NEW LOUISIANA DOCUMENTS CLASSIFICATION AND YOU!!

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Agenda

- Introductions
- Overview of new document classification system
- Technical systems issues
- Implementation in practice
- Q & A
Overview of New Classification

Karen Cook
Fundamental Principles:

- Retain principles that each number:
  - Identify the document uniquely
  - Work effectively for shelving
- Scheme needs to be simple, extensible, consistent, and patron- and reference-librarian friendly
- Primary organization by subject/topic
- Secondary organization by issuing agency
Conceptual Structure of New Numbers:

- Document number stem
  1. Subject prefix (from BISAC subject headings)
  2. Issuing Agency / academic institution designator
  3. Title designator (Cutter or standard #)
  4. Colon marks the end of the stem

- Issue / Date Information

Subject Prefix: BUS
Author Code: PS
Title Cutter: B936:
n.1063
Issue / Date Information: 2014
Examples of bisacsh in LOC records:

084 __ |a TRA009000 |a HIS036010 |2 bisacsh
245 14 |a The race underground : |b Boston, New York, and the incredible rivalry that built America’s first subway / |c Doug Most.
650 __7 |a TRANSPORTATION / Public Transportation. |2 bisacsh
650 __7 |a HISTORY / United States / State & Local / General. |2 bisacsh

084 __ |a POL000000 |2 bisacsh
245 02 |a A century of constitutional reform / |c edited by Philip Norton
650 __7 |a POLITICAL SCIENCE / General |2 bisacsh.

084 __ |a SCI055000 |a SCI077000 |a TEC021000 |2 bisacsh
245 00 |a 100 years of superconductivity / |c edited by Horst Rogalla and Peter H. Kes.
650 __7 |a SCIENCE / Physics |2 bisacsh.
650 __7 |a SCIENCE / Solid State Physics |2 bisacsh.
650 __7 |a TECHNOLOGY & ENGINEERING / Material Science |2 bisacsh.
Overall principles:

- Begin with top-level agency or academic institution acronym (e.g., AF, CFS, R, S; academics start with Z)
- Add Cutter for issuing unit following acronym for top-level department/division or academic institution
- Ignore any intervening layers of hierarchy

Miscellaneous: X[Cutter on name]

Boards & Commissions: Y[Cutter on name]
OCLC Cutter app

- Quick and easy to use
- Consistent
- Free and accessible for everyone at http://www.oclc.org/support/services/dewey/program.en.html
On the libraries’ end…

- Cataloging:
  - Essential:
    - Add new numbers to 086 |a
    - Move old LaDoc numbers to 086 |z (“invalid”)
  - If shelving by new numbers:
    - start new section
    - can’t interfile with old LaDoc!
  - Recommended:
    - Add selected subject heading to 650, and
    - Add corresponding subject code to 084

- No need to reclassify old materials!
Technical Systems Issues

Mark Witteman
Classification policy

- Created with WorkFlows
- Configuration toolbar → Cataloging group → Classification wizard
- Create button. Recommend two distinct policies:
  - LADOC-M for monographs
  - LADOC-S for serials
- So the serials can sort “descending”...
  - Which means most recent issues first
- Other materials sort “ascending”...
  - Typical alpha-numeric order
LADOCS-M policy

- Toolbar
- Group
- Wizard
- Values

![Image of LADOCS-M policy configuration screen](image-url)
LADOCS-S policy

- Only the Description and Display are different
- Descending Display sorts most recent issues first
Why the sort matters

- Display of call numbers in e-Library

<table>
<thead>
<tr>
<th>Item Information</th>
<th>Official bulletin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Louisiana Public Service Commission.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government Information Department---4th floor</th>
<th>Holdings</th>
<th>Material</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSE 1.7:881</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--Louisiana Documents--4th floor</td>
</tr>
<tr>
<td>PSE 1.7:766-880</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--Louisiana Documents--4th floor</td>
</tr>
<tr>
<td>BUS PS B936 N.1069 2014 AUG 15</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--Louisiana Documents--4th floor</td>
</tr>
<tr>
<td>BUS PS B936 N.1068 2014 AUG 1</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--Louisiana Documents--4th floor</td>
</tr>
<tr>
<td>BUS PS B936 N.1066 2014 JULY 3</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--Louisiana Documents--4th floor</td>
</tr>
<tr>
<td>BUS PS B936 N.1061 2014</td>
<td>1</td>
<td>Govt. Info.</td>
<td>Govt. Info. Dept.--4th floor</td>
</tr>
</tbody>
</table>

FYI: these have class SUDOCSPER

Most recent issue number first
Sample from List Bibliography report

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
<th>Copy</th>
<th>ID</th>
<th>Library</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-I ZLSU M2879 A6156:2013</td>
<td>copy:1</td>
<td>id:36865351993948</td>
<td>library:LAMNDOCS</td>
<td>location:DOCSLACO</td>
<td></td>
</tr>
<tr>
<td>HEA YH6388 T764:2012</td>
<td>copy:1</td>
<td>id:36865358032121</td>
<td>library:LAMNDOCS</td>
<td>location:DOCSLACO</td>
<td></td>
</tr>
<tr>
<td>LAW A R3371 A2384:T.33/PT.1 2014/JUN</td>
<td>copy:1</td>
<td>id:36865358032110</td>
<td>library:LAMNDOCS</td>
<td>location:DOCSLACO</td>
<td></td>
</tr>
</tbody>
</table>
Set both to use:

- Classification = LADOCS-M
- Entry ID = 086
- Subfields = a
- Occurrence = First or Last (does not matter)
Implementation in Practice

Michael Sartori
Issues During Implementation:

Generally implementation has been painless, but there have been a few issues.

