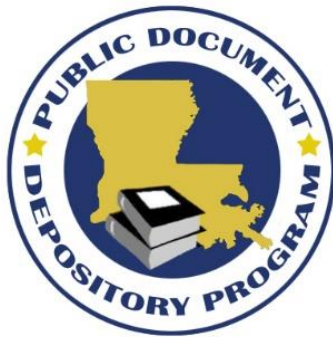# LOUISIANA RECORDER OF DOCUMENTS

CLASSIFICATION MANUAL
FOR LOUISIANA PUBLIC DOCUMENTS

2023

FUNDAMENTAL PRINCIPLES FOR CLASSIFICATION OF LOUISIANA DOCUMENTS

1. A scheme for classification of Louisana public documents is desirable in order to:
   a. Enable easy on-shelf organization for libraries wishing to house documents separately (*i.e.,* not interfiled with general collections);
   b. Facilitate rapid identification and retrieval of specific documents (*e.g.*, in an online catalog or digital collection) regardless of shelving location or format;
   c. Relieve depository libraries of the burden of classifying Louisiana documents, thereby expediting public access; and
   d. Simplify cooperative collection development through unambiguous identification of documents when communicating with other libraries regarding needs for and offers of publications (*e.g.,* lists of weeded materials).

2. The classification scheme should produce document numbers (including stem and book number) that:
   a. Group similar or related items;
   b. Distinguish one title from another;
   c. Distinguish one issue or edition from other issues or editions of the same title;
   d. Provide useful information about the document;
   e. Help patrons and librarians easily locate desired documents; and
   f. Are useful in both tangible and digital environments.

3. The classification scheme should be:
   a. Transparent and easy to apply;
   b. Rational, with the selection of class and book numbers based on clear and consistent articulated principles that reflect the content and provenance of a document:
      i. Numbers should not be selected randomly (e.g., picking a previously unused number out of a hat); and
      ii. Numbers should not be selected sequentially (i.e., in the nature of an accession number).
   c. Consistent, with consistently applied rules for formatting, punctuation, and content.

4. The classification scheme should be extensible, able to accommodate any number of new:
   a. Titles;
   b. Issues or editions;
   c. Government entities; and
   d. Formats.

5. The scheme should be flexible, able to account for:
   a. Title changes;
   b. Changes in names of government entities; and
   c. Changes in government structure and organization.

6. The scheme should be tied to sound authority control.

7. Document numbers should not be unduly long or difficult to read.

CONCEPTUAL ORGANIZATION OF LOUISIANA DOCUMENT NUMBERS (LADNS)

LADNs organize Louisiana documents first into broad topics or categories (*e.g.,* business and economics, nature, political science, sports). Within these broad groupings, publications are arranged by issuing agency or academic institution, then by title, and finally by date/item information. Hence, publications of a single agency that address different topics will be dispersed to different parts of the document collection but all publications addressing the same topic will be brought together.

The colon was retained to clearly differentiate LADNs from general classification numbers (*e.g.,* Library of Congress, Dewey Decimal) which contain other punctuation but never a colon. The colon follows the title information, dividing the unchanging stem from variable information relating to different editions or issues. The stem has three components: an alphabetic topic/category prefix, an agency-author identifier (or author code, for short), and a title Cutter or equivalent designator.
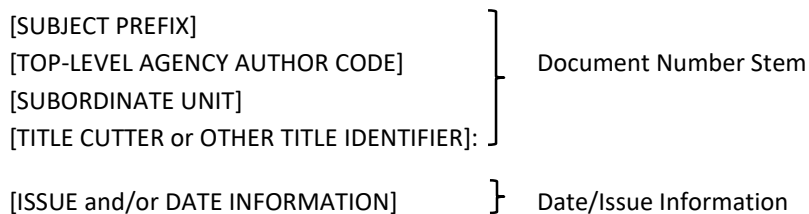
The author code may consist solely of a top-level agency (*e.g.,* an executive branch department, an academic institution) identifier but may also include an identifier for a subordinate unit (*e.g.*, an office, an academic department) if it is the issuing body. The edition/issue component (*e.g.*, volume and/or date) includes sufficient information to uniquely identify the edition or issue.

