

EXAMPLE #3: CREATING A NEW DEVELOPMENT WITH MULTIPLE CONSECUTIVE LINES

(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 indentation as the proposed caption, **Hamsters**. The EZ form is displayed:

Classification Proposal System

Proposed Schedules Record [SF456-SF458.83]

Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF456-SF458.83

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets

Caption

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

Append Insert Remove Save Cancel Logout

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:

Proposed class # Single # 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 Proposal System

Proposed Schedules Record [SF456-SF458.83]

 **Create a proposal for a new classification number**

Proposal generated by Coop

Existing class # SF456-SF458.83

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption

TABLE

Note ("Class here," "Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

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Email address

- 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:

SF458.5	Diseases and pests [H R M P Ref] For diseases of particular varieties see SF458.A-Z [H R M P Ref]
SF458.8	Marketing. Ornamental fish trade [H R M P Ref]
SF458.83.A-Z	General works [H R M P Ref] By region or country, A-Z [H R M P Ref] By variety, species, etc. see SF458.A-Z [H R M P Ref]
	Hamsters [H R M P Ref]
SF459.A-Z	Other animals, A-Z [H R M P Ref] Cf. SF460-473 Birds [H R M P Ref]

- 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 indented 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:

Proposed class # **Single #** **Displayed span** **Suppressed span**

Hierarchy

Caption

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 separate 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:

Classification Proposal System

Proposed Schedules Record [SF458.9-SF458.95]

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.9-SF458.95

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption

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:

	Marketing. Ornamental fish trade [H R M P Ref]
SF458.8	General works [H R M P Ref]
SF458.83.A-Z	By region or country, A-Z [H R M P Ref]
	By variety, species, etc. see SF458.A-Z [H R M P Ref]
	Hamsters [H R M P Ref]
SF458.9	General works [H R M P Ref]

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:

Classification Proposal System

Proposed Schedules Record [SF458.9]

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.9

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption

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 Schedules Record [SF458.9]

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # SF458.9
Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption
TABLE

**Note ("Class here,"
"Including," etc.)**

Work cat.

Cataloger's comments

Pattern

Better

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Email address

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

Step 20: The next line to be added is the number **SF458.92**. The caption **General works** is

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

Proposed Schedules Record [SF458.92-SF458.93] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.92-SF458.93

Proposed class # **Single #** **Displayed span** **Suppressed span**

Hierarchy

Caption

TABLE

**Note ("Class here,"
"Including," etc.)**

Work cat.

Cataloger's comments

Pattern

Better

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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.

Step 22: Since the caption for this number, **General works**, is to be indented 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:

Classification Proposal System

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

Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.92-SF458.93

Proposed class # Single # Displayed span Suppressed span

Hierarchy

Animal culture
 Pets
 Hamsters
 Hamster breeders, owners, etc.

Caption

TABLE

**Note ("Class here,"
 "Including," etc.)**

Work cat.

Cataloger's comments

Pattern

Better

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Email address

Append Insert Remove 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 caption:

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

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:

Classification Proposal System

Proposed Schedules Record [SF458.92]

Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.92

Proposed class # Single # Displayed span Suppressed span

Hierarchy

```
Animal culture
  Pets
    Hamsters
      Hamster breeders, owners, etc.
```

Caption

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

Proposed Schedules Record [SF458.92]

Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.92

Proposed class # Single # Displayed span Suppressed span

Hierarchy

```
Animal culture
  Pets
    Hamsters
      Hamster breeders, owners, etc.
```

Caption

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 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**.*

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

Step 31: The next caption to be added is **Juvenile works**. Since this caption is to be at the same indentation 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 indentation as the one being proposed is that there will then be no need to edit the hierarchy field on the EZ form.

Classification Proposal System

Proposed Schedules Record [SF458.9] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # SF458.9
Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption
TABLE

Note ("Class here," "Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

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Email address

Append Insert Remove Save Cancel Logout

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:

Classification Proposal System

Proposed Schedules Record [SF458.9] Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # SF458.9
Proposed class # Single # Displayed span Suppressed span

Hierarchy

Caption

TABLE

**Note ("Class here,"
"Including," etc.)**

Work cat.

Cataloger's comments

Pattern

Better

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Email address

Append Insert 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 [H R M P Ref]
SF458.8	General works [H R M P Ref]
SF458.83.A-Z	By region or country, A-Z [H R M P Ref]
	By variety, species, etc. see SF458.A-Z [H R M P Ref]
	Hamsters [H R M P Ref]
SF458.9	General works [H R M P Ref]
	Hamster breeders, owners, etc. [H R M P Ref]
SF458.92	General works [H R M P Ref]
SF458.93.A-Z	By region or country, A-Z [H R M P Ref]
SF458.94	Juvenile works [H R M P Ref]
SF459.A-Z	Other animals, A-Z [H R M P Ref]

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.

Classification Proposal System

Proposed Schedules Record [SF458.94]

Save Cancel Logout

Create a proposal for a new classification number

Proposal generated by Coop

Existing class # SF458.94

Proposed class # SF458.94 Single # Displayed span Suppressed span

Hierarchy

Animal culture
Pets
Hamsters

Caption

Juvenile works

TABLE

Note ("Class here,"
"Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

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Email address

Append Insert Remove Save Cancel Logout

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**.*

After completing Steps 36-38 the EZ form looks like this:

Classification Proposal System

Proposed Schedules Record [SF458.94]

Create a proposal for a new classification number

Proposal generated by Coop
Existing class # SF458.94
Proposed class # SF458.95.A-SF458.95.Z Single # Displayed span Suppressed span

Hierarchy

Animal culture
 Pets
 Hamsters

Caption Special topics, A-Z
TABLE

Note ("Class here," "Including," etc.)

Work cat.

Cataloger's comments

Pattern

Better

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Email address

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 [H R M P Ref]
	General works [H R M P Ref]
	By region or country, A-Z [H R M P Ref]
	By variety, species, etc. see SF458.A-Z [H R M P Ref]
	Hamsters [H R M P Ref]
SF458.9	General works [H R M P Ref]
	Hamster breeders, owners, etc. [H R M P Ref]
SF458.92	General works [H R M P Ref]
SF458.93.A-Z	By region or country, A-Z [H R M P Ref]
SF458.94	Juvenile works [H R M P Ref]
SF458.95.A-Z	Special topics, A-Z [H R M P Ref]
SF459.A-Z	Other animals, A-Z [H R M P Ref]

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