

LIBRARY CLASSIFICATION SYSTEM

Including tips for cataloguing, labeling, shelving...including the Vertical file
Abridged from that originally developed by Dick Bish for the Grand Lodge Library of Washington
(State) See also: <http://grandlodgelibraryandmuseum.books.officelive.com/Documents/libmus-classification-system.pdf>

BOOK CATALOGING:

- Check to see if the book is already in the collection!
- To determine book's category:
 1. Review Foreword
 2. Review Preface
 3. Review Introduction
 4. Review Table of Contents
 5. Read a few pages/chapters
- Always refer and defer to Title Page to obtain book Title and Author. If there is no Author, use compiler, editor. Failing all of those use the title: No titles should be entered with the articles "A", "An", or "The" at the beginning.
- When confused or undecided - talk it over with others.
- Use Boyden System and Cutter number to generate catalogue (call) number. See Appendices 1 and 2
Example: M02.12
B47
 1. M will be first digit.
 2. Numbers of catalog subject will be next 2-4 digits. (Boyden Class. System Appendix 1)
 3. Follow Cutter No. System to determine next 2-4 digits. (see Appendix 2)
 4. Place completed sticker (shown) on lower edge of spine if it will fit.
 5. Otherwise, place completed sticker on lower left hand corner of the book face.
- Print or type (on *acid free* catalog sticker to be had from University Products, Gaylord, etc.) with clear, legible hand. (black ink)
- If you have a lodge bookplate – which should also be on acid-free paper – as should

Library Classification System

any gift sticker -- attach same to flyleaf or inside front cover. Please do not obscure beautiful designs or previous bookplates and markings.

BOOKSHELF LOGISTICS:

- Maintain a 25% "empty" status for each bookshelf.
- Each shelf may have one or more "bin or pamphlet boxes" which hold soft or flimsy booklets. (To be had from library suppliers - should be acid-free).
- Please place old, fragile, irreplaceable books in "do not check out" bookcase & label with an acid-free bookmark (to be had from library suppliers).
- Maintain no more than 2 books of any title in inventory – Except special or rare items

Library Classification System

APPENDIX 1: Boyden-Bish Classification Scheme

PREAMBLE

Of the several library classification systems used for Masonic collections the MLMA suggests the so-called "Boyden" system, named after William L. Boyden who developed it. This system is based on the Dewey Decimal system.

It is suggested that the *basic* numbering system remain unchanged. The 2nd and 3rd digits of that basic number may be modified as needed. For instance - the M02 Section that features publications of Research Lodges can suited to your collection. You may have some Transactions not listed in this printout. Use what you have in place of those listed. M04.7 is another example where numerical expansion may be exploited.

The M14 Section is dedicated to esoteric and monitorial work. It should not be corrupted with other material.

Notice the variation in M10.4 and M61. The nomenclature is the same but are amended by "*historical*" and "*instructional*." Similar but different.

Also notice the addition of two categories called RELIGIOUS and FRATERNAL. These books are not about Freemasonry and should not be mixed with it. We recommend that no non-Masonic books be included with those books listed under the "M" categories, with the exception of M06.2. If you must - add a new category and select a new "Alpha" designator. Example:

F = *Fraternal*, **R** = *Religious*, **?** = *Your new category*

Along with this Catalog System, the MLMA strongly suggests that the "Cutter" numbering system be used (Appendix 2). The "Cutter" numbers add to the control and placement of each book on the shelves. Many Masonic Libraries use the "Cutter" number system along with the "Boyden" System and are confident that uniformity will exist between them.

When creating the complete Catalog number we suggest that you always reference the information located on the "title page." (one of the first pages in a book with Title , Author [if any], Publisher and other pertinent data) Sometimes the Title on the book surface is different from what the "title page" indicates. Also note that the official Author should be included in the "Cutter" number. "Compiled by" and "Edited by" are not the same as "Author." Any book without an official Author should not exhibit a "Cutter" number. Examples of a Catalog and Cutter number might be:

M10.11 c = book on Philosophical History with no Author.

M10.11, B69 b = book on Philosophical History with an official Author.

