

State University of New York
Stony Brook
LIBRARIES

NYS DEPOSITORY COPY

new york state
document classification system

nydocs

the arrangement of new york state
documents in libraries

January 1995

SEP 27 1996

The University of the State of New York
The State Education Department
New York State Library
Cultural Education Center
Albany, New York 12230

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University

R. CARLOS CARBALLADA, <i>Chancellor</i> , B.S.	Rochester
JORGE L. BATISTA, <i>Vice Chancellor</i> , B.A., J.D.	Bronx
WILLARD A. GENRICH, <i>Chancellor Emeritus</i> , LL.B.	Buffalo
EMLYN I. GRIFFITH, A.B., J.D.	Rome
LOUISE P. MATTEONI, B.A., M.A., Ph.D.	Bayside
J. EDWARD MEYER, B.A., LL.B.	Chappaqua
FLOYD S. LINTON, A.B., M.A., M.P.A.	Miller Place
MIMI LEVIN LIEBER, B.A., M.A.	New York
SHIRLEY C. BROWN, B.A., M.A., Ph.D.	Albany
NORMA GLUCK, B.A., M.S.W.	New York
ADELAIDE L. SANFORD, B.A., M.A., P.D.	Hollis
WALTER COOPER, B.A., Ph.D.	Rochester
CARL T. HAYDEN, A.B., J.D.	Elmira
DIANE O'NEILL MCGIVERN, B.S.N., M.A., Ph.D.	Staten Island
SAUL B. COHEN, B.A., M.A., Ph.D.	New Rochelle
JAMES C. DAWSON, A.A., B.A., M.S., Ph.D.	Peru

President of The University and Commissioner of Education

THOMAS SOBOL

Executive Deputy Commissioner of Education

THOMAS E. SHELDON

Deputy Commissioner for Cultural Education

CAROLE F. HUXLEY

Assistant Commissioner for Libraries and State Librarian

JOSEPH F. SHUBERT

Director of the State Library

JEROME YAVARKOVSKY

Ref
Doc
Z
1223.5
.N57
N56
1995

The State Education Department does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats, including braille, large print or audio tape, upon request. Inquiries concerning this policy of equal opportunity and affirmative action should be referred to the Department's Affirmative Action Officer, NYS Education Department, 89 Washington Avenue, Albany, NY 12234.

Contents

BACKGROUND OF THE CLASSIFICATION SYSTEM1

PRINCIPLES OF THE CLASSIFICATION SYSTEM1

ELEMENTS OF THE CLASSMARK1

 GENERAL..... 1

 AGENCY KEYWORD DESIGNATOR..... 2

 AGENCY NUMERIC DESIGNATOR 2

 FORMULATING AGENCY CODES 3

 PUBLICATION TYPE CODE 4

 DATE/TITLE IDENTIFIERS..... 5

 ACCESSION NUMBER..... 9

 QUALIFIERS 9

SPECIAL CATEGORIES10

 GOVERNOR..... 10

 Publications of the governor10

 Public papers of the governor10

 Publications of units of the governor's office, task forces,
 commissions, and conferences10

 LEGISLATURE..... 11

 Publications of the entire legislative body11

 Publications of joint committees, select committees,
 joint commissions, etc.11

 Publications of the Assembly11

 Publications of the Senate11

 DEPARTMENT OF AUDIT AND CONTROL..... 12

 Publications of the Division of Audits and Accounts12

 Publications of the Division of Management Audit12

32280817 RR 7-9-97 bhu 3606

OFFICE OF THE COMPTROLLER FOR THE CITY OF NEW YORK	12
Report (series)	12
Technical memorandum (series)	13
NEW YORK STATE MUSEUM	13
Bulletin (series)	13
NEW YORK STATE LIBRARY	13
Topic (series)	13
CONFERENCES	13
Conferences convened by the governor	13
All other conferences	14
SPECIAL RULES OF PRACTICE	14
MONOGRAPHS	14
Editions	14
Plans	14
Other	15
SERIALS	16
Assigning classmarks to publication type 1 serials	16
Assigning classmarks to publication type 3 serials	16

0. BACKGROUND OF THE CLASSIFICATION SYSTEM

0.1. GENERAL

Prior to 1978, the Library's collection of New York State documents was housed in the Legislative Reference Library. For the most part, the documents were organized by a keyword in the name of the issuing agency and shelved alphabetically by title. Classification of this collection under a special scheme, which retained the alphabetical keyword code, was begun in 1976 as part of a general reorganization in preparation for the integration and transfer of previously separate collections to the Cultural Education Center. Since 1977, all New York State documents have been assigned a classification number in this system.

