

Holdings Libraries

- KFPA Axe Main*
- KFPB Axe Reference* (“Ready Reference” uses same code; difference is in status)
- KFPC Axe Theses
- KFPD Axe Electronic (historical use: Problem; present use: miscellaneous Web pages)
- KFPE Kansas Collec. (input stamps used for various names)
- KFPF H.-J. Collec. (Haldeman-Julius)
- KFPG Jessye Collec. (Eva Jessye)
- KFPH Special Collec. (general special collections)
- KFPI Kansas Documents
- KFPJ Federal Documents
- KFPK KTC (Kansas Technology Center; including media such as films and periodicals)
- Write “KTC” above call number on work slip for all formats
- KFPL IRC (inactive)**
- KFPM AxeDigital (4/2008) (previously Phono-disc)
- KFPN Periodical
- KFPO Juvenile (inactive)** (Juvenile books moved to main stacks 2007)
- KFPP Cassette (only for individual cassette tapes; boxed go in “kits”)
- KFPQ Microfilm
- KFPR Microfiche
- KFPS Microcard
- KFPT Music (Scores) (inactive; but more than 1000 currently set)
- KFPU DVD (DVD-ROMs go in DVD cases and shelved with DVD) (KTC DVDs go in KPFK)
- KFPV Media/Kit/Videocassette

For kits, no input stamp, but write on workslip above call number "A-V"

KFPW CD-ROM (and Music CDs)

KFPX E-books

KFPBX Reference E-resources

KFPZ Reserve

*If more than one code, all other codes have precedence over KFPA and KFPB—this will allow correct shelf list card printing.

Cards

505 fields are suppressed (OCLC can suppress the 505, the 590 or all 5XX fields. Since we must print 590, we can only suppress the 505 independently).

Archives:

PSU publications go into Randy's "Archives." KFPI location code with input stamp of [Archives]. Cards are produced since they are in Randy's area. Call no. should be in 099 in order to make the cards produce and 086 in order to appear in sudoc index in Dynix.

Input Stamps

[Archives]KFPI (see "Cards" "Archives")

Oversize

Oversize books are 31 cm. and above. If the MARC record contains a measurement above 30 cm., the word "Oversize" will print on the card above the call no.

Oversize books are shelved on the same floor as regular size books in their Dewey range, in a separate shelving area.

No oversize in Music, Special Collections, and Reference, and Reference Oversize is just for general collection Oversize is just for general collection. Since we do not want these cards to print "Oversize" above call no., 300 \$c should say "30+ cm." This is only applicable to the first measurement when there are two.

lx, 260 p. ; 24 x 34 cm.

The above measurement does not need editing.

Dewey Procedures

Classification

1. Classification should be entered in an 092 field and can extend only seven characters beyond the decimal. Existing valid call numbers from LC or OCLC must be truncated if they extend farther than that. Example:

082 615.5072/40974811

092 615.50724 \$b H783s, 2007

2. Drop "092" for biographies of individuals except where it is explicitly included in the Dewey schedules, as in "070.92" or "780.92." "0922" for collective biography should not be truncated. When cataloging a biography your first step should be to look up the name as a subject heading in the catalog to see where other biographies of this person have been placed. If there are none, then you should look up the person as an author. The recommended Dewey numbers offered by OCLC/LC are often unreliable and should not take precedence over an established Dewey number.
3. Generally, collections of essays are not put in "4" as a literary form (as in "814.52") when the book can be placed in a particular subject area. Only the most generic collections should be cataloged in "4" as essays. Books that are predominantly one genre (fiction, poetry, or plays) can be put in that genre even if the book includes a small selection of other genres. For example, there is a collection of Hemingway's short stories that includes a short play, but it is still cataloged with the fiction. If the book truly is a mixture of genres, it belongs in "8" for miscellaneous genres.
4. Drop "0973" for United States. It is assumed that books in our collection refer to the topic primarily within the U.S. unless another geographic area is indicated. You can use the more specific numbers, as in "0975" for Southern States, or "09781" for Kansas. You can also use "73" for U.S. when it is explicitly built into the number, as with "338.973," "320.973," or "327.73" and to be safe, it is best to check the catalog to see if the number you want to use have been used by others. If not, beware! This is an important rule of thumb to use in most cases. Note that "73" is dropped in the area of law in "342-347.1." In cases where 0973 may be dropped to delete the geographical cutter, "09" may be left in to reflect the historical aspect of the subject matter.
5. Do not use "941" or "0941" for England; instead use "942" or "0942."

