

# CLASSIFICATION & CATALOGING MANUAL FOR STATE OF LOUISIANA DOCUMENTS

KAREN J. COOK  
Recorder of Documents

2016

## INTRODUCTION

This manual describes the new system for the classification and cataloging of official State of Louisiana public documents implemented by the Recorder of Documents on July 1, 2014.

## HISTORY

Prior to 1965, official bibliographies issued by the Louisiana Recorder of Documents listed publications in alphabetical order by issuing agency name. Each publication from an agency was numbered consecutively.<sup>1</sup> There was no unique identifying number associated with each title which persisted across lists or through title changes.

From 1965 until mid-2014, the Recorder of Documents assigned unique numbers to state publications using a classification scheme developed by the New Orleans Public Library (NOPL) in the early 1950s. The NOPL patterned their numbers (dubbed LaDoc numbers) on those created by the Superintendent of Documents for federal publications (SuDoc numbers). Both the LaDoc and SuDoc classification schemes organize materials first by provenance (*i.e.*, issuing agency), then by title and issue information.<sup>2</sup>

The *Public Documents of Louisiana* issued March 31, 1965 was the first Recorder of Documents' bibliography to incorporate LaDoc numbers. This was done at the request of the Documents Committee of the Louisiana Library Association (LLA). The following message appeared on the list:

This arrangement of the monthly list by numbers is an experiment. A brief index by agency is at the end of the list. The depository libraries are requested to report their reactions within ten days. Will you use the numbers assigned by the Recorder? Can you suggest other or better classification numbers? Suggestions from others who receive this list will also be appreciated.<sup>3</sup>

The experimental use of LaDoc numbers was repeated in the April, May, and June lists at the request of the Documents Committee. Depository libraries were repeatedly requested to send comments regarding the practice to the Documents Committee Chairman or the Recorder.<sup>4</sup> Presumably any comments were positive or at least neutral: in October 1965 the Recorder agreed with the Documents Committee's recommendation to continue the classification number arrangement for monthly and semi-annual bibliographies on a permanent basis.<sup>5</sup>

Publications listed in the compiled *Public Documents* no.34, covering publications from January-June 1965, were in order by LaDoc number. Secretary of State Wade O. Martin noted in the Preface that this would permit "the use of the same number on all lists—monthly, semi-annual, and five year," as opposed to consecutive numbers which varied from list to list. Wade pointed out that organization by LaDoc number also resulted in "grouping publications by broad subject,"<sup>6</sup> given that agencies' publications would reflect their respective areas of responsibility. Naturally, these fortuitous subject groupings based on agency mission were less satisfactory the more publications issued by different agencies' and academic institutions' addressed the same or similar topics.

Embracing LaDoc numbers for official bibliographies did not imply that depository libraries were required or even expected to use the numbers for shelving purposes. Recorder Grace G. Moore mentioned shelving by LaDoc number as a possible alternative but deemed interfiling documents with other library collections using Library of Congress or Dewey decimal classification to be both common and valid.<sup>7</sup> Moore noted that shelving by LaDoc number could eliminate the need for costly cataloging but would necessitate "expert service" to be provided by a specially trained staff member in order to identify and locate uncataloged materials—and such staff might not be available in small libraries. Moore also pointed out that shelving by LaDoc number sometimes resulted in the undesirable situation of publications on the same subject matter being shelved in different parts of the collections.<sup>8</sup>

Advantages and disadvantages of shelving by LaDoc number had been expressed by the Documents Committee at least as early as 1972.<sup>9</sup> Stagnant or decreasing budgets have left many depository libraries in Louisiana without specially trained documents staff, with little likelihood that the situation will improve in the near future. Given current staffing and

budgetary realities, a transparent system for identifying and organizing Louisiana documents seems more important than ever.

The inherent complexities of the provenance-based LaDoc scheme have been exacerbated by its implementation. The NOPL established the precedent that changes in agencies' names would be disregarded in order to keep materials by each agency together (*i.e.*, the LaDoc number would persist).<sup>10</sup> This seemingly straightforward procedure has proven highly problematic. Name changes for agencies (including academic institutions) may reflect significant changes in organizational placement and function. Agencies and their functions may be split, merged, replaced, or transformed; there may not be a one-to-one correspondence between the agency before and after the change in name.

As early as 1972 the Documents Committee commented that these historical LaDoc numbers might not accurately indicate current organizational structure.<sup>11</sup> Divergence between the original numbers and contemporary government organization accelerated following the massive restructuring of executive branch departments in 1974.<sup>12</sup> Assigning LaDoc numbers to today's publications based on Louisiana government structure and academic systems as they existed in the 1950s is convoluted and the results are misleading at best.

## LADOC CLASSIFICATION REVIEW COMMITTEE

At the May 2013 Advisory Council meeting a committee was formed to assist the Recorder of Documents with a review of LaDoc classification and recommend changes or alternatives. The original committee was augmented following the November meeting. Individually and collectively the committee members possess substantial experience with federal and state government documents as well as practical and theoretical knowledge of cataloging, indexing, and reference services.

The committee examined classification systems used by other states for their official publications and discovered substantial differences among them. Some states have created unique homegrown schemes (*e.g.*, SuDoc-type, provenance-based hierarchical numbers, or numbers based on keywords in the issuing agency's name). Other states have adopted existing classification schemes developed for government publications (*e.g.*, Swank). Yet others have dispensed with document classification schemes altogether, assigning accession numbers but rely on Library of Congress or Dewey decimal classification for shelving. The committee discussed the pros and cons of various methods of classification, assessing existing schemes in their entirety as well as individual components for possible use in a revamped or new Louisiana system.

The committee also identified particular shortcomings and strengths of the existing LaDoc scheme. The committee surveyed documents librarians as well as library directors, technical services staff, and reference librarians in Louisiana depository libraries to determine the libraries' current use of LaDoc numbers and their preferences regarding document classification.

Based on its discussions and information gathering, the committee articulated a list of fundamental principles to guide future classification of Louisiana documents. Two long-standing principles underlying LaDoc numbers were retained: document numbers should continue to uniquely identify publications; and should function as an effective option for shelving. There also were two significant departures from prior practice; going forward, the primary organization of documents should be based on the subject matter rather than provenance; and document numbers should change along with changes in agency name. Subject-based organization is more accessible to patrons and to librarians lacking specialized documents training: it is familiar to patrons and library staff; and subject categories are more likely to remain constant over an extended period of time than are agency names. Numbers based on current agency names are inherently the most sensible for the vast majority of Louisiana depositories that routinely weed materials after five years; for libraries that keep documents permanently or long-term, historical continuity can be maintained via authority control and retention of old LaDoc numbers in bibliographic records where applicable.