1. PRINCIPLES OF THE CLASSIFICATION SYSTEM

1.0. GENERAL

There are four key principles of the New York State documents classification system:

- 1) The classification system is based on keyword in the catalog heading for the agency.
- 2) Arrangement of agencies is by keyword in the agency name.
- 3) All publications of a publishing entity are filed together.
- 4) Within an agency, like publications are filed together.

2. ELEMENTS OF THE CLASSMARK

2.0. GENERAL

In the following section, sample classmarks are constructed. Each element of the classmark is discussed in detail and the segment under discussion is underlined.

2.0A. Essential elements

Each classmark contains the following elements:

agency keyword designator: a three-letter code based on keyword of the agency name.

agency numeric designator: a three-digit number, or three-digit number with a decimal extension, to separate agencies with identical keyword designators.

publication type code: a single-digit number denoting one of five kinds of publications.

accession number: a unique number to distinguish titles with duplicate classification codes.

2.0B. Optional elements

Classmarks may include one or more of these elements:

date/title identifiers: date codes for administrative reports and hearings; title codes for monographs and certain types of serials based on words in a publication's title.

qualifiers: terms, dates, or other devices used to arrange and distinguish related works.

2.1. AGENCY KEYWORD DESIGNATOR

Each publishing entity of New York State government is assigned a place in the scheme. The first component of its place is determined by a three-letter alphabetic code based on the keyword of the agency name. The keyword is usually the *first distinctive word* in the name. Thus, words like "New York," "Committee," "Commission," "Division," and "Bureau" are disregarded. The word "State" is avoided except for State University (STA) which has been left distinct from University of the State of New York, State Education Department (UNI).

Since more than one agency may have the same keyword, three-letter codes are not unique. Thus, both the Temporary State Commission on *Child Welfare* and the State Council on *Children and Families* have CHI as the first component of their designator. This arrangement permits a grouping of agencies with similar names and possibly related functions. The numeric designator described below distinguishes these.

CHI

Temporary State Commission on Child Welfare

CHI

New York State Council on Children and Families

LAW

Department of Law

POR

Port Authority of New York and New Jersey

2.2. AGENCY NUMERIC DESIGNATOR

The three-letter alphabetic code is followed by a three-digit number (000-999) determined by the interval that would scatter common alpha-entries evenly throughout that range. A decimal extension may be added to a numeric designator to allow for maximum expansion. Due to the proliferation of entries in the areas of the governor (GOV) and the legislature (LEG), a decimal figure from .0 and up is *always* added to the numeric designator. It is this number that distinguishes entities with the same keyword, as well as subordinate divisions of larger publishing entities. In the latter case, the larger entity comes first, followed by its subdivisions. *No outside agencies are interfiled within the range of numbers assigned to the agency and its subdivisions.*

SOC 295

Dept. of Social Services. Office of Professional Development and Training

SOC 295.5

Dept. of Social Services. Bureau of Program Analysis and Utilization Review

SOC 295.7

Dept. of Social Services. Bureau of Program and Policy

SOC 295.8

Dept. of Social Services. Bureau of Program Development

SOC 295.9

Dept. of Social Services. Bureau of Program Evaluation

SOC 296

Dept. of Social Services. Bureau of Program Forecasting and Economic Analysis

GOV 944.1

Governor's Task Force on Pension Fund Investment

GOV 944.15

Governor's Task Force on Rape and Sexual Assault

GOV 944.155

Governor's Task Force on Sexual Harassment

GOV 944.2

Governor's Task Force on the Aging

GOV 944.7

Governor's Task Force on the Federal Budget

GOV 945.0

Governor's Task Force on the Federal Human Services Budget

2.3. FORMULATING AGENCY CODES

The agency keyword designator is selected from the catalog heading for the agency name. Using the keyword as the entry element, a filing form is created. The words "New York (State)" when used as a place name in the catalog heading are disregarded. The filing form may require inverting the remaining portion or portions of the heading. An additional keyword designator is identified for each subdivision of the catalog heading.

