

RECOMMENDATION FOR CALL NUMBER ISTAT CODES

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In order for any reports to provide circulation or collection measurement statistics for a specific classification scheme, at one one Call Number ISTAT code must be established for that scheme. This applies to unclassified materials as well.

1. Structure of Call Number ISTAT codes:

For most classification schemes, the code consists of a prefix character followed by a class number which is the beginning of a segment within the classification scheme's breakdown. Each prefix character designates the classification scheme to which the specific ISTAT code relates. Prefixes assist provide correct sorting in tables and reports. Most classification schemes are also provided an "error" code designed to catch any call numbers that have been coded incorrectly.

SuDoc Call Number ISTAT codes, however, must be structured differently. This method is described below.

2. Prefix codes:

All Call Number ISTAT codes for all Call Number Types are stored in one table. Prefix characters indicate to which classification type the codes are relevant, and cause all ISTAT codes for a given classification type to sort together. The following codes are used as prefix characters:

<u>Prefix code</u>	<u>for</u>	<u>Classification type</u>
d		Dewey Decimal
l		Library of Congress
m		National Library of Medicine
s		Superintendent of Documents
u		United Nations
x		Unclassified
o		Other

3. Conflicts with the 7-character limit for codes

Infrequently, the guidelines proposed here would result in codes longer than the 7-character limit. In such cases the initial prefix relevant to the classification scheme

should be retained, along with the first few characters of the call number needed to provide relatively correct sorting. The remainder of the code should be some abbreviation which represents the subject matter of the call number which the code represents.

For example, the breakdown needed for LC's KFA-KFW (Law of individual states) uses call numbers with 3 letters and 4 numbers. Adding the initial prefix results in a code which is too long. Consequently, the last of the 3 letters is dropped and replaced by the an abbreviation for the state:

<u>Call number</u>	<u>State</u>	<u>Prefix</u>	<u>Code</u>
KFA	Alabama	1	IKFAla
KFA1200	Alaska	1	IKFAlk
KFA2400	Arizon	1	IKFAri
KFA3600	Arkansas	1	IKFArk

4. "Error" codes

The "error" code for each classification type consists of:

- the required prefix code
- a second character designed to catch errors
- the word "error"

The second character will be the letter "a" for classification types that use a digit as their first character (such as Dewey), or the number "1" for classification schemes with a first character that is a letter (LC, NLM, SuDoc, UN).

For example:

Prefix	+ 2 nd character	Code	for	Classification type
1	1	11error		lc
d	a	daerror		ddc

5. Codes for standard classification schemes

a. Library of Congress and National Library of Medicine Classifications

Call Number Type codes: lc, nlm

Call Number ISTAT codes prefixes: 1, m

Call Number ISTATs for LC and NLM classification systems follow the breakdown used by the North American Title Count, which are designed to

measure the content of collections. This parallel structure of collection and circulation data will allow a valuable dimension of analysis for collection development purposes.

Zeros are inserted to the left of the numerical portion of class numbers as needed to provide the correct sort order. In these cases, enough leading zeros are added to the numerical portion of all class numbers beginning with the same 1, 2 or 3 letters to make all within that group consist of the same number of characters.

For example, with LC:

Call number	becomes	ISTAT code	Number of zeros added
B1		IB001	2
B69		IB069	1
B760		IB760	none
BJ1		IBJ0001	3
BJ1801		IBJ1801	none

The longest of the "B" class numbers is 4 characters, so leading zeros are added to the numerical portions of the shorter ones in order to expand them to 4 characters. The longest of the "BJ" class numbers, however, is 6 characters. Consequently, three leading zeros are added to the numerical portion of the shorter number to expand it to the same number of digits as the longer one.

b. Dewey Decimal Classification

Call Number Type code: ddc

Call Number ISTAT prefix code: d

The Horizon-supplied default breakdown is used. If a library chooses to use a more detailed breakdown, the letter "p" (for "period" or "point") should be used in place of the decimal point.

For example:

Call number	becomes	ISTAT code
050.23		d050p23

c. United Nations Classification

Call Number Type code: un

Call Number ISTAT code prefix: u

Because all UN call numbers begin with the letters "UN," these two letters and the slash which follows them are omitted from the Call Number ISTAT codes. Other slashes within UN call numbers are replaced by the letter "s." Each ISTAT code's description should consist of the full call number, with the initial "UN" and all slashes intact, and the name of the agency which the call number represents.

d. Superintendent of Documents (SuDoc) Classification

Call Number Type code: sudoc

Call Number ISTAT code prefix: s

Because of Horizon's restriction against using punctuation within ISTAT codes, portions of SuDoc call numbers cannot be used as Call Number ISTAT codes. Consequently, the lines within the desired breakdown are simply numbered sequentially using 3-digit number. These line numbers are then used as the ISTAT codes, with the addition of the initial "s" for SuDoc. Each code's description should consist of the portion of the call number used to delineate that line in the breakdown. The name of the agency to which the number relates may be included in the description.

The breakdown used is that needed for the periodic self-study reports required by GPO.

6. Unclassified

Call Number Type code: x

Call Number ISTAT code prefix: x

Because a breakdown by classification is irrelevant to unclassified materials, only one Call Number ISTAT code is needed for unclassified materials: xunclas.

7. Codes for non-standard call number schemes

- a. Any locally devised call number scheme (or significant modification of a standard classification type) with a logical and predictable structure can have its own set of Call Number ISTATs. This would first require creation of a separate Call Number Type code for the classification scheme. (See "Recommendation for Call Number Type Codes" for guidelines about creating such codes.) Its Call Number ISTATs would require a unique prefix (not the prefix "o" described below), and an appropriate "error" code should be included.

b. The Other category (local call number systems)

Call Number Type code: other

Call Number ISTAT code prefix: o

The "other" Call Number Type Code serves as the catch-all for any schemes for which a separate Call Number Type Code is desirable or possible. Similarly, Call Number ISTAT codes this category are not normally necessary or possible.