The committee refined the fundamental principles into explicit procedures for generating new document numbers. Thanks to their hard work and creative and collaborative thinking, the formulation of an entirely new classification system was accomplished within a calendar year. The outgrowth of the committee's collective work described in this manual is a

scheme that is patron- and librarian-friendly, flexible, systematic, and extensible. Contributing greatly to the success of this project was the support and encouragement of the Advisory Council and Chair Elaine Smyth, Interim Dean of the LSU Libraries.

The committee members who generously gave of their time and expertise (in alphabetical order by first name) are:

- Kim Pinion, Southeastern Louisiana University
- Leaola (“Jeannie”) Brock, McNeese State University
- Lori Smith, Southeastern Louisiana University
- Michael Sartori, McNeese State University
- Sonnet Ireland, University of New Orleans

## Pilot Test Sites

Five Louisiana depository libraries graciously volunteered to pilot test the new classification numbers before full implementation statewide. The libraries’ feedback was very helpful, most notably (but not limited to) spotting inconsistencies in naming conventions and suggesting additional standard abbreviations and changes to punctuation.

The pilot test sites are Delgado Community College, McNeese State University, Shreve Memorial Library, Southern University New Orleans, and the State Library of Louisiana. Special thanks are due to the directors, documents librarians and specialists, and technical services staff at each of these libraries, too numerous to mention individually here. The system is better as a result of their input.

Karen J. Cook  
Recorder of Documents  
State of Louisiana  
July 2014

## FUNDAMENTAL PRINCIPLES FOR CLASSIFICATION OF LOUISIANA DOCUMENTS

1. A scheme for classification of Louisiana public documents is desirable in order to:
  - a. Enable easy on-shelf organization for libraries wishing to house documents separately (*i.e.*, not interfiled with general collections);
  - b. Facilitate rapid identification and retrieval of specific documents (*e.g.*, in an online catalog or digital collection) regardless of shelving location or format;
  - c. Relieve depository libraries of the burden of classifying Louisiana documents, thereby expediting public access; and
  - d. Simplify cooperative collection development through unambiguous identification of documents when communicating with other libraries regarding needs for and offers of publications (*e.g.*, lists of weeded materials).
  
2. The classification scheme should produce document numbers (including stem and book number) that:
  - a. Group similar or related items
  - b. Distinguish one title from another;
  - c. Distinguish one issue or edition from other issues or editions of the same title;
  - d. Provide useful information about the document;
  - e. Help patrons and librarians easily locate desired documents; and
  - f. Are useful in both tangible and digital environments.
  
3. The classification scheme should be:
  - a. Transparent and easy to apply;
  - b. Rational, with the selection of class and book numbers based on clear and consistent articulated principles that reflect the content and provenance of a document:
    - i. Numbers should not be selected randomly (*e.g.*, picking a previously unused number out of a hat); and
    - ii. Numbers should not be selected sequentially (*i.e.*, in the nature of an accession number).
  - c. Consistent, with consistently applied rules for formatting, punctuation, and content.
  
4. The classification scheme should be extensible, able to accommodate any number of new:
  - a. Titles;
  - b. Issues or editions;
  - c. Government entities; and
  - d. Formats.
  
5. The scheme should be flexible, able to account for:
  - a. Title changes;
  - b. Changes in names of government entities; and
  - c. Changes in government structure and organization.
  
6. The scheme should be tied to sound authority control.
  
7. Document numbers should not be unduly long or difficult to read.

## CONCEPTUAL ORGANIZATION OF NEW DOCUMENT NUMBERS

The new Louisiana document numbers (LADNs) organize Louisiana documents first into broad topics or categories (*e.g.*, business and economics, nature, political science, sports). Within these broad groupings, publications are arranged by issuing agency or academic institution, then by title, and finally by date/item information. Hence, publications of a single agency that address different topics will be dispersed to different parts of the document collection but all publications addressing the same topic will be brought together.

The colon present in the old LaDoc numbers was retained to clearly differentiate LADNs from general classification numbers (*e.g.*, Library of Congress, Dewey decimal) which contain other punctuation but never a colon. The colon now follows the title information, serving as a demarcation between the unchanging stem and variable information relating to different editions or issues. The stem now has three components: an alphabetic topic/category prefix, an agency-author identifier (or author code, for short), and a title Cutter or equivalent designator.

The author code may consist solely of a top-level agency (*e.g.*, an executive branch department, an academic institution) identifier but may also include an identifier for a subordinate unit (*e.g.*, an office, an academic department) if it is the issuing body. The issue component (*e.g.*, volume and/or date) includes sufficient information to uniquely identify the edition or issue.

Schematically, the new numbers look like this on a spine label:

Document Number Stem	{	[SUBJECT PREFIX] [TOP-LEVEL AGENCY AUTHOR CODE] [SUBORDINATE UNIT] [TITLE CUTTER or OTHER TITLE IDENTIFIER]:
Date/Issue Information	{	[DATE/ISSUE INFORMATION]

Other than the presence of the (re-located) colon, the only significant remaining vestige of the old SuDoc-based LaDoc numbers is placement of agency before title (as opposed to general cataloging practices which place title before author). The LADN system is fundamentally and consciously modeled as much as possible on general classification systems.

For examples of document numbers and author codes, please see the appendices.