A numeric designator is then assigned placing the agency name halfway between two existing numbers. The assigned designator will keep subheadings within an agency alphabetically arranged by keyword. Adjustments are made to accommodate future assignments within the range of available numbers.

The combined agency keyword designator and agency numeric designator form the *agency code*.

Food Investigating Commission

catalog heading: New York (State). Food Investigating Commission

primary keyword designator: FOOD

filing form: FOOD INVESTIGATING COMMISSION

assigned agency code: FOO 300

Food Investigating Commission. Committee on Cooperation

catalog heading: New York (State). Food Investigating Commission. Committee on Cooperation

primary keyword designator: FOOD

secondary keyword designator: COOPERATION

filing form: FOOD INVESTIGATING COMMISSION. COOPERATION, COMMITTEE ON

assigned agency code: FOO 350

Food Investigating Commission. Committee on Production

catalog heading: New York (State). Food Investigating Commission. Committee on Production

primary keyword designator: FOOD

secondary keyword designator: PRODUCTION

filing form: FOOD INVESTIGATING COMMISSION. PRODUCTION, COMMITTEE ON

assigned agency code: FOO 550

Bureau of Food Stamps

catalog heading: New York (State). Bureau of Food Stamps

primary keyword designator: FOOD

filing form: FOOD STAMPS, BUREAU OF

assigned agency code: FOO 743

Department of Foods and Markets

catalog heading: New York (State). Dept. of Foods and Markets

primary keyword designator: FOODS

filing form: FOODS AND MARKETS, DEPARTMENT OF

assigned agency code: FOO 850

Division of Foods and Markets

catalog heading: New York (State). Division of Foods and Markets

primary keyword designator: FOODS

filing form: FOODS AND MARKETS, DIVISION OF

assigned agency code: FOO 950

2.4. PUBLICATION TYPE CODE

The next component of the classmark is a number for publication type. The numbers range from zero to four and are preceded by a hyphen. The publication type codes denote:

- 0 *ephemera (monographs and serials)*: brochures, pamphlets, news releases, flyers, posters, and prints
- 1 *annual or administrative reports*: official recordings of an agency's internal operations or activities (serials), or, the findings of a committee, commission, etc. established to study a special topic (monographs)
- 2 *transcripts of hearings*: official verbatim recordings of testimony and supplementary materials submitted. Reports of hearings and summaries of testimony are coded as -4 monographs
- 3 *all other serials*: publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely
- 4 *all other monographs*: a nonserial item either complete in one part or complete, or intended to be complete, in a finite number of separate parts

BIC 550-0

Commemorating 200 years of the Constitution and the Bill of Rights

COU 445-1

Annual report of the Court of Claims of the State of New York (*serial*)

JUD 785-1

Report of the Task Force on Judicial Diversity ... (*monograph*)

LEG 768.6-2

Public hearing on status of Long Island's highways and ...

ARC 952-3

For the record : the newsletter of the New York State Archives ...

HEA 302-4

Harvard Medical Practice Study public hearings : hearing officer's report

2.5. DATE/TITLE IDENTIFIERS

After the publication type code, one of two identifiers may appear. For administrative reports (publication type 1 monographs) and hearings (publication type 2), it is a date code. For other publications, it is a title code. Annual reports (publication type 1 serials) do not carry date/title identifiers.

2.5A. Date codes

The date code consists of the date a report was issued or published, or the date or dates a hearing or meeting was held. The date code is always expressed in numeric form.

2.5A1. Single dates

MIN 954-1 4/91

Report of the New York State Judicial Commission on Minorities
(*Issued: April 1991*)

PAR 700-1 1884

Report to the New York Legislature of the Commission to Select and
Locate Lands for Public Parks ...
(*Issued: 1884*)

LEG 870.8-2 1/30/89

Public hearing on state operations and capital projects ...
(*Held: January 30, 1989*)

2.5A2. Multiple dates

LEG 209.2-2 10/20- 12/29/20

Minutes of hearings : Oct. 20-Dec. 29, 1920

LEG 209.2-2 4/28/21- 5/3/22

Minutes of hearings : Apr. 28, 1921- May 3, 1922

LEG 602.1-2 12/27- 12/28/78

The Subcommittee on the Stabilization and Preservation of Middle
Income Communities in the City of New York ... [hearings]
(*Held: December 27 and 28, 1978*)

2.5B. Title codes

The title code is derived from the main title (title proper) of the publication.

