(This example also illustrates suppressed spans, displayed spans, and changes in hierarchy)

Proposal: To create the following development, to be aligned with Fishes. Aquarium

animals, which begins at SF456:

Hamsters

SF458.9 General works

Hamster breeders, owners, etc.

SF458.92 General works

SF458.93.A-Z By region or country, A-Z

SF458.94 Juvenile works SF458.95.A-Z Special topics, A-Z

Step 1: Browse to SF456.

Step 2: Click on **P** beside the caption **Fishes. Aquarium animals**, since this caption is at the same indention as the proposed caption, **Hamsters**. The EZ form is displayed:

Classification Proposal System Proposed Schedules Record [SF456-SF458.83] Save Cancel Logout

Save Cancel Logout

Create a proposal for a new classification number

rioposeu ciass #	SF456-SF458.83 C Single # C Displayed s	pan . Suppressed span
	Animal culture Pets	A-
Hierarchy		
	4	<u></u>
Caption	Fishes. Aquarium animals	
TABLE		-
Note ("Class here,"		
"Including," etc.)		₩.
Work cat		
Work cat		
Cataloger's comments		
Cataloger's comments Pattern		
Cataloger's comments		
Cataloger's comments Pattern		nosal is scheduled for a
Cataloger's comments Pattern	If you would like to be notified when your pro	No.
Cataloger's comments Pattern		y the classification

Append Insert Remove

Step 3: Edit the span of numbers in the **Proposed class #** field, changing it from **SF456-SF458.83** to **SF458.9-SF458.95**. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamsters**. Formulating the span correctly ensures that Class Web and the printed classification schedules will display the caption at the correct location.

Radio button for span. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule:

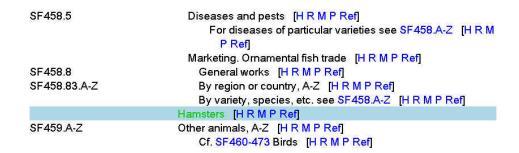
1952 SEE 45 49 VOV		— 10 2960€ 100 00001		
Proposed class #	SF458.9-SF458.95	C Single # C	Displayed span @	Suppressed span

- Step 4: Edit the caption in the **Caption** field, changing it from **Fishes. Aquarium animals** to **Hamsters**. The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Fishes. Aquarium animals**.
- Step 5: Cite the work generating the proposal in the **Work cat.** field.
- Step 6: Fill in any other applicable fields.

After completing Steps 3-6, the EZ form looks like this:

	Classification Proposa	l System
Proposed Schedu	les Record [SF456-SF4	58.83] Save Cancel Logo
Ç C⊦	eate a proposal for a new clas	sification number
Proposal generated by		
Existing class # Proposed class #	The second secon	Displayed span . Suppressed span
i Toposeu ciass #	Animal culture	Jispiayeu spair 🤝 Suppresseu spair
Hierarchy	Pets	
•	IX	F
Caption	Hamsters	
TABLE		
Note ("Class here,"		_
"Including," etc.)		
		<u>~</u>
Work cat.	Thompson, R. Hamsters as pets, 2006	
Cataloger's comments		
Pattern		
Better		
	If you would like to be notified wh	en your proposal is scheduled for a
	weekly list and of the subsequent	2014 및 소프트웨어 2014년 ja ~ 1884년 ja 1881년 1일 1822년 1887년 1887년 - 1888년 ja 1882년 1882년 1882년 1882년 - 1882년 - 1882년
	editorial meeting, include your em	nail address on the next line.
Email address	myname@myinstitution.edu	
	Append Insert Remove Save	Cancel Logout

- Step 7: Click **Save**. On the confirmation screen, click **OK**.
- Step 8: Browse to SF458.9. The proposed new caption is displayed in green. The span of numbers is suppressed:



