

**CATEGORIES OF MATERIAL AND THEIR LEVELS OF CATALOGUING TREATMENT**  
**(excluding printed music, music sound recordings and music videorecordings)**  
**[effective July 1, 2003]**

<b>FULL</b>	<b>CORE</b>	<b>MINIMAL</b>	<b>ABBREVIATED</b>
<ul style="list-style-type: none"> <li>- subject headings</li> <li>- access points: no restriction</li> <li>- LC classification</li> <li>- DDC (only for material listed in Canadiana)</li> <li>- all notes as appropriate</li> <li>- authorities (Canadiana)</li> </ul> <p>_____</p> <p><b>Exception for non-current rare books:</b></p> <ul style="list-style-type: none"> <li>- no subject headings; no DDC</li> </ul>	<ul style="list-style-type: none"> <li>- subject headings (maximum of 2)</li> <li>- access points: for primary relationships; important title access; generally maximum of 2 in addition to main entry, title proper, parallel title, and series</li> <li>- no LC classification</li> <li>- shortened DDC</li> <li>- authority records are created for headings</li> </ul>	<ul style="list-style-type: none"> <li>- no subject headings</li> <li>- access points: for primary relationships; important title access; generally maximum of 2 in addition to main entry, title proper, parallel title, and series</li> <li>- LC classification</li> <li>- shortened DDC (only for material listed in Canadiana)</li> <li>- authorities (Canadiana)</li> </ul> <p>_____</p> <p><b>Exception for serials and provincial government publications:</b></p> <ul style="list-style-type: none"> <li>- no LC classification</li> </ul>	<ul style="list-style-type: none"> <li>- no subject headings</li> <li>- access points: maximum of 2 (title and 1 name if easily determined), plus added t.p. title(s) in Eng./Fre. or parallel title(s) in Eng./Fre.</li> <li>- LC class. no. only if needed for shelving in NLC collection</li> <li>- no DDC</li> <li>- no authorities</li> </ul>
<p><i>NOTE: All materials, with the exception of CIP, DSP, Canadian ethnic and aboriginal newspapers, and materials for special collections, gradually drop to lower levels of treatment as their imprints age.</i></p>			
<p><b>Material within CIP program</b></p>			
<p><b>DSP material</b>          (excluding pamphlets, bills and other items of narrow/short term interest)</p>			
<p><b>For NLC special collections</b>          (Reference collections, Rare books, Juvenile, LOWY)</p>			
<p><b>Canadian ethnic and aboriginal newspapers</b></p>			

FULL	CORE	MINIMAL	ABBREVIATED
<p><b>Areas of special emphasis published within current year minus 5:</b></p> <ul style="list-style-type: none"> <li>• Historical approach to the development of Canadian society (including local history, genealogical materials)</li> <li>• Canadian literature (excluding mass-market paperback fiction and informal collections of student writing below post-secondary level)</li> <li>• Canadiana music monographs and continuing resources</li> <li>• Canadiana printed music, music sound recordings and music videorecordings (see Levels of Cataloguing Treatment for Printed Music, Music Sound Recordings and Music Videorecordings)</li> </ul>			<p>Publications in NLC's areas of special emphasis older than current year minus 5</p>
			<p>All material (except areas of special emphasis) older than current year minus 1</p>
	<p><b>Federal government publications (monographs and continuing resources) that do not fall into the Full level categories but are published within current year minus 1</b></p>	<p><b>Publications in the following categories are catalogued at the Full level when they are: within the CIP or Depository Services programs; for an NLC special collection; Canadian ethnic and aboriginal newspapers; or in the NLC's areas of special emphasis if published within current year minus 5. Current federal government publications in the following categories are catalogued at the Core level</b></p>	
		Library science	
		Bibliographies	
		General reference material not catalogued for NLC Reference Collection (encyclopedias; dictionaries; lexicons; yearbooks)	
		Provincial govt. documents	

FULL	CORE	MINIMAL	ABBREVIATED
	Publications of federal Royal Commissions, task forces, public hearings, parliamentary committees, their background materials and briefs ◊	Publications of provincial Royal Commissions, task forces, public hearings, parliamentary committees, their background materials and briefs◊	
	Federal laws, statutes, collections of regulations, records of court cases and decisions	Provincial laws, statutes, collections of regulations, records of court cases and decisions	
	Annual reports, program guides of the federal government, white papers and policy documents	Annual reports, program guides of provincial govts., white papers and policy documents	
	Annual reports of sections of departments and minor agencies of the federal government	Annual reports of sections of departments & minor agencies of provincial govts.	
		Civilization & culture; non-Canadian history; non-Canadian genealogical materials	
		Materials for/about disabled, including alternate formats, e.g., large print, braille, talking books	
		Material of topical interest	
		Popular material of general use and widespread interest: e.g., tourist guides, some govt. publications	
		Religious material of various categories, excluding pamphlets	
	Conference proceedings published by the federal government	Conference proceedingsD	
	Census lists published by the federal government	Census lists	
		Foreign Canadiana	
		Non-Canadiana supporting NLC's areas of special emphasis (unless for an NLC special collection)	Non-Canadiana supporting resource sharing in Canada (unless for an NLC special collection)
		Continuing resources	
		Monographic series	

- ◊ treatment at the Full level will be given to selected items identified through ABS/RIS consultation.
- △ treatment at the Abbreviated level will be given to items published by a provincial government body.

FULL	CORE	MINIMAL	ABBREVIATED
		Newspapers (other than Canadian ethnic and aboriginal newspapers)	
			Pamphlets which are serials
			Monograph pamphlets, including DSP pamphlets
			Regional or municipal govt. documents
		Educational materials for use at the post-secondary level $\Delta$	Curriculum guides; school yearbooks; limited distribution university & college course casebooks, lecture notes, etc.
		Educational material at the primary and secondary levels; informal collections of student writing from below the post-secondary level $\Delta$	
		Exhibition catalogues (excluding pamphlets)	
			Mass market paperback fiction published in Canada (e.g., Harlequin)
			Investment reports and stock market research issued by investment firms
			Art prints
			Posters
			Minor publications of little research, literary or educational value; crossword puzzles, word games, comics, colouring books, scrapbooks
			Newsletters, house organs, speeches of minor organizations and parochial interest; other publications of interest to a small group of people only (e.g., biography of a local personage, local cookbooks)
			Ephemera of no established research value (e.g., fringe philosophy, occult)
		Research reports and studies of interest to a restricted group of specialists	
			Outdated scientific and technical materials
			Theses outside areas of special emphasis
			Canadiana materials excluded from national bibliography (e.g., calendars, press releases)

$\Delta$  treatment at the Abbreviated level will be given to items published by a provincial government body.