The final recommendation is that a simple, off the shelf, computer program be used to store your Catalog data. "Microsoft Office" (of a recent date) uses a Software program called "Access." It is available, simple and inexpensive. Good luck.

Library Classification System

Following is an explanation of how the catalogue numbers are derived.

Under the Boyden system all Masonic materials are classified first as "M". If the books are in our collection but are not Masonic in nature (encyclopedia, religious works, biographers, etc.) that can be catalogued under one of the following categories:

- A** General works
- B** Biography
- G** General reading
- L** Literary works, either collections or individual works such as novels.
etc.
- T** Religious works, including esoteric doctrines and writings.
- F** Other fraternal orders, such as the Odd Fellows. Knights of Pythias, etc.
- H** Non-masonic historical works
- N** Art and Architecture
- P** Philosophy

Masonic Materials:

All Masonic materials are classified under M and then under one of the principle divisions found in Boyden's Classification of the Literature of Freemasonry and Related Societies. There are 10 categories.

- M 00** General works
- M 10** History and Philosophy
- M 20** Custom and Paraphernalia
- M 30** Jurisprudence
- M 40** Charity and Education
- M 50** Art and Architecture
- M.60** Literature and Music
- M 70** Societies admitting only Masons
- M 80** Women in Masonry
- M 90** Prince Hall (Black) Freemasonry

Here is the whole Scheme:

CLASSIFICATION OF LITERATURE - MASONIC (BOYDEN SYSTEM)

GENERAL WORKS

- M00** ENCYCLOPAEDIAS, GENERAL REFERENCE WORKS
- M01** ANNUALS, CONFERENCE BOOKS, YEAR BOOKS, STATISTICAL INFO.
- M02** RESEARCH LODGES, TRANSACTIONS
 - M02.1 Ars Quatuor Coronatorum
 - M02.2 Walter F. Meier Lodge of Research #281
 - M02.3 American Lodge of Research (New York)

Library Classification System

M02.4	Southern California Lodge of Research
M02.5	Eastern Washington Lodge of Research #310
M02.6	Missouri Lodge of Research
M02.7	Texas Lodge of Research
M02.8	Illinois Lodge of Research
M02.9	Leicester Lodge of Research #24429
M02.10	Arkansas Lodge of Research #739
M02.11	Oregon Lodge of Research
M02.12	Masonic Book Club
M02.13	North Carolina Lodge of Research
M02.14	Heredom (Scottish Rite)
M02.15	Hobart Lodge of Research (Tasmania)
M02.16	Research Lodge of Otago #161 (New Zealand)
M02.17	New Mexico Lodge of Research
M02.18	Atlanta Georgia Masonic Research Lodge #104
M02.19	Research Lodge of Colorado
M02.20	Iowa Research Lodge
M02.21	Victoria Lodge of Research
M02.22	Georgia Lodge of Research
M02.23	South Carolina Masonic Research Society
M02.24	Idaho Lodge of Research #1965
M02.25	
M02.26	
M02.27	
M02.28	
M02.29	

M03 STUDY (school of instruction, lecture bureau)

M04 BIBLIOGRAPHY

M04.1	Catalogues
M04.2	Private
M04.3	Sale
M04.4	Special subjects
M04.5	Library classification
M04.6	Library reports
M04.7	Special Collections
M04.71	Chandler Manufactured Volumes
M04.8	Book Plates

M06 BOOK RARITIES

M06.1	Albums, scrap books
M06.2	Books, not Masonic, but of Masonic interest
M06.3	Other works and curios

HISTORY AND PHILOSOPHY

("...a description of the causes of events and the resulting consequences" C.H. Claudy)

M10 PHILOSOPHICAL HISTORY

M10.1	Related Societies
M10.11	Mysteries
M10.12	Rosicrucians
M10.13	Guilds
M10.14	Illuminati
M10.15	Other Societies

Library Classification System

M10.2 Scottish Rite (general)
M10.21 Northern Jurisdiction
M10.22 Southern Jurisdiction
M10.4 Addresses, Lectures, Essays (historical)