- Step 9: The next number to be added is **SF458.9**. The caption **General works** is to be indented under **Hamsters**. Click **P** beside the green caption **Hamsters**. The EZ form is displayed.
- Step 10: Edit the **Proposed class #** field, changing the data from **SF458.9-SF458.95** to **SF458.9.** Select the **Single #** radio button.
- Step 11: Since the caption for this number, **General works**, is to be <u>indented</u> under **Hamsters**, **Hamsters** must be added as the final line in the **Hierarchy** field. Add the word **Hamsters** on a new line below the word **Pets** in the hierarchy field:

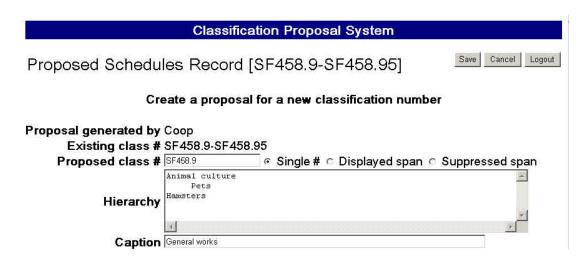


Note that the text for the new line in the hierarchy field is added at the left margin of the field. When the record is saved, the system will automatically reformat the field to produce a "stepladder" style hierarchy, as will be seen in Step 18, below. It is important that each level of hierarchy be on its own <u>separate</u> line in the field.

Step 12: Edit the caption in the **Caption** field, changing it from **Hamsters** to **General works**.

For proposals consisting of multiple consecutive lines, the **Work cat.** citation is required only in the record for the first line. The field may be left blank in subsequent records. Similarly, If email notifications are desired, the email address field should be filled in only in the first record of the group; otherwise multiple email messages will be generated, one for each proposal record in which an email address was provided.

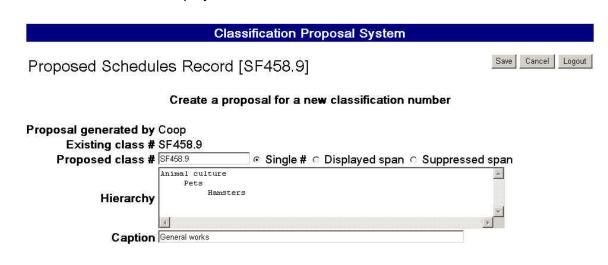
After completing Steps 9-12, the EZ form looks like this:



- Step 13: Click **Save**. On the confirmation screen, click **OK**.
- Step 14: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green, indented under the previously created caption:



Step 15: The next line to be added is the caption **Hamster breeders owners, etc.**, with a suppressed number span. Click **P** beside the green caption **General works**. The EZ form is displayed:



- Step 16: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.92-SF458.93**. Check that the radio button for **Suppressed span** is selected, since this is a span that should not be displayed in Class Web or the printed classification schedule. The span consists of the class numbers for the first caption and the last caption that are indented under **Hamster breeders**, **owners**, **etc**.
- Step 17: Edit the caption in the Caption field, changing it from General works to Hamster

breeders, owners, etc.

The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**. (Notice how the system has reformatted the hierarchy field that was created in Step 12, moving the caption **Hamsters** from the left margin into its correct "stepladder" position.)

After completing Steps 15-17, the EZ form looks like this:

	Classification Proposal System	
Proposed Schedu	les Record [SF458.9]	Save Cancel Logout
	Create a proposal for a new classification number	
Proposal generated by Existing class # Proposed class #	SF458.9	sed span
Hierarchy Caption	Hamsters I Hamster breeders, owners, etc.	∀
TABLE Note ("Class here," "Including," etc.)		*
Work cat. Cataloger's comments Pattern Better		
	If you would like to be notified when your proposal is schedule weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line. Append Insert Remove Save Cancel Logout	n