2.5B1. General rules

- a) The title code includes the first three letters of the first word of the title, followed by the first letter of the second word and the first letter of the third word.

ENV 214-3 ENVNB

Environmental notice bulletin

SOC 210-4 SECYE

Second year evaluation of the Monroe County long-term ...

MEN 960-4 NYSRS

NYS residential services for children with emotional problems

- b) When there are only two words in a title, the title code includes the first three letters of the first word followed by the first two letters of the second word.

FIR 985.5-4 ARSBI

Arson bibliography

- c) When there is only one word in a title, the title code consists of the first five available letters of that word.

INS 626-3 YEARB

Yearbook

STA 472-4 VMES

VMES

- d) When the first word in a title contains less than three characters, the title code includes all the letters of the first word, plus however many letters of the second word are needed to make the three. This is followed by the first letter of the third word and the first letter of the fourth word.

TOU 250-3 ILONY

I love New York horizons

LIF 500-4 DONRO

Do not resuscitate orders

SAI 050-4 STLRE

St. Lawrence River & Eastern Lake Ontario

If the title contains only two words, the title code consists of all the letters of the first word, plus however many letters of the second word to make up to five letters.

EDU 080-3 INSER

In service

2.5B2. Additional rules

- a) Articles are disregarded in determining the first word.

AGR 544-4 COMEA

A comparative economic analysis of the star accelerated ...

LEG 870.8-4 INDSI

An independent Staten Island

INC 350-4 NEWYC

The New York City Assistance Program

- b) Articles, prepositions, and conjunctions are disregarded in determining the second and third words.

LIB 132-3 CHEOP

Checklist of Official Publications of the State of New York

HEA 302-4 SUSDR

Sus derechos como residente de un centro de convalecencia ...

EQU 027-4 EXERP

Exemptions from the real property tax

POR 042-3 VIAPN

Via Port of New York-New Jersey

TAX 770-3 MONFY

Monthly and fiscal year comparison of net collections

MOT 425-4 STANY

State of New York motor vehicle reciprocity summary

IND 214-3 INDLR

Industrial & labor relations review

- c) Numbers are treated as if written out as one word.

AGR 544-4 CHATF

Chapter 12 farm bankruptcy in New York State

(Read as: Chapter twelve farm ...)

COR 869-4 NINRF

1985 releases, five year postrelease follow-up

(Read as: Nineteen eighty-five releases five ...)

CHI 156-4 NINNG

1988-1989 guidelines for New York State Prekindergarten ...

(Read as: Nineteen eighty-eight nineteen eighty-nine guidelines ...)

PUB 146-4 RECTN

Re: Case 29124, Nine Mile Point Two ...

(Read as: Re case twenty-nine thousand one hundred twenty-four Nine ...)

UNI 068-4 NINER

1982-83 Regents/Commissioner's regional conferences

(Read as: Nineteen eighty-two eighty-three Regents ...)

- d) Hyphenated words and other punctuated words are treated as separate words.

STA 300-4 GUBLR

Gubernatorial-legislative relations in New York State

AFR 500-4 HIVAU

HIV/AIDS update : a report

GRE 450-4 USMVP

U.S. military vessel procurement and Great Lakes shipyards

EQU 050-4 EAFHR

EA-5217 handbook for the real estate property transfer report

- e) Signs and symbols are treated as words based on the context of the title.

ECO 240-3 ILONT

I ♥ NY travel news

(Read as: I love NY travel news)

LEG 438.3-4 EIGDT

\$81.4 million and 10 years later, the link is still missing

(Read as: Eighty-one point four million dollars and ten years ...)

- f) Disregard the words "New York State" when appearing as the first three words of a title.

ELE 075-3 ELESP

New York State election statistics package

- g) Disregard words denoting frequency (e.g., annual, monthly, weekly) or edition (e.g., draft, final, preliminary) when determining the first three words.

TAX 770-3 GRONT

Monthly gross and net tax collections

MEN 162-3 REPLS

Quarterly report to the legislature on the status of ...

MIN 035-4 GENEI

Final generic environmental impact statement on the oil, gas ...

- h) To ease identification of publications issued simultaneously with similar titles by the same agency, title code for unique keyword elements (e.g., geographic area or subject matter) even if this results in disregarding other significant words.

