MARCIVE® INC.

RECLASSIFICATION

> *Reclassification* is the word we use to describe a library changing all
> or part of its collection from one call number scheme to another.

The most common reclassification request we get is to move from the Dewey Decimal Classification (DDC) scheme to Library of Congress Classification (LC). The next most common reclassification is from a specialized or locally-developed system to one of the more standard schemes.

Libraries choose to reclassify their collections for a number of reasons:

Automation. If the library is moving from a card catalog to an online catalog, a MARC database and intelligent barcodes are being developed to match the collection. If the librarian already wanted to reclassify, this makes the ideal opportunity. The MARC records can be changed in a single operation, rather than one-by-one. The barcode labels will be generated with the correct call number on them rather than having to be changed later. And since the book must be handled to apply the barcode labels, replacing the spine and pocket labels is a minimal addition.

Economy. If the library outsources its cataloging to a vendor, the most economical call number schemes are those which are most likely to appear in the Library of Congress databases (LC), the National Library of Medicine databases (NLM), and the Government Printing Office database (Superintendent of Documents). While Dewey numbers sometimes appear in these records, other classification schemes rarely do.

Merging collections. If two or more library collections are being merged into a single collection, it makes sense to have a single classification scheme for the entire library. This also occurs when a parent institution acquires other libraries (for example, a law firm acquires other firms) and wants to create a union catalog of all of them.

How can MARCIVE help?

We offer a machine reclassification that performs the following tasks:

❒ Create an 852 field (or other appropriate local holdings field) containing the new call number, in each record.

❒ Print all *new* call number label sets in the *old* call number order. The actual order of the labels will be MARCIVE's interpretation of your old call number order and may not exactly match your shelflist. The label sets contain

One spine label that contains the new call number.

Two inside labels (one for the pocket and one for the card-in-pocket) which have the new call number, author, and title. At the bottom of the label the old call number is printed for ease in locating the correct book.
Please see the examples on the last page for layout and order.

❒ Print smart barcode labels with the new classification. Optional.

What are the pitfalls of a 100% machine reclassification?

Not all records will contain a call number in the desired scheme. For example, if a library is converting from an in-house classification scheme to Dewey, be aware that not all LC records contain Dewey numbers, and that other databases are even less likely to contain Dewey numbers. For these records, we will still generate a label set, unless the library asks us not to. *The spine label is blank* (unless there was a location specified, in which case the location will print). The card-in-pocket and pocket labels will not have the new call number, but will contain the old call number, the author, and the title. You can use these labels to type an LC call number of your choice.

Not all call numbers will be appropriate. For example, if the library is converting to the LC scheme, the librarian should be aware that a small number of records (normally reference titles) will contain unusable call numbers such as PER. For these records, *a label set is still generated*. The spine label will contain the inappropriate call number. The card-in-pocket and pocket labels will also have this call number, and will contain the old call number, the author, and the title.

Not all call numbers have a date at the end. If the librarian likes to have a date in every call number, you should be aware that LC, NLM, and SuDoc call numbers often lack dates. Catalogers at the national cataloging agencies have rules for inclusion of publication dates in call numbers, and MARCIVE uses the call numbers as created by those catalogers.

Different editions will not necessarily class together. If the Library of Congress classified the first edition of a book in 1973 and the second edition in 1990, there is no guarantee that the two works will receive call numbers such that the books will shelve together. It is not LC's standard practice to update the first edition record even if the classification for the second edition differs.

Serials will not necessarily be handled as the librarian would. The call numbers in the machine record reflect whatever the cataloging agency (e.g., LC or NLM) felt was appropriate for their collection, and may not necessarily agree with the librarian's own assessment.

Labels will be generated for every bib record in the database. If the database has not been maintained, we may be generating duplicate labels or labels for titles which the library no longer has. If we are working from OCLC subscription tapes, it may be advisable to have us perform control number deduplication before we begin the reclassification project.

Where does the information to create the labels come from?

The source of the call numbers depends on how the library is performing the project.