- Step 18: Click **Save**. On the confirmation screen, click **OK**.
- Step 19: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption is displayed in green, aligned with the previously created caption. The span of numbers is suppressed:

```
SF458.5
                            Diseases and pests [HRMPRef]
                                For diseases of particular varieties see SF458.A-Z [H R M
                                  P Ref
                            Marketing. Ornamental fish trade [HRMPRef]
SF458.8
                              General works [HRMPRef]
SF458.83.A-Z
                              By region or country, A-Z [HRMPRef]
                              By variety, species, etc. see SF458.A-Z [H R M P Ref]
             1
                          Hamsters [HRMPRef]
SF458.9
                            General works [HRMPRef]
                            Hamster breeders, owners, etc. [HRMPRef]
SF459.A-Z
                          Other animals, A-Z [HRMPRef]
```

to be indented under **Hamster breeders**, **owners**, **etc**. Click **P** beside the green caption **Hamster breeders**, **owners**, **etc**. The EZ form is displayed:

Classification Proposal System Save Cancel Logout Proposed Schedules Record [SF458.92-SF458.93] Create a proposal for a new classification number Proposal generated by Coop Existing class # SF458.92-SF458.93 Proposed class # SF458.92-SF458.93 ○ Single # ○ Displayed span ⊙ Suppressed span Animal culture Pets Hamsters Hierarchy Caption Hamster breeders, owners, etc. **TABLE** Note ("Class here," "Including," etc.) Work cat. Cataloger's comments Pattern Better If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line. Email address

Step 21: Edit the **Proposed class #** field, changing the data from **SF458.92-SF458.93** to **SF458.92**. Select the **Single #** radio button.

Save Cancel Logout

Append Insert Remove

- Step 22: Since the caption for this number, **General works**, is to be <u>indented</u> under **Hamster breeders**, **owners**, **etc.**, **Hamster breeders**, **owners**, **etc.** must be added to the **Hierarchy** field. Add the word **Hamster breeders**, **owners**, **etc.** on a new line below the word **Hamsters** in the hierarchy field.
- Step 23: Edit the caption in the **Caption** field, changing it from **Hamster breeders**, **owners**, **etc.** to **General works**.

After completing Steps 20-23, the EZ form looks like this:

Proposed Schedules Record [SF458.92-SF458.93]

	- 4	
Save	Cancel	Logout
020000000000000000000000000000000000000	000000000000000000000000000000000000000	1000

Create a proposal for a new classification number

Proposal generated by	Соор			
Existing class #	SF458.92-SF458	3.93		
Proposed class #	SF458.92	•	Single # ○ Displayed span ○ Suppressed sp	oan
2002	Animal culture Pets Hamsters			ė
Hierarchy	Hamster breeders,	owne	rs, etc.	**
Caption	General works			
TABLE				-
Note ("Class here,"				*
"Including," etc.)				Ŧ
Work cat.				
Cataloger's comments				
Pattern				
Better				
	weekly list and of	the	e notified when your proposal is scheduled for subsequent decision by the classification lude your email address on the next line.	а
Email address				
	Append Insert	Ren	nove Save Cancel Logout	

- Step 24: Click **Save**. On the confirmation screen, click **OK**.
- Step 25: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, indented under the previously created previously created caption:

```
Marketing. Ornamental fish trade [HRMPRef]

SF458.8 General works [HRMPRef]

SF458.83.A-Z By region or country, A-Z [HRMPRef]

By variety, species, etc. see SF458.A-Z [HRMPRef]

Hamsters [HRMPRef]

SF458.9 General works [HRMPRef]

Hamster breeders, owners, etc. [HRMPRef]

SF458.92 General works [HRMPRef]

SF459.A-Z Other animals, A-Z [HRMPRef]
```

Step 26: The next line to be added is the number **SF458.93.A-Z**. The caption **By region**, **country**, **etc.** is to be aligned with the caption **General works**. Click **P** beside the green caption **General works** at SF458.92. The EZ form is displayed:

Proposed Schedules Record [SF458.92]



Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.92

Proposed class # SF458.92 © Single # © Displayed span © Suppressed span

Animal culture
Pets
Hamsters
Hamsters
Hamsters
General works

Caption General works

- Step 27: Edit the **Proposed class #** field, changing the data from **SF458.92** to **SF458.93.A**-**SF458.93.Z**. Check that the radio button for **Displayed span** is selected, since this is a span that should be displayed in Class Web and the printed classification schedule.
- Step 28: Edit the caption in the **Caption** field, changing it from **General works** to **By region** or country, **A-Z**.