For example:
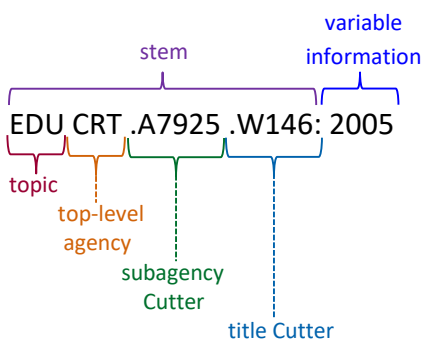
The title is *In the Wake of the Hurricanes*, published in 2005 by the Louisiana Division of the Arts in the Office of Cultural Development, which is in the Department of Culture, Recreation and Tourism.

Schematically, the numbers look like this on a spine label:

[SUBJECT PREFIX]
[TOP-LEVEL AGENCY AUTHOR CODE]   Document Number Stem
[SUBORDINATE UNIT]
[TITLE CUTTER or OTHER TITLE IDENTIFIER]:

[ISSUE and/or DATE INFORMATION]   Date/Issue Information

The example above would look like this on a spine label:

EDU
CRT
.A7925
.W146:
2005

For examples of document numbers and author codes, please see the appendices.

POLICIES AND PROCEDURES

General Guidelines

1. Numbers will be assigned in such a way to sort titles and items alphabetically and numerically (and/or chronologically).

2. Official names for agencies and subordinate units will be determined, whenever possible, from (in the following order of preference, based on likelihood of currency):
   a. the agency's website;
   b. the Division of Administration organizational placement information on Louisiana.gov;
   c. *Louisiana Revised Statutes* and/or *Louisiana Administrative Code* or other legal authorizing document;
   d. the most recent edition of *State and Local Government in Louisiana: An Overview.*

3. For purposes of alphabetization, inverted forms of names will be used to sort on the first significant non-stop word in the agency's name.

General Punctuation and Formatting

1. The colon marks the end of the unchanging number stem (*i.e.*, the topic/category prefix, author code, and title Cutter or equivalent):
   a. There is no space between the title Cutter or equivalent and the colon; but
   b. There is a space following the colon, before the date/issue information.

2. It is recommended that document numbers be written vertically on physical items (*e.g.*, like general classification numbers on spine labels), with each element on its own line:
   a. If desired, the top-level author and the subordinate unit identifiers may be separated by a line break.
   b. This vertical format:
      i. facilitates shelf reading;
      ii. appears familiar to patrons and library staff; and
      iii. eliminates the need for libraries to purchase separate label stock and maintain separate procedures and/or printers for producing document labels.

3. When document numbers are written horizontally (*e.g.*, in the 086 tag) components (*i.e.*, subject, agency, title, and date/issue) are separated by spaces.

4. Date and issue information is omitted from the MARC 086 tag for serials, just as they were in the old LaDoc numbers; the entry in the 086 ends with the colon which follows the title Cutter or equivalent. Examples of actual document numbers as they appear in the 086 and on a spine label are provided in the appendices.

Cutters

1. Cutters (*e.g.,* for titles and subordinate agency identifiers) will be created using the current version of the OCLC Dewey Cutter Program, a software application which automatically generates Cutters, available for download at http://oclc.org/support/services/dewey/program/instructions.en.html.

2. The numbers are generated using the Cutter Sanborn Four-Figure Table option, as shown below.
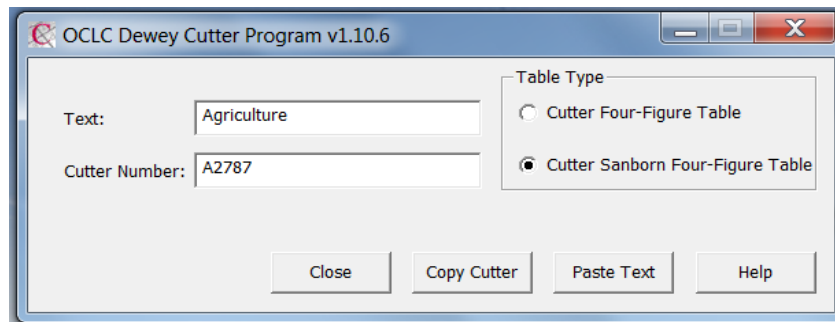
3. Cutters are adjusted or expanded as needed to ensure unique document numbers based on State Library's collection and records.