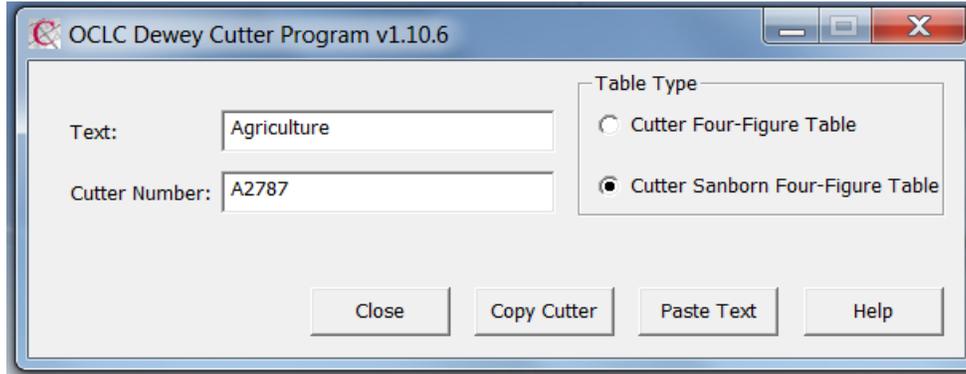
# POLICIES AND PROCEDURES

## GENERAL GUIDELINES

1. Numbers will be assigned in such a way to sort titles and items alphabetically and numerically (and/or chronologically).
2. Official names for agencies and subordinate units will be determined, whenever possible, from (in the following order of preference, based on likelihood of currency):
  - a. the agency's website;
  - b. the Division of Administration organizational placement information on Louisiana.gov;
  - c. *Louisiana Revised Statutes* and/or *Louisiana Administrative Code* or other legal authorizing document;
  - d. the most recent edition of *State and Local Government in Louisiana: An Overview*.
3. For purposes of alphabetization, inverted forms of names will be used to sort on the first significant non-stop word in the agency's name.

## CUTTERS

1. Cutters (*e.g.*, for titles and subordinate agency identifiers) will be created using the current version of the OCLC Dewey Cutter Program, a software application which automatically generates Cutters, available for download at <http://oclc.org/support/services/dewey/program/instructions.en.html>.
2. The numbers are generated using the Cutter Sanborn Four-Figure Table option, as shown below.



3. Cutters are adjusted or expanded as necessary to ensure unique document numbers based on the State Library's collection and records.
4. Cutters are also adjusted to insure that numbers arrange documents alphabetically. Cutters are decimal, even though no decimal point appears in the document numbers; when new Cutter numbers are created for titles that alphabetically should file between existing titles, a Cutter number that is half-way in between the existing titles' Cutter numbers will be assigned (*e.g.* existing Cutters E5673 and E5674, new Cutter would be E56735).
5. Cutters are used for:
  - a. Monograph titles;
  - b. Serials titles;
  - c. Names of subordinate agencies;
  - d. Names of subordinate units within academic institutions;
  - e. Names of boards and commissions; and
  - f. Names of miscellaneous entities (*e.g.*, interstate compacts).
6. In general, the Cutter is based on the first significant word in the title or name (*i.e.*, non-stop word) but:
  - a. If the first such word is short or very common, one or two following words are included to create a satisfactory Cutter; and
  - b. If the first significant non-stop word is a number or symbol, the name for the number or symbol is spelled out for purposes of creating the Cutter.
7. If names or titles change, Cutters or codes will be changed to reflect current names.

## STOP WORDS

1. For purposes of the classification scheme, stop words are words that:
  - a. Occur so frequently in the names of agencies and academic institutions, or in titles of official Louisiana publications (*e.g.*, Louisiana, Report, State), that to create unique Cutters based on them would be impractical; or
  - b. Provide little useful content information or differentiation as compared to other words in the title or name (*e.g.*, *How to get the-critical medicine you need* would be Cuttered on critical, *What to expect in a medical special needs shelter* would be Cuttered on expect).
2. Words that are ordinarily considered to be stop words are used for Cuttering in some instances (*e.g.*, if a title consists only of stop words or they are key parts of the title, as in the core collection title State and Local Government: An Overview).
3. The table of stop words will be updated as needed.

## GENERAL PUNCTUATION AND FORMATTING

1. The colon marks the end of the unchanging number stem (*i.e.*, the topic/category prefix, author code, and title Cutter or equivalent):
  - a. There is no space between the title Cutter or equivalent and the colon; but
  - b. There is a space following the colon, before the date/issue information.
2. It is recommended that document numbers be written vertically on physical items (*e.g.*, like general classification numbers on spine labels), with each element on its own line:
  - a. If desired, the top-level author and the subordinate unit identifiers may be separated by a line break.
  - b. This vertical format:
    - i. facilitates shelf reading;
    - ii. appears familiar to patrons and library staff; and
    - iii. eliminates the need for libraries to purchase separate label stock and maintain separate procedures and/or printers for producing document labels.
3. When document numbers are written horizontally (*e.g.*, in the 086 tag) components (*i.e.*, subject, agency, title, and date/issue) are separated by spaces.
4. Date and issue information is omitted from the MARC 086 tag for serials, just as they were in the old LaDoc numbers; the entry in the 086 ends with the colon which follows the title Cutter or equivalent. Examples of actual document numbers as they appear in the 086 and on a spine label are provided in the appendices.

## SERIAL PATTERNS AND ISSUE INFORMATION

The purposes of the serial patterns are to uniquely identify each item and maintain chronological and/or numerical order of volumes and issues for a given serial publication.

1. When issues have both volume and date designations, generally the volume numbers are used instead of month and date information.
  - a. Exception: If the numbering is problematic (*i.e.*, frequently wrong, as is commonly the case with student publications), the month and day if available is used instead of the numeric labels.
2. If volume and number or issue information is given in Roman numerals:
  - a. Generally Roman numerals are converted to Arabic numerals
  - b. Exception: When volumes are issued as titles and parts (*e.g.*, the *Louisiana Administrative Code*, with titles designated by Arabic numbers, parts by Roman numerals) which repeat (*e.g.*, new volumes supersede previous issues with the same designations), the title and part designations as provided are used.
3. If applicable and needed, standard abbreviations or qualifiers (*e.g.*, rev., app., Viet.) as listed in the appendices are added following the last element of date/issue information. The qualifying information is placed in parentheses (*e.g.*, "2013 (Viet.)").
4. Note that some online systems do not display volumes and numbers in correct numerical order unless a zero is inserted before numerals 1-9; depending upon system parameters libraries may opt to enter serial volume or issue numbers 1-9 into the online system with leading zeros (*e.g.*, "v.01," "n.02").

See the appendices for examples of serial patterns.

# UNDERSTANDING NEW DOCUMENT NUMBERS

## SUBJECT PREFIX

The first component of the document number is an alphabetic subject prefix.

The subject classification of Louisiana document numbers is based on the BISAC subject heading list created and maintained by the Book Industry Study Group (BISG) Subject Codes Committee. The previous year's edition is freely available to everyone through the BISG website (*e.g.*, during 2014 the 2013 edition is posted, <https://www.bisg.org/complete-bisac-subject-headings-2013-edition>). The Recorder uses the latest free edition so that all depository librarians may access the list being used.