The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.

After completing Steps 26-28, the EZ form looks like this:

	Classification Proposal System	1
Proposed Schedu	es Record [SF458.92]	Save Cancel Logout
	Create a proposal for a new classification	number
Proposal generated by	•	
Existing class # Proposed class #	SF458.93.A-SF458.93.Z ○ Single #	n ⊂ Suppressed span
Hierarchy	Animal culture Pets Hamsters Hamster breeders, owners, etc.	
Caption	By region or country, A-Z	<u>P.</u>

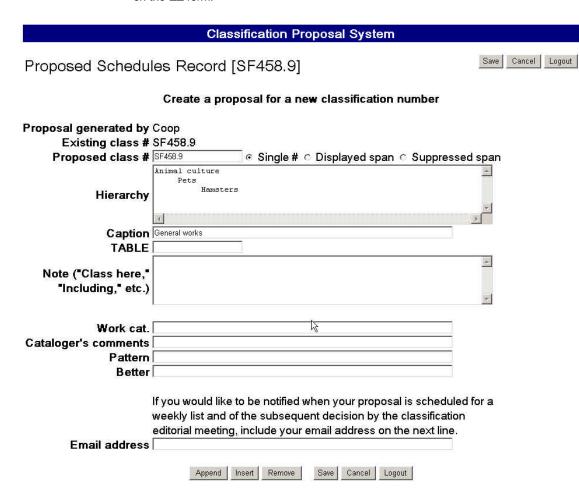
- Step 29: Click **Save**. On the confirmation screen, click **OK**.
- Step 30: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, aligned with the previously created previously created caption.

Notice how the system has automatically truncated the span the was input, displaying it as **SF458.93.A-Z** rather than **SF458.93.A-SF458.93.Z**.

	Marketing. Ornamental fish trade [HRMPRef]
SF458.8	General works [HRMPRef]
SF458.83.A-Z	By region or country, A-Z [HRMPRef]
	By variety, species, etc. see SF458.A-Z [HRMPRef]
	Hamsters [HRMPRef]
SF458.9	General works [HRMPRef]
	Hamster breeders, owners, etc. [HRMPRef]
SF458.92	General works [HRMPRef]
SF458.93.A-Z	By region or country, A-Z [HRMPRef]
SF459.A-Z	Other animals, A-Z [HRMPRef]

Step 31: The next caption to be added is **Juvenile works**. Since this caption is to be at the same indention as the **General works** caption at SF458.9, click **P** beside that caption. The EZ form is displayed.

Although another number and caption could have been chosen as the basis for the new proposal, such as SF458.93.A-Z, the advantage of choosing a number that is at the same indention as the one being proposed is that there will then be no need to edit the hierarchy field on the EZ form.



Step 32: Edit the **Proposed class #** field, changing the data from **SF458.9** to **SF458.94**. Check that the radio button for **Single #** is selected.

Step 33: Edit the caption in the **Caption** field, changing it from **General works** to **Juvenile** works.

The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **General works**.

After completing Steps 31-33, the EZ form looks like this:

79	Class	sification Proposal System	
Proposed Schedu	les Record [SF458.9]	Save Cancel Logout
	Create a prop	oosal for a new classification number	
Proposal generated by	Соор		
Existing class #			
Proposed class #		 Single # ○ Displayed span ○ Suppress 	ed span
•	Animal culture Pets		*
Hierarchy			₩ K
Caption	Juvenile works		
TABLE			
Nista (Class hass		The state of the s	A
Note ("Class here," "Including," etc.)			
including, etc.)	,		7
	,		
Work cat.			
Cataloger's comments			
Pattern			
Better			
	If you would like t	to be notified when your proposal is schedule	ed for a
	weekly list and of	the subsequent decision by the classificatio	n
	editorial meeting,	include your email address on the next line.	
Email address			
	Append Ir	nsert Remove Save Cancel Logout	

Step 34: Click **Save**. On the confirmation screen, click **OK**.