1. **OCLC files.** If the library has its original transaction records and did not delete the LC call number, we can use the LC call number in the library's own bibliographic records. We do recommend deduplication of the records before reclassification.

2. **Other MARC files.** If the library is sending us records from RLIN, Bibliofile, Library of Congress, or any other MARC source and the records contain an LC call number, we can use that for the reclassification.

3. **MARCIVE database output.** Libraries which have used MARCIVE for MARC record production already have a database on file which can be used for reclassification. Please see our separate piece of literature, *MARCIVE Reclassification During Database Output*, for details.

4. **Retrospective conversion.** While the library is having MARCIVE convert its shelflist cards to MARC format, we can use the LC call number we find in the MARC record on our database to perform reclassification. A bonus: there is no need for us to charge you

for sorting the records into old call number order because the records will already match your shelflist order.

5. **Brief Record Upgrade.** If the library has sent brief computer records to be upgraded to MARC format, we can use the LC call number we find in the matching MARC record from our database. However, if the project consists only of mapping old fields to MARC tags and the old record did not contain an LC call number, there is nothing we can use to create a new label.

If some of the incoming bibliographic records—regardless of the type of project—lack LC call numbers, we can map those records to our database and insert LC call numbers when we find them. There is a charge for this additional processing.

What other processing can be performed during a reclassification project?

While the library's records are loaded onto our computer, there are a number of other tasks that can be economically performed. The library has already paid to load the records, so the remaining charges are just incremental.

Authorities processing, *MARC Record Enrichment*, item holdings field creation, and smart barcode label generation are other tasks which the library might request to have done.

Can the library request that it only receive product for those titles that were reclassified?

Yes. Although the default is to produce spine label/pocket label sets for everything in the project regardless of whether a new call number is available (a blank label is produced), the library has the option of requesting that only reclassified titles generate product (e.g., spine label sets, smart barcode labels, MARC bibliographic records).

What if only a portion of the collection needs to be reclassified?

Many libraries began classifying in LC in the 1970s. Titles cataloged from that point forward do not require reclassification. If the library can send only the old records that need to be reclassified, that is the most economical approach.

However, we can also select subsets from the library's database, based on date, location, or other library-specified criteria. There is an additional charge for this preprocessing.

If the library has a very small number of titles to reclassify, it may be more cost effective to use *MarciveWeb SELECT* to search for the titles and generate new labels on a one-by-one basis.

How will the reclassified labels look? In what order will they be sent?

Ref	Ref	American Association of Petroleum Geologists AAPG continuing education course note 622.1828 A537a
	Ref	American Association of Petroleum Geologists AAPG continuing education course note 622.1828 A537a

Location field contained a location of "Ref". The bibliographic record did not contain an LC call number and the library did not request that we suppress product if no new call number is available.

TD 426 .N94 1985	TD 426 .N94 1985	Nyer, Evan K. Groundwater treatment technology 628.162 N835g
	TD 426 .N94 1985	Nyer, Evan K. Groundwater treatment technology 628.162 N835g

The old call number, in this case Dewey, prints out all on one line at the bottom of the two interior labels (pocket and card in pocket labels). It is only limited in length by the width of the label.

Note that the old Location does not print in front of the old call number on the two interior labels.

PR 878 .W6 R48 1993	PR 878 .W6 R48 1993	Reynolds, Kimberley. Victorian heroines 820.9352042 R335v
	PR 878 .W6 R48 1993	Reynolds, Kimberley. Victorian heroines 820.9352042 R335v

DK 274.3 1959 .K482 1960	DK 274.3 1959 .K482 1960	Khrushchev, Nikita Sergeevich The international situation and Soviet 947.327 K467i
	DK 274.3 1959 .K482 1960	Khrushchev, Nikita Sergeevich The international situation and Soviet 947.327 K467i

Note that labels are printed in old call number order to aid you in finding the book during the relabeling process. If you have used location codes and want your labels subdivided by location, be sure to tell us! (There is an additional charge.)

How can the library receive a quotation?

Please complete a *Reclassification Questionnaire* and return it to MARCIVE for a quotation.