1. To create the subject prefix, the Recorder first selects a BISAC subject heading (known as bisacsh) and its corresponding 9-character code.
  - a. There may be more than one BISAC heading that describes some or all of the contents or nature of a given work (*e.g.*, the *Roster of officials of the State of Louisiana* relates to state government, so it could be described by a political science heading, but it can equally be regarded as a directory, a reference category).
  - b. The Recorder selects a BISAC subject heading that places the item where users and reference librarians are most likely to find it through online searching or look for it when browsing the shelf (*e.g.*, hunting regulations under SPORTS & RECREATION / Hunting; the *Roster of officials of the State of Louisiana* under REFERENCE / Directories).
2. Generally the assigned prefix will consist of the three letters from the 9-character code corresponding to the selected subject heading (*e.g.*, BUS from BUS068000, economic development).
3. As warranted (*e.g.*, by a large volume of publication or to facilitate grouping like items together) an extended prefix is used (*e.g.*, BUS-A for agribusiness); a list of extended prefixes with brief scope notes is found in the appendices.
4. Libraries are encouraged to add the BISAC subject heading and the corresponding BISAC 9-character code to the 650 and 084 tags in the MARC bibliographic record, following Library of Congress practice. See the "MARC Tags in the Bibliographic Record" section of this manual for more detailed information.

## AUTHOR CODES

If a publication is issued by multiple agencies, the top-level agency or the first listed agency if all are of the same level will be used as the author for purposes of generating the document number.

### X = MISCELLANEOUS

1. This category is used for publications issued by non-Louisiana government entities (*e.g.*, multi-state compacts, regional authorities) or other entities not otherwise accounted for.
2. The author code for each miscellaneous entity begins with the letter X, followed by a Cutter based on significant non-stop word(s) in the entity's name (*e.g.*, XS116 for Sabine River Compact Administration).

### Y = BOARDS AND COMMISSIONS AND SIMILAR ENTITIES

1. Author codes for boards, commissions, advisory councils, task forces, public corporations, ports, retirement systems, and similar entities (boards, for short) begin with the letter Y, followed by a Cutter based on significant non-stop word(s) in the entity's name (*e.g.*, YB7889 for Louisiana State Boxing and Wrestling Commission).
  - a. Exception: the Board of Elementary and Secondary Education is a statewide elected board that is over the Dept. of Education and it has its own acronym (BESE)
  - b. Exception: the Board of Regents is over the university and college systems in Louisiana and has its own acronym beginning with the letter Z (ZBOR), corresponding to the acronyms for academic institutions.
  - c. Exception: When the board is known by its acronym (*e.g.*, LASERS) it will be Cuttered on the acronym.
2. The author codes for boards do not attempt to convey any information regarding possible organizational relationships with departments or branches of government. (Many operate entirely independently and/or have relationships to multiple agencies.)
3. Note: Museums associated with the Department of Culture, Recreation, and Tourism (CRT) or the Secretary of State (S) are Cuttered as subordinate agencies even if they have governing or oversight boards (*e.g.*, Tioga Heritage Park

and Museum under the supervision of the Secretary of State, "S T594"; Louisiana State Museum Patterson under the supervision of CRT, "CRT P3171").

4. Foundations for academic institutions (*e.g.*, McNeese Foundation) are Cuttered on foundation followed by the institution name (*e.g.*, "Foundation, LSU," YF77123; "Foundation, LSUS," YF77125), adjusted as needed to sort alphabetically.

## Z = ACADEMIC INSTITUTIONS

1. Author codes for all publicly-funded academic institutions, the Board of Regents, and academic system offices (academic institutions, for short) begin with the letter Z, followed by an acronym based on the name of the institution (*e.g.*, ZBOR for Board of Regents, ZLCTCS for Louisiana Community and Technical College System, ZLSU for Louisiana State University).
2. There is no distinction in author codes based on academic system or level (*i.e.*, four-year and two-year institutions from all systems interfile alphabetically).
3. For publications issued by subordinate units within an academic institution (*e.g.*, colleges, departments, institutes), a Cutter based on the first significant non-stop word(s) in the subordinate unit's name is added following the institution's acronym (*e.g.*, ZLSU B6156, Dept. of Biological Sciences at LSU, Cuttered on Biological; ZLSU M2879, LSU Manship School of Mass Communication).
  - a. Exception: when the subordinate unit is known by its acronym (*e.g.*, LUMCON), the Cutter is based on the acronym. (Often the full names consist largely of stop words, so the acronym is more useful, in any event.)
  - b. No intervening hierarchy is reflected in the author codes.

## AGENCIES

1. Author codes for all major ("top-level") departments or divisions in state government (*e.g.*, Office of the Governor, Dept. of Agriculture and Forestry, Legislative Branch) consist of an acronym based on all significant non-stop words in the name (*e.g.*, G, Office of the Governor; AF, Dept. of Agriculture and Forestry; LB, Legislative Branch).
  - a. Exception: the acronym for the Board of Elementary and Secondary Education is BESE, rather than ESE (*i.e.*, retaining the usual stop word "board") because it is so widely known and referred to by the acronym.
2. Generally, the acronym for the top-level department is used for publications issued by the head of the agency (*e.g.*, J for Dept. of Justice and for publications issued by the Attorney General).
  - a. Exception: the acronym LG is used for publications issued by the Lt. Governor or his office, distinguished from publications issued by the Department of Culture, Recreation, and Tourism (CRT), headed by the Lt. Governor.
3. Generally, for publications issued by subordinate units, add a Cutter following the agency acronym based on the first significant non-stop word(s) in the subordinate unit's name (*e.g.*, HH E59, Center for Environmental Health, under Dept. of Health and Hospitals, Office of Public Health).
  - a. Exception: when the subordinate unit is most commonly referred to by its acronym, the Cutter is based on the acronym (*e.g.*, Cutter on LTRC, rather than Louisiana Transportation Research Center).
  - b. Exception: if there are very few publications issued by the agency overall, or very few by subordinate agencies, place all publications under the top-level author code.
  - c. No intervening hierarchy will be reflected in the codes.