M11 PHILOSOPHY and SYMBOLISM

M12 CHURCH and STATE

M13 SPECIAL SUBJECTS (military)

DEGREE MANUALS, RITUALS

M14 GENERAL

M14.1 York Rite, all
M14.3 Chapter (Royal Arch)
M14.31 Europe
M14.32 Asia
M14.33 North America
M14.34 South America
M14.35 Other
M14.4 Councils (Cryptic)
M14.41 Europe
M14.42 Asia
M14.43 North America
M14.44 South America
M14.45 Other
M14.5 Knights Templar
M14.51 Europe
M14.52 Asia
M14.53 North America
M14.54 South America
M14.55 Other
M14.6 Scottish Rite (Northern Jurisdiction)
M14.7 Scottish Rite (Southern Jurisdiction)
M14.8 Other Rites

BLUE LODGE

M14.90 EUROPE

M14.901 Scotland
M14.902 Ireland
M14.903 England and Wales

M14.904 Germany and Austria

M14.905 Other

M14.91 ASIA

M14.92 AFRICA

M14.93 NORTH AMERICA

M14.931 Canada
M14.932 Mexico
M14.933 Central America
M14.934 Other

M14.94 UNITED STATES

M14.941 Alabama
M14.942 Alaska
M14.943 Arizona

Library Classification System

M14.944	Arkansas
M14.945	California
M14.947	Colorado
M14.948	Connecticut
M14.949	Delaware
M14.9410	District of Columbia
M14.9412	Florida
M14.9413	Georgia
M14.9414	Idaho
M14.9415	Illinois
M14.9416	Indiana
M14.9417	Iowa
M14.9418	Kansas
M14.9419	Kentucky
M14.9420	Louisiana
M14.9421	Maine
M14.9422	Maryland
M14.9423	Massachusetts
M14.9424	Michigan
M14.9425	Minnesota
M14.9426	Mississippi
M14.9427	Missouri
M14.9428	Montana
M14.9429	Nebraska
M14.9430	Nevada
M14.9431	New Hampshire
M14.9433	New Jersey
M14.9434	New Mexico
M14.9435	New York
M14.9436	North Carolina
M14.9437	North Dakota
M14.9438	Ohio
M14.9439	Oklahoma
M14.9440	Oregon
M14.9441	Pennsylvania
M14.9442	Rhode Island
M14.9443	South Carolina
M14.9444	South Dakota
M14.9445	Tennessee
M14.9446	Texas
M14.9447	Utah
M14.9448	Vermont
M14.9449	Virginia
M14.9450	Washington
M14.9451	West Virginia
M14.9452	Wisconsin
M14.9453	Wyoming
M14.95	SOUTH AMERICA
M14.96	OCEANICA, POLAR REGIONS
M14.964	Australia
M14.9641	Western
M14.9642	South
M14.9643	Queensland
M14.9644	New South Wales
M14.9645	Victoria

Library Classification System

M14.9646 Tasmania
M14.965 New Guinea
M14.966 Polynesia/**Hawaii**
M14.967 Other Islands

M16 BIOGRAPHY, GENERAL and COLLECTIVE
M16.1 American
M16.2 English
M16.3 Other
M16.5 BIOGRAPHY, INDIVIDUAL, AMERICAN
M16.6 English
M16.7 French
M16.8 Other

HISTORY

("...a record of events" C.H. Claudy)

M17 GENERAL
M17.940 EUROPE
M17.941 Scotland
M17.9411 local or by counties
M17.9415 Ireland
M17.942 England and Wales
M17.9421 by counties
M17.9423 by cities
M17.9425 Wales
M17.943 Germany and Austria
M17.9431 by cities or counties
M17.944 France
M17.9443 local
M17.945 Italy
M17.946 Spain
M17.9469 Portugal
M17.947 Russia
M17.948 Norway, Sweden, Denmark
M17.9492 Netherlands
M17.9493 Belgium
M17.9494 Switzerland
M17.9495 Greece
M17.9496 Roumania
M17.9497 Other European countries
M17.950 ASIA
M17.951 China
M17.952 Japan
M17.954 India
M17.955 Other Asiatic countries
M17.960 AFRICA
M17.962 Egypt
M17.966 Other African countries
M17.970 NORTH AMERICA
M17.971 Canada
M17.9712 by province or city
M17.972 Mexico
M17.9728 Central America
M17.9729 West Indies, Cuba

