>;</td>
</tr>
</tbody>
</table>

(2) If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

<table>
<thead>
<tr>
<th>31r Ref; Main;</th>
<th>c.1q</th>
<th>;</th>
</tr>
</thead>
</table>

c. Branch libraries

(1) One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g., Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

<table>
<thead>
<tr>
<th>31r Fp;</th>
<th>c.1 Ref</th>
<th>;</th>
</tr>
</thead>
</table>


Library of Congress

EXAMPLE 1.
## SEARCHING REPORT

<table>
<thead>
<tr>
<th>Source</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Place</th>
<th>Pubr.</th>
<th>Ht.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>42</td>
<td>58-62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42-47</td>
<td>62-65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>48-52</td>
<td>66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>53-57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Found LC copy
- Found diff. ed. call no.
- Not found

### SUBJECT HEADING UPDATING

- No. of Headings
- No. of Headings changed

### LC CALL NO. UPDATING

- changed
- obsolete
- different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

<table>
<thead>
<tr>
<th>Date 1st check</th>
<th>Recall required</th>
<th>Still missing, 2d check</th>
<th>Date recalled, Br.</th>
<th>Date rec’d.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER LOCATION SYMBOLS

<table>
<thead>
<tr>
<th>Bkm</th>
<th>Ord</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bs</td>
<td>Per</td>
</tr>
<tr>
<td>Cat</td>
<td>Ra</td>
</tr>
<tr>
<td>Ita</td>
<td>Ref</td>
</tr>
<tr>
<td>Jewl</td>
<td>Tex</td>
</tr>
<tr>
<td>Ya</td>
<td></td>
</tr>
</tbody>
</table>
(2) When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

| 31r Fp; | C./ | ; |
| 31r Fp: | C.-2 Ref |

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Fp above the call number.

Ref

(3) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described in B.1, n (1) is used.

7r OD/201. B handling (Local Call No.)

| 31r Fp; | C./ Ref |

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

The data is written after the semicolon that has been preprinted on the worksheets.

| 31r Main; | C.-2 | :V./-5 |
| 31r Main; | C.-3 T+Q | :V./, V. 4 |
| 31r Fp; | C.-1 | ;V./-3, V. 5 |

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels. The volume numbers in the
first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet Example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

| 31r Main: | V.1-2, V.3-4 |

4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC.

Ann F. Curran
<table>
<thead>
<tr>
<th>Local Call No.</th>
<th>Copies</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>31r Main;</td>
<td>C.1</td>
<td>i/v.1-5</td>
</tr>
<tr>
<td>31r Main;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Main;</td>
<td></td>
<td>Art</td>
</tr>
<tr>
<td>31r Main;</td>
<td></td>
<td>Bis</td>
</tr>
<tr>
<td>31r Fp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Wp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Wp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Ol;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Ro;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Sh;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Sp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Wa;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31r Wp;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shelf List**

991

Brackman, Arnold C.
Southeast Asia's second front; the power struggle in the Malay Archipelago by Arnold C. Brackman. New York, Praeger [1966]; xx, 341 p. 22 cm.

Bibliographical references included in "Notes" (p. 300-331)

4262

1. Malay Archipelago—Politics. 2. Communism—Asia, Southeastern. I. Title.

**SEARCHING REPORT**

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Date</th>
<th>Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>58-62.</td>
<td></td>
</tr>
<tr>
<td>42-47</td>
<td>63-65</td>
<td></td>
</tr>
<tr>
<td>48-52</td>
<td>66+</td>
<td></td>
</tr>
<tr>
<td>53-57</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Found LC copy
- Found diff. ed.
- 

**SUBJECT HEADING UPDATING**

No. of Headings changed

- No. of Headings changed

**Source**

- 7th ed.

7/64'-12/65

1/66'-12/66

1/67+

**LC CALL NO. UPDATING**

- changed
- obsolete
- different treatment

**MISSING (WHEN ASSIGNING LC CALL NO.)**

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

**OTHER LOCATION SYMBOLS**

- Ekm
- Ord
- Bs
- Per
- Cat
- Ra
- Its
- Ref
- Jewl
- Tex
- Ya
### SEARCHING REPORT

<table>
<thead>
<tr>
<th>Year</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>58-62</td>
</tr>
<tr>
<td>42-47</td>
<td>63-65</td>
</tr>
<tr>
<td>48-52</td>
<td>66+</td>
</tr>
<tr>
<td>53-57</td>
<td></td>
</tr>
</tbody>
</table>

- Found LC copy
- Found diff. ed. call no.
- Not found

### SUBJECT HEADING UPDATING

- No. of Headings
- No. of Headings changed

**Source**
- 7th ed.
  - 7/64-12/65
  - 1/66-12/66
  - 1/67+

### LC CALL NO. UPDATING

- changed
- obsolete
- different treatment

### MISSING (WHEN ASSIGNING LC CALL NO.)

- Date 1st check
- Recall required
- Still missing, 2d check
- Date recalled. Br.
- Date rec'd.

### OTHER LOCATION SYMBOLS

<table>
<thead>
<tr>
<th>Bkm</th>
<th>Ord</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bs</td>
<td>Per</td>
</tr>
<tr>
<td>Cat</td>
<td>Ra</td>
</tr>
<tr>
<td>Ita</td>
<td>Ref</td>
</tr>
<tr>
<td>Jewl</td>
<td>Tex</td>
</tr>
<tr>
<td>Ya</td>
<td></td>
</tr>
<tr>
<td>Vol.</td>
<td>Title</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>22</td>
<td>The Socialist Register</td>
</tr>
</tbody>
</table>

**Notes:**
- The Socialist Register: a survey of movements and ideas.
- Volumes: Main, Art, Best, Art, Main, Main.
- Call No.: Main, Main, Best, Best, Best, Best, Main, Main, Main, Main, Main, Main, Main, Main, Main, Main.