- Issues Retrieving Records from the State Library
- Moving the Colon
- New Spine Labels
Adjusting to the New Class Scheme:

While there are some issues adjusting to the new scheme, these are mainly ‘growing’ pains...

- Reading Spine Labels
- Issuing Agency
Workflows Tweak:

In the Item Search & Display wizard (any wizard that starts with an Item Search), select the "Set options for the Item Search" helper (the icon for it is binoculars and crossed tools).

From there, select the Call Number Browse tab and select LADOCSS-M.
NOTE: Each time you open a new wizard, the class scheme will revert back to your default. So, if a user most commonly searches for SUDOC or LADOCS-M materials, that user can set their default to that class scheme (your system administrator may need to do this).
Processing Documents, General Comments:

- Learning Curve – Don’t Panic!
- Process All Items Rather Than One Item At A Time
- Re-Classing old Titles
This is the procedure that McNeese uses to process documents using the new LA-Docs Classification Scheme:

1. Alphabetize all of the items in the shipment by Title.

2. Check In the materials against the shipping list. If there are any discrepancies, e.g. missing items or extra items, we inform the Recorder of Documents.

3. Make all spine labels and attach spine labels to documents.
4. Search the catalog for each title:
   a. If we have a record for the title, update the MARC holdings.
   b. If we do not have a record for the title and it is a new title, put the document aside and hold it until a MARC record is available from the State Library. These items are usually new items and indicated by a NEW on the shipping list.
   c. If we do not have a record for the title and it is not a new title, add the title to the catalog following our local procedure for adding items to the catalog.
5. **Modify the bibliographic record for each item:**

084 [The BISAC nine-character code], e.g.  
084 |a HEA021000 |2bisacsh

086 [The LA-Docs classification number], e.g.  
086 |a HEA YH6388 T764: |2ladocs  
086 |z PS 200.1:TR: |2ladocs

650 HEALTH & FITNESS / Safety

**NOTE:** The 084 and 086 information is contained on the shipping list, but the 650 information needs to be retrieved from BISAC Subject Heading List, 13th Edition [https://www.bisg.org/complete-bisac-subject-headings-2013-edition](https://www.bisg.org/complete-bisac-subject-headings-2013-edition)

In this example, search for HEA021000
6. Property Stamp documents. We have our GAs do this.

7. Shelve the documents. We have our GAs do this.
SEARCHING BISAC:

While searching for the corresponding BISAC heading(s) for the assigned number is not difficult, it is something that some people may not be familiar with, so I would like to go through the process quickly.

1. Open your preferred browser and navigate to the free BISAC heading site:

2. Take the number from the shipping list (084 tag) and enter it into the search box at the top of the page:
Complete BISAC Subject Headings, 2013 Edition

Begin the simple, two-step process for choosing your BISAC Subject Heading below. **Note:** If you need to download and incorporate this list into your databases and systems, [click here](http://example.com) to obtain an End Users' License Agreement. If you can't find the code you're looking for please go back and review other Major Subjects to find an alternate code or use our [Contact Form](http://example.com) to suggest revisions to the next version of the list.

**Step 1:** Determine the major heading which best describes the content of your book. Click on headings below for more specific headings within that category.
3. Click on the subject heading list entry:
4. Scroll down to the correct BISAC number:

- HEA015000 HEALTH & FITNESS / Men's Health
- HEA016000 HEALTH & FITNESS / Naturopathy
- HEA040000 HEALTH & FITNESS / Oral Health
- HEA036000 HEALTH & FITNESS / Pain Management
- HEA018000 HEALTH & FITNESS / Physical Impairments
- HEA041000 HEALTH & FITNESS / Pregnancy & Childbirth
- HEA020000 HEALTH & FITNESS / Reference
  - HEALTH & FITNESS / Reflexotherapy see Massage & Reflexotherapy
- HEA021000 HEALTH & FITNESS / Safety
- HEA042000 HEALTH & FITNESS / Sexuality
- HEA043000 HEALTH & FITNESS / Sleep & Sleep Disorders
  - HEALTH & FITNESS / Stretching see Exercise
- HEA037000 HEALTH & FITNESS / Vision
- HEA024000 HEALTH & FITNESS / Women's Health
- HEA038000 HEALTH & FITNESS / Work-Related Health
- HEA025000 HEALTH & FITNESS / Yoga

5. Repeat this for each item you need to process.
Questions?