

BACKGROUND: *Materials selected for the Rare Book and Special Collections Division are given special treatment in the cataloging process. Included in the category of rare materials are:*

- *books and non-book materials having unusual monetary value, aesthetic significance (unusually good quality type or design), and/or potential rarity (certain limited editions);*
- *books and non-book materials of historical significance because of provenance, and early imprint date, or because they represent an important contribution to American or Western civilization (e.g., the first book on accounting in America, the first book on the telegraph, etc.)*

*Materials selected for the Rare Book and Special Collections Division are generally shelved by staff in the Special Materials Cataloging Division, following the provisions of the **Classification and Shelving Manual** as well as internal division procedures. This instruction sheet contains a list of the categories of materials that are assigned to the Rare Book and Special Collections Division, followed by the procedures that are used to shelflist those materials.*

CATEGORIES OF MATERIALS:

1. **Pre-1801 imprints.** Books printed anywhere before 1801.
2. **American imprints.** American imprints published before the dates indicated.

Alabama	1840
Arizona	1890
Arkansas	1870
California	1875
Colorado	1876
Florida	1860
Hawaii	1860
Idaho	1890
Illinois (except Chicago, 1871)	1850
Indiana	1850
Iowa	1860
Kansas	1875

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CATEGORIES OF MATERIALS:

2. American imprints. (Continued)

Kentucky	1830
Michigan	1850
Minnesota	1865
Mississippi	1840
Missouri	1850
Montana	1890
Nebraska	1875
Nevada	1890
New Mexico	1875
New York State (outside of New York City)	1830
North Dakota	1890
Ohio	1840
Oklahoma	1870
Oregon	1875
Pennsylvania (outside of Philadelphia)	1830
South Dakota	1890
Tennessee	1840
Texas	1860
Utah	1890
Washington	1875
West Virginia	1830
Wisconsin	1850
Wyoming	1890

3. Imprints of the Confederate states during the Civil War, 1861-1865.

Alabama	North Carolina
Arkansas	South Carolina
Georgia	Tennessee
Florida	Texas
Louisiana	Virginia
Mississippi	

4. *Latin American imprints.* Imprints published before 1820.

PROCEDURES FOR SHEFLISTING:

1. *General shelflisting procedures.*

a. *Unbound items.* Write the call number in the upper left quarter of the last page. Write the number on this page whether it is blank or not.

b. *Bound items.* Write the call number in the upper left quarter of the inside back cover.

c. *Variant form of title.* If the cataloged form varies from the publisher's title, write the title or statement of responsibility above the call number in the book.

d. *Special attention slip.* Insert a **Special Attention** slip in the book and indicate the reference assignment.

2. *Pre-1801 imprints.* Pre-1801 imprints are cataloged and shelflisted by staff in the Special Materials Cataloging Division. Place all pre-1801 imprints on the appropriate shelves in the Special Materials Cataloging Division for processing.