LAB 580-3 OCCCN

Occupational wage data. Central New York region

LAB 580-3 OCCFL

Occupational wage data. Finger Lakes region

LAB 580-3 OCCHV

Occupational wage data. Hudson Valley region

AGR 544-4 HONDD

An economic analysis of the U.S. honey industry. Data
documentation

AGR 544-4 HONDS

An economic analysis of the U.S. honey industry. Data summary

AGR 544-4 HONEM

An economic analysis of the U.S. honey industry. Econometric
model

2.6. ACCESSION NUMBER

The accession number (or time-accession number with prefix indicating the year of processing in the State Library) distinguishes individual titles when duplicate classification codes are used. For serials and for certain categories of monographs, the accession number of the first issue or initial publication is retained to 1) keep subsequent issues of a serial together or 2) keep various manifestations of a monographic work together.

LAB 580-3 WORSN 1420019

Work stoppages in New York State

TEC 650-3 TECAQ 89-14396

Technology applications quarterly

ARC 954.5-4 INTOD 92-2198

Introduction to optical disk

2.7. QUALIFIERS

The accession number may be followed by one or more qualifiers denoting relationship to the original item. Consult later sections for additional guidance.

2.7A. Alphabetic qualifiers

Alphabetic qualifiers are one or more words taken from the publication and used to distinguish related works. These include terms such as *draft*, *preliminary*, *revised*, and *update*. The terms *supplement* and *appendix* may be used only when these publications are issued separately from a main work.

ENV 214-4 CONOS 91-28138 Preliminary draft

Conserving open space in New York State : preliminary draft

2.7B. Numeric qualifiers

These include *dates*, *volume* or *series numbers*, or other numeric devices used alone or in combination to distinguish related works.

BUD 350-4 STYMA 76-1340 1983

Budget style manual

(Note: A 1983 edition of an earlier work)

2.7C. Combined qualifiers

Alphabetic and numeric qualifiers may be combined to arrange and distinguish related works. In general, give the numeric qualifier first.

GOV 732.0-4 HEACR 93-13249 1991 interim

Health care reform for the State of New York : memorandum to the governor :
interim report 1991

3. SPECIAL CATEGORIES

3.0. SCOPE

The general principles described above are applicable to most New York State publications with modifications in some cases. Special treatment is given to publications of the governor, the legislature, and selected agencies.

3.1. GOVERNOR

Publications of the governor and the governor's offices are classed under GOV. Due to the proliferation of entries, a decimal figure from .0 and up is *always* added for maximum expansion. These publications are divided according to the following sequence:

3.1A. Publications of the governor

Class all gubernatorial publications in one sequence under GOV 075.0.

GOV 075.0-3 EXEBU 76-59709

New York (State). Governor.

Executive budget

GOV 075.0-4 ENESM 79-71217

New York (State). Governor (1975-1982 : Carey)

Energy special message to the legislature

3.1B. Public papers of the governor

These are classed under GOV 075.0-4 PUBPA and are arranged by year.

GOV 075.0-4 PUBPA 1988 91-25696

New York (State). Governor (1983-1994 : Cuomo)

Public papers of Governor Mario M. Cuomo, 1988

3.1C. Publications of units of the governor's office, task forces, commissions, and conferences

These are arranged alphabetically by keyword.

GOV 112.5

Council to the Governor

GOV 222.3

Governor's Commission on Libraries. Committee on Democracy

GOV 537.5

Governor's Conference on Aging (N.Y.)

GOV 720.0

Governor's Drought Management Task Force

GOV 912.3

Governor's Task Force on Agricultural Value Assessment

3.2. LEGISLATURE

Publications of the legislature are classed under *LEG*. These publications are divided into several categories based on issuing body. Like the publications of the governor, a decimal figure from .0 and up is *always* added for maximum expansion. Legislative committee codes are arranged alphabetically by keyword. The sequence is:

3.2A. Publications of the entire legislative body

These are classed under *LEG 011.9*.

LEG 011.9-3 LEGDS 89-13725

New York (State). Legislature.

Legislative documents of the Senate and Assembly ...

LEG 011.9-4 MAPIP 1217288

Maps illustrating the provision of the Reapportionment Compliance Act of 1964

3.2B. Publications of joint committees, select committees, joint commissions, etc.

Agency codes for these entities follow.

LEG 216.0-2 11/9/63 75-2341

New York (State). Legislature. Joint Committee on Indian Affairs.