Library Classification System

M17.97292	Puerto Rico
M17.97293	Santo Domingo
M17.97294	Other

M17.973	UNITED STATES
M17.974	Alabama
M17.9741	local
M17.9742	Alaska
M17.9743	Arizona
M17.97431	local
M17.9744	Arkansas
M17.97441	local
M17.9745	California
M17.97451	local
M17.9746	Colorado
M17.97461	local
M17.9747	Connecticut
M17.97471	local
M17.9748	Delaware
M17.97481	local
M17.9749	District of Columbia
M17.97491	local
M17.975	Florida
M17.9751	local
M17.9752	Georgia
M17.97521	local
M17.9753	Idaho
M17.97531	local
M17.9754	Illinois
M17.97541	local
M17.9755	Indiana
M17.97551	local
M17.9756	Iowa
M17.97561	local
M17.9757	Kansas
M17.97571	local
M17.9758	Kentucky
M17.97581	local
M17.9759	Louisiana
M17.97591	local
M17.976	Maine
M17.9761	local
M17.9762	Maryland
M17.97621	local
M17.9763	Massachusetts
M17.97631	local
M17.9764	Michigan
M17.97641	local
M17.9765	Minnesota
M17.97651	local
M17.9766	Mississippi
M17.97661	local
M17.9767	Missouri
M17.97671	local

Library Classification System

M17.9768	Montana
M17.97681	local
M17.9769	Nebraska
M17.97691	local
M17.977	Nevada
M17.9771	local
M17.9772	New Hampshire
M17.97721	local
M17.9773	New Jersey
M17.97731	local
M17.9774	New Mexico
M17.97741	local
M17.9775	New York
M17.97751	local
M17.9776	North Carolina
M17.97761	local
M17.9777	North Dakota
M17.97771	local
M17.9778	Ohio
M17.97781	local
M17.9779	Oklahoma
M17.97791	local
M17.978	Oregon
M17.9781	local
M17.9782	Pennsylvania
M17.97821	local
M17.9783	Rhode Island
M17.97831	local
M17.9784	South Carolina
M17.97841	local
M17.9785	South Dakota
M17.97851	local
M17.9786	Tennessee
M17.97861	local
M17.9787	Texas
M17.97871	local
M17.9788	Utah
M17.97881	local
M17.9789	Vermont
M17.97891	local
M17.979	Virginia
M17.9791	local
M17.9792	Washington
M17.97921	local
M17.9793	West Virginia
M17.97931	local
M17.9794	Wisconsin
M17.97941	local
M17.9795	Wyoming
M17.97951	local
M17.980	SOUTH AMERICA
M17.981	Brazil
M17.982	Argentina
M17.983	Chile
M17.984	Bolivia

Library Classification System

M17.985	Peru
M17.986	Colombia, New Granada, Ecuador, Panama
M17.987	Venezuela
M17.988	Guiana
M17.989	Paraguay, Uruguay
M17.990	OCEANICA, POLAR REGIONS
M17.994	Australia
M17.9941	Western
M17.9942	South
M17.9943	Queensland
M17.9944	New South Wales
M17.9945	Victoria
M17.9946	Tasmania
M17.995	New Guinea
M17.996	Polynesia/ Hawaii
M17.997	Other Islands and regions

ANTI-MASONRY/IRREGULAR

M19	GENERAL WORKS, PERIODICALS
M19.01	Anti-Masonic fiction
M19.1	Addresses, lectures, letters
M19.2	Defensive, controversial
M19.3	Almanacs
M19.4	Church and State
M19.41	Romanism and Freemasonry
	FRAUDULENT MANUALS and RITUALS
M19.5	Blue Lodge Degrees
M19.51	Chapter (Royal Arch)
M19.52	Council (Cryptic)
M19.53	Commandery (Knights Templar)
M19.54	Scottish Rite
M19.55	Other
M19.6	HISTORY
M19.61	American (Morgan excitement)
M19.62	local
M19.63	English and other
	IRREGULAR and CLANDESTINE MASONRY
M19.7	History, periodicals
M19.71	York Rite
	SCOTTISH RITE (CERNEAUISM)
M19.72	History
M19.73	Controversial literature
M19.74	Manuals
M19.75	Constitutions
M19.76	Local History, proceedings
M19.77	OTHER IRREGULAR BODIES and IMPOSTURES