## TITLE INFORMATION

1. Monographic and serial titles generally are Cuttered based on the first significant non-stop word(s) in the title.
  - a. Exception: if a title begins with the name of the issuing agency or institution (even if some of the words are not stop words), the general practice is to skip the name (which is reflected in the author code) to Cutter on the next significant non-stop word(s) (*e.g.*, *Edith Garland Dupre Library Year in Review*).
  - b. Exception: for numbered reports or publications the number is used in lieu of a title Cutter (*e.g.*, for LSU AgCenter's *Louisiana Summary*, use Pub.2382 for the title information).
  - c. Exception: for Dept. of Transportation and Development environmental impact statements and similar publications, Dept. of Natural Resources plans, reports, and similar publications, and similar publications from other agencies relating to one or more parishes the numerical code for the relevant parish(es) following "Par." is/are used in lieu of a title Cutter (*e.g.*, Par.21, Par.18-22-35).

- i. All parishes are numbered in alphabetical order from 1-64 by the Dept. of Transportation and Development; see the appendices for the ordered list.
    - ii. If the publication involves multiple parishes, the parish numbers (in numerical order) are separated by dashes (*e.g.*, Par.18-22-35) to clearly distinguish them from the date information immediately following.
  - d. Exception: if any publication relating to a specific numbered state project cannot reasonably be Cuttered on the title, and the parish numbering scheme does not apply, the state project number is used in lieu of a title Cutter.
  - e. Exception: health consultations issued by the Dept. of Health and Hospitals relating to facilities or products of a particularly company or entity are Cuttered on the name of the company or entity being assessed (*e.g.*, *Health consultation: review of biota data: a review of crayfish samples, Marion Pressure Treating Company, Marion, Union Parish, Louisiana*, Cutter on Marion Pressure Treating Company, M341).
  - f. Exception: legal papers beginning with words indicating the type of document (*e.g.*, “Final Settlement Agreement ...”) are Cuttered on the name of the place, party, or entity involved (*e.g.*, “Settlement Agreement: **Mosquito Bay** ...”, LAW PSC O395 **M912**:) so that related documents for the same case shelf/sort together.
2. Cover titles of sports media and fan guides tend to vary from year to year and academic institutions seem to be especially inconsistent with guides relating to women’s sports (*e.g.*, “LSU Basketball, Lady Tigers” vs. “LSU Women’s Basketball”).
- a. To keep variations of the same publication together, title Cutters for sports media guides will reflect the team’s gender (*e.g.*, for basketball media guides issued by LSU’s Office of Sports Information, SPO-BK ZLSU S7648 M548: for men’s basketball, SPO-BK ZLSU S7648 W87262: for women’s basketball).
  - b. Even if a sport currently is limited to a single gender at a given institution (*e.g.*, baseball, volleyball, softball), the same Cuttering principle will apply because participation in the sport may grow to include both genders in the future (*e.g.*, volleyball is now a men’s Olympic sport and may be introduced as a men’s sport within Louisiana academic institutions at some point).
  - c. If a sports publications covers both men’s and women’s teams, Cutter on the name of the sport.

## DATE/ISSUE INFORMATION

1. If available and to the extent needed, issue and/or date information is added following document number stem (*i.e.*, following the colon).
2. Slashes are used within issue/date information to separate elements (*e.g.*, v.1/no.2).
3. When needed, dates are entered in the format YYYY/MM/DD (*e.g.*, March 2014 as 2014/03, January 15, 2014 is written as 2014/01/15).
4. Dashes indicate a range within an element (*e.g.*, 2012-13 for 2012 through 2013, or 2013/06/7-9 for June 7<sup>th</sup> through June 9<sup>th</sup>).
5. For monographs, default to the shortest date sufficient to differentiate the title from other titles:
  - a. for the first monograph with a given stem, add the year (*e.g.*, 2014);
  - b. if a second monograph with the same stem is issued in the same year, add the month (*e.g.*, 2014/01);
  - c. if a third monograph with the same stem is added in the same year and month, add the date (*e.g.*, 2014/01/15).
  - d. In the highly unlikely event that more than one monograph with the same stem is issued on the same date, use letters of the alphabet to distinguish subsequent publications (*e.g.*, 2014/01/15, 2014/01/15a, 2014/01/15b).
6. For serials, patterns for adding issue information are found in the appendices. Generally:
  - a. Separate year from volume and number information (*i.e.*, v.1/no.2 2013).
  - b. Put year first when:
    - i. volumes otherwise would not sort chronologically on shelf (*e.g.*, 2012/summer, 2012/winter, 2013/spring, 2013/winter);
    - ii. volume or issue numbers start over each year (*e.g.*, 2013 v.1, 2013 v.2, 2014 v.1).
  - c. If a serial has both an edition year or date and a publication date, use the edition year or date (*e.g.*, a 2014 edition has a publication date of March 3, 2015, use “2014”).

7. If applicable, additional information may be entered following the date or volume information in abbreviated form in parentheses (*e.g.*, “(rev.)” for revised); see appendices for standard abbreviations.

## LIBRARY PROCEDURES

### SHELF READING

The Louisiana document numbers are to be read and arranged on the shelf as follows:

1. Read the number line by line (or component by component, if horizontal);
2. Letters are to be read in alphabetical order (*e.g.*, A before AF, CRT before E, TEC before TEC-H);
3. Numbers in Cutters for subordinate authors and titles are to be read as decimal numbers; and
4. Ordinal numbers (*e.g.*, numbers relating to reports, volumes, or issues) and dates are to be read as whole numbers.

For examples of complete document numbers in shelf order, see the appendices.

### MARC TAGS IN THE BIBLIOGRAPHIC RECORD

- A. For each document on the monthly shipping lists, the Recorder provides the 9-character BISAC code which corresponds to the subject heading which is the basis for the subject prefix in the document number (*e.g.*, for inmate publication *Straight Low Magazine*, document number SOC PSC D6212 S8964; BISAC code SOC03000 corresponds to subject heading SOCIAL SCIENCE / Penology) .