Minutes of public hearing ... held at Tonawanda Indian Community House, Akron, New York on November 9, 1963

LEG 367.2-1 1961 1047269

New York (State). Legislature. Joint Committee on Reapportionment.
Interim report

3.2C. Publications of the Assembly

Publications of the entire Assembly are classed under *LEG 481.2*; subdivisions of the Assembly follow.

LEG 481.2-3 DOCAS 1059138

New York (State). Legislature. Assembly.

Documents of the Assembly of the State of New York

LEG 768.6-1 82-43

New York (State). Legislature. Assembly. Standing Committee on Transportation.
Annual report

3.2D. Publications of the Senate

Publications of the entire Senate are classed under *LEG 795.8*; subdivisions of the Senate follow.

LEG 795.8-3 DOCSS 87-95

New York (State). Legislature. Senate.

Documents of the Senate of the State of New York

LEG 883.5-4 REPHI 90-28068

New York (State). Legislature. Senate. Democratic Task Force on Health Insurance.

Report on health insurance mandates

3.3. DEPARTMENT OF AUDIT AND CONTROL

Publications of the Department of Audit and Control have been given special treatment in the assignment of title codes. In order to ease identification of the many reports issued with similar titles, modifications have been made for the following titles:

3.3A. Publications of the Division of Audits and Accounts

The title code for Division publications is derived from that part of the title that identifies the agency, institution, or program being audited. Adding the period covered by the audit or the date of report keeps all the audits of an agency, institution, or program together. These publications are classed under *AUD 200-4* with entry under the heading for the Division of Audit and Accounts.

AUD 200-4 EDUOC 1970/76 78-70666

New York (State). Division of Audit and Accounts.

Financial and operating practices, Educational Opportunity Center Program ... September 1, 1970 - August 31, 1976

AUD 200-4 FRIBR 1971/72 82-71072

New York (State). Division of Audit and Accounts.

Report on determination of statewide fringe benefit rates ... fiscal year ended March 31, 1972

3.3B. Publications of the Division of Management Audit

Audit reports issued by the Division of Management Audit are arranged by series report number. The three-letter title code REP is derived from the series title. These publications are classed under *AUD 450-4 REP* with entry under the heading for the Department of Audit and Control.

AUD 450-4 REP 90-S-12 91-20398

New York (State). Dept. of Audit and Control.

Department of Social Services, weak EDP general controls ... (Report 90-S-12)

3.4. OFFICE OF THE COMPTROLLER FOR THE CITY OF NEW YORK

Special treatment is given to the reports of the Office in the assignment of title codes. The *Technical memorandum* and *Report* series of the Office are arranged by series title and number. These reports are classed under *NEW 200-4* (for the Office of the Special Deputy Comptroller for the City of New York, earlier name) or *NEW 375-4* (for the Office of the State Deputy Comptroller for the City of New York, later name).

3.4A. Report (series)

For the *Report* series, the arrangement is by series report. The three-letter title code REP is derived from the series title; the report number is added as the next element. For titles classed under *NEW 375-4*, the report number is inverted to allow for filing by year.

NEW 200-4 REP 10-82 81-70723

New York (State). Office of the Special Deputy Comptroller for the City of New York.

Real estate inequalities in New York City ... (Report 10-82)

NEW 375-4 REP 91-1-A 91-8116

New York (State). Office of the State Deputy Comptroller for the City of New York.

New York City Department of Transportation ... (Report A-1-91)

3.4B. Technical memorandum (series)

For the *Technical memorandum* series, the arrangement is again by series report. The two-letter title code TM is derived from the series; the report number is added as the next element. For titles classed under NEW 375-4, the report number is inverted to allow for filing by year.

NEW 200-4 TM 1-87 91-8102

Analysis of the New York City economy (Technical memorandum 1-87)

NEW 375-4 TM 93-2 92-49410

Analysis of the New York City economy (Technical memorandum 2-93)

3.5. NEW YORK STATE MUSEUM

3.5A. Bulletin (series)

Beginning with number 460 (1986/87), issues of the *Bulletin* of the New York State Museum have been classed as monographs under MUS 950-4 BULLE 91-40522 and are arranged by bulletin number.

MUS 950-4 BULLE 91-40522 474

Early and early Middle Ordovician continental slope deposition : shale cycles and sandstones ... (Bulletin (New York State Museum : 1976) ; no. 474)

3.6. NEW YORK STATE LIBRARY

3.6A. Topic (series)

As with the Museum *Bulletin*, the series *Topic* has been given similar treatment. Publications of this series are classed as serials under LIB 460-3 TOPIC 79-35 and are arranged by series number.

