

Classification of Bibliographies

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BACKGROUND: Widener differs from LC policy and classes most bibliographies with works on a specific topic. In general, we follow LC's alternate number policy as set forth in F 150 of the Classification manual. The Z class can be divided into three sections. These sections and our policy concerning the use of them are outlined in the following procedures.

NOTE: For copy cataloging procedures refer to CL/1996/4: [The Use of High Z Call Numbers in Copy Cataloging](#)

PROCEDURES:

I. General.

1. History of books and library science, Z1-Z1200: We will use any of these Z numbers without restrictions, except Z1037-Z1038 (Children's literature--Bibliography), which is classed in PN or PA-PT.
2. National bibliographies, Z1201-Z4999: In the LC schedules, this section includes bibliographies of all works printed in a country or area and bibliographies of works about the literature, language, and history of a country or area. We will use any of these numbers which are for bibliographies of the imprints of a country or area, but bibliographies of works about the literature, language, and history of a country or area must be classed for subject elsewhere, usually in the P and C-F classes.

The Z schedule has three tables for national bibliographies. Our policy for using the tables is as follows:

Table	Class in Z1201-Z4999	Class for subject in A-Z1200	Class in either
I	1-9	10-21, 27-29	23-24
II	1-5	5.5, 6, 8, 9	7
III	2	4,5	1,3

LC uses the numbers in the last column for classifying both bibliographies of imprints and bibliographies of works about a country or place. For us, only bibliographies of imprints would be classed in Z1201-Z4999.

3. Subject and personal bibliographies, Z5000-9999: We will not use any of these Z numbers except in special cases approved by the Chief Subject Cataloger. All such bibliographies must be classed for subject in A-Z1200. Use the general works number or its equivalent. For bibliographies about literary authors, use the biography number, not the criticism number. For literature, use the history and criticism number.

LC often gives an alternate class number for subject bibliographies, which we will use if it is verifiable and appropriate.

II. The Z99 cuttering device.

This special cuttering device is used to keep together bibliographies which are classed in a number for general works about a subject. It is not to be used when bibliographies are classed in a number for bibliographies, inventories, and catalogs. Thus, the Z99 cuttering device should not be used for any numbers in Z1-Z4999 which we use and which are for bibliographies, e.g. Z1011-Z1039 and 1-9 in Table I for national bibliographies, nor for bibliography numbers in classes K and M.

See IV below for examples.

III. Special Problems.

Bibliographies of some special forms which LC classes in Z5000-Z9999 present problems because alternate numbers are not always in one part of the scheme. Our policies described below for some of these special forms are based on answers by LC to a query and on an analysis gleaned from its subject catalog.

The Z99 cuttering device should be used where indicated.

1. Bibliographies of dissertations:

- a. No topical focus, international: class in Z1033.D5.
- b. No topical focus, from a country: class with National bibliographies in Z1201-Z4999, using 1 from Tables I-III.
- c. No topical focus, from a university: class with individual learned societies in AS, not with the universities in LD-LG. Note that these AS numbers should also be used for general lists of publications by the faculty, etc. of a university (use Z99 cuttering device).
- d. On a special subject: class with the subject in A-Z1200 (use Z99 cuttering device).

2. Bibliographies and inventories of archives:

- a. Governmental archives, archives of religious and academic institutions: class in CD1000-4280.
- b. Archives of other institutions: class with the subject in A-Z1200 (use Z99 cuttering device).

- c. Family archives: class in CD1000-4280.
 - d. Archives of individuals: class with the person's biography in B-Z1159. If the archives are limited to material on a given subject, class with that subject in A-Z1200 (use Z99 cutting device).
3. Bibliographies and catalogs of manuscripts:
- a. No topical focus, international: class in Z106.
 - b. No topical focus, from a country or area: class with national bibliographies in Z1201-Z4999, using 2 in Tables I-II and 1 in Table III.
 - c. No topical focus, in a particular library or in the libraries of a country or area: class in Z881-Z980 and Z997 or Z729+.
 - d. In archives: class according to III, 2, above.
 - e. On a special subject: class with the subject in A-Z1200. Note that this includes catalogs of literary manuscripts in a particular language; these class with the histories of the literature in that language. Catalogs of miscellaneous manuscripts in an ancient or medieval language (other than classical languages) may also be classed with the histories of the literature in that language (use Z99 cutting device).
 - f. By an individual: class with the person's biography in B-Z1200 (use Z99 cutting device).
4. Bibliographies of serials:
- a. Serials consisting of bibliographies and bibliographies of serials on a topic go on the number for general monographs (use Z99 cutting device).
 - b. Bibliographies of periodicals with no topical focus are classed in PN, e.g. PN4823.Z99, PN4877.Z99 (use Z99 cutting device).
5. Bibliographies of government publications (no topical focus): these generally go to the Government Documents Division. If LC numbers are used, classify as follows:
- a. International in scope: use J9.5 (use Z99 cutting device).
 - b. From a country: use Z1201-Z4999; do not use LC's alternate numbers in Subclass J.

IV. Z99 cutting device: Examples.

Since the function of the Z99 cutting device is to group bibliographies at the end of a given number, it must precede the cutter for main entry:

D
743
.Z99 (No topical cutter)
J65
1980x

D
763
.I8
Z994 (One topical cutter: The "4" is for the main entry)
1980x

D
763
.I82
R6994 (Two topical cutters: usually 99 without the Z is used plus expansion
1980x for main entry)

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