

#### AUXILIARY SCHEDULE R1

Qualifying a country by (political) subject classes

- (1) The first-cited class in Class R is the country (nation state) at RT (or RS in the case of the home country).
- (2) The classmark for an individual country is obtained by adding to RT the country's classmark in Auxiliary Schedule 2 - e.g. RTF France.
- (3) Each country may be qualified by all the preceding politics classes (RA/RR). In nearly all cases, this is effected by direct addition, as follows:  
Add to - (where the hyphen represents the classmark of the country's political system) numbers & letters 2/9, A/R following R in R2/RR - e.g. RTF I France-Legislature.
- (4) But in a very few cases, the classmark for the country in Auxiliary Schedule 2 does not allow the direct addition of A/R without ambiguity arising. For example, RTV K Cameroun cannot be so qualified without conflicting with RTV KP Equatorial Guinea; e.g. adding PB (from RPB Foreign relations with a another country) to RTV K would give RTV KPB for Cameroun - Foreign relations; but the same classmark would also mean Equatorial Guinea - Politics & society (adding B from RB Politics & society to RTV KP).
- (5) In such cases, the letter 'A' is added to the first country as an intercalator before adding A/R from RA/RR - in this case, RTV KAPB for Cameroun - Foreign relations with another country.
- (6) The situation above may be generalized thus: If the classmark for one country appears as a notational subdivision of the country preceding it, and the letter representing the subdivision is earlier in the alphabet than 'S', the preceding country must have 'A' added to its classmark before a letter from A/R in RA/RR is added; e.g. RTV KAP B (not RTV KPB) for Cameroun - Foreign relations.
- (7) Note that the local subdivisions of a country are ignored when qualifying the country as a whole, which is treated as a unit when representing a nation state. But in the case of devolved governments (RLR/RLY) the local subdivisions themselves (states, counties, boroughs, etc.) represent political systems & may be qualified. This is explained in Auxiliary Schedule R3.
- (8) For a detailed example of the application of the above rules, see RTY American (USA) politics.

#### AUXILIARY SCHEDULE R1A

Qualifying a locality in devolved government.

- (1) The preferred arrangement is to subordinate devolved government to the political system of the containing country (located in RT). Within the class constituting a country's devolved government, the first cited class is the state (in the case of state government of a country with a federal constitution) or the lesser locality (in the case of local government).
- (2) The classmark for the locality is obtained by adding the letter(s) following the country's classmark in Auxiliary Schedule 2 to -LT in the case of State government and to -LV in the case of Local government (where the hyphen in each case represents the classmark for the country's political system in RT); e.g. RTY LTSN for USA - State government - Nevada; RTY LVST for USA - Local government - Carson City (where YSN is Nevada and YST is Carson City in Auxiliary Schedule 2).
- (3) Each locality may be qualified by all the political classes preceding it in RA/RK and the special ones appearing under devolved government (L/U following RLS for state government or L/U following RLU for local government).  
In most cases this is effected by direct addition; e.g. RTY LTS NI for Nevada - Legislature (the 'I' coming from RI Legislatures in general); RTY LVS TNF for Carson City - Finance Department (the 'NF' coming from RLS NF State government - Finance departments in general).

- (4) But in some cases, the classmark for a locality cannot be qualified directly by A/U without ambiguity. For example, YK is Kentucky & YKH is Ohio in Auxiliary Schedule 2. So adding 'H' (from RH Electoral systems) to RTY LTK (USA - State government - Kentucky) would give RTY LTK H (Kentucky - Electoral system). But the same classmark would also mean USA - State government - Ohio.
- (5) In such cases, the letter 'A' is added to the first state as an intercalator before adding letters from A/K (from RA/RK) or L/U (from RLS L/RLS U) - e.g. RTY LTK AH (USA - State government - Kentucky - Electoral system).
- (6) The situation in devolved government may be generalized in the same way as for countries in Auxiliary Schedule R2 above. If the classmark for one state or locality appears as a notational subdivision of the state or locality preceding it, and the letter representing the subdivision is earlier in the alphabet than 'V', then the classmark of the preceding state must have the intercalator 'A' added to it before qualifying by preceding political concepts. For example, RTY LTK AI for USA - State government - Kentucky - Legislature (not RTY LTK I). An example from local government would be RTF LVE ASE for France - Local government - Paris - Boundary revision (not RTF LVE SE). The intercalator in the last example is necessary to avoid conflict with the class France - Local government - Seine-St.Denis. The classmarks in Auxiliary Schedule 2 are FE Paris and FEG Seine-St.Denis; if the intercalator were omitted when qualifying the first (Paris) a classmark RTF LVE GE would appear to be a subdivision of RTF LVE G (Local government of Seine-St.Denis).

#### AUXILIARY SCHEDULE R2

Official documents of a nation state, etc.