Step 35: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, and at the proper alignment.

```
Marketing. Ornamental fish trade [HRMPRef]
                               General works [HRMPRef]
SF458.8
SF458.83.A-Z
                               By region or country, A-Z [HRMPRef]
                               By variety, species, etc. see SF458.A-Z [HRMPRef]
                           Hamsters [HRMPRef]
    h
SF458.9
                             General works [HRMPRef]
                             Hamster breeders, owners, etc. [HRMPRef]
SF458.92
                               General works [HRMPRef]
                               By region or country, A-Z [HRMPRef]
SF458.93.A-Z
                             Juvenile works [HRMPRef]
SF458.94
SF459.A-Z
                           Other animals, A-Z [HRMPRef]
```

Step 36: The last caption to be added is **Special topics**, **A-Z**, aligned with **Juvenile works**. Click **P** beside the **Juvenile works** caption. The EZ form is displayed.

Proposed Schedules Record [SF458.94]



Create a proposal for a new classification number

Proposal generated by	Соор					
Existing class #						
Proposed class #	SF458.94	•	Single # 0	Displayed sp	an C Suppre	essed spai
Hierarchy	Animal culture Pets Hamster:	3				٠
	a					× (3)
Caption	Juvenile works					
TABLE						
Note ("Class here,"						<u>*</u>
"Including," etc.)						-
Work cat.						7
Cataloger's comments	<u> </u>					=
Pattern	-					=
Better	<u> </u>					1
	7	f the	subseque lude your e	nt decision by mail address	the classifica	ation

- Step 37: Edit the **Proposed class #** field, changing the data from **SF458.94** to **SF458.95.A**-**SF458.95.Z**. Select the radio button for **Displayed span**, since this is a span that should be displayed in Class Web and the printed classification schedule.
- Step 38: Edit the caption in the **Caption** field, changing it from **Juvenile works** to **Special topics**, **A-Z**.

The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as the hierarchy for **Juvenile works**.

Proposed Schedu	les Record [SF458.94]	Save Cancel Logout
Section 1	Create a proposal for a new classification number	
Proposal generated by Existing class #	SF458.94	
Proposed class #	SF458.95.A-SF458.95.Z C Single # © Displayed span C Suppres	sed span
Hierarchy	Animal culture Pets Hamsters	+
45%		
antion	Special topics, A-Z	
TABLE		
		Α.
Note ("Class here,"		
"Including," etc.)		7
W 1 .		
Work cat.	1	
Cataloger's comments Pattern		
Better		
Dettor		
	If you would like to be notified when your proposal is schedu weekly list and of the subsequent decision by the classificati editorial meeting, include your email address on the next line	on
Email address		
	Append Insert Remove Save Cancel Logout	

Step 39: Click **Save**. On the confirmation screen, click **OK**.

Step 40: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new caption and number are displayed in green, and at the proper alignment.

```
Marketing. Ornamental fish trade [HRMPRef]
SF458.8
                               General works [HRMPRef]
SF458.83.A-Z
                               By region or country, A-Z [HRMPRef]
                               By variety, species, etc. see SF458.A-Z [HRMPRef]
                           Hamsters [HRMPRef]
SF458.9
                             General works [HRMPRef]
                             Hamster breeders, owners, etc. [HRMPRef]
SF458.92
                               General works [HRMPRef]
SF458.93.A-Z
                               By region or country, A-Z [HRMPRef]
SF458.94
                             Juvenile works [HRMPRef]
                             Special topics, A-Z [HRMPRef]
SF458.95.A-Z
                           Other animals, A-Z [HRMPRef]
SF459.A-Z
```

Step 41: Email a notification to the LC Coop Team that a proposal has been created at SF458.9-SF458.95.