

## CUTTERING

Notation:

1. after initial **Vowels**

for the second letter: b d l,m n p r s,t u-y  
use number: 2 3 4 5 6 7 8 9

2. after initial **Letter S**

for the second letter: a ch e h-l m-p t u  
use number: 2 3 4 5 6 7-8 9

3. after initial **Letters QU**

for the third letter: a e i o r y  
use number: 3 4 5 6 7 9  
for names beginning Qa-Qt:  
use: 2-29

4. after initial **Consonants (except Q & S)**

for the second letter: a e i o r u y  
use number: 3 4 5 6 7 8 9

5. When an **additional number** is preferred

for the third letter: a-d e-h i-l m n-q r-t u-w x-z  
use number: 2\* 3 4 5 6 7 8 9  
\*(optional for third letter a or b)

Letters not included in the foregoing tables are assigned the next higher or lower number as required by previous assignments in the particular class.

The arrangements in the following examples illustrate some possible applications of these tables:

1. Names beginning with vowels:

A <u>ber</u> nathy .A2	A <u>m</u> es .A45	A <u>st</u> or .A84
A <u>da</u> ms .A3	A <u>pp</u> leby .A6	A <u>tw</u> ater .A87
A <u>ld</u> rich.A4	A <u>r</u> cher. .A7	A <u>u</u> stin .A9

2. Names beginning with the letter **S**:

S <u>ai</u> nt .S2	S <u>i</u> mmons .S5	S <u>te</u> el .S7
S <u>ch</u> aef <u>e</u> r .S3	S <u>mi</u> th .S6	S <u>to</u> rch .S75
S <u>ea</u> ton .S4	S <u>ou</u> therland .S66	S <u>tu</u> rges .S8
S <u>ha</u> nk .S45	S <u>pr</u> inger .S66	S <u>ull</u> ivan .S9

3. Names beginning with the letters **QU**:

Q <u>ad</u> riri .Q2	Q <u>ui</u> ck .Q5	Q <u>u</u> reshi .Q7
Q <u>u</u> abbe .Q3	Q <u>ue</u> ist .Q6	Q <u>u</u> ynn .Q9
Q <u>ue</u> ener .Q4		

4. Names beginning with other consonants:

C <u>ar</u> ter .C3(7)	C <u>i</u> nelli .C5(6)	C <u>ul</u> len .C8(4)
C <u>ec</u> il .C4(2)	C <u>or</u> bett .C6(7)	C <u>yp</u> rus .C9(6)
C <u>h</u> ilds .C45	C <u>ro</u> ft .C7(6)	

( ) = if using two numbers

5. When there are no existing conflicting entries in the Shelflist, the use of a third letter author number may be preferred.:

Cabot	.C3	Callahan	.C34	Carter	.C37
Cadmus	.C32	Campbell	.C35	Cavelli	.C38
Caffrey	.C33	Cannon	.C36	Cazalas	.C39

The numbers are decimals, thus allowing for infinite interpolation on the decimal principle.

Since the tables provide only a general framework for the assignment of numbers, it should be noted that the symbol for a particular name or work is constant only within a single class. Each entry must be added to the existing entries in the Shelflist in such a way as to preserve alphabetical order in accordance with Library of Congress filing rules.

The purpose of using Cutter numbers is to maintain alphabetization whenever an alphabetical array is desirable. They may be used for personal names, corporate names, geographic names, topics, titles of works, etc.

As the above tables demonstrate, Cutter numbers are to be treated decimally and not ordinally. They may be expanded decimally as far as necessary. Also, the user should be advised to take care in the use of either "1" or "9" in Cutter numbers. Either of these numbers, if used, can result in unnecessary decimal extensions. In fact, it is the policy of the Library of Congress to avoid using a Cutter number which ends with the numeral "1" except in special situations designated in the schedules. In assigning original Cutter numbers, a source outside of the Library of Congress is advised not to rely solely on the Cutter tables. It is always preferable to examine the cutter numbers already used by the Library of Congress under a particular class number.

### **DOUBLE CUTTER NUMBERS**

The term "double Cutter numbers" refers to the use of two Cutter numbers on a particular work or subject. In double Cutter numbers, the first Cutter number becomes an extension of the class number, used to bring out an aspect from period, place, or subtopic of the main subject. The second Cutter number usually stands for the main entry which is often the author's name. Following is an example of the use of double Cutter numbers in classifying Libraries for Small Museums (Columbia: Museum of Anthropology, University of Missouri-Columbia, 1975), by Linda Anderson and Marcia R. Collins.