

**GUIDE TO THE WISCONSIN STATE DOCUMENT CLASSIFICATION
SYSTEM OF THE WISCONSIN HISTORICAL SOCIETY LIBRARY
(WIDOCS)**

Rev. Oct. 2006

I. Basic structure of Wisconsin government publications call numbers:

- Line 1: Abbreviation for the agency (usually 3 letters)
- Line 2: Number designating the form of the publication
- Line 3: Cutter number for a key word in the title of the publication
- Line 4: Year of publication (Exceptions: If the title indicates a date of coverage, the final date of coverage is used for the last line. In a monographic series, the number within the series is used.)

A sample call no.:

- ED. (A publication of the Dept. of Public Instruction)
1/5: (Report of an advisory body to the department)
A 92/ (Cutter no. for a key word in the title.)
2006 (Year of publication)

If two or more agencies share the same agency abbreviation, the conflict is resolved by adding a number after the agency abbreviation:

- Legislative Council LEG.
Legislative Reference Bureau LEG 2.
Legislative Fiscal Bureau LEG 3.

There are a few agencies which have been subdivided (by bureau, section, etc.) and require 2 lines for the agency abbreviation. A good example of this practice is the Center for Health Statistics within the Division of Health. The Center's agency abbreviation is:

HE 1
ST.

No new agency abbreviations will be constructed in this manner in the future. On the other hand, existing two-line agency abbreviations will continue to be used.

Two publications of the same agency, form, and Cutter number are differentiated by placing a number (2, 3, etc.) between the Cutter number and year of publication. Three different brochures on sustainable agriculture by the Department of Agriculture, Trade and Consumer Protection are differentiated in the following manner:

AGR.	AGR.	AGR.
9/2:	9/2:	9/2:
S 97/	S 97/	S 97/
1988	2/	3/
	1989	1990

Publications of the same title issued at different times in the same year (with or without revisions) are differentiated by adding a sequential number (2, 3, etc.) after the year:

EMP 1.	EMP 1.
6/2:	6/2:
C 43/	C 43/
1992	1992/
	2

Cutter numbers for the key word of the title of a publication will always be two-digit Cutter numbers utilizing the LC Cutter Table. Cutter numbers of Wisconsin place names will be those listed on pp. 95-112 of the *Guide to Wisconsin State Agencies and Their Call Numbers*. This guide also has a fairly complete list of Wisconsin state agency abbreviations. You may find a PDF version at http://www.wisconsinhistory.org/libraryarchives/govpub/wis_gov_pub_call_no_guide.pdf

II. Outline of the Wisconsin Government Publications Classification Scheme:

A. Reference publications:

- A.1: Blue books
- A.2: Statistical abstracts
- A.3: Census reports
- A.4: Election returns
- A.5: Administrative code
- A.6: Government organization & reorganization materials
- A.7: Public records, state printers
- A.8: Bibliographies
- A.9: Brochures

Form numbers 10-15, based on format, are being discontinued as of July 2006. The formats below will be assigned a call no. based on the form of the publication, with additional designations listed below:

- A.10: Videocassettes: Call no. extended by format designation: /VHS
- A.11: Maps: Call no. extended by format designation: /MAP

- A.12: Audio cassettes: Call no. extended by format designation: /CASS
- A.13: CD-ROMs: Call no. extended by format designation: /CD
- A.14: Web resources: There is no additional designation. URL is in the record.
- A.15: DVDs: Call no. extended by format designation /DVD

B. Collected documents of administrative agencies: A 1.1:

C. Agency publications (ACC.-YOU 2. on first line):

Arrangement of agency publications by form of publication (the second line of the call number):

- 1: followed by year of coverage=Annual or biennial reports of the agency
- 1/2: followed by Cutter no./year=Annual reports on specific subjects
- 1/3: followed by Cutter no./year=Proceedings of meetings, conferences, workshops, seminars, etc.
- 1/4: followed by Cutter no./year/no.=Agency reports issued more than twice a year. [No longer used. If a report is issued more often than 2 times per year it is classified as a periodical and placed under "4," the number for periodicals.]
- 1/5: followed by Cutter no./year=Reports of advisory committees to the agency
- 1/6: followed by Cutter no./year=Planning reports of an agency
- 2: followed by Cutter no./year=Monographs
- 3: followed by Cutter no./no. of publication=Irregular series
- 4: followed by Cutter no./year/issue no.=Periodicals
- 5: followed by Cutter no./year=Laws administered and issued by the agency
- 5/2: followed by Cutter no./year=Rules and regulations administered and issued by the agency
- 6: followed by Cutter no./year=Handbooks, manuals, etc.
- 7: followed by Cutter no./year/month/day=Press releases

- 8: followed by Cutter no./year=Bibliographies
- 9: followed by Cutter no./year=Posters [Maps had also been included under this number until 1 July 1993. See "11" for maps currently.]
- 9/2: followed by Cutter no./year=Small brochures (22 x 10 cm.)
- 9/4: followed by Cutter no./year=Handouts, brochures, etc. which are letter size (28 cm. high)

Form numbers 10-15, based on format, are being discontinued as of July 2006. The formats below will be assigned a call no. based on the form of the publication, with additional designations listed below:

- 10: Videocassettes: Call no. extended by format designation: /VHS
- 11: Maps: Call no. extended by format designation: /MAP
- 12: Audio cassettes: Call no. extended by format designation: /CASS
- 13: CD-ROMs: Call no. extended by format designation: /CD
- 14: Web resources: There is no additional designation. URL is in the record.
- 15: DVDs: Call no. extended by format designation /DVD

D. Publications of the Legislature:

- Z.1: followed by yearB=Senate journals (e.g., 1991B)
- Z.1: followed by yearC=Assembly journals (e.g., 1991C)
- Z.2: followed by Cutter no./year=Monographs issued by the Legislature
- Z.4: followed by year=Bills
- Z.4/2: followed by year=Bill drafting records
- Z.5: followed by year=Session laws (Acts of Wisconsin)
- Z.5/2: followed by year=Statutes
- Z.5/4: followed by year=Annotations

Z.6: followed by year=Directories of the Legislature

Z.6/1: followed by year=Rules of the Assembly

Z.6/2: followed by year=Rules of the Senate

Z.7: followed by year/month/day=Press releases

Z.8: followed by Cutter number/year=Bibliographies

Z.9: followed by year=Memorials to Congress

Z 3.1: followed by year=Collected documents of the Legislature

Z 3.1/3: followed by year=Record of committee proceedings.

Z 3 ADM. to Z 3 WEL. followed by 1:year=Reports of the committees of the
Legislature

Z 4.1/1: followed by year=Digests of contested elections (Assembly and
Senate)

Z 4.1/2: followed by year=Digests of contested elections (Assembly)

Z 4.1/3: followed by year=Digests of contested elections (Senate)

Z 4.2: followed by Cutter no./year=Contested elections (Miscellaneous
publications)

Z 5.1: followed by Cutter no./year=Impeachment proceedings, etc.

Z 7.1: followed by Cutter no./year=Memorial addresses