LIB 460-3 TOPIC 79-35 no. 98

High definition TV (Topic ; no. 98)

3.7. CONFERENCES

With the exception of conferences convened by the governor, conference publications are classed under the sponsoring body or issuing agency. Do not establish agency codes for these conferences. Catalog headings and agency codes are assigned to conferences convened by the office of the governor.

3.7A. Conferences convened by the governor

Assign agency code for the conference heading.

GOV 567.3-4 CRIJN 83-70456

Governor's Conference on Crime (1982 : John Jay College of Criminal Justice)

Crime & justice in New York, proceedings of the Governor's Conference on Crime

3.7B. All other conferences

Assign agency code for the sponsoring body or issuing agency.

SCI 270-4 BIOSP 92-33687

Biotechnology, science and policy ... a conference report

4. SPECIAL RULES OF PRACTICE

4.0. SCOPE

These special rules are designed to keep certain categories of monographic material together and to limit the number of changes in classmarks for serials. The approach is twofold: to alter slightly the rules for title cutting, and to assign agency codes for primary agencies, rather than subordinate units.

4.1. MONOGRAPHS

4.1A. Editions

Keep editions together by adding the year of publication of each subsequent edition to the class number of the first cataloged item.

BUD 350-4 STYMA 76-1340

New York (State). Dept. of the Budget.

Style manual
(*Issued: 1973*)

BUD 350-4 STYMA 76-1340 1983

New York (State). Dept. of the Budget.

Budget style manual
(*Issued: December 1983*)

4.1B. Plans (including multiyear plans)

Keep updates (supplements) to a plan together by adding a qualifier to the classmark of the first cataloged item. Do this even if the agency changes its name or responsibility for publication shifts to another agency. Reclassify under the new agency when a new plan is issued.

Assign a new classmark when a new plan is issued. For multiyear plans, assign a new accession number to each new multiyear plan while retaining all other elements.

4.1B1. Updates to a plan

ENV 214-4 CONOS 91-28138 Preliminary draft

Conserving open space in New York State : preliminary draft plan
(*Issued: April 11, 1991*)

ENV 214-4 CONOS 91-28138 Draft

Conserving open space in New York State : draft plan & draft
generic environmental impact statement
(*Issued: November 2, 1991*)

ENV 214-4 CONOS 91-28138 *Summary draft*
Conserving open space in New York State : a summary of the draft
open space conservation plan
(Issued: November 21, 1991)

ENV 214-4 CONOS 91-28138 *Final*
Conserving open space in New York State : plan & final generic
environmental impact statement
(Issued: June 19, 1992)

4.1B2. Updates to a multiyear plan

ALC 951-4 FIVYC 89-12603
Five-year comprehensive plan for alcoholism services in New York
State, 1984-1989
(Issued: 1984)

ALC 951-4 FIVYC 89-12603 *1986 update*
Five-year comprehensive plan for alcoholism services in New York
State, 1986 update
(Issued: 1985)

ALC 951-4 FIVYC 89-12603 *1988 final update*
1988 update to the five-year comprehensive plan for alcoholism
services in New York State. Final 1988 update
(Issued: 1987)

ALC 951-4 FIVYC 89-46516
Five-year comprehensive plan for alcoholism services in New York
State, 1989-1994
(Issued: 1988 as a new plan)

4.1C. Other

Keep other publications together as needed by adding a qualifier to the class-
mark of the first cataloged item or to a base classmark used for all related titles.

GOV 010-4 COMCF 92-39796 LOPEZ,V 1985-88
Computerized campaign finance ... Vito J. Lopez ... January 1985 through
August 1988

GOV 010-4 COMCF 92-39796 LOPEZ,V 1988
Computerized campaign finance ... Vito J. Lopez ... September 1988 through
October 1988

4.2. SERIALS

4.2A. Assigning classmarks to publication type 1 serials

The agency code assigned will be that of the body from which the work emanates.

4.2A1. Reclassify when the name of the body changes.

VET 900-1 79-50522

New York State Veterinary College.

Annual report

↓

VET 955-1 79-50515

New York State College of Veterinary Medicine.

Annual report

4.2A2. Title changes (as defined by current cataloging rules) do not affect the classmark.