4. Cutters are also adjusted to insure that numbers arrange documents alphabetically. Cutters are decimal; that is, read digit by digit. When new Cutter numbers are created for titles that alphabetically should file between existing titles, a Cutter number that is half-way in between the existing titles' Cutter numbers will be assigned (*e.g.* existing Cutters E5673 and E5674, new Cutter would be E56735).

5. Cutters are used for:
   a. Monograph titles;
   b. Serials titles;
   c. Names of subordinate agencies;
   d. Names of subordinate units within academic institutions;
   e. Names of boards and commissions; and
   f. Names of miscellaneous entities (*e.g.*, interstate compacts).

6. In general, the Cutter is based on the first significant word in the title or name (*i.e.,* non-stop word) but:
   a. If the first such word is short or very common, one or two following words are included to create a satisfactory Cutter; and
   b. If the first significant non-stop word is a number or symbol, the name for the number or symbol is spelled out for purposes of creating the Cutter.

7. If names or titles change, Cutters or codes will be changed to reflect current names.

Stop Words

1. For purposes of the classification scheme, stop words are words that:
   a. Occur so frequently in the names of agencies and academic institutions, or in titles of official Louisiana publications (*e.g.*, Louisiana, Report, State), that to create unique Cutters based on them would be impractical; or
   b. Provide little useful content information or differentiation as compared to other words in the title or name (*e.g., How to get the critical medicine you need* would be Cuttered on <u>critical</u>, *What to expect in a medical special needs shelter* would be Cuttered on <u>expect</u>).

2. Words that are ordinarily considered to be stop words are used for Cuttering in some instances (*e.g.*, if a title consists only of stop words or they are key parts of the title, as in the core collection title <u>*State* and Local Government: An Overview</u>).

3. The table of stop words will be updated as needed; see appendices for most current table.

LADN STRUCTURE

The Louisiana document numbers are to be read and arranged on the shelf as follows:

1. Read the number line by line (or component by component, if horizontal);
2. Letters are to be read in alphabetical order (*e.g.,* A before AF, CRT before E, TEC before TEC-H);
3. Numbers in Cutters for subordinate authors and titles are to be read as decimal numbers; and
4. Ordinal numbers (*e.g.*, numbers relating to reports, volumes, or issues) and dates are to be read as whole numbers.

For examples of complete document numbers in shelf order, see the appendices.

Subject Prefix

The first component of the document number is an alphabetic subject prefix.

The subject classification of Louisiana document numbers is based on the BISAC subject heading list created and maintained by the Book Industry Study Group (BISG) Subject Codes Committee. The previous year's edition is freely available to everyone through the BISG website (*e.g.*, during 2014 the 2013 edition is posted, https://www.bisg.org/complete-bisac-subject-headings-2013-edition). The Recorder uses the latest free edition so that all depository librarians may access the list being used.

1. To create the subject prefix, the Recorder first selects a BISAC subject heading (known as bisacsh) and its corresponding 9-character code.
   a. There may be more than one BISAC heading that describes some or all of the contents or nature of a given work (*e.g*., the *Roster of officials of the State of Louisiana* relates to state government, so it could be described by a political science heading, but it can equally be regarded as a directory, a reference category).
   b. The Recorder selects a BISAC subject heading that places the item where users and reference librarians are most likely to find it through online searching or look for it when browsing the shelf (*e.g.*, hunting regulations under SPORTS & RECREATION / Hunting; the *Roster of officials of the State of Louisiana* under REFERENCE / Directories).

2. Generally the assigned prefix will consist of the three letters from the 9-character code corresponding to the selected subject heading (*e.g.*, BUS from <u>BUS</u>068000, economic development).