6. We no longer put bibliographies in "016" but you should instead use "016" at the end of the call number for bibliographies. Example:

Historiography : an annotated bibliography of journal articles (907.2016)

Bibliographies of the works of literary authors should be classed as critical works.

Example:

A bibliography of the works of Mark Twain (817.4 \$b C591Dj, 1967)

7. For literary authors, no time period is assigned if the author is writing in a geographical area in a diaspora. For example, Spanish literature outside of Spain, such as Latin American literature, or British literature outside England. Canadian literature is classed as American literature.
8. For works critical of movies, or for movie screenplays, when classed in 791.4372, cutter by the movie title to keep the books near the movies in the shelflist.

Cuttering

1. Use "B" in cutters for biographies (following the cutter for the biographee, and preceding the workmark for the author). Example:

Howard, Leon.

Herman Melville : a biography (813.3 \$b M497Bh, 1958)

2. Use "D" in cutters for critical works (following the cutter for the literary author, and preceding the workmark for the author). Example:

Dryden, Edgar A.

Melville's thematic of form (813.3 \$b M497Dd, 1968)

If more than one book is written about the same person by the same author, use numbering to further cutter the work.

813.3 M497Dp

Parker, Hershel The recognition of Herman Melville

813.3 M497Dp2

Parker, Hershel Melville: the making of the poet

3. When dealing with a group of books that all have the same Dewey number and the same word as the first word in the main entry, add a work mark for the next significant word in the title. For example:

616.8914 H191	Handbook of behavioral assessment
616.8914 H191c	Handbook of constructive therapies
616.8914 H191co	Handbook of comparative interventions
616.8914 H191h	Handbook of humor

Keep in mind when creating Cutter numbers that you need to allow for potential variations in words. For example, title main entries like "Handbooks for nuts" or "Handily done therapies" would probably be Cuttered with "H1911" and "H1918."

4. There are areas in Dewey where you are instructed to Cutter for the name of the software program (see 005.133 for examples). In these cases you will use the main entry as a workmark. If you are forced to truncate the class number, still Cutter as above.
5. When Cuttering for title main entries, remember that the first word in the title, used to Cutter, should fall after that word used as a person's name. For example, "Handy ways to make pasta" would be Cuttered to fall after an author main entry for "Handy, David E." and all the other Handys who have written books on making pasta.
6. Cuttering for authors is becoming difficult, especially in literature, as there are so many authors under one Dewey number (for example, 813.54). We will keep the authors in alphabetical order. In these areas is it not unusual to see awkward-looking Cutters for common names like Smith:

Sm57w
Sm60s
Sm608t
Sm61m
Sm615h
Sm62d

7. Cuttering for names with spaces is also problematic. Ignore the spaces in names where the spaces are there as a matter of language. For example: De Leon, De Grave, Le Page, Des Pres, etc. should be Cuttered as if there were no spaces in the name. For hyphenated names, you Cutter by the name so that it falls at the end of the list. For example, "Jones-Smith, David" would fall after "Jones, Z." and before "Jonesa."

8. Shakespeare. In Dewey classification, Shakespeare has a unique system that is described in the text. For a new edition of *As you like it*, the cutter consists of the letter for this play "O" and the number for texts "3" followed by the Cutter for the editor (in this case Richard White). The number for this book is: 822.33 O3W585a

If the book was a critical study of *As you like it*, it would be under the number "4" and Cuttered for the author or editor.

9. For translations with uniform titles, cutter for the title in English. Example:

863 \$b AI54h, 1985
Allende, Isabel.
Casa de los espíritus. \$l English
The house of the spirits / \$c Isabel Allende.

10. For translations of non-English languages, cutter for the original title if it is known. Example:

092 842.7 †b Si76f, 1890
049 KFPP
100 1 Siraudin, †c M. †q (Paul), †d 1813-1883.
240 10 Femmes qui pleurent. †l German
245 10 Wenn Frauen weinen : †b Lustspiel in einem Aufzug / †c von Siraudin und
Thiboust ; Deutsch von Otto Randolf.

11. Follow the option listed in 929.2 (Family histories) of Cuttering by family name, with a workmark for main entry. Use "B" for biographies of the family.

Bibliographic Record Editing

020 Make sure the 10 digit ISBN for the book in hand (paper/cloth) occurs first in the list of 020s for card printing/book jacket matching.

Uniform titles

Leave in uniform titles (240) for titles in languages other than English.

Remove uniform titles (240) with generic terms such as:

240 10 Short stories
240 10 Poems. \$k Selections

505—Enhance those 505s with titles/authors of articles. It is not necessary to delete articles before titles as the system is programmed to ignore them automatically.

