

# OCLC Dewey Cutter Program

## Background:

As agreed at the 2/6/2008 Cataloging Committee meeting, the Bibliographic Unit uses the call number cutters from the *Cutter-Sanborn Four-Figure Table* to save staff time.

## Description of Program:

“The Dewey Cutter Program is a software program that automatically provides cutter numbers from the OCLC Four-Figure Cutter Tables (Cutter Four-Figure Table and Cutter-Sanborn Four-Figure Table) upon input of text. It works with most Windows versions, and enhances your classification efficiency. It does not work with Macintosh computers.”--

<http://www.oclc.org/support/services/dewey/program.en.html>

## Download Directions:

1. Go to <http://www.oclc.org/support/services/dewey/program.en.html> to see the download/use instructions provided for the free Dewey cutter program.
2. Select “Download now”; accept the OCLC agreement; and follow the prompts to install.

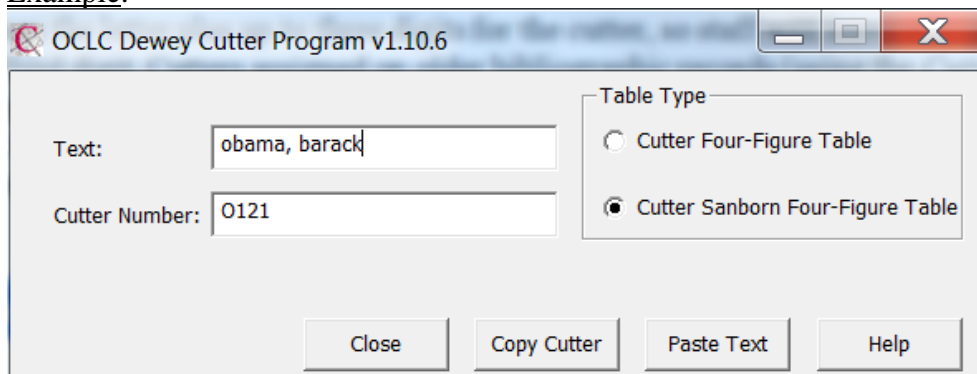
## Directions for Using the Program:

1. After the program is loaded onto your computer, open up the program and select the Cutter-Sanborn four-figure table as the Table Type.
2. In the top box, paste or type in the last name and first name of the subject (for a biography) or main author/editor for works of criticism. If you’re using the cutter program for a group name, enter the group name in direct order.
3. The correct cutter is shown in the bottom box. Click on the “Copy Cutter” button and then paste it into your item record. If the cutter has more than 3 numbers, the numbers after the third digit are removed.

## Local Exceptions:

Black Gold only uses the letter plus up to three digits for the cutter, so staff will leave off numbers after the third digit. Cutters assigned on older bibliographic records (using the *Cutter-Sanborn Three-Figure Author Table*, Swanson-Swift 1969 revision) may be shorter, but the Bibliographic Unit will assign the cutter from the OCLC Dewey cutter program using the Cutter-Sanborn Four-Figure Table.

## Example:



OCLC Dewey Cutter Program v1.10.6

Text: obama, barack

Cutter Number: O121

Table Type

Cutter Four-Figure Table

Cutter Sanborn Four-Figure Table

Close Copy Cutter Paste Text Help