3. As warranted (*e.g.,* by a large volume of publication or to facilitate grouping like items together) an extended prefix is used (*e.g.*, BUS-A for agribusiness); a list of extended prefixes with brief scope notes is found in the appendices.

4. Libraries are encouraged to add the BISAC subject heading and the corresponding BISAC 9-character code to the 650 and 084 tags in the MARC bibliographic record, following Library of Congress practice.

The following guidelines inform the subject classification of certain categories of documents:

1. Assign minutes or official proceedings of boards, commissions, or other units the same subject heading that is assigned to the primary work of the agency (*e.g.*, the Board of Cosmetology minutes are placed under HEA003000, HEALTH & FITNESS / Beauty & Grooming).

2. Publications of laws and regulations by boards, commissions, or other units are assigned a LAW heading related to the subject area (*e.g.*, *Louisiana Board of Pharmacy Bulletin*, containing laws and regulations relating to the profession and practice of pharmacy, is assigned LAW / Medical Law & Legislation).

3. Government regulation of utilities is placed under BUS079000, BUSINESS & ECONOMICS / Government & Business (*e.g.*, the PSC *Official Bulletin*).

Author Codes

If a publication is issued by multiple agencies, the top-level agency or the first listed agency if all are of the same level will be used as the author for purposes of generating the document number.

Agencies

1. Author codes for all major ("top-level") departments or divisions in state government (*e.g.,* Office of the Governor, Dept. of Agriculture and Forestry, Legislative Branch) consist of an acronym based on all significant non-stop words in the name (*e.g.,* G, Office of the Governor; AF, Dept. of Agriculture and Forestry; LB, Legislative Branch).
   a. Exception: the acronym for the Board of Elementary and Secondary Education is BESE, rather than ESE (*i.e.,* retaining the usual stop word "board") because it is so widely known and referred to by the acronym.

2. Generally, the acronym for the top-level department is used for publications issued by the head of the agency (*e.g.*, J for Dept. of Justice and for publications issued by the Attorney General).
   a. Exception: the acronym LG is used for publications issued by the Lt. Governor or his office, distinguished from publications issued by the Department of Culture, Recreation and Tourism (CRT), headed by the Lt. Governor.

3. Generally, for publications issued by subordinate units, add a Cutter following the agency acronym based on the first significant non-stop word(s) in the subordinate unit's name (*e.g.,* HH .E59, Center for <u>Environmental Health</u>, under Dept. of Health and Hospitals, Office of Public Health).
   a. Exception: when the subordinate unit is most commonly referred to by its acronym, the Cutter is based on the acronym (*e.g.*, Cutter on LTRC, rather than Louisiana <u>Transportation</u> Research Center).
   b. Exception: if there are very few publications issued by the agency overall, or very few by subordinate agencies, place all publications under the top-level author code.
   c. No intervening hierarchy will be reflected in the codes.

X = Miscellaneous

1. This category is used for publications issued by non-Louisiana government entities (*e.g.,* multi-state compacts, regional authorities) or other entities not otherwise accounted for.

2. The author code for each miscellaneous entity begins with the letter X, followed by a Cutter based on significant non-stop word(s) in the entity's name (*e.g.,* X .S116 for Sabine River Compact Administration).

Y = Boards and Commissions and Similar Entities

1. Author codes for boards, commissions, advisory councils, task forces, public corporations, ports, retirement systems, and similar entities (boards, for short) begin with the letter Y, followed by a Cutter based on significant non-stop word(s) in the entity's name (*e.g.,* Y .B7889 for Louisiana State Boxing and Wrestling Commission).
   a. Exception: the Board of Elementary and Secondary Education is a statewide elected board that is over the Dept. of Education and it has its own acronym (BESE).
   b. Exception: the Board of Regents is over the university and college systems in Louisiana and has its own acronym beginning with the letter Z (Z BOR), corresponding to the acronyms for academic institutions.
   c. Exception: When the board is known by its acronym (*e.g.*, LASERS) it will be Cuttered on the acronym.

2. The author codes for boards do not attempt to convey any information regarding possible organizational relationships with departments or branches of government. (Many operate entirely independently and/or have relationships to multiple agencies.)

