

The Use of High Z Call Numbers in Copy Cataloging

Reviewed for currency, 19 February 2003

(Originally issued as Widener Library Cataloging Documentation, Classification Memo CL/1996/4*)

BACKGROUND: It is our policy to use numbers in the Z1-1200 range without question. Numbers in the Z1200-5000 range are used unless there is a topical focus to the work, and numbers above Z5000 are not used. The use of high Z numbers for the transfer of Ref materials to HD and the automatic inclusion of member call numbers for materials being processed for HD have clouded this practice.

NOTE: For Original Classification Procedures refer to CL/1996/2: [Classification of Bibliographies](#).

PROCEDURES:

1. Call numbers in the Z1-1200 range will continue to be used without question (except for Z1037-38).
2. Call numbers above Z1200 should be forwarded to original catalogers in all cases.
3. Catalogers should continue to evaluate numbers in the Z1200-5000 range and use them only when there is no topical focus. Call numbers over Z5000 should not be used except in special situations approved by the Chief Subject Cataloger.
4. Materials with copy may be sent to HD without classification numbers. Numbers in the range Z1200-5000 may be used if there is no topical focus to the work. If an alternative number is provided, use the number adding the [Z99 cutting device](#) and no further cutting.

* Originally prepared by B. Trumble and issued by the Executive Committee of the Cataloging Council on May 31, 1996. Reviewed for currency and revised by B. Trumble, 19 February 2003.

Supersedes: All previous memos on this topic.