

Cutter Table

<i>After initial vowels</i>	b	d	l-m	n	p	r	s-t	u-y
for the second letter:	2	3	4	5	6	7	8	9
use number:								
<i>After initial letter S</i>	a	ch	e	h-i	m-p	t	u	w-z
for the second letter:	2	3	4	5	6	7	8	9
use number:								
<i>After initial letters Qu</i>		a	e	i	o	r	t	y
for the second letter:		3	4	5	6	7	8	9
use number:								
For initial letters Qa-Qt	2-29							
use numbers:								
<i>After other initial consonants</i>		a	e	i	o	r	u	y
for the second letter:		3	4	5	6	7	8	9
use number:								
<i>For expansion</i>		a-d	e-h	i-l	m-o	p-s	t-v	w-z
for the letter:		3	4	5	6	7	8	9
use number:								

The following examples show Cutters that would be used if entries already shelflisted conform to the table on the previous page. In most cases, Cutters must be adjusted to file an entry correctly and to allow room for later entries.

<i>Vowels</i>	<i>S</i>	<i>Q</i>	<i>Consonants</i>
IBM	.I26 Sadron	.S23 Qadduri	.Q28 Campbell .C36
Idaho	.I33 Scanlon	.S29 Qiao	.Q27 Ceccaldi .C43
Ilardo	.I4 Schreiber	.S37 Quade	.Q33 Chertok .C48
Import	.I48 Shillingburg	.S53 Queiroz	.Q45 Clark .C58
Inman	.I56 Singer	.S57 Quinn	.Q56 Cobbleston .C63
Ipswich	.I67 Stinson	.S75 Quorum	.Q67 Cryer .C79
Ito	.I87 Suryani	.S87 Qutub	.Q88 Cuellar .C84
Ivy	.I94 Symposium	.S96 Qvortrup	.Q97 Cymbal .C96

Note: Do not end a Cutter with the numeral **1** or **0**.

b. Cuttering for numerals. When Cuttering for Roman or Arabic numerals, use the Cutters .A12 - .A19. However, if entries already in the shelflist have been assigned "documents numbers" (e.g. **.A5** for the corporate heading **United States ...**) Cutter numerals to file directly behind those entries. Because of the infinite range of numbers, choose a Cutter toward the center of the available span

when Cuttering for the first numeral in a class. This will allow room for both smaller and larger numbers. Follow this practice even with relatively low numbers since decimal fractions are filed in numeric order before the number 1.

Examples:

QC457

*.A15 1981 commercial composite infrared index, grating molecular
1982 index ... 1982.*

QC457

*.A154 1981 commercial composite infrared index, grating numerical
1982 index ... 1982.*

QC457

*.A156 1981 commercial composite infrared index, grating spec-finding
1982 index ... 1982.*