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CUTTER-SANBORN

Three-Figure Author Table

(SWANSON-SWIFT REVISION, 1969)

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### How to Use the Cutter-Sanborn Table

1. Find the first few letters of the author's surname on the *Cutter-Sanborn Table*. Use only the **bold face** letter shown in the combination and the number next to it (i.e. A757 for Arnold, Margaret; K49 for Kimball, John; L676 for Lewis, Sinclair; S869 for Stoddard, Solomon.)

The following examples indicate how four books, all on the second World War, by four different authors (Arnold, Kimball, Lewis and Stoddard) would be marked — with 940.54 as the classification number; and A757, K49, L676 and S869 as the respective Cutter-Sanborn numbers.

940.54  
A757

940.54  
K49

940.54  
L676

940.54  
S869

2. Occasionally there will be no number that fits a name exactly. In that case use the preceding number. For example: Andrews, Helen would be under A566 (Andrews, E.) which is the preceding number; not under A567 (Andrews, J.) the following number.

3. When two authors share the same number, it is advisable to add a digit. A good number to select is 5, as there is then room on both sides for additional interpolation as necessary. For example: A book already in the collection by Richard Colby would be C686. A new book to be added to the same classification number by another author named Colby would need a different author number. A book by Simeon Colby could then be C6865. This leaves room for the insertion of additional authors between Richard and Simeon — using C6862, C6863 and C6864. (It is best to avoid using 1 and 9, if possible, since the use of either would mean going to a fifth figure when another author had to be inserted.) To accommodate a book by John Colby, it would be necessary to go to the previous number — which is C685. In this case it is wise to add a digit such as C6855, since an author beginning with Colbu would cause a conflict.

4. For shelving purposes, Cutter-Sanborn numbers within any given class should be considered as a decimal arrangement. For example: C685, C6855, C686, C6862, etc. (Not C685, C686, C6855, C6862.)

5. A **work mark** is used to distinguish different titles by the same author. This is a letter taken from the first key word in the title. Thus: *A Writer's Notebook* by Maugham would be designated M449w; and *Of Human Bondage* would be M449o.

In the case of voluminous authors, the use of two letters for the **work mark** is advisable. Thus: Dicken's *David Copperfield* would be D548da and *Dombey and Son* D548do. (Note: A lower case letter or letters is used for the **work mark**, rather than a capital letter. It is imperative that a script *l* be used so that there will be no confusion with the number 1.)

In the case of books in series, by the same author, all in the same classification and beginning with the same word — such as Zaidenberg's *How to Draw . . .* — it is advisable to use key words for the **work mark**. For example: *How to Draw Cartoons* would be Z21hc; and *How to Draw People* would be Z21hp. (This method avoids excessively long **work marks**, such as h, ho, how, howt.)

6. The use of zero should be avoided, because it is easily confused with the letter O. That is why there are no zeros used in the table.

7. Names beginning with Mc, M' and Mac are all treated as though they were spelled Mac. Thus McClellan would be M126 and M'Clintock would be M127.

8. The *Cutter-Sanborn Tables* are particularly well suited to fiction. Books by authors with similar surnames are more easily located on the shelf if there is a number on the spine. For example: Low would be L912 and Lowe L913.

9. Very often a main entry is under title, e.g. periodicals, anonymous works, government publications, almanacs, encyclopedias, etc. In this case the Cutter-Sanborn number is taken from the first word in the title (exclusive of articles.) An example would be S888 for *The Story of the Wise Men*; *World Almanac* would be W927. (There is, of course, no **work mark**.)

10. In order that all biographies of the same person will stand together on the shelf, the Cutter-Sanborn number is taken from the name of the biographee, not the author. All biographies of Lincoln would be under L736. The **work mark** in this case is not from the title but is the first letter of the author's surname. Thus: Charnwood's biography of Lincoln would be L736c. When there are many books about a person, the use of a second letter is sometimes necessary. For example: Current's biography of Lincoln would be L736cu.

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Ba	111	Bamp	211	Basi	311	Bede	411	Beri	511
Bab	112	Ban	212	Basili	312	Bedi	412	Berk	512
Babe	113	Banc	213	Basin	313	Bedr	413	Berkl	513
Babi	114	Band	214	Basir	314	Bee	414	Berl	514
Babr	115	Bane	215	Bask	315	Beer	415	Berlin	515
Bac	116	Bang	216	Basn	316	Beg	416	Berm	516
Bacci	117	Bani	217	Bass	317	Begi	417	Bern	517
Bach	118	Bank	218	Basse	318	Begu	418	Bernar	518
Bache	119	Bann	219	Basset	319	Beh	419	Bernard J	519
Bachell	121	Bao	221	Bassi	321	Behr	421	Bernard M	521
Bachet	122	Bap	222	Basso	322	Bei	422	Bernard T	522
Bachi	123	Bar	223	Bassu	323	Beis	423	Bernardi	523
Bachm	124	Barag	224	Bast	324	Bek	424	Bernat	524
Baci	125	Baran	225	Baste	325	Bel	425	Berne	525
Back	126	Barat	226	Basti	326	Belan	426	Bernet	526
Bacm	127	Barau	227	Basto	327	Belch	427	Bernh	527
Baco	128	Barb	228	Bat	328	Bele	428	Berni	528
Bacon M	129	Barbar	229	Bates	329	Belg	429	Berno	529
Bacr	131	Barbat	231	Bath	331	Beli	431	Berns	531
Bad	132	Barbau	232	Bathu	332	Belk	432	Bero	532
Bade	133	Barbe	233	Bati	333	Bell	433	Berr	533
Baden	134	Barber	234	Bato	334	Bell L	434	Berry	534
Badg	135	Barbet	235	Batt	335	Bell R	435	Bers	535
Badi	136	Barbi	236	Batti	336	Bellan	436	Bert	536