

# WyDocs Classification System

To distinguish between the state publications collection and the federal documents, each Wyoming state publication has the prefix "WyDocs" on the line above the classification number.

Each agency has been assigned a two or three letter alphabetical designation, based on the name of the agency. Departmentally sponsored conferences, affiliated/cooperative local government bodies, "quazi-governmentals", nonprofits, and commercially contracted projects (i.e. outside state government), etc. are usually designated by the agency's 2 letter symbol followed by "Z" (i.e. EOZ for the State Engineer's Office). Any similar programs or groups appointed by or reporting to the governor will be listed as GOY, eventually stretching to GOZ.

Each division or subordinate unit within the agency is assigned its own number, with the number "1" denoting the parent agency's general administrative office. "1a." will designate the advisory board/committee/commission/council that directly affects the department's activities and policies. Such groups that advise the department in a more general fashion are shown as "1a-2 to ???", etc. The same technique applies to the divisions. Lower-case letters following divisional numbers indicate an advisory board/committee/commission/council (Xa., -2 etc.), non-advisory boards/sections/units/programs (Xb-1 to ???), and institutions (Xc-1 to ???) affiliated with the division, rather than the department as a whole. [Caution! This is a new feature of the system.] Building in this way, there is an alpha-numeric designation for each executive branch agency and sub-unit in Wyoming state government who have published materials and deposited them with the Wyoming State Library, in accordance with the statutes.

THUS:

## **XX(X) Agency class letters;**

### 1. Departmental/administrative office;

- 1a. Its advisory body;
- -2, etc. Other advisory bodies of the department;
- 1c-1, etc. Institutions tied to the department.

### 2. Departmental division;

- 2a. Its advisory body (if applicable);
- 2a-2, etc. Other advisory bodies of the division;
- 2b-1, etc. Sections, units, programs of the division
- 2c-1, etc. Institutions tied to the division.

There is a sub-arrangement of the system to indicate the type of publication. A number has been assigned to each publication type, and this number is followed by a colon or a slash-then colon. For agencies that issue a number of monographic series (including serials), a link is provided by using the slash "/" after .4 (which has the series title) and adding a number (1, 2, 3, etc.) before the colon for each separate title/numbered issue within the series title. Links for monographic publications, such as a reprinted section of laws printed individually, use a slash followed by a letter designation and before the colon (.6/a: for example) to differentiate them from the general category. This is used sparingly, with the exception of the .6 category, since one-of-a-kind publications are generally handled like monographs.

Numbers have been assigned for the following publication types:

- .1: Annual/biennial reports;
- .2: Monographs;
- .3 (Unassigned);
- .4/ : Serials (a/o monographic series);
- .5: Maps;
- .6/ : Laws;
- .7/ : Rules & regulations (formerly *Addresses*. The complete, official collection of agency rules and regulations is held by the Secretary of State. Requests should be directed to that office.);
- .8: Directories;
- .9/ : Periodicals.

An individual accession number follows the colon. Unlike SuDocs' Cutter numbers, the WyDocs system simply assigns an accession number. The materials had been arranged chronologically initially, and newly arrived materials are assigned the next available number as they are received. New or revised editions are assigned the same accession number as the original work, but with a year designation to indicated the new edition.

For publications issued annually, such as agency reports, laws, statistical reports, directories, etc., the year covered is used instead of an accession number. For numbered series, such as bulletins, the numbers assigned by the issuing agency are used instead of assigning an arbitrary accession number. Periodicals are assigned a year/month designation to avoid the problem of duplicated or omitted volume/issue numbering.

*Created by Statewide Information Services, Wyoming State Library, October 2002*