3. Museums associated with the Department of Culture, Recreation, and Tourism (CRT) or the Secretary of State (S) are Cuttered as subordinate agencies even if they have governing or oversight boards (*e.g.,* Tioga Heritage Park and Museum under the supervision of the Secretary of State, "S .T594"; Louisiana State Museum Patterson under the supervision of CRT, "CRT .P3171").

4. Foundations for academic institutions (*e.g.*, McNeese Foundation) are Cuttered on <u>foundation</u> followed by the institution name (*e.g.*, "Foundation, LSU," Y .F77123; "Foundation, LSUS," Y .F77125), adjusted as needed to sort alphabetically.

Z = Academic Institutions

1. Author codes for all publicly-funded academic institutions, the Board of Regents, and academic system offices (academic institutions, for short) begin with the letter Z, followed by an acronym based on the name of the institution (*e.g.*, Z BOR for Board of Regents, Z LCTCS for Louisiana Community and Technical College System, Z LSU for Louisiana State University).

2. There is no distinction in author codes based on academic system or level (*i.e.,* four-year and two-year institutions from all systems interfile alphabetically).

3. For publications issued by subordinate units within an academic institution (*e.g.,* colleges, departments, institutes), a Cutter based on the first significant non-stop word(s) in the subordinate unit's name is added following the institution's acronym (*e.g.,* Z LSU .B6156, Dept. of Biological Sciences at LSU, Cuttered on <u>Biological</u>; Z LSU .M2879, LSU Manship School of Mass Communication).
   a. Exception: when the subordinate unit is known by its acronym (*e.g.*, LUMCON), the Cutter is based on the acronym. (Often the full names consist largely of stop words, so the acronym is more useful, in any event.)
   b. No intervening hierarchy is reflected in the author codes.

Title Information

1. Monographic and serial titles generally are Cuttered based on the first significant non-stop word(s) in the title.
   a. Exception: if a title begins with the name of the issuing agency or institution (even if some of the words are not stop words), the general practice is to skip the name (which is reflected in the author code) to Cutter on the next significant non-stop word(s) (*e.g.*, *Edith Garland Dupre Library <u>Year in Review</u>*).
   b. Exception: for numbered reports or publications the number is used in lieu of a title Cutter (*e.g.,* for LSU AgCenter's *Louisiana Summary*, use <u>Pub2382</u> for the title information).
   c. Exception: for Dept. of Transportation and Development environmental impact statements and similar publications, Dept. of Natural Resources plans, reports, and similar publications, and similar publications from other agencies relating to one or more parishes the numerical code for the relevant parish(es) following "Par." is/are used in lieu of a title Cutter (*e.g.*, Par.21, Par.18-22-35). All parishes are numbered in alphabetical order from 1-64 by the Department of Transportation and Development; see the appendices for the ordered list. If the publication involves multiple parishes, the parish numbers (in numerical order) are separated by dashes (*e.g.,* Par.18-22-35) to clearly distinguish them from the date information immediately following.
   d. Exception: if any publication relating to a specific numbered state project cannot reasonably be Cuttered on the title, and the parish numbering scheme does not apply, the state project number is used in lieu of a title Cutter.
   e. Exception: health consultations issued by the Department of Health and Hospitals relating to facilities or products of a particularly company or entity are Cuttered on the name of the company or entity being assessed (*e.g., Health consultation: review of biota data: a review of crayfish samples, Marion Pressure Treating Company, Marion, Union Parish, Louisiana,* Cutter on <u>Marion Pressure Treating Company</u>, M341).
   f. Exception: legal papers beginning with words indicating the type of document (*e.g.*, "Final Settlement Agreement …") are Cuttered on the name of the place, party, or entity involved (*e.g.*, "Settlement Agreement: **Mosquito Bay** …", LAW PSC .O395 .**M912**:) so that related documents for the same case shelve/sort together.