CUSTOMS AND PARAPHERNALIA

M20	CEREMONIES
M20.01	York Rite, obituary rites
M20.02	Scottish Rite, obituary rites
M20.03	Other, obituary rites

Library Classification System

M20.1	Corner-stone laying
M20.2	Dedications
M20.3	Installations
M20.4	Officers' help
M20.5	Other York Rite ceremonies
M20.6	Other Scottish Rite ceremonies
	PARAPHERNALIA
M21	Catalogues
M21.1	York Rite
M21.2	Scottish Rite
M21.3	Other
	JEWELS, MEDALS, BADGES, SEALS
M22	General
M22.1	York Rite
M22.2	Scottish Rite
M22.3	Other
M23	GLASSWARE, CHINAWARE
	BLANK FORMS
M25	York Rite (all)
M25.1	Blue Lodge
M25.2	Chapter
M25.3	Council
M25.4	Commandery
M25.5	Scottish Rite
M25.6	Other
	COMPLETED FORMS
M26	York Rite (all)
M26.1	Blue Lodge
M26.2	Chapter
M26.3	Council
M26.4	Commandery
M26.5	Scottish Rite
	JURISPRUDENCE
M30	GENERAL
M31	CONSTITUTIONS, AHIMAN REZONS, OLD CHARGES, CODES
M31.1	Old Charges
M31.2	Constitutions, Codes
M31.3	Ahiman Rezons
M31.4	Manuscripts (MSS)
M32	SPECIAL TOPICS
M33	BY-LAWS
M35	TRIALS, CASES
M35.1	York Rite
M35.2	Scottish Rite
M35.3	Other

Library Classification System

CHARITY AND EDUCATION

- M40** GENERAL
- M42** BENEVOLENT and EDUCATIONAL INSTITUTIONS
- M43** BOARDS OF RELIEF
- M44** INSURANCE and MUTUAL AID ASSOCIATIONS
- M45** HOSPITALS
- M46** CEMETERIES
- M47** OTHER MASONIC BENEVOLENCE, EMPLOYMENT BUREAUS
- M48** IMPOSITIONS ON CHARITY

ART AND ARCHITECTURE

- M50** GENERAL (inclusive)
- M52** ARCHITECTURE
 - M52.1 Plans and specifications of Temples, etc
- M53** ART
- M54** COLLECTION OF PICTURES, PHOTOGRAPHS, ENGRAVINGS
- M55** OTHER

LITERATURE AND MUSIC

- M60** GENERAL (inclusive)
- M61** ADDRESSES, LECTURES, SERMONS, ESSAYS (instructional)
 - M61.1 American
 - M61.2 English
 - M61.3 French
 - M61.4 Other

- M62** MAGAZINES
 - M62.1 American
 - M62.2 English
 - M62.3 French
 - M62.4 Other

- M63** POETRY/DRAMA
 - M63.1 American
 - M63.2 English
 - M63.3 French
 - M63.4 Other

Library Classification System

- M65** MUSIC, REGULAR
M65.1 American and English
M65.3 French
M65.4 Other
MUSIC, RITUALISTIC
M65.5 Blue Lodge
M65.6 Chapter
M65.7 Council
M65.8 Commandery
M65.9 Scottish Rite and Other

