

## CLASSIFICATION OF DOCUMENTS

Documents are classified by Jurisdiction, department, and type of material. Each line in the classification denotes some special significance.

### Line 1

Denotes jurisdiction and type of material

- Can/US/GB/UN etc. - 1 - departmental  
                                   - 2 - Parliamentary/Congressional  
                                   - 3 - free at the moment  
                                   - 4 - Constitutional Imperial etc.  
                                   - 5 - Joint Fed-prov/Fed-states  
                                   - 6 - Provinces/States  
                                   - 7 - Joint Interprovincial/Interstate

\* This number requires an extra line for second level (Prov/State) jurisdiction and type of material. i.e. Provincial departmental publications from Ontario would require

Can 6
Ont 1
Parliamentary
Can 6
Ont 2

### Line 2 (line 3 for Provincial or State materials)

This line in the classification indicates departmental breakdown. A departmental number is obtained by taking the first letter of the name of the department and adding a cutter number from the second letter of the department i.e. Finance becomes F5.

Exception: When the name of a department begins with a vowel or an "S" the first 2 letters are taken so the call number and the 3rd letter is cuttered i.e. Environment becomes En9. For cutter numbers see attached.

### Books from a Department

If a book comes from a department with no indication of which branch or section, it is given the simple departmental call no. i.e. Can.1

- En9.1 annual report  
       .2 Bibliography  
       .3 Bulletins, newsletters, speeches  
       .4 serials  
       .5 statistics  
       .6 reports, conferences

CONT'D.

Can 1  
En9.7 general publications  
    .8 free  
    .9 pamphlet

Do not catalogue pamphlets i.e. for a pamphlet from the Dept. of Health, the classification number would be simply

Can 1  
H4.9 - no card is made except Canada Dept. of  
        Health Pamphlets ...  
        and all pamphlets have the same call no.

Materials which come from a branch or a section of a department are classified thus:

i.e. Can 1  
    -En91. research branch  
    -En92 production branch  
    -En97 atmospheric environment service  
        etc.

maximum for any number is i.e. En9. Environment En999.  
that is a maximum of 99 branches, probably more than  
you will ever need

Note: These materials "Assume" 2 decimal points for filing purposes.  
i.e. En9.1.7

The reason for this procedure is because the alphabetical denotation for a department is sometimes the same for several different departments.

i.e. In4. - Indian Affairs and N. Dev.

In5. - Industry, trade and Commerce

In7. - Superintendent of INSurance

therefore, all In4. up to In499. - file before ANY In5.

although numerically In499 is greater than In5.

Can2/US2/UN2 etc. numbers work in the same fashion for the second line with some variations.

1. Where there is an upper and lower house they are specified by i.e. Can 2

    -P2. Parliament in general  
    -P23 House of Commons  
    -P26 Senate

2. The U.S. federal materials are given a committee breakdown.

i.e. US2

    Ed9. U.S. House Committee on Education

CONT'D.

3. The numbers after the decimal denote a difference in the type of material as well

i.e. Can 2

P2.1	Statutes
.2	Bill, Public
.25	Bills, Private
.3	Gazette
.4	Journals
.45	Votes and Proceedings
.47	Order Papers
.5	Debates
.6	Budget
.65	Public Accounts
.67	Estimates
.71	Select Committee
.72	Standing Committee
.73	Committee of inquiry
.8	Royal Commission

6  
*Committees*

Note: Can 3, 5, 7 behave the same way as Can 1, NOT as Can 2.

Can 6

Prov have the same breakdowns as Can 1, 2, but at the 3rd line of the call number.

### CUTTER NOS.

\* 1. After the initial letter S  
for the second letter: a ch e h i m o p t u  
use number: 2 3 4 5 6 7-8-9

\* 4. After initial vowels  
for second letter: b d l m n p r s t  
use number: 2 3 4 5 6 7 8