

EXAMPLE #7: CREATING A CF. NOTE

Proposal: The following lines currently exist in the LC Classification:

HF5718.22 Business presentations
[P93.52-.53] Presentation graphics software

The proposal is to create the following Cf. note:

HF5718.22 Business presentations
Cf. P93.52-.53 Presentation graphics software

- Step 1: Browse to HF5718.22, the location where the Cf. note is to be added
- Step 2: Click on **Ref** beside the caption **Business presentations**. The EZ form for creating references is displayed:

Classification Proposal System

Proposed Schedules Record Save Cancel Logout

Propose a new tracing or reference

Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers.

Proposal generated by Coop
Location of reference HF5718.22

<input type="radio"/> Caption	<input type="text"/>	see Target #	<input type="text"/>
<input type="radio"/> Cf. Target #	<input type="text"/>	Topic	<input type="text"/>
<input type="radio"/> For Topic	<input type="text"/>	see Target #	<input type="text"/>

Work cat.

Cataloger's comments

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

Save Cancel Logout

- Step 3: Since the reference being proposed is a Cf. note, click the radio button beside the second of the three choices on the easy form. Type **P93.52-P93.53** in the **Target #** field and **Presentation graphics software** in the **Topic** field.

When entering a span of numbers, always type the FULL beginning number and the FULL ending number, even though redundant portions of the span are suppressed in both online and print displays.

- Step 4: Cite the item that is generating the proposal in the **Work cat.** field.
- Step 5: Fill in any other applicable fields.

After completing Steps 3-5, the EZ form looks like this:

Classification Proposal System

Proposed Schedules Record

Propose a new tracing or reference

Use the radio buttons on the left to select the type of tracing or reference you are proposing and complete the two input fields on that line. The **Location of reference** value describes where this reference will appear in the schedules and the **Target #** field contains the class number or span to which this reference refers.

Proposal generated by Coop
Location of reference HF5718.22

<input type="radio"/> Caption	<input type="text"/>	see Target #	<input type="text"/>
<input checked="" type="radio"/> Cf. Target #	<input type="text" value="P93.52-P93.53"/>	Topic	<input type="text" value="Presentation graphics software"/>
<input type="radio"/> For Topic	<input type="text"/>	see Target #	<input type="text"/>

Work cat.

Cataloger's comments

If you would like to be notified when your proposal is scheduled for a weekly list and of the subsequent decision by the classification editorial meeting, include your email address on the next line.

Email address

Step 6: Click **Save**. On the confirmation screen, click **OK**.

Step 7: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new Cf. note is displayed in brown:

HF5717	Periodicals. Societies. Serials [H R M P Ref]
HF5718	General works [H R M P Ref]
HF5718.2.A-Z	By region or country, A-Z [H R M P Ref]
HF5718.22	Business presentations [H R M P Ref]
	Cf. P93.52-.53 Presentation graphics software [H R M P Ref]
	Business speeches (Oratory) see PN4193.B8 [H R M P Ref]

Step 8: Email a notification to the LC Coop Team that a proposal for a new Cf. note has been created at HF5718.22.