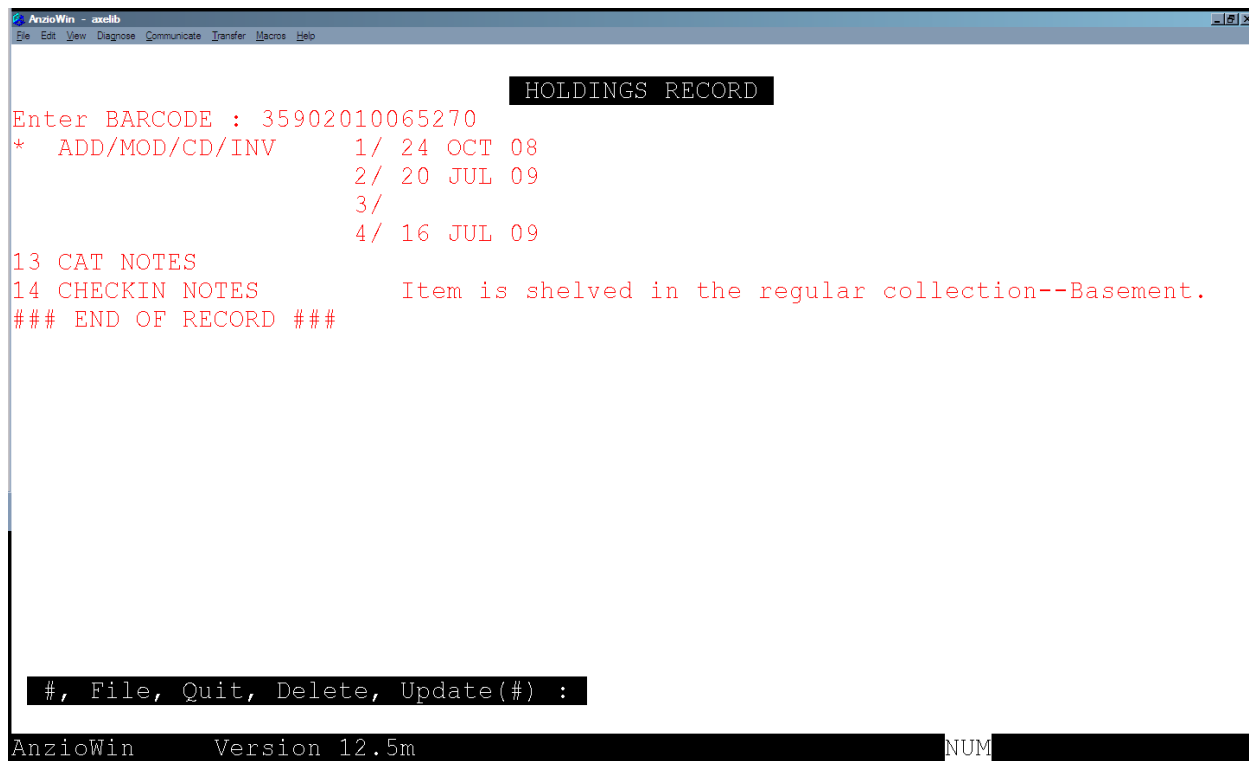
Appendix 1

Theses

Theses that are Pittsburg State theses (produced by PSU University) are shelved with Theses on the first floor. The KFPC 049 code will make the cards print with a location:

Thesis
051.52
C567c
1973

Occasionally, Axe Library collects theses from **different universities**. These will be shelved with the regular circulating collection basement/2nd floor (according to their Dewey classification). Since this is confusing to the shelving students, we will add a statement to the checkin note on these theses.



```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

                                HOLDINGS RECORD
Enter BARCODE : 35902010065270
*  ADD/MOD/CD/INV      1/ 24 OCT 08
                        2/ 20 JUL 09
                        3/
                        4/ 16 JUL 09

13 CAT NOTES
14 CHECKIN NOTES      Item is shelved in the regular collection--Basement.
### END OF RECORD ###

# , File, Quit, Delete, Update(#) :

AnzioWin      Version 12.5m      NUM
```

Appendix 2

Phone Books

Kansas Phone books:

910.25781

Cutter for city

Workmark for publisher

\$v Telephone directories.

Appendix 3

Special Collections

[Bufe]KFPH Gift note in record/on cards. No gift note on flags.

[Welsh]KFPH

[Adams]KFPH no special note

[Whitehead]KFPH Gift of Fred Whitehead. Not on flags