HOW TO READ SUPERINTENDENT OF DOCUMENTS (SuDoc) AND OREGON DOCUMENT (OrDocs) CALL NUMBERS

If you are looking for government documents, it is helpful to know how they are categorized and shelved using the Superintendent of Documents (SuDocs) classification scheme. This is a guide to the basic organizing principles of SuDocs classification.

»Who first, then What

Unlike other classification systems (such as the Library of Congress Classification System, used at OIT Library for book cataloging), the SuDocs system is not based on subject. Instead, it is based on which government agency published the document. SuDoc call numbers are divided by a colon: to the left is information about who wrote it, and to the right, what it is.

SuDocs call numbers are divided by a colon in the middle and are different from Library of Congress numbers.

Who?
The letters and numbers on the left side of a SuDocs call number group government publications by issuing agency or organization. Each call number begins with capital letter(s), based on the name of the originating government department or agency. The only exception is the U.S. Congress, which uses the letters X and Y. See the other side of this page for a complete list of all the government agencies and their corresponding codes. The numbers that follow these letters represent subordinate offices, bureaus or sub-agencies of particular departments. For example, the letter A stands for Department of Agriculture, and all publications issued by the US Forest Service (USFS), which is within this department, will be given a call number beginning with A13. The numbers after the period represent the series this document belongs to.

What?
The letters and numbers to the right of the colon are the Book Number—or, the what. The form of the book number varies depending on whether the item is a serial, a handbook, an annual report, or some other type of publication. The book number for each item is unique. It identifies publications in various ways.
There are several different schemes that dictate how book numbers are organized. If the item is part of a series (which would be indicated on the left side of the colon), the book number indicates the item’s number in the series. Documents without a series or other numbering scheme are classified by the first letter of the most important subject word.

A revision of a publication is indicated by a slash and the last three digits of the year it was revised, if the year is 1999 or before. Since 2000, all four digits of the year are used.

The slash is also used for other reasons, such as to divide volume and issue numbers or to distinguish unnumbered publications that fall under the same book number.

**Some Reminders:**

- The Colon is the big divider in SuDoc numbers: Anything to the left of the colon (:) indicates “who wrote it”; anything to the right of the colon indicates “what is it”.
- All numbers are whole numbers, there are NO decimals.
- Letters come before numbers.
- A slash (/) is a subdivision of the number preceding it; a dash (-) is a subdivision of the number immediately preceding it.
- Nothing before something. A number without a subdivision comes before a number with a subdivision.

These tips should help you find the information you need and become more familiar with the SuDocs classification system. If you have more questions, Ask a Librarian (www.oit.edu/libraries/help/ask) or visit these websites:

- SuDocs interactive tutorial:  [www.lib.msu.edu/services/pubserv/docs/student/Manual/quizes/sudocsbasics.html](http://www.lib.msu.edu/services/pubserv/docs/student/Manual/quizes/sudocsbasics.html)

Find this online at  [http://www.oit.edu/libraries/help/libraryguide/govdocs](http://www.oit.edu/libraries/help/libraryguide/govdocs)
OREGON DOCUMENTS (ORDOCS) CLASSIFICATION

Like the SuDocs system, OrDocs is organized by issuing agency rather than by subject.

As a Depository Library for Oregon State documents, OIT library receives all public documents deposited with the state library and retains them for 5 years. At OIT, Oregon documents are shelved in their own section of the library, next to the Federal Government Documents. They are organized according to the OrDocs Classification Scheme. Call numbers in the OrDocs scheme are preceded by OR, to indicate that they are Oregon state documents.

<table>
<thead>
<tr>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSL Oregon Docs</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

OrDocs call numbers contain letters that indicate which state agency issued the document.

**The OrDocs Classification Scheme is:**

- organized by **state agency** (e.g.: documents issued by the Department of Higher Education are classified by the letters “HE”).
- subdivided, if necessary, by the **division/section/etc. within the agency** (e.g.: documents issued by OIT are classified by the letters “HET”).
- further divided (decimally) by **type of publication**.
- cuttered by the **first significant word** in the title (the number consists of the first letter of the first significant word in the title and a number, as in C.A. Cutter’s Two Figure Author Table).

For a list of state agencies with their corresponding OrDocs class codes, see this Excel spreadsheet: [http://library.state.or.us/ordocs/class/ordoc_class_list.xls](http://library.state.or.us/ordocs/class/ordoc_class_list.xls).

**Book Numbers**

To provide information about What the document is, OrDocs call numbers include information on the right side of the slash. Usually, this consists of what is called a Cutter Number, based on the most important word in the title and generated from a standard table.
**Decimal Subdivision by Type of Publication** (based loosely on the SuDoc classification scheme):

.1 annual, biennial, and financial reports  
.2 general monographs  
.3 general serials  
.4 series  
.5 ephemeral; e.g., brochures, posters  
.6 laws, administrative rules  
.7 statistical reports (monographic or serial)  
.8 directories, handbooks, manuals, guides, bibliographies, maps  
.9 minutes, conference proceedings, testimony

**Cutter Numbering by the First Significant Word in the Title (.2 - .3, .5 - .9), or in the Title of the Series (.4)**
*Note: .1 is not cuttered*

**Examples:**

**OR Ene.1** – Annual report of the Oregon Office of Energy  
**OR Ene.1/2** – Annual financial report of the Office of Energy  
**OR Li.2P96** – Public library service in Oregon (a monograph issued by the State Library)  
**OR Li.3L56/2** – Letter to libraries online (an electronic periodical issued by the State Library)  
**OR GM.4Oi5:5** – Prospects for natural gas production in the Upper Nehalem River basin (no.5 in the series: Oil and gas investigations, issued by the Oregon Department of Geology and Mineral Industries)  
**OR PU/2.6M85** – Oregon laws relating to motor carriers (issued by Public Utility Commission)  
**OR Con/In3.7P42** – Permanent total disabilities in the Oregon workers’ compensation system (a primarily statistical annual publication issued by the Oregon Department of Consumer and Business Services, Information Management Division, Research and Analysis Section)  
**OR HR/H34.8H64** – State of Oregon HIV/AIDS resource guide (issued by the Oregon HIV Program)

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