- \* For use under a specific nation or other political entity.
- \* Documents issued by governments which report the political processes whereby policies are determined & legislation enacted. For the actual works of law (statutes, treaties, cases, etc.) see S2 Law - Primary materials.
- \* The two categories above overlap & each library should decide where certain of the classes go - e.g. official journals which include substantial details of current legislation, court decisions, etc. should go in class S. When in doubt, prefer class R.
- \* The preferred arrangement is to locate general official documents at -E5 (where the hyphen represents the classmark of the nation or other entity and E (from RE) represents the class Government (in general). Those issued by specific government institutions or offices (legislature, lower house, executive, administrative department, etc.) should go under that specific institution (dropping the initial E, which would be implicit) - e.g. UK - House of Commons - Debates RSI TSE G (where RS is used for UK).
- \* An alternative (not recommended) is to locate all official documents, regardless of provenance, at -E5, using this same Auxiliary Schedule.
- \* A second alternative (not recommended) is to keep together the official documents of a major branch of government (e.g. legislature) under the general class for that branch - e.g. UK - Parliament - Official documents - House of Commons - Debates RSI 5EG.
- \* For convenience & clarity in presentation, this Auxiliary Schedule gives all types of official documents together (as they would appear under the first alternative above). In practice, if the preferred arrangement is followed, only those classes relevant to it would go under the specific branch or section; e.g., only those relevant to the lower house would go at -ITSX.
- \* Add to -5 (where the hyphen represents the government, or branch of government of the nation or other political system being qualified) numbers &/or letters 2/U following 5 below, as applicable.

(By language)

- \* For use under countries where material appears under two or more languages.

- \* Add to 52 letter C/Y in Auxiliary Schedule 3; e.g. 58E\_2F Official journal in French.
- 53 (Common subdivisions of official documents)
  - \* Very few of these are applicable to official documents, except for those given below.
  - \* Add to 53 numbers 2/9 following R in 52/59 so far as applicable.
- 535R Guides to official documents
- 535U Bibliographies of official documents
- (Special subsidiary forms)
  - \* The numbers 4/8 following 5 in 54/58 below may be added retroactively to any specific form of official document - e.g. Indexes to legislative documents -5844.
  - \* Should a special need arise, more details may be taken from 24/28 in Auxiliary Schedule S2 in the Law class.
- 544 Indexes to official documents (general)  
(General collections)
- 575 Official series
- 57B Non-serial collections, Monograph collections
- 58 Digests, Abridgements
- 58B Gazettes
  - \* If distinguished from official journals 58E.
- 58E Official journals
- 58G Yearbooks
- 58J Calendars
  - \*\* 8P/Y vacant for specials.
- 58R Registers, lists
  - \* E.g., of members, officials.
- 59P Early period in history of the country
  - \* Where applicable - e.g. pre-revolutionary period in France.
  - \* Alternative (not recommended) to citing period first.
  - \* Add to 7 numbers 2/6 above & letters A/U following Modern & contemporary period.
- 59T Subsequent early period
  - \* Where applicable - e.g. period of the early Congresses in USA.
  - \* Alternative (not recommended) to citing period first.
  - \* Add to 8 as for 7 above.
- 5A Modern & contemporary period
  - \* Use only if 59P and/or 59T are used; if these are not found necessary, ignore this class.
  - \* Alternative (not recommended) to citing period first.
- 5B Legislative documents
  - \* Use for combined series, covering both houses (chambers). Use also for countries having only one chamber.
  - \* For the statutes, etc. themselves, see Law class at S2F.
  - \* Add to 5B letters D/Q following 5C in 5CD/5CQ below.
- 5C Lower house
- 5C8E )Journal(
- 5C8J Calendars
- 5CD Debates, Proceedings
- 5CG Bills & reports
- 5CJ Rules, regulations, etc.
  - \* For statutes, see Class S Law. This class is for use when qualifying departments, etc. - e.g. see 5NJ below.
  - \*\* reserve K for statutes, in case needed.
- 5CM Reports of Committees
- 5CP Other sessional papers, etc.
- 5CQ Other legislative documents
- 5D Upper house
  - \* Add to 5D letters D/Q following 5C above.
- 5E Special series
  - \* E.g. parliamentary papers in UK Parliament.
  - \* General collections only; for documents on a specific topic, see topic.
- 5H Executive documents
  - \* The preferred arrangement is to locate under Legislature or Administration as appropriate.
- 5H7 Collections
- 5H7B Serial
- 5I Non-serial
- 5I Messages, etc. of executive leaders
  - \* Usually statements of intended policies.
- 5I7 Serial collections
- 5J Head of state, monarch, governor
- 5J7 Serial collections
- 5JF Individual addresses
- 06 \* By date. Add to 5J letters F/Y in Auxiliary

06 Schedule 4C - e.g. USA - President - Addresses  
 06 1992 RTY JMS JSN.  
 5K Chief executive, Council of State  
 5K7 Collections  
 5KF Individual addresses, etc.  
 06 \* By date, as for 5JF.  
 5N Administrative documents, Departmental documents  
 \* Add to N letters D/P following 5C so far as applicable.  
 5N8R Registers, lists  
 5NG Bills  
 5NJ Laws, rules, regulations relating to department  
 5NQ Hearings, investigations  
 5NR Civil service commission documents  
 5NS Reports, Blue books  
 5P Specific departments, divisions, bureaux  
 \* The preferred arrangement is to subordinate to the specific department - e.g. Treasury RLM F.  
 \* When qualifying a specific department, use P for sections, etc. within that department.  
 \* An alternative (not recommended) is to keep together here the documents of those departments located in RLL/RLQ. If this option is taken, proceed as follows:  
 \* Add to 5P letters L/Q following RL in RLL/RLQ.  
 5R Devolved government official documents  
 5S State official documents, Regional official documents  
 \* Preferred arrangement is to subordinate to the state concerned.  
 \* Add to -S numbers & letters 2/9,A/R above, as applicable.  
 5U Local government official documents  
 \* Notes above, under 5S, apply here also.