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ANC RESEARCH LIBRARY

IDENTIFICATION OF DOCUMENTS FOR PHYSICAL  
ORGANISATION

Documents will be identified as follows:

Section (field in ANCCAT): 'room' eg. RR for Reading Room and SR for Storage Room  
and 'section' where filed, e.g. ORGP for political organisations  
in South Africa:

if the item is a subject section this will be indicated by the first three  
letters of the subject heading, e.g. in the case of 'Elections'

the identifier in 'section' will be ELE;

'room' and 'section' will be divided by a forward slash, '/' e.g.

RR/ORGP Or SR/ELE.

Shelf (field in ANCCAT): a code compiled of three characters. which, in the case of

-- WW , www---books:-withbe-takerret from the first three letters of the author's

surname or from the first three letters of the title when the main

entry is under title; in the case of documents emanating from a

particular organisation the 'shelf' indicator would be taken from

the name or acronym of the organisation;

e.g., in the case of a book kept in the Reading Room falling in

the 1st Gender, subject section by the author Cheryl Walker the

'Section' identifier will be RR/GEN and the 'Shelf' identifier

(the filing order) will be 'Wal' and the book's combined

identification code will be: RR/GEN/Wal;

in the case of a document emanating from the African National

Congress kept in the Storage Room the combined identification

code will be: SR/ORGP/ANC- tZeS

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Books will be filed in the section and subject area under which

they fall in alphabetical order taken from the first three letters of

the authors surname or the title where appropriate.

Filing order:

Documents and pamphlets (grey literature) will be filed in the

section and subject or organisation area under which they fall in

sequence of their identity numbers assigned by the computer.

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