

Alphabetic Indexing Rules 9–10



Rule 9: Identical Names

- City names
- State or province names (if city names are identical).

Continued on next slide

Rule 9: Identical Names

- Street names, including Avenue, Boulevard, Drive, and Street (if city names are identical)
 - If first units of streets names are written in numbers, the names are considered in ascending order (1, 2, 3) and placed before alphabetic street names.
 - Street names with compass directions are considered as written. Numbers written as digits after compass directions are considered before alphabetic names.

Continued from previous slide

Continued on next slide

Rule 9: Identical Names

- House or building numbers (if city, state and street names are identical)
 - House and building numbers written as digits are considered in ascending order and placed together before spelled-out building names.
 - If a street address and a building name are included in an address, disregard the building name.
 - ZIP Codes are not considered in determining filing order.

Continued from previous slide

Examples of Rule 9

Names of Cities Used to Determine Filing Order

Filing Segment		Indexing Order of Units			
Name	Key Unit	Unit 2	Unit 3	Unit 4	
1. Seaside Inn Oceanside, CA	Seaside	Inn	Oceanside	CA	
2. Seaside Inn Ventura, CA	Seaside	Inn	<u>V</u> entura	CA	

Examples of Rule 9

Names of States and Provinces Used to Determine Filing Order

Filing Segment		Indexing Order of Units				
Name	Key Unit	Unit 2	Unit 3	Unit 4	Unit 5	
1. Anita J. Spencer Fenwick, ON (Ontario)	Spencer	Anita	J	Fenwick	ON	
2. Anita J. Spencer Fenwick, WV	Spencer	Anita	J	Fenwick	<u>WV</u>	
3. Topper's Restaurant Clifton, AZ	<u>T</u> oppers	Restaurant	Clifton	AZ		
4. Topper's Restaurant Clifton, TN	Toppers	Restaurant	Clifton	<u>TN</u>		

Examples of Rule 9

Names of Streets Used to Determine Filing Order

Filing Segment		Indexing Order of Units					
Name	Key	Unit	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1. Subs-2-Go 6570 8th St. Houston, TX	Subs2Go	Houston	TX	8	St		
2. Subs-2-Go 4560 48th St. Houston, TX	Subs2Go	Houston	TX	<u>48</u>	St		

Rule 10A:

Local and Regional Government Names

- First indexing unit is the name of the county, city, town, township, or village.
- Index the most distinctive name of the government/political division.
- “County of,” “City of,” “Department of,” are retained for clarity and are considered separate indexing units.

Examples of Rule 10A

Filing Segment

Indexing Order of Units

Name	Key Unit	Unit 2	Unit 3	Unit 4	Unit 5
1. County of Alameda Aquatic Center	Alameda	County	of	Aquatic	Center
2. City of Arlington Public Library	<u>A</u> rlington	City	of	Public	Library
3. City of Arlington Senior Center	Arlington	City	of	<u>S</u> enior	Center
4. Ashley County Dept. of Elections	<u>A</u> shley	County	Elections	Dept	of

Rule 10B: State or Government Names

- First indexing unit is the name of the state or province.
- Index the most distinctive name of the government/political division.
- “State of,” “Province of,” “Department of,” are retained for clarity and are considered separate indexing units.

Examples of Rule 10B

Filing Segment

Indexing Order of Units

Name	Key Unit	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1. Michigan Dept. of Community Health	Michigan	Community	Health	Dept	of	
2. Michigan Dept. of Education	Michigan	<u>E</u> ducation	Dept	of		
3. Michigan Dept. of Labor	Michigan	<u>L</u> abor	Dept	of		
4. Michigan Natural Resources	Michigan	<u>N</u> atural	Resources			
5. Michigan State Attorney General	Michigan	<u>S</u> tate	Attorney	General		
6. Michigan Dept. of State	Michigan	State	<u>D</u> ept	of		

Rule 10C:

Federal Government Names

- Use three indexing levels for the United States Government
 - First level: United States Government
 - Second level: Name of department
 - Third level: Most distinctive name

Examples of Rule 10C

Filing Segment

Name	Level 1	Level 2	Level 3
	United States Government		
1. National Weather Service, Dept. of Commerce		<u>Commerce</u> Dept (of)	National Weather Service
2. Office of Civil Rights, Dept. of Education		<u>Education</u> Dept (of)	Civil Rights Office (of)
3. Dept. of Health and Human Services		<u>Health and Human</u> Services Dept (of)	

Rule 10D:

Foreign Government Names

- The distinctive English name is the first indexing unit for foreign government names.
- Index the balance of the formal name of the government, if needed.
- Branches, departments, divisions follow in order by their distinctive names.

Examples of Rule 10D

Foreign Government Name	English Translation in Indexed Order			
	Unit 1	Unit 2	Unit 3	Unit 4
1. Govern d'Andorra	Andorra	Government		
2. Republik of Österreich	<u>A</u> ustria	Republic	of	
3. Druk-yul	<u>B</u> hutan	Kingdom	of	
4. Bundesrepublik Deutschland	<u>G</u> ermany	Federal	Republic	of
5. Jamhuri ya Kenya	<u>K</u> enya	Republic	of	
6. Al-Joumhouriya al-Lubnaniya	<u>L</u> ebanon	Republic	of	

Cross-Reference: Foreign Business Names

- Original spelling is often in the foreign language.
- Translate into English for coding.
- Cross-reference sheet is prepared and placed in order by the foreign business name.

Examples of Cross-Referencing Foreign Business Names

Coded Filing Segment	Cross-Reference
<p style="text-align: center;">2</p> <p><u>Humboldt</u> / University</p>	<p><u>Humboldt-Universitat</u> SEE Humboldt University</p>
<p style="text-align: center;">2</p> <p><u>Venezuelan</u> / Line</p>	<p style="text-align: center;">2 3</p> <p><u>Venezolana</u> / de / Navegacion SEE Venezuelan Line</p>

Cross-Reference: Foreign Government Names

- Original spelling is often in the foreign language.
- Translate into English for coding.
- Cross-reference sheet is prepared and placed in order by the foreign government name.

Examples of Cross-Referencing Foreign Government Names

Coded Filing Segment

Cross-Reference

2 3 4
Federal / Republic / of / Brazil

2 3 4
Republica / Federativa / do / Brasil
SEE Brazil Federal Republic of

2 3
Kingdom / of / Bhutan

Druk-yul
SEE Bhutan Kingdom of

Examples of Subjects Within an Alphabetic Arrangement

Indexing Order of Units in Names

Key Unit	Unit 2	Unit 3	Unit 4	Unit 5
1. Applications	Assistant	Bianchi	Jason	
2. Applications	Assistant	<u>F</u> ung	Brenda	
3. Applications	<u>C</u> ashier	Corbett	Lucy	
4. Applications	Cashier	<u>J</u> ennings	Kenneth	
5. Applications	<u>D</u> ata	Entry	Neally	Joyce
6. Applications	Data	Entry	<u>R</u> odriguez	Luis
7. Applications	<u>R</u> ecords	Clerk	Adamson	Cody
8. Applications	Records	Clerk	<u>O</u> suna	Jamella