2. Cover titles of sports media and fan guides tend to vary from year to year and academic institutions seem to be especially inconsistent with guides relating to women's sports (*e.g.*, "LSU Basketball, Lady Tigers" vs. "LSU Women's Basketball").
   a. To keep variations of the same publication together, title Cutters for sports media guides will reflect the team's gender (*e.g.*, for basketball media guides issued by LSU's Office of Sports Information, SPO-BK Z LSU .S7648 .M548: for men's basketball, SPO-BK Z LSU .S7648 .W87262: for women's basketball).
   b. Even if a sport currently is limited to a single gender at a given institution (*e.g.*, baseball, volleyball, softball), the same Cuttering principle will apply because participation in the sport may grow to include both genders in the future (*e.g.*, volleyball is now a men's Olympic sport and may be introduced as a men's sport within Louisiana academic institutions at some point).
   c. If a sports publications covers both men's and women's teams, Cutter on the name of the sport.

A. Stop Words Table

Stop words will be skipped when creating Cutter numbers for subordinate agencies or titles, unless they fall within the noted exceptions or the title consists solely of stop words. Certain parts of speech (*e.g.*, initial articles, prepositions) will generally be treated as stop words even if not specifically listed in this appendix. This list is not intended to be exhaustive.

If a title begins with the name of the issuing body, the name of the issuing body will be treated like a stop word unless there are no other non-stop words in the title.

Stop Word	Exception	Stop Word	Exception
Annual		Louisiana	
Be		Manual	
Board		Meeting	
By		Minutes	
Can	as first word of title that asks a question	Not	
Center		Office	
Commission		Official	
Department		Open	
Developing		Plan	
Do		Proceedings	
Draft		Program	
Evaluation		Project	
Examiners		Public	
Final		Quality	
Fiscal Year		Regular	
For		Report	
Get		Research	
Guide		Review	
Handbook		State	*State and Local Government in Louisiana : An Overview*
Hearing		Statement	
Highway		Statewide	
How		Status	
Impact		Summary	
Implementation		To	
Improve		What	
Improvement		When	
Improving		Which	
In		You	
Investigation		Your	

B. Table of Extended Prefixes and Their Uses

The subject component of document numbers are based on the BISAC subject headings and corresponding three-letter BISAC code prefixes found on the Book Industry Study Group (BISG) website, https://www.bisg.org/. As needed, the BISAC prefixes will be extended by the addition of one or more letters to provide for easy subdivision within broad subject categories in lieu of using the full nine-character BISAC codes. The extended prefixes correspond to BISACSH subdivisions and any further subdivisions of that subject, unless a subdivision is specifically listed with its own extended prefix. (For example, in addition to a general heading for baseball, there are also BISACSH subdivisions for baseball essays and writings, history, and statistics, all of which would appear under SPO-BB).

Prefix	Scope Note
BMS	Body, mind, spirit (use instead of OCC, "occult")
BUS-A	Agribusiness
BUS-E	Energy industries
BUS-I	Insurance
BUS-NP	Nonprofit Organizations and Charities (includes educational foundations)
BUS-RS	Retirement planning (includes state retirement systems)
EDU-I	Educational organizations and institutions (includes information about institution and its academic ceremonies)
EDU-SL	Student life and student affairs (includes student newspapers)
HEA-CH	Children's health (works for adults about, distinguished from JNF and YAN)
MED-RA	Health risk assessments
MED-V	Veterinary medicine
REF-C	Catalogs (including college and university catalogs)
REF-Y	Yearbooks and annuals
SOC-C	Criminology
SOC-P	Penology
SOC-R	Social science research
SPO-BB	Baseball
SPO-BK	Basketball
SPO-BW	Bowling
SPO-BX	Boxing
SPO-CC	Cross country
SPO-F	Football
SPO-G	Golf
SPO-GY	Gymnastics
SPO-RG	Rugby
SPO-RJ	Running and jogging (includes cross country)
SPO-RO	Rodeo
SPO-S	Soccer
SPO-SD	Swimming and diving
SPO-SF	Softball
SPO-T	Tennis
SPO-TF	Track and field
SPO-V	Volleyball
SPO-WA	Water sports
SPO-WR	Wrestling
TEC-A	Agriculture (for farmers and agronomists)
TEC-ENV	Environmental technology
TEC-FL	Flood control
TEC-FSH	Fisheries and aquaculture
TEC-H	Highway and traffic (includes environmental impact reports and related publications)
TEC-R	Technology and engineering research
X	Non-classifiable

C. Partial List of Top-Level Author Codes

This list includes codes for branches of government, executive branch departments, and academic institutions. It does not include the approximately 250 boards and commissions, special district governments (*e.g.,* levee districts), public corporations, and other entities that are identified by Cutter numbers beginning with "Y".