M66 NOVELS and TALES

M67 HUMOR and SATIRE

SOCIETIES ADMITTING ONLY MASONS

M70 GENERAL

M71 CONSTANTINE ORDERS

M72 ROYAL ORDER OF SCOTLAND

M73 MASONIC VETERAN ASSOCIATIONS

M74 SOJOURNERS and SIMILAR ASSOCIATIONS

M75 ACACIA and SIMILAR FRATERNITIES

M76 SHRINE
M76.1 local

M77 VEILED PROPHETS, MYSTIC ORDER
M77.1 local

M78 DE MOLAY, ORDER OF

- M79** OTHER
M79.1 AMD
M79.2 Ancient Egyptian Order of Scotts
M79.3 Masonic Order of the Bath
M79.4 Grand College of Rites (USA)
M79.5 Tall Cedars of Lebanon
M79.6 High Twelvians
M79.7 Knight Order of the York Cross of Honor
M79.8 Royal Order of Jesters
M79.9 George Washington Masonic National Memorial Association

WOMEN IN MASONRY

M80 WOMEN ONLY

Library Classification System

M81	ADOPTIVE MASONRY
M81.0	ORDER OF EASTERN STAR (OES)
M81.1	Grand Chapters
M81.2	local
M82	GENERAL GRAND CHAPTER (OES)
M82.1	History
M82.2	Proceedings
M82.3	Rituals
M82.4	Manuscripts
M84	OTHER ORDERS
M84.1	White Shrine
M84.11	Proceedings
M84.12	Rituals
M84.13	Manuscripts
M84.14	Other
M84.15	History
M84.2	International Order of Job's Daughters
M84.21	Proceedings
M84.22	Rituals
M84.23	Manuscripts
M84.24	Other
M84.25	History
M84.3	International Order of Rainbow for Girls
M84.31	Proceedings
M84.32	Rituals
M84.33	Manuscripts
M84.34	Other
M84.35	History
M84.4	Amaranth
M84.41	Proceedings
M84.42	Rituals
M84.43	Manuscripts
M84.44	Other
M84.45	History
M84.5	Ladies Oriental Shrine, Daughters Of The Nile
M84.51	Proceedings
M84.52	Rituals
M84.53	Manuscripts
M84.54	History
M85	CO-MASONRY
	PRINCE HALL FREEMASONRY
M90	HISTORY and PHILOSOPHY
M90.1	Blue Lodge
M90.2	York Rite
M90.3	Scottish Rite
M90.4	Other
M91	LOCAL HISTORY

Library Classification System

M92	CUSTOMS and PARAPHERNALIA
M93	LAW
M94	CHARITY and EDUCATION
M95	ART and ARCHITECTURE
M96	LITERATURE and MUSIC
M97	SOCIETIES ADMITTING ONLY PRINCE HALL MASONS
M98	WOMAN IN PRINCE HALL FREEMASONRY (OES, etc)

FRATERNAL ORGANIZATIONS (NON MASONIC)

F00	GENERAL
F01.01	Eagles, Order of
F01.02	Elks, Benevolent and Protective Order of
F01.03	Foresters of America
F01.04	Foresters, Independent Order of
F01.05	Hibernian, Independent Order of
F01.06	Knights of Columbus
F01.07	Knights of Pythias
F01.08	Maccabees, The
F01.09	Moose, Loyal Order of
F01.10	Odd Fellows, Independent Order of
F01.11	Owls, Order of
F01.12	Red Men, Improved Order of
F01.13	Woodmen of the World
F01.14	Other

RELIGIONS OF THE WORLD

R00	GENERAL
R01	CHRISTIAN
R01.01	Anglican
R01.02	Baptist
R01.03	Congregational
R01.04	Episcopal
R01.05	Greek Orthodox
R01.06	Jehovah Witness
R01.07	Lutheran
R01.08	Mennonite
R01.09	Methodist
R01.10	Presbyterian
R01.11	Quaker
R01.12	Roman Catholic
R01.13	Unitarian
R01.14	Latter Day Saints
R01.15	Other

Library Classification System

R02	NON CHRISTIAN
R02.01	Animist
R02.03	Buddhism
R02.04	Confucian
R02.05	Druid
R02.06	Hindu
R02.07	Islam
R02.08	Jewish
R02.09	Shinto
R02.10	Taoist
R02.11	Other

Revision - 11/22/03

Library Classification System

APPENDIX 2: Cutter Numbers

After one of these categories has been selected and then detailed according to Boyden's guidance, we may add a "Cutter Number" to further distinguish various works. The Cutter Number is based on the author's last name and the first letter of the book's title (other than an article, such as "A Mason's Wife" would be M rather than A).