- B. Enter the 9-character BISAC code into the MARC 084 tag, *e.g.*, for *Straight Low Magazine*:

```
084 ____ |a SOC03000 |2 bisacsh
```

*Note that some integrated library systems may need to be configured to permit use of the 084.*

- C. Enter the new document number in the 086 tag, with |2 ladocs, *e.g.*:

```
086 ____ |a SOC PSC D6212 S8964: |2 ladocs
```

- a. For serials, enter only the stem (*i.e.*, the persistent number, up through the title Cutter or equivalent), including the colon (just as the number in the 086 ended with a slash in the old LaDoc numbers); date/issue information for serials is reflected in call numbers for individual items.
- b. For monographs, enter the complete number, including date (*e.g.*, |a TEC-R TD L9259 Rep.503: 2014 |2 ladocs) in the 086 (just as with the old LaDocs).
- c. If there is an old LaDoc number in the record, it is moved into |z (“invalid number”) of the 086, *e.g.*:

```
086 ____ |a SOC PSC D6212 S8964: |2 ladocs
```

```
086 ____ |z I 83.7: |2 ladocs
```

Alternatively, the old and new document numbers may be placed in a single 086, *e.g.*:

```
086 ____ |a SOC PSC D6212 S8964: |z I 83.7: |2 ladocs
```

- D. The BISAC subject heading is entered in a 650 tag, using “bisacsh” in the |2 (“source of heading or term”), *e.g.*, for *Straight Low Magazine*:

```
650 __7 |a SOCIAL SCIENCE / Penology |2 bisacsh
```

*Note that some integrated library systems may need to be configured to permit use of the |7 indicator in the 650 tag.*

For further guidance, refer to standard documentation regarding cataloging practices (*e.g.*, OCLC Bibliographic Formats and Standards, <http://www.oclc.org/bibformats/en.html>).

## APPENDICES

### A. SUBJECT CATALOGING GUIDELINES

The following guidelines inform the subject classification of certain categories of documents.

1. Assign minutes or official proceedings of boards, commissions, or other units the same subject heading that is assigned to the primary work of the agency (*e.g.*, the Board of Cosmetology minutes are placed under HEA003000, HEALTH & FITNESS / Beauty & Grooming).
2. Publications of laws and regulations by boards, commissions, or other units are assigned a LAW heading related to the subject area (*e.g.*, *Louisiana Board of Pharmacy Bulletin*, containing laws and regulations relating to the profession and practice of pharmacy, is assigned LAW / Medical Law & Legislation).
3. Government regulation of utilities is placed under BUS079000, BUSINESS & ECONOMICS / Government & Business (*e.g.*, the *PSC Official Bulletin*).

## B. LIST OF STOP WORDS

Stop words will be skipped when creating Cutter numbers for subordinate agencies or titles, unless they fall within the noted exceptions or the title consists solely of stop words. Certain parts of speech (*e.g.*, initial articles, prepositions) will generally be treated as stop words even if not specifically listed in this appendix. This list is not intended to be exhaustive.

If a title begins with the name of the issuing body, the name of the issuing body will be treated like a stop word unless there are no other non-stop words in the title.

Stop Words	Exceptions
Annual	
Be	
Board	
By	
Can	as first word of title which asks a question
Center	
Commission	
Department	
Developing	
Do	
Draft	
Evaluation	
Examiners	
Final	
Fiscal Year	
For	
Get	
Guide	
Handbook	
Hearing	
Highway	
How	
Impact	
Implementation	
Improve	
Improvement	
Improving	
In	
Investigation	
Louisiana	
Manual	
Meeting	
Minutes	
Not	
Office	
Official	
Open	
Plan	
Proceedings	

Program	
Project	
Public	
Quality	
Regular	
Report	
Research	
Review	
State	<i>State and Local Government in Louisiana : An Overview</i>
Statement	
Statewide	
Status	
Summary	
To	
What	
When	
Which	
You	
Your	

### C. TABLE OF EXTENDED PREFIXES AND THEIR USES

The subject component of document numbers are based on the BISAC subject headings and corresponding three-letter BISAC code prefixes found on the Book Industry Study Group (BISG) website, <https://www.bisg.org/>. As needed, the BISAC prefixes will be extended by the addition of one or more letters to provide for easy subdivision within broad subject categories in lieu of using the full nine-character BISAC codes. The extended prefixes correspond to BISACSH subdivisions and any further subdivisions of that subject, unless a subdivision is specifically listed with its own extended prefix. (For example, in addition to a general heading for baseball, there are also BISACSH subdivisions for baseball essays and writings, history, and statistics, all of which would appear under SPO-BB).

<b>Prefix</b>	<b>Scope Note</b>
BMS	Body, mind, spirit (use instead of OCC, "occult")
BUS-A	Agribusiness
BUS-E	Energy industries
BUS-I	Insurance
BUS-NP	Nonprofit Organizations and Charities (includes educational foundations)
BUS-RS	Retirement planning (includes state retirement systems)
EDU-I	Educational organizations and institutions (includes information about the institution and its academic ceremonies)
EDU-SL	Student life and student affairs (includes student newspapers)
HEA-CH	Children's health (works for adults about, distinguished from JNF and YAN)
MED-RA	Health risk assessments
MED-V	Veterinary medicine
REF-C	Catalogs (including college and university catalogs)
REF-Y	Yearbooks and annuals
SOC-C	Criminology
SOC-P	Penology
SOC-R	Social science research
SPO-BB	Baseball
SPO-BK	Basketball
SPO-BW	Bowling
SPO-BX	Boxing
SPO-CC	Cross country
SPO-F	Football
SPO-G	Golf
SPO-GY	Gymnastics
SPO-RG	Rugby
SPO-RJ	Running and jogging (includes cross country)
SPO-RO	Rodeo
SPO-S	Soccer
SPO-SD	Swimming and diving
SPO-SF	Softball
SPO-T	Tennis
SPO-TF	Track and field
SPO-V	Volleyball
SPO-WA	Water sports
SPO-WR	Wrestling
TEC-A	Agriculture (for farmers and agronomists)
TEC-ENV	Environmental technology
TEC-FL	Flood control
TEC-FSH	Fisheries and aquaculture
TEC-H	Highway and traffic (includes environmental impact reports and related publications)
TEC-R	Technology and engineering research
X	Non-classifiable

#### D. PARTIAL LIST OF TOP-LEVEL AUTHOR CODES

This list includes codes for branches of government, executive branch departments, and academic institutions. It does not include the approximately 250 boards and commissions, special district governments (*e.g.*, levee districts), public corporations, and other entities that are identified by Cutter numbers beginning with “Y”.

