Classification and Cuttering of Juvenile Monographs

For All Rutgers Libraries

- Can use PZ7s and higher

- PZ1-6 must be converted to PQ-PT
  - **EXCEPT** for Alex JUV sub-location and Camden STACKS, which should always be PZ (see below for details)

- However, should also search Sirsi to see if there are items by the same author under PQ-PT (if it is in the 053 in the LCNAF record) and try to keep authors' works together.

- If LoC has a different edition, use the same classification number that they use, with the different publication date

- If the call number does not use our cutter system in the subfield b (you may see only letters, no numbers), change the subfield b to the one we use (LC Cutter Table)

For Alexander Library

Juvenile books that are located in the STACKS sub-location have a PQ-PT classification. All books located in the JUV sub-location are given a PZ classification.

For items with a PZ classification, follow the PZ + number with the first letter of the author's last name followed by the corresponding number for the next two letters in the LC Cutter Table. This is followed by cuttering the first 3 letters of the title of the book and lastly by the year of publication.

Example: PZ7.A815 Thi 2011

Note: Care should be taken to keep juvenile books by the same author, especially volumes in a series, in the same Location. If the cataloger finds that volumes in a series/set are split between the STACKS and JUV, please bring it to the attention of the supervisor.

For Camden

All juvenile books have PZ numbers, unless the Library of Congress classifies them in PQ-PT only. **If the Library of Congress has both a PZ and a PQ-PT number in the 050**, then check the collection to see where other editions or volumes in a set have been classified. Otherwise, default to the PZ classification.

Cuttering is the same as described above.

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