The Cutter number is determined as follows:

Using the author's last name,

The first character is the first letter of the author's (compiler's, editor's, even publisher's) last name - or the first word (after any article) of the title. If the author's last name begins with a vowel or an s, it and the second letter are used .

The number is determined from the letters of the name, including the first name, if necessary, like the logarithm is. Example: the basic Cutter number for "Waldman" is W164, as the table spells the name all the way out to *Waldm*. If there's more than one Waldman, and it's safe to assume there may be someday, it's best to leave "room" to work with first names. For instance, maybe you'll acquire a book by Amy Waldman, so she would have to be "fitted in" alphabetically before Glenys. Thus it would be better to "give" Glenys W1641, or maybe W16413, especially if there's a George. Amy could then be W16401, Anna might be W16402. Lise (who would come after Lisa!), coming after Glenys, could be W16416 As you see, 16401 is considered a "smaller" number than 1641, but 164103 is larger (!): you must imagine a dance of decimal points. You can carry these numbers out farther and farther, until you run out of room on your book label. *Waldner* would be about W1645 - halfway between *Waldm* (W164) and the next "set" one, *Waldo* (W165). The number chosen would depend on what was already catalogued *in your library*. Thus different libraries, even those using the same edition of the Cutter Table, will have different Cutter numbers for the same author (!). Not a problem. N.B. If one has two or more works by an author about the same subject, another number (just a 2, 3, or whatever will do) should be added at the very end of the "call number". If the item in question is a reprint, the reprint date should also be used.

Possible examples

Pike, P55

Carr. C37

Waite. W35

Knoop, K66 (an example of a name that requires you go to the third character to determine the number)

Hamper. H36 Jones.

J66

Roberts. R63

DeHoyos, D49

Morris. M67

Morgan, M67

Tresner. T74

Reid. R45

Reed. R44

Smith S65Hutchens,

Library Classification System

H88

APPENDIX 3: VERTICAL FILE

WHY? WHERE? WHEN? HOW?

The **VERTICAL FILE** can be an essential and integral part in any Library. It can provide Masonic researchers with additional sources and/or information on areas not previously know.

The **VERTICAL FILE** is used for papers, pamphlets, brochures, small in size, that if housed on the regular book shelf with normal or large sized books they would be lost or easily destroyed.

The **VERTICAL FILE** is listed alphabetically and filed in the Library four drawer file cabinet. Notice we have a hanging file with the subject matter listed on the tab. Inside the hanging file is a 3 cut folder with the subject matter listed on its tab.

The proper use of the **VERTICAL FILE** is as follows: The Masonic Researcher locates the hanging file with his subject matter. He pulls the 3 cut folder from the file. **NOTE:** He **NEVER, NEVER** removes the hanging file. He removes only the 3 cut file folder. Upon completion of his research he returns the 3 cut folder to the "To be filed" location. **NOTE:** Only Library staff personnel should re-shelve books or any other materials having a specific location.

If you are working on establishing subject matter listing for the 3 cut file folder and the hanging file tab, here are some basic rules to follow:

1: Think like the Masonic Researcher. Would he ask you for information on Masonry, or would he be more specific? Does the **VERTICAL FILE** have any additional information on 2nd degree aprons? Here we would look for the information under "aprons", not 2nd degree aprons. Why? Having this information under 2nd degree would be too all conclusive while having it listed under "Aprons" provides information on all degree aprons.

2: Here are several possible VERTICAL FILE subject matter.

"A Brief resume of the History of Geometry from Ancient Egypt until about 200-100 B.C." Here we need to determine which words are essential and those that are not essential. First rule: Here we are not interested in any connecting or unimportant words like "A", "brief". "of", "until", "about", "resume", etc.. They do nothing to provide research data. Thus this hanging file folder will be listed as: "Geometry, Egypt".