<b>Code</b>	<b>Issuing Body</b>
A	Administration, Division of
AF	Agriculture and Forestry, Dept. of
BESE	Board of Elementary and Secondary Education
CFS	Children and Family Services, Dept. of
CRT	Culture, Recreation, and Tourism, Dept. of
CS	Civil Service, Dept. of State
E	Education, Dept. of
ED	Economic Development, Dept. of
EQ	Environmental Quality, Dept. of
G	Governor, Office of the
HH	Health and Hospitals, Dept. of
I	Insurance, Dept. of
J	Justice Department, Dept. of
JB	Judicial Branch
LB	Legislative Branch
LG	Lieutenant Governor, Office of
NR	Natural Resources, Dept. of
PS	Public Service Commission
PSC	Public Safety and Corrections, Dept. of
R	Revenue, Dept. of
S	State, Dept. of
T	Treasury, Dept. of
TD	Transportation and Development, Dept. of
VA	Veterans Affairs, Dept. of
W	Workforce Commission, Louisiana
WF	Wildlife and Fisheries, Dept. of
ZBOR	Board of Regents
ZBPC	Bossier Parish Community College
ZBRC	Baton Rouge Community College
ZCLTC	Central Louisiana Technical Community College
ZDGC	Delgado Community College
ZDTC	Louisiana Delta Community College
ZFTC	Fletcher Technical Community College
ZGS	Grambling State University
ZLCTCS	Louisiana Community and Technical College System
ZLSU	LSU
ZLSUA	LSU Alexandria
ZLSU-AC	LSU AgCenter

ZLSUE	LSU Eunice
ZLSU-HCS	LSU Health Care Services Division
ZLSU-HNO	LSU Health Sciences Center New Orleans
ZLSU-HS	LSU Health Sciences Center Shreveport
ZLSU-LC	LSU Law Center
ZLSU-PBR	LSU Pennington Biomedical Research Center
ZLSUS	LSU Shreveport
ZLSU-SYS	LSU System
ZLT	Louisiana Tech University
ZMS	McNeese State University
ZNC	Nunez Community College
ZNS	Nicholls State University
ZNTC	Northshore Technical Community College
ZNWLT	Northwest Louisiana Technical College
ZNWS	Northwestern State University
ZRPC	River Parishes Community College
ZSCLT	South Central Louisiana Technical College
ZSEL	Southeastern Louisiana University
ZSLC	South Louisiana Community College
ZSU	Southern University
ZSU-AC	Southern University AgCenter
ZSU-LC	Southern University Law Center
ZSUNO	Southern University New Orleans
ZSUS	Southern University Shreveport
ZSU-SYS	Southern System
ZSWLTC	SOWELA
ZULL	University of Louisiana Lafayette
ZULM	University of Louisiana Monroe
ZUL-SYS	University of Louisiana System
ZUNO	University of New Orleans

E. LIST OF PARISHES

Parish Name	Parish Number	Parish Name	Parish Number
Acadia	1	Madison	33
Allen	2	Morehouse	34
Ascension	3	Natchitoches	35
Assumption	4	Orleans	36
Avoyelles	5	Ouachita	37
Beauregard	6	Plaquemines	38
Bienville	7	Pointe Coupee	39
Bossier	8	Rapides	40
Caddo	9	Red River	41
Calcasieu	10	Richland	42
Caldwell	11	Sabine	43
Cameron	12	St. Bernard	44
Catahoula	13	St. Charles	45
Claiborne	14	St. Helena	46
Concordia	15	St. James	47
DeSoto	16	St. John	48
East Baton Rouge	17	St. Landry	49
East Carroll	18	St. Martin	50
East Feliciana	19	St. Mary	51
Evangeline	20	St. Tammany	52
Franklin	21	Tangipahoa	53
Grant	22	Tensas	54
Iberia	23	Terrebonne	55
Iberville	24	Union	56
Jackson	25	Vermilion	57
Jefferson	26	Vernon	58
Jefferson Davis	27	Washington	59
Lafayette	28	Webster	60
Lafourche	29	West Baton Rouge	61
LaSalle	30	West Carroll	62
Lincoln	31	West Feliciana	63
Livingston	32	Winn	64

## F. PATTERNS FOR SERIAL ISSUE INFORMATION

The standard punctuation within serial patterns is the slash (*i.e.*, “/”), without spaces (before or after) as the divider between elements (*e.g.*, “v.1/n.1,” “2014/01”), in order to clearly group all related information (*i.e.*, all volume and issue information, all date information). If preferred, a single space may be used instead of the slash to separate volume and issue or title and part information (*e.g.*, “v.1 n.1,” “T.25 Pt.X”).

Online systems may force a space between volume and issue. If so, the slash may be dispensed with as redundant.

Pattern	When to Use	Examples
# ed. YYYY	Volumes are numbered by edition and year	104th ed. 2015
# ed. YYYY-YY	Volumes are numbered by edition and range of years	19th ed. 2014-15
i.# YYYY	Issue numbers are continuous from year to year	i.77 2015
n.# YYYY	Numbers are continuous from year to year	n.275 2014
n.#/i.# YYYY	Volumes are identified by number, issue, and year	n.1/i.1 2014
Proj.# YYYY	Items are identified by project number and year	Proj.ME-01 2013
Proj.# YYYY/MM	Items are identified by project number, year, and month	Proj.BA-36 2014/02
Proj.# YYYY-YY	Items are identified by project number and range of years	Proj.CS-22 2012-13
Pub.# YYYY	Items are identified by publication number and date	Pub.2583 1995/05
Rep.# YYYY	Items are identified by report number and date	Rep.527 2015
T.# YYYY	Volumes are identified by title and year	T.70 2013
T.#/Pt.# YYYY	Volumes are identified by title, part, and year	T.33/Pt.III 2013
v.# YYYY	Volume numbers are continuous from year to year	v.1 2014
v.# YYYY/sess.#	Legislative materials, compiled	v.1 2013/reg.39
v.#/i.# YYYY	Volume numbers are continuous from year to year	v.1/i.1 2014
v.#/n.# YYYY	Volume numbers are continuous from year to year	v.1/n.1 2014
YYYY	Volumes are issued annually	2014
YYYY v.#	Volume numbers start over each year	2014 v.1
YYYY v.#/i.#	Volume numbers start over each year	2014 v.1/i.1
YYYY v.#/n.#	Volume numbers start over each year	2014 v.1/n.1
YYYY/MM	Volumes are numbered by year and month	2014/01
YYYY/MM/DD	Volumes are numbered by year, month, and date	2014/01/10
YYYY/MM-MM	Volumes are numbered by year and a range of months	2014/01-03
YYYY/MM-YYYY/MM	Volumes are numbered by a range of months which extend from one year to another	2009/10-2010/03
YYYY/Q#	Volumes are numbered by year and quarter	2014/Q1
YYYY/season	Volumes are numbered by year and season	2014/spring
YYYY/sess./n.#	Volumes are numbered by year, legislative session, and number	2014/reg./n.1
YYYY-YY	Volumes are numbered by a range of years or by a fiscal or academic year	2013-14
YYYY-YY/Q#	Volumes are numbered by fiscal year then by quarters	2013-14/Q1

## G. STANDARD ABBREVIATIONS

Standard abbreviations should be used as needed in title and date/issue information (*e.g.*, “Rep.,” “Pt.,” “Q”).

Abbreviations for additional qualifiers following the date/issue information are placed within parentheses. (*e.g.*, “(app.),” “(rev.)”).

Write seasons out in full in lowercase (*e.g.*, summer). Foreign languages are abbreviated to four letters, followed by a period (*e.g.*, “(Fren.),” “(Span.)”).

Abbreviation	Term
app.	appendix
Bk.	Book ( <i>e.g.</i> , “Bk.2”)
Bull.	Bulletin number ( <i>e.g.</i> , “Bull.2382”)
Dist.	District
ed.	edition
i.	issue
n.	number
Proj.	project number
Pt.	Part ( <i>e.g.</i> , “Pt.IX”)
Pub.	Publication ( <i>e.g.</i> , “Pub.2382”)
Q	quarter
Rep.	Report ( <i>e.g.</i> , “Rep.495”)
rev.	revised
summ.	summary
suppl.	supplement
T.	Title ( <i>e.g.</i> , “T.46”)
v.	volume

## H. SAMPLE NUMBERS IN 086 AND ON SPINE LABELS IN SHELF ORDER

The following titles are sorted in shelf order by document number. Note that the numbers for serials omit the date/issue information described by the serial pattern from the 086 tag of the MARC record; the date is included for monographs. (For explanation of the serial patterns, see the appendix on serial patterns.)

Title	086	Serial Pattern	Spine Label
<i>Official Bulletin</i>	BUS PS B936:	n.# YYYY	BUS PS B936: n.1058 2014
<i>Louisiana Energy Facts Annual</i>	BUS-E NR T2557 E56735:	YYYY	BUS-E NR T2557 E56735: 2015
<i>Exchange : Louisiana Lottery Retailer Newsletter</i>	GAM YL884 E9621:	YYYY/MM-MM	GAM YL884 E9621: 2016/09-10
<i>De Novo</i>	LAN JB L4159 D413:	v.#/i.# YYYY	LAN JB L4159 D413: v.13/i.3 2016
<i>Louisiana Administrative Code. Title 33, Environmental Quality, Part I, Office of the Secretary</i>	LAW A R3371 A2384:	T.#/Pt.# YYYY	LAW A R3371 A2384: T.33/Pt.I 2016
<i>Louisiana Register</i>	LAW A R3371 R3371:	v.#/n.# YYYY	LAW A R3371 R3371: v.42/n.10 2016
<i>Louisiana State Budget</i>	POL A P7123 B9276:	YYYY-YY	POL A P7123 B9276: 2016-17
<i>Louisiana Comprehensive Annual Financial Report for the Fiscal Year ended ...</i>	POL A S79764 C73784:	YYYY	POL A S79764 C73784: 2015
<i>Louisiana popular annual financial report for the fiscal year ended ...</i>	POL A S79764 P8313:	YYYY	POL A S79764 P8313: 2015
<i>Louisiana State Government Telephone Directory</i>	REF A T2673 G7212:	YYYY	REF A T2673 G7212: 2016

<i>Louisiana Driver's Guide for Classes "D" and "E"</i>	REF PSC M9192 D782:	YYYY	REF PSC M9192 D782: 2013
<i>Angolite</i>	SOC-P PSC P411 A592:	v.#/n.# YYYY	SOC-P PSC P411 A592: v.40/n.5-6 2015
<i>Public Hearing Record : Environmental Assessment Red River Bridge at Jimmie Davis Highway ...</i>	TEC-H TD Par.08-09: 2015	[MONOGRAPH]	TEC-H TD Par.08-09: 2015
<i>Improvements to Highway Guardrail Assemblies</i>	TEC-R TD L9259 Rep.14-1TIRE: 2016	[MONOGRAPH]	TEC-R TD L9259 Rep.14-1TIRE: 2016

## END NOTES

---

- <sup>1</sup> Moore, Grace G., *Louisiana State Documents Depository Manual* (Baton Rouge, LA: Recorder of Documents, Louisiana State Library, 1991), 27.
- <sup>2</sup> Tilger, Ellen R., "Louisiana Documents: They're Free—and Easy," *The Bulletin of the Louisiana Library Association* 20, no.3 (Summer 1957): 123-126.
- <sup>3</sup> *Public Documents of Louisiana* (Baton Rouge, LA: Secretary of State, March 31, 1965): 1.
- <sup>4</sup> *Public Documents of Louisiana* (April 30, 1965): 1; (May 31, 1965): 1; (June 30, 1965): 1.
- <sup>5</sup> *Public Documents of Louisiana* (October 31, 1965): 1. The LLA Documents Committee ceased to exist in 1984 when it was effectively replaced by the establishment of the Government Documents Round Table section. Alma Dawson and Florence M. Jumonville, *A History of the Louisiana Library Association, 1925-2000* (Baton Rouge, LA: Louisiana Library Association, 2003), 229.
- <sup>6</sup> *Public Documents* 34 (January-June 1965), v. At that time the Office of the Recorder of Documents was under the Secretary of State.
- <sup>7</sup> The State Library of Louisiana, one of the historical depositories, began shelving its previously unclassified Louisiana documents by LaDoc numbers in 1985; the State Library continues to interfile many of its documents in general collections using Dewey decimal classification to this date. Moore, *Louisiana State Documents Depository Manual*, 29.
- <sup>8</sup> Moore, *Louisiana State Documents Depository Manual*, 27.
- <sup>9</sup> Louisiana Library Association, Documents Committee, *Distribution, Documents, Depositories* ([Shreveport, LA]: LLA, 1972), 23.
- <sup>10</sup> Tilger, "Louisiana Documents," 124.
- <sup>11</sup> Documents Committee, *Distribution, Documents, Depositories*, 24.
- <sup>12</sup> Louisiana House of Representatives, House Legislative Services, *State and Local Government in Louisiana : An Overview* (Baton Rouge, LA: House Legislative Services, 2011), 1C-1.