LEG 865.4-1 87-24

New York (State). Legislature. Senate. Standing Committee on Elections.

Annual report of the Senate Committee on Elections

↓

LEG 865.4-1 87-24

New York (State). Legislature. Senate. Standing Committee on Elections.

Session report

↓

LEG 865.4-1 87-24

New York (State). Legislature. Senate. Standing Committee on Elections.

Annual report

4.2B. Assigning classmarks to publication type 3 serials

The classmark assigned will be based on the *first issue cataloged*. In most cases, the agency selected will be that of the body *most likely* to continue responsibility for authorship or issuance. In general, class for primary agencies and higher-level bodies calling themselves a "department," "division," or "office." Do not class for subordinate bodies called a "unit" or "section" except when appropriate.

4.2B1. Changes in agency (including name changes)

- a) For publications entered under corporate heading, reclassify when responsibility is transferred from one body to another, or if the name of that body changes. Example for illustration only.

GEN 462-3 REPEB 89-37303

New York (State). Office of General Services. Personnel Division.
Report on employee benefit claims in ...

↓

GEN 454-4 REPEB 92-4260

New York (State). Office of General Services. Human Resources
Service Center.
Report on employee benefit claims in ...

- b) For publications entered under title, shifts in responsibility between subordinate bodies within the same agency do not affect the classmark. Similarly, the classmark will be unaffected if the name of a subordinate body changes.

TAX 605-3 ANAPI 91-12552

Analysis of ... personal income tax returns
(Issued: 1983-1986 by the Bureau of Tax Statistics, Office of Tax
Policy Analysis)

↓

TAX 605-3 ANAPI 91-12552

Analysis of ... personal income tax returns
(Issued: 1987 by the Bureau of Tax Data, Office of Tax Policy
Analysis)

↓

TAX 605-3 ANAPI 91-12552

Analysis of ... personal income tax returns
(Issued: 1988 by the Bureau of Revenue Analysis and Data, Office of
Tax Policy Analysis)

- c) For publications entered under title, reclassify only when responsibility is transferred from one agency or department-level body to another, or if the name of that agency or department-level body changes.

CON 050-3 CONSE 1255566

The Conservationist
(Issued: 1960-1970 by the Conservation Department)

↓

ENV 214-3 CONSE 76-56061

The Conservationist
(Issued: 1970- by the Department of Environmental Conservation)

4.2B2. Title changes (as defined by current cataloging rules)

- a) Do not reclassify when a title change includes the significant words used in the earlier title.

UNI 422-3 STAES 90-9031

Status of elementary school guidance pilot projects

↓

UNI 422-3 STAES 90-9031

Elementary school guidance pilot projects

SUB 430-3 OUTSA 86-25

Outlook on substance abuse in New York State

↓

SUB 430-3 OUTSA 86-25

Outlook

LEG 436.1-3 TOXPR 93-9697

Toxics progress report

↓

LEG 436.1-3 TOXPR 93-9697

Waste and toxics progress report

- b) Reclassify when a title change does not include the significant words used in the earlier title.

LEG 388.5-3 EXAMI 93-9696

The Examiner

↓

LEG 436.1-3 TOXPR 93-9697

Toxics progress report

THIS VOLUME
MAY NOT BE
REMOVED FROM
THE LIBRARY

THR,500-1.77-51238*COV,012.1-4,ANOPW,94-27483*COU,010-1.83-15*LEG,571.3-1,82-2*JUD,200-1.78-50787*ENV,214-3,REPGM,94-12426*LEG,857.5-1.94-28883*NEW,350-1.79-50546*LEG,373.3-1.85-31*EMP,370-1.77-51099*EXE,650-1.85-55246*LEG,542.4-1.82-9*BR,150-1.79-50579*PAR,354-1.86-56020*NEW,375-4,TR,94-2.93-47554*ENV,125-1.1705633*NEW,375-4,TR,95-1.94-26854*LEG,664-4-1,89-13788*COR,365-1,1421599*LEG,893.1-1,85-12*LOT,650-1,87-184*STA,144-1,77-51040*ELE,050-1,76-48309*KIN,500-1,93-8151*AGR,571-1,76-45281*LEG,782.8-1.84-56957*...
New York State Education Department
Albany, New York 12230
NON-PROFIT ORG.
U.S. POSTAGE
PAID
Albany, NY
Permit No. 293