**LCCN Formats for Cataloging**

In most cases, you will have a title in hand and will be adding the LCCN to a catalog record or attempting to match them. For titles published before 2000, the first two digits are the last two digits of the year. Note that you cannot assume the first two digits are 19 (if you need to know the century, there are tables on the Library of Congress website to extract that information from the rest of the LCCN). LOC calls these “LCCN structure A.” For titles published in and after 2000, the first four digits are the year of publication. LOC calls these “LCCN structure B.”

Since you are going to look on the verso page to get the publication year, why is this relevant? Because when you enter an LCCN in to Workflows, you may need to pad the LCCN with zeros in specific places based on which kind of LCCN you have. Pre-2000 structure A are always entered in to any computer system in exactly 8 digits. LCCNs from 2000 or later, structure Bs, are always entered in to any computer system in exactly 10 digits.

So, what happens when the verso page of the item in hand says the LCCN is 68-4897? That isn’t 8 digits. And what is that dash doing in there?

The dash is separating the two parts of the LCCN that we need to worry about. Before the dash are the year digits. So, a post-Y2K LCCN structure B will look like this; 2001-45944. The part after the dash is the serial number.

We need to pad the number to get to 8 or 10 digits. Because the first part is the year signifier, LOC specifies that we pad the serial number with initial zeros.

If we go to put 68-4897 in to Workflows, we would type it in to the 010 tag as 68004897. To put 2001-45944 in to Workflows, we would type 2001045944. Structure B LCCNs need 10 digits, two more than Structure A LCCNs, because they include two more year digits. A dash isn’t a digit, so we leave it out (it is a separator, not a significant character).

So, if the title in hand has an LCCN of 20-2019, we would type it in to Workflows as 20002019. If the title in hand has an LCCN of 2019-20190, we would type it in to Workflows as 2019020190.

If this is confusing, leave the LCCN out of the record and send a scan to [support@uproc.lib.mi.us](mailto:support@uproc.lib.mi.us). Tell us you made a partial upgrade record, and that the scan belongs to it.