

**Medieval Institute Collection Policy
Changes Effective Spring 2006**

As of spring 2006, the following instructions apply regarding the determination of final location for materials in Medieval Studies:

Any item going through any cataloging unit flagged for the Medieval Institute must now have its final destination assessed according to the following instructions. This applies both to newly received items and material from backlogs. If according to this scheme, the item should go to the Tower, remove the flag and change the sublibrary/collection codes accordingly.

Materials falling into the following class number ranges will now be cataloged for the Tower (HESB GEN) regardless of the location designation they have coming into Cataloging:

CJ Numismatics
DB History of Austria, Liechtenstein, Hungary, Czechoslovakia
DF History of Greece
DR History of Balkan Peninsula
DS History of Asia
DT History of Africa
DU History of Oceania (South Seas)
DX History of Romanies. History of Gypsies
E-F History of the Americas
GN Anthropology
GR Folklore
GT Manners and customs
GV Recreation and leisure
H-HX Social sciences (including economics, commerce, social history and conditions, the family, marriage, women, etc.)
PC Romance philology and languages
PD Germanic philology and languages
PE English philology and languages
PF West Germanic philology and languages
PG Slavic. Baltic. Albanian
PH Uralic. Basque
PJ Oriental philology and literature
PK Indo-Iranian philology and literature
PL Languages of Eastern Asia, Africa, Oceania
PM Hyperborean, Indian, and artificial languages
PN Literature (General)
PQ 4001-PQ 9999 Italian, Spanish and Portuguese literature
PR English literature
PS American literature
PT German, Dutch, Flemish and Scandinavian literature

Anything falling into the ND 2889 through ND 3416 range (Illuminating of books and manuscripts) should be cataloged for the Medieval Institute.

Anything that falls into a call number range other than those cited above will be cataloged for the location designated in the record when it comes into Cataloging (e.g. a book in DA designated for the Tower gets cataloged for the Tower; a book on Aquinas designated for the Institute gets cataloged for the Institute).

Exception: If the piece is designated for the Medieval Institute's Reference collection (MEDIN 715), accept it regardless of call number.

This policy will be added to the Cataloging Documentation page <http://www.library.nd.edu/cataloging/Procedures.shtml> and to the ALEPH manual section on **Location and Call No. Information**.