Code	Issuing Body
A	Administration, Division of
AF	Agriculture and Forestry, Dept. of
BESE	Board of Elementary and Secondary Education
CFS	Children and Family Services, Dept. of
CRT	Culture, Recreation, and Tourism, Dept. of
CS	Civil Service, Dept. of State
E	Education, Dept. of
ED	Economic Development, Dept. of
EQ	Environmental Quality, Dept. of
G	Governor, Office of the
HH	Health and Hospitals, Dept. of
I	Insurance, Dept. of
J	Justice Department, Dept. of
JB	Judicial Branch
LB	Legislative Branch
LG	Lieutenant Governor, Office of
NR	Natural Resources, Dept. of
PS	Public Service Commission
PSC	Public Safety and Corrections, Dept. of
R	Revenue, Dept. of
S	State, Dept. of
T	Treasury, Dept. of
TD	Transportation and Development, Dept. of
VA	Veterans Affairs, Dept. of
W	Workforce Commission, Louisiana
WF	Wildlife and Fisheries, Dept. of
ZBOR	Board of Regents
ZBPC	Bossier Parish Community College
ZBRC	Baton Rouge Community College
ZCLTC	Central Louisiana Technical Community College
ZDGC	Delgado Community College
ZDTC	Louisiana Delta Community College
ZFTC	Fletcher Technical Community College
ZGS	Grambling State University
ZLCTCS	Louisiana Community and Technical College System
ZLSU	LSU
ZLSUA	LSU Alexandria
ZLSU-AC	LSU AgCenter

ZLSUE	LSU Eunice
ZLSU-HCS	LSU Health Care Services Division
ZLSU-HNO	LSU Health Sciences Center New Orleans
ZLSU-HS	LSU Health Sciences Center Shreveport
ZLSU-LC	LSU Law Center
ZLSU-PBR	LSU Pennington Biomedical Research Center
ZLSUS	LSU Shreveport
ZLSU-SYS	LSU System
ZLT	Louisiana Tech University
ZMS	McNeese State University
ZNC	Nunez Community College
ZNS	Nicholls State University
ZNTC	Northshore Technical Community College
ZNWLT	Northwest Louisiana Technical College
ZNWS	Northwestern State University
ZRPC	River Parishes Community College
ZSCLT	South Central Louisiana Technical College
ZSEL	Southeastern Louisiana University
ZSLC	South Louisiana Community College
ZSU	Southern University
ZSU-AC	Southern University AgCenter
ZSU-LC	Southern University Law Center
ZSUNO	Southern University New Orleans
ZSUS	Southern University Shreveport
ZSU-SYS	Southern System
ZSWLTC	SOWELA
ZULL	University of Louisiana Lafayette
ZULM	University of Louisiana Monroe
ZUL-SYS	University of Louisiana System
ZUNO	University of New Orleans

D. List of Parishes

Parish Name	Parish Number	Parish Name	Parish Number
Acadia	1	Madison	33
Allen	2	Morehouse	34
Ascension	3	Natchitoches	35
Assumption	4	Orleans	36
Avoyelles	5	Ouachita	37
Beauregard	6	Plaquemines	38
Bienville	7	Pointe Coupee	39
Bossier	8	Rapides	40
Caddo	9	Red River	41
Calcasieu	10	Richland	42
Caldwell	11	Sabine	43
Cameron	12	St. Bernard	44
Catahoula	13	St. Charles	45
Claiborne	14	St. Helena	46
Concordia	15	St. James	47
DeSoto	16	St. John	48
East Baton Rouge	17	St. Landry	49
East Carroll	18	St. Martin	50
East Feliciana	19	St. Mary	51
Evangeline	20	St. Tammany	52
Franklin	21	Tangipahoa	53
Grant	22	Tensas	54
Iberia	23	Terrebonne	55
Iberville	24	Union	56
Jackson	25	Vermilion	57
Jefferson	26	Vernon	58
Jefferson Davis	27	Washington	59
Lafayette	28	Webster	60
Lafourche	29	West Baton Rouge	61
LaSalle	30	West Carroll	62
Lincoln	31	West Feliciana	63
Livingston	32	Winn	64

