

## Endeca Classification Browse—Cataloguing Policy

Browsing by LC and NLM classification number will be much more prominent in Endeca than it has been in Morris. In order for our e-resources and other “non-LC stacks” materials—such as CDs, the CODOC collection, and pre-1800 books—to be included in these results, there must be at least one call number in the bib record.

Endeca will look for the following fields in a bib record. Only the ‡a will be used; the ‡b will be ignored.

- 037 [HSL only. The prefix to the number (such as HSSR) will be ignored.]
- 050
- 055
- 060

Because classification numbers in the bib record are used only in searching, there can be more than one number associated with a title. The record could include both F1015 and FC74, for example. **It is not necessary to delete multiple call numbers found in a bib record.**

For physical resources that require a shelving location, continue to assign an appropriate call number in the copy and item records.

### Cataloguing Procedures

- When loading a record from OCLC or another source, verify that there is at least one LC-format classification number in the record. Only the ‡a is required and may be in any of the fields listed above.
  - Change field 090 to 050\_4  
*(Karen will modify the “ulbib1” loader to automatically change 090s to 050s on import. This will eliminate the need to manually change the tags for call numbers found in many OCLC records.)*
  - Delete field 055 if other than an LC format call number
- For original cataloguing and copy cataloguing with no call number in the bib record, assign an appropriate class number. Sources of class numbers: search MORRIS for the primary subject heading; check for field 053 in the subject heading’s authority record; try the subject heading browse in ClassWeb.
  - Apply the same classification policies used for print resources (e.g. Canadian history in FC not F1000).
  - Use field 050\_4 for LC classification numbers; 055\_4 for NLC classification numbers
    - There should be no spaces between elements of the ‡a:  
LB2331 not LB 2331  
LC5256.044 not LC 5256 .044
  - No main entry Cutter is necessary for classification numbers in the bib record (i.e., no ‡b).
- Continue to leave call number fields blank in copy and item records for e-resources. This prevents the number from appearing in the public catalogue as a shelving location.
- For free e-resources, e-maintenance imports records from OCLC when available. (OCLC can be searched by URL, which may be helpful for these resources.)
  - If no classification number is included in the record, e-maintenance will add one based on subject headings or topic of the resource using the coding guidelines above.
  - Refer any class number problems to Wade.

*This document reflects UL policy as of the December 12, 2006, Cataloguing Standards Committee meeting. It may be revised or specific types of materials excluded in response to user needs and operational requirements.*