E. Standard Abbreviations

Standard abbreviations should be used as needed in title and date/issue information (*e.g.*, "Rpt," "Q"); do not abbreviate shorter information, such as Book or Part.

Abbreviations for additional qualifiers following the date/issue information are placed within parentheses. (*e.g.*, "(App.)," "(Rev.)").

Write seasons out in full (*e.g.*, Summer). Foreign languages are abbreviated to four letters, followed by a period (*e.g.*, "(Fren.)," "(Span.)").

Term	Abbreviation	Example
appendix	App.	
Bulletin number	Bull	Bull2382
District	Dist	
edition	ed.	
issue	i	
Legislative session, Extraordinary	Ext.	
Legislative session, Regular	Reg	
number	n	
Parish	Par.	
project number	Proj	
Publication	Pub	Pub2382
quarter	Q	
Report	Rpt	Rpt495
revised	Rev.	
summary	Summ.	
supplement	Supp.	
Title	T	T46
volume	v	

F. Sample Numbers in 086 and on Spine Labels in Shelf Order

The following titles are in shelf order by document number. Date/issue information for serials is not included in the 086 MARC tag but is included in the spine label. The date is included in both for monographs.

Title	086	Serial Pattern	Spine Label
Official Bulletin	BUS PS .B936:	n# YYYY	BUS PS .B936: n1058 2014
Louisiana Energy Facts Annual	BUS-E NR .T2557 .E56735:	YYYY	BUS-E NR .T2557 .E56735: 2015
Exchange : Louisiana Lottery Retailer Newsletter	GAM .YL884 .E9621:	YYYY/MM-MM	GAM .YL884 .E9621: 2016/09-10
De Novo	LAN JB .L4159 .D413:	v# i# YYYY	LAN JB .L4159 .D413: v13 i03 2016
Louisiana Administrative Code. Title 33, Environmental Quality, Part I, Office of the Secretary	LAW A .R3371 .A2384:	T# Pt# YYYY	LAW A .R3371 .A2384: T33 PtI 2016
Louisiana Register	LAW A .R3371 .R3371:	v# n# YYYY	LAW A .R3371 .R3371: v42 n10 2016
Louisiana State Budget	POL A .P7123 .B9276:	YYYY-YY	POL A .P7123 .B9276: 2016-17
Louisiana Comprehensive Annual Financial Report for the Fiscal Year ended …	POL A .S79764 .C73784:	YYYY	POL A .S79764 .C73784: 2015
Louisiana popular annual financial report for the fiscal year ended …	POL A .S79764 .P8313:	YYYY	POL A .S79764 .P8313: 2015
Louisiana State Government Telephone Directory	REF A .T2673 .G7212:	YYYY	REF A .T2673 .G7212: 2016
Louisiana Driver's Guide for Classes "D" and "E"	REF PSC .M9192 .D782:	YYYY	REF PSC .M9192 .D782: 2013
Angolite	SOC-P PSC .P411 .A592:	v# n# YYYY	SOC-P PSC .P411 .A592: v40 n05-06 2015
Public Hearing Record : Environmental Assessment Red River Bridge at Jimmie Davis Highway …	TEC-H TD Par.08-09: 2015	[MONOGRAPH]	TEC-H TD Par.08-09: 2015
Improvements to Highway Guardrail Assemblies	TEC-R TD .L9259 Rpt14-1TIRE: 2016	[MONOGRAPH]	TEC-R TD .L9259